[Date]

MEMORANDUM FOR: [Brian M. Frost]

Chief Security Officer

Senior Authorizing Official

FROM: [Office Name]: [Name of Supervisor of the office with delegated authority]

SUBJECT: Issuance of Digital Autopen Certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Office of the Federal Register requires documents for publication submitted with a digital signature to be digitally signed using a Microsoft Word and X.509 v3 compliant XaDES digital signature. As such, I request that the [Agency Certificate Issuer] issue a [United States Department of the Treasury]Digital Autopen Certificate to the following individual for purposes of digitally signing documents for publication in the Federal Register.

● Authorizing Sponsor Subject Name: [Chaplain] [Church Authority] Brian M Frost

● Authorizing Sponsor Email: [bfrost.alumni.fullsail.edu@dau.edu

● Digital Autopen Recipient: [Brian M. Frost], [Field Support],

● Email for Subject Alternative Name: [Brian.M.Frost.Civ@mail.mil

● Requirements: The [Church Authority] Delegated Signature Certificate shall:

○ Contain visually discerning text on the card body stating that the issued credential is an official Federal Register Digital Autopen designated credential.

○ Be compatible with Microsoft Word digital signature signing requirements.

○ Have the email address of the digital autopen recipient placed in the Subject Alternate Name of the Federal PKI role-based certificate.

○ Be issued to the individual only after verifying they possess a Personal Identity Verification card.

○ Ensure that when the credential is used for the Federal Register document digital signature, the subject name displayed on the certificate is the [authorizing sponsor] when applied to the document.

Anyone named in this issuance request can revoke the digital autopen at any time.

Cc: [input as necessary]