



DEPARTMENT OF AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

24 AUG 2001

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Paperless Contracting and Electronic Records Management

There have been numerous questions asked about the possibility of going to a completely electronic contract file and while we have made great strides in moving toward a truly paperless contracting environment in the past two years, some significant challenges remain. To turn off paper, electronic signatures and records management must be addressed.

First, there is currently no mechanism within SPS or our other contract writing systems that would allow for the authentication of incoming documents such as bilateral agreements. The use of Public Key Infrastructure (PKI) as the mechanism for electronic signature would provide authentication of incoming documents and is planned in version 5.0 of SPS. In addition, signatures on other associated file documentation will also require some kind of authentication process. Second, in terms of records management, FAR 4.805 allows for record copies to be stored on alternate media as long as they "...are accurate, complete and clear representations of the originals." The final "storable" file must be in a format that can be passed to the Air Force designated electronic records management system or an alternative system that has been certified as compliant with DODD 5015.2, "DOD Records Management Program," but no such system has been funded or deployed.

Until we have established an adequate process for the authentication of electronic signatures, and the Air Force has funded and deployed a certified electronic records management system, we must continue to retain a paper copy of documents requiring signatures. We will, however, continue to work towards removing impediments to a full electronic contract file. My action officers for this policy are Karen Petering, SAF/AQCP, DSN 425-7054 and Carolyn Lee, SAF/AQCK, DSN 425-7045.

A handwritten signature in black ink, appearing to read "Timothy A. Beyland".

TIMOTHY A. BEYLAND
Associate Deputy Assistant
Secretary (Contracting)
Assistant Secretary (Acquisition)