



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

The Honorable Carolyn B. Maloney  
Chairwoman, Committee on Oversight and Government Reform  
U.S. House of Representatives  
Washington, DC 20515

Dear Chair Maloney:

The 21st Century Integrated Digital Experience Act, Section 5, requires the head of each executive agency to submit to the Director of the Office of Management and Budget and the appropriate congressional committees a plan to accelerate the use of electronic signature standards established under the Electronic Signatures in Global and National Commerce Act (15 U.S.C. § 7001 et seq.).

The Department of the Interior (DOI, Department) Office of the Chief Information Officer (OCIO) created a Digital Signature Policy that will accelerate the adoption of electronic signatures across the Department. A cross-functional team that included representatives from the Bureau of Land Management, Bureau of Reclamation, National Park Service, U.S. Fish and Wildlife Service, U.S. Geological Survey, Office of the Secretary, Office of the Solicitor, and OCIO developed the OCIO Directive 2020-003 Digital Signature Policy. A copy of this policy is enclosed.

The directive establishes the Department's standards and guidelines for signing electronic documents with digital signatures. The Digital Signature Policy includes instructions to implement the use of the Personal Identity Verification credential, also known as the DOI Access Card's digital signature capability in documents, forms, and agreements. The directive informs Department staff of the following:

1. Using the DOI Access Card to apply digital signatures to internal forms and documents;
2. Using the DOI Access Card to apply digital signatures to external forms and documents if the receiving entity will accept these; and
3. Working with the bureau or office Associate Chief Information Officer to establish alternative digital signature technology when the use of a DOI Access Card is not possible (i.e., the general public).
4. Exceptions: This policy does not require the use of digital signatures for low-assurance transactions, documents, and forms; therefore, current practices (e.g., using government email messages) remain acceptable in some circumstances.

**Plan to Adopt the Digital Signature Policy**

The OCIO is developing document templates and correspondence training that effectively uses digital signatures and ensures improved Section 508 compliance. The OCIO is delivering this training to DOI employees, beginning with Chiefs of Staff and their administrative support teams in May 2020.

**Migration of Existing Technologies**

Some Department bureaus and offices have previously implemented various electronic approval/signature processes that require review. Bureaus and offices must update their processes to ensure the appropriate level of assurance as defined in the recently released policy.

The DOI sent a similar letter to Ranking Member Jim Jordan. Please contact Cole Rojewski, at [cole\\_rojewski@ios.doi.gov](mailto:cole_rojewski@ios.doi.gov), if you have any questions.

Sincerely,

William E. Vajda  
Chief Information Officer

Enclosure