



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

I MEFO 5000.4C  
SSEC/G-1

09 SEP 2014

I MARINE EXPEDITIONARY FORCE ORDER 5000.4C

From: Commanding General  
To: Distribution List

Subj: AUTHORIZATION TO USE THE AUTOPEN SIGNATURE SYSTEM

Encl: (1) Proper Security of the Autopen Signature System

1. Situation. To establish policy and expectation when utilizing the subject resource in the execution of official duties on behalf of the Commanding General (CG), I Marine Expeditionary Force (I MEF).

2. Cancellation. I MEFO 5000.4B.

3. Mission. To provide guidance on the authorized use of the Autopen Signature System for CG, I MEF.

4. Execution

a. Commander's Intent. Only the CG, Deputy and or the Chief of Staff (C/S) may authorize the Staff Secretary (SSEC) to use the autopen signature for routine correspondence and vetted/approved recognitions.

b. Concept of Operations

(1) The C/S will normally authorize the use of the autopen signature system to sign the name of the CG either verbally or written.

(2) SSEC. The SSEC shall sign the CG's name with the autopen as directed by the C/S. The SSEC is authorized to utilize the autopen to sign citations for awards in cases where the CG has already digitally signed the Personal Award Recommendation form, NAVMC 11533 (this does not require additional authorization by the C/S). Additionally, authorization may be communicated via written authorization

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distribution is unlimited.

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penned on the respective routing sheet for routine correspondence.

(3) Autopen Signature System. The Autopen Signature System is located at the I MEF Headquarters Building and will be utilized and maintained per enclosure (1).

(4) Autopen Accountability. The use of the autopen is being maintained by a logbook that details the subject, date, username/signature, and verifier's signature.

5. Administration and Logistics. Requests for changes to this Order will be made to the Directives Control Point within the Office of Assistant Chief of Staff, G-1 via the SSEC.

6. Command and Signal

a. Command. This Order is applicable to all I MEF units.

b. Signal. This Order is effective the date signed.



M. J. GOUGH  
Chief of Staff

DISTRIBUTION: I

PROPER SECURITY OF THE AUTOPEN SIGNATURE SYSTEM

1. Purpose. To establish procedural policy to safeguard the autopen signature system from unauthorized use.
2. Background. The Staff Secretary, I MEF is designated as the custodian of the autopen signature system and as such is responsible for funding, diskette security, maintenance, and procurement of supplies for the system. The autopen signature system is located in the 1st Marine Expeditionary Force Headquarters, Building 210721.
3. Security
  - a. The system's security code notwithstanding, the best defense against unauthorized use is to:
    - (1) limit access to the room storing the autopen signature system;
    - (2) secure the programming diskette and plotter-pens;  
and,
    - (3) store the signature diskettes possessing the facsimile signature of general officers aboard this Installation, as a controlled item.
  - b. The system's log file will be closely monitored because it establishes a comprehensive audit trail of all usage. The system has a log file for each of the signature diskettes which indicates when and how many times the system was used. It will not indicate if any of the signature diskettes were copied. The programming diskette should be retained by the custodian, and the signature diskettes should be issued and retained by each user's administrative office.
4. Operators. The Staff Secretary and his/her staff at verbal/written direction of the Commanding General, Deputy Commanding General and Chief of Staff ONLY.