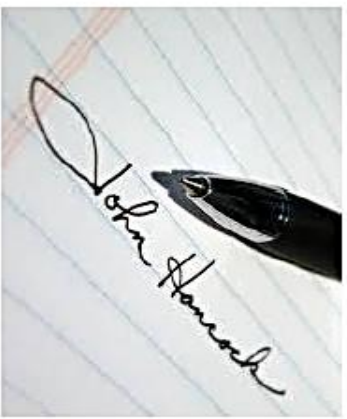


ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687

**HOW TO CREATE A DIGITAL COPY OF HANDWRITTEN (WET INK) SIGNATURE**

**STEP 1: Capture Handwritten (wet ink) Signature**

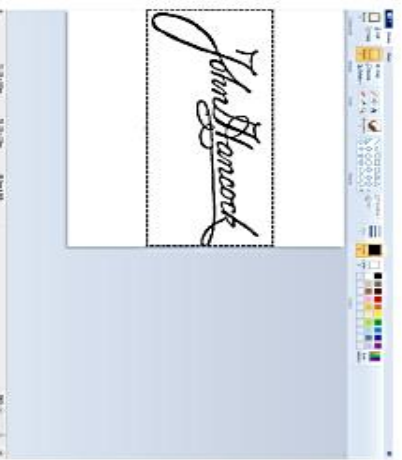
- a. Sign blank, white page with current signature and initials



- b. Scan or take picture of signature – Send to Email and save on computer



- c. Utilizing picture editor, crop saved signature to actual size of signature (see dotted lines around signature below); Save picture.



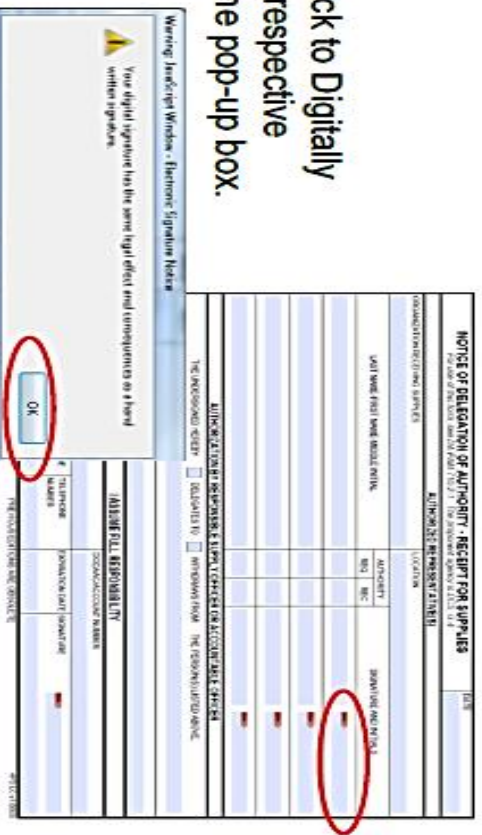
- d. Open Image Properties to Determine Picture Size (click on "Inches"); write down/take note of picture size.



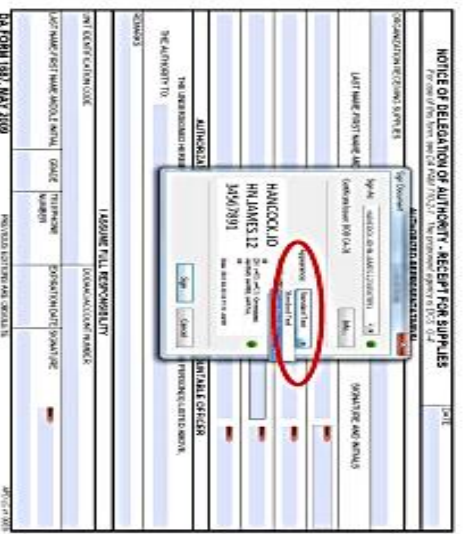


**ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687**

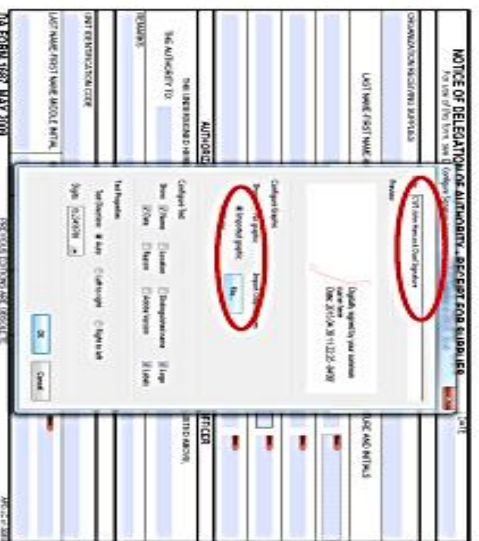
- b. Complete all data entry requirements, as required in DA Pam 710-2-1, for Class V operations (**ensure "Expiration Date" does not exceed either 365 days beyond date of form or earliest ETS date of individuals listed**).
- c. Click in Signature Block to Digitally Sign DA Form 1687 for respective individual; click OK on the pop-up box.



