

MEMORANDUM FOR: Training Coordinators

SUBJECT: Course Announcement: Electronic Signature Technology Training

1. The GRB Group will present 22 sessions of Electronic Signature Technology Training at WSMR as follows:

- a. Dates and Course:
 - 22 Sep 03: PKI
 - 23 Sep 03: Approvit
 - 24 Sep 03: Amedd
 - 25 Sep 03: PDF
 - 29 Sep 03: PKI
 - 30 Sep 03: Approvit
 - 1 Oct 03: Amedd
 - 2 Oct 03: PDF
 - 20 Oct 03: PKI
 - 21 Oct 03: Approvit
 - 22 Oct 03: Amedd
 - 23 Oct 03: PDF
 - 27 Oct 03: PKI
 - 28 Oct 03: Approvit
 - 29 Oct 03: Amedd
 - 30 Oct 03: PDF
 - 3 Nov 03: PKI
 - 4 Nov 03: Approvit
 - 5 Nov 03: Amedd
 - 24 Nov 03: PKI
 - 25 Nov 03: Approvit
 - 26 Nov 03: Amedd
- b. Time: 0800-0930
- c. Length: 1 ½ hours
- d. Location: Building 464, Education Center, Room to be Listed
- e. Cost: None

2. Course Descriptions:

PKI:

The introductory class will present the DoD PKI secured signature interface designed by DISA and SET-D to be utilized by all DoD employees effective 1 Oct 03, using Common Access Cards (CAC), Card Readers, and DoD certificates for validation or authentication of electronic signatures. You will learn how to properly send or receive encrypted and digitized signed e-mail. Learn how to use your CAC to open a digital or encrypted message. You will be shown the full process via

examples. Viewing of certificates and signature layers to be discussed. Current status of program and future changes. If you have not attended a PKI brief at this time, please attend one of the classes listed above. Management and employees are encouraged to learn this capability on enhancing their desktop processes.

Approvit:

The introductory class will present the latest E-Signature process utilized at WSMR for processing encrypted and digitized signatures using MS Word, MS Excel, and MS Access. Emphasis placed on value of using the program's special features, new techniques, and DoD PKI CAC interface. The Army's initiative of "going paperless" using secured electronic processing has escalated the knowledge within this new infrastructure. Management and employees are encouraged to learn this capability on enhancing their desktop processes electronically with the latest state-of-the-art technology.

Amedd:

The introductory class will present the latest E-Signature process utilized at WSMR to provide encrypted and digitized signatures using DoD PKI inside the AMEDD electronic forms engine. Emphasis placed on value of using the program's special features, new techniques, and DoD PKI CAC interface. The Army's initiative of "going paperless" using secured electronic processing has escalated the knowledge within this new infrastructure. Management and employees are encouraged to learn this capability on enhancing their desktop processes electronically with the latest state-of-the-art technology.

PDF:

The introductory class will present the latest E-Signature process utilized at WSMR for processing encrypted and digitized signatures using the Adobe Acrobat Distiller 5.0 interface with ApproveIt 5.23 digital signature technology. Moving electronic signed documents outside WSMR has never been so easy, to include physical signatures. Learn how to convert all your signed material into a format that is secured and easy to read. Printing of physical signatures on demand generates excellent quality, better than a fax. Learn about the flexible possibilities on signing electronic documents with ease. Archiving and distribution management needs made possible through soft copy, thus saving cost on printing or distributing of hard copies. Learn how to make your desktop environment work for you using Adobe Acrobat with state-of-the-art technology. Management and employees are encouraged to learn this capability on enhancing their desktop processes with state-of-the-art technology.

3. Target Audience:

These courses are mandatory for WSMR/DTC employees involved in the chain of preparing, reviewing, receiving, signing, filing, or distributing electronically signed forms or correspondence. The DOD PKI initiative to electronic signature technology mandates Government employee's gains knowledge and understanding of this new requirement.

4. DD 1556s are not required for this training. Training coordinators should ensure an equitable distribution of employees for each session.
5. Point of contact for this course is Sylvia Hunt, 678-4413.

****Note:** While attending classes, students are asked to park in front of the Education Center or at the Post Theater parking lot and not at the Community Center or the south parking lot of the Aquatic Center. Thank you.

/signed/
SYLVIA HUNT
Training Specialist