



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 5000.4D
SSEC

APR 23 2021

I MARINE EXPEDITIONARY FORCE ORDER 5000.4D

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 Autopen Signature System in the execution of official duties on behalf of the Commanding General (CG), I Marine Expeditionary Force (I MEF).

2. Cancellation. I MEFO 5000.4C

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 Commanding General (DCG), and/or the Chief of Staff (CoS) may authorize the Staff Secretary (SSEC) and the SSEC Chief to use the Autopen Signature system for routine correspondence and vetted/approved recognitions.

b. Concept of Operations

(1) The CoS may authorize the use of the Autopen Signature System to sign the name of the CG by verbal or written communication.

(2) The SSEC/SSEC Chief shall sign the CG's name with the autopen as directed by the CoS. The SSEC and SSEC Chief are authorized to utilize the autopen to sign citations for awards in cases where the CG has signed the Award Matrix Recommendation letter.

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

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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

APR 23 2021

6. Command and Signal

- a. Command. This order is applicable to all I MEF units.
- b. Signal. This order is effective the date signed.

GC Schreffler III
G. C. SCHREFFLER III
Chief of Staff

APR 23 2021

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 Chief, I MEF, is designated as the custodian of the Autopen Signature System and as such is responsible for funding, cartridge 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 best defense against unauthorized use is to:

(1) limit access to the room storing the autopen signature system;

(2) secure the programming signature cartridge; and

(3) store the signature cartridge possessing the facsimile signature of the Commanding General, as a controlled item.

b. The system's log file shall be closely monitored as 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.

4. Operators. The Staff Secretary and Staff Secretary Chief, at verbal/written direction of the Commanding General, Deputy Commanding General and Chief of Staff ONLY, are to operate the Autopen Signature System.

Enclosure (1)