

Effective May 26, 2015, with the launch of the Energy Centralized Printing (ECP), wet signatures will only be required for, Reconsideration Decisions, Consequential Conditions requiring a letter decision, Director Orders, and Final Decisions. This means that these items require an original written signature (instead of a copy, digital or electronic signature) and cannot be sent to ECP for printing and mailing. Because a wet signature is required for these documents, and it is not allowable for a CE/HR who is teleworking to print and sign them, it is necessary to implement a process for ensuring that documents can be signed by someone with signature authority and released in a timely fashion. As such, when a wet signature required document is ready to be released, the teleworking employee will email it to an appropriate office representative who will print, sign, bronze to OIS, make copies (if needed), and mail out the original document. A supervisor, manager, or a designated co-worker (a buddy system) can be selected to handle this responsibility to ensure that documents are signed and sent out. The DEEOIC National Office will allow the district offices and FAB to decide what works best for their offices.

All documents that require a wet signature should contain the signature block with the name of the employee who originated the document. The supervisor, manager or designated co-worker would sign their name above the signature block and write "for" next to the originator's name. For example, CE Sally Smith drafts a Final Decision. Sally emails it to her manager or co-worker, Mary Jones, to sign the document and mail it out. Mary will add her signature and write "for" to the left of the originator's name in the signature block. Please note that the person signing the document is not responsible for its content but is merely signing the document so that it includes a wet signature and is mailed out in a timely fashion. The CE/HR who initially drafted the document is responsible for the data entry in ECS of the "Sent Date" of the document which is equal to the date that it is emailed for signature and is also the date that should be placed on the document.

An example of a signature block:

Sincerely,

Sally Smith
Claims Examiner
Denver District Office