



VRO Vetting Risk
Operations

20 February 2024

Job Aid for Digital Signatures on the Standard Form 312

The purpose of this document is to provide a job aid to support the National Industrial Security Program (NISP) contractors on the 27 September 2023, Office of the Under Secretary of Defense for Intelligence and Security (OUSD I & S) memorandum, "Use of Digital Signatures on Standard Form 312".

There are four key points to highlight:

- Effective 20 February 2024, VRO will accept digitally signed SF-312s.
- The use of digital signatures on the SF-312 is **optional**. Manual or "wet" signatures will still be accepted by VRO.
- If the Subject digitally signs the SF-312, the witness block does not require a signature.
- VRO will accept an SF-312 with a combination of digital and manual signatures.

Public Lists of DoD Sponsored/Approved External Certificate Authority (ECA) Public Key Infrastructure (PKI)

- The public list of DoD sponsored External Certificate Authorities (ECA) Public Key Infrastructure (PKI) that are authorized to digitally sign the SF-312 can be located at <https://public.cyber.mil/eca/>.
- The public list of DoD approved external PKIs that are authorized to digitally sign the SF-312 can be located at <https://public.cyber.mil/pki-pke/interoperability/>.

Frequently Asked Questions

1. Where can I find a copy of the SF-312 that allows for digital signature?

A copy of the SF-312 can be found here: <https://www.gsa.gov/reference/forms/classified-information-nondisclosure-agreement-1>

2. Can a Subject use an Adobe Signature or DocuSign as a digital signature on the SF-312?

No, the Subject must use a DoD Common Access Card (CAC), DoD sponsored ECA PKI or DoD approved external PKI. The public facing websites with the list of those options are provided above.

3. I have an Adobe signature created from my DoD sponsored/approved ECA PKI file. Does that qualify as an acceptable signature?

Yes, that qualifies as an acceptable signature. The website for the public list of DoD sponsored/approved ECA PKI is listed above.

4. If the Subject uses a digital signature, is a Witness signature required?

No witness signature is required; however, a digital or manual signature is required in the Acceptance block.

5. If the Subject uses a digital signature, is the Date, Social Security Number (SSN) and Organization still required?

Yes, please ensure the Subject fills out the Date, SSN and Organization information.

6. Can the Witness Signature (if required) be digital?

Yes, the Witness Signature on the SF-312 can be digital if it is on the list of DoD sponsored/approved ECA PKIs, listed above.

7. Is the Acceptance Signature required if the Subject signs digitally? Can the Acceptance signature be digital?

The Acceptance signature is required on all SF-312s, regardless if the Subject signed digitally or manually. The Acceptance signature can either be digital or manual. If it is digital, please ensure the digital signature used is on the list of DoD sponsored/approved ECA PKIs.

8. If the Subject signs the Debriefing Acknowledgement digitally, is there a requirement for a witness?

If the Subject signs digitally, there is no need for a witness because of the authentication, consent and integrity provided by the digital signature. Please ensure the digital signature is on the list of DoD sponsored/approved ECA PKIs.

9. Do I need to submit a new SF-312 if my employee has previously signed an SF-312?

No, if the individual has signed an SF-312 previously, there is no need to sign a new one. To determine if an SF-312 was signed previously, login to DISS JVS and review the Subject Summary screen. A date will be listed on the NDA Signed Date if the individual has signed an SF-312.

Process Flow with Subject using Digital Signature

1. Subject signs the SF-312 digitally.
2. Witness Signature is NOT required.
3. Acceptance Signature is required (digitally or manually).
4. SF-312 is uploaded into DISS.

Process Flow with Subject using Manual Signature

1. Subject signs the SF-312 manually.
2. Witness Signature IS required (digital or manual).
3. Acceptance Signature is required (digital or manual).
4. SF-312 is uploaded into DISS.