- d. Select "Create New Appearance" from the Appearance drop-down box

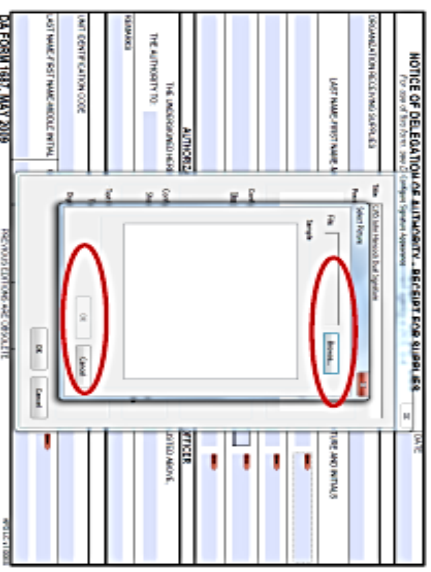


- e. Enter "Title" name (i.e., CW5 John Hancock Dual Signature)
- f. Select "Imported Graphic" radio button
- g. Click on "File" from "Import Graphic from" selector

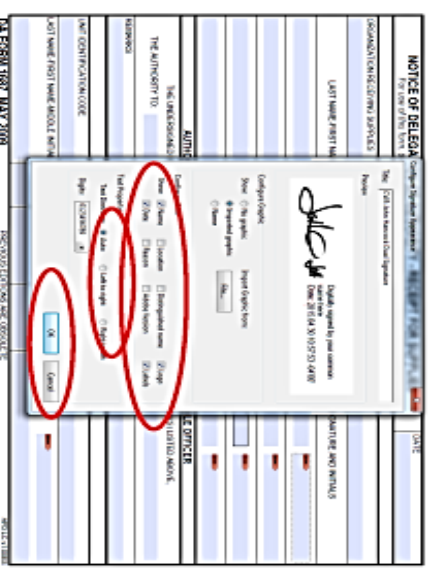


ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687

- h. Select "Browse" for the New Image (will only search for pdf)
- i. Locate the file that was created in Step 1.
- j. Click "OK"



- k. Verify only the following boxes are selected: Name, Date, Logo, Label
- l. Verify "Text Properties – Left to Right" is highlighted.
- m. Click "OK"



- n. Digitally signed documents will now display both Digital Signature and Electronic Handwritten Signature.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES		DATE
For use of first form, see DA Form 702-21. (No proposed agency in DA Form 702-21) <td>30 Apr 2015</td>		30 Apr 2015
AUTHORIZED REPRESENTATIVE(S)		
ORGANIZATION RECEIVING SUPPLIES 1234 Army Brigade, Pentagon, Washington DC	LOCATION Ammunition Supply Activity	
LAST NAME-FIRST NAME-AMODE INITIAL	AUTHORITY REG REC	SIGNATURE AND INITIALS
HANCOCK, JOHN J. DOD ID Expiration 3 Nov 2015	YES YES	
##### NOT USED #####		
##### NOT USED #####		
##### NOT USED #####		
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b> THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE. THE AUTHORITY TO Request/Receive ammunition items from the supporting ammunition supply activity.		
<b>REMARKS:</b> The individuals listed above have been screened IAW AR 190-11. All other editions are superseded, except Contractor (I) Apr 15		
UNIT IDENTIFICATION CODE		UNIT AND INITIALS
WABCD E	DDOAA/ACCOUNT NUMBER	W12ABC
LAST NAME-FIRST NAME-AMODE INITIAL	GRADE	SIGNATURE
BOSS, JAM D.	COL	
TELEPHONE NUMBER	EXPIRATION DATE	
123-1423	02 Nov 2015	
PREVIOUS EDITIONS ARE OBSOLETE		
DA FORM 1687, MAY 2009		ADDITIONAL






- o. Do **NOT** use any other method to apply digital signature or electronic hand written signature (i.e., paste picture of signature directly to DA Form 1687) to the DA Form 1687.

ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687

p. Send DA Form 1687 (PDF), via email, to all individuals required to sign the DA Form 1687.

q. Send completed DA Form 1687 (PDF), via email, to supporting Ammunition Supply Activity. **Do NOT photocopy or scan.**

**THE FOLLOWING IS A PROPERLY COMPLETED DA FORM 1687 FOR CLASS V OPERATIONS**

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b>		DATE		
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>		30 Apr 2015		
ORGANIZATION RECEIVING SUPPLIES		AUTHORIZED REPRESENTATIVE(S)		
1234 Army Brigade, Pentagon, Washington DC		CARD 1 of 2		
LOCATION		Ammunition Supply Activity		
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY	REQ	REC	SIGNATURE AND INITIALS
		YES	YES	
HANCOCK, JOHN J., CW5, DOD ID Expiration 3 Nov 2015	YES	YES		 <small>John J. Hancock DA FORM 1687 (REV. 03-08)</small>
//////// NOT USED //////////				
//////// NOT USED //////////				
//////// NOT USED //////////				
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>				
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.				
THE AUTHORITY TO: Request/receive ammunition items from the supporting ammunition supply activity.				
REMARKS				
The individuals listed above have been screened LAW-AR 190-11. All other editions are superseded, except Contractor 01 Apr 15				
<b>I ASSUME FULL RESPONSIBILITY</b>				
UNIT IDENTIFICATION CODE	DODDACAACCOUNT NUMBER			
WABCD E	WI2ABC			
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
BOSS, JAM D.	COL	123-1423	02 Nov 2015	 <small>JAM D. BOSS DA FORM 1687 (REV. 03-08)</small>

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APDLC-V100ES