

How to Digitally Sign a Document

Step 1: Click on the field below to initiate the signature wizard.

3. If we are a non-Federal organization, we understand that we are a separate and independent entity from the U.S. Government and the Department of Defense (DoD). As such, we additionally understand the following:

- a. We are separate and independent entities from the DoD and are responsible for establishing our own respective policies and strategies for financing our Commemorative Partner events and activities. Neither our organization nor the DoD has the legal authority to bind the other contractually.
- b. This Commemorative Partner Statement of Understanding does not constitute DoD endorsement of our organization or of our activities, products and services. Accordingly, we will not publicize this partnership in any way that implies such endorsement. In addition, we will prominently display the following disclaimer on our print and electronic media associated with this Commemorative Partnership and our related events: "(Organization name) is not a part of, or endorsed by, the Department of Defense."

4. The DoD Office of Commemorations reserves the right to deny or remove an organization from the Commemorative Partner Program for any reason, including when an organization's:

- a. Representations create the appearance that the organization is part of or endorsed by the DoD, or otherwise are inconsistent with the Joint Ethics Regulation (DoD 5500.07-R); or
- b. Activities conflict with the DoD Community Relations Program (DoDD 5410.18 and DoDI 5410.19) or The United States of America Vietnam War Commemoration mission and objectives, or violate any of its policies.

DoD publications are available at <http://www.dtic.mil/whs/directives/>.

5. Status as a Commemorative Partner does not confer any priority or guarantee for military support of Commemorative Partner events. Requests for military participation in non-DoD Commemorative Partner events will be evaluated for eligibility according to DoD community relations policies and Federal ethics regulations. Military Service support of and/or participation in eligible events is subject to the availability of requested assets and funds. Such involvement must not result in any additional expenses or costs for the U.S. Government which have not been previously budgeted and funded.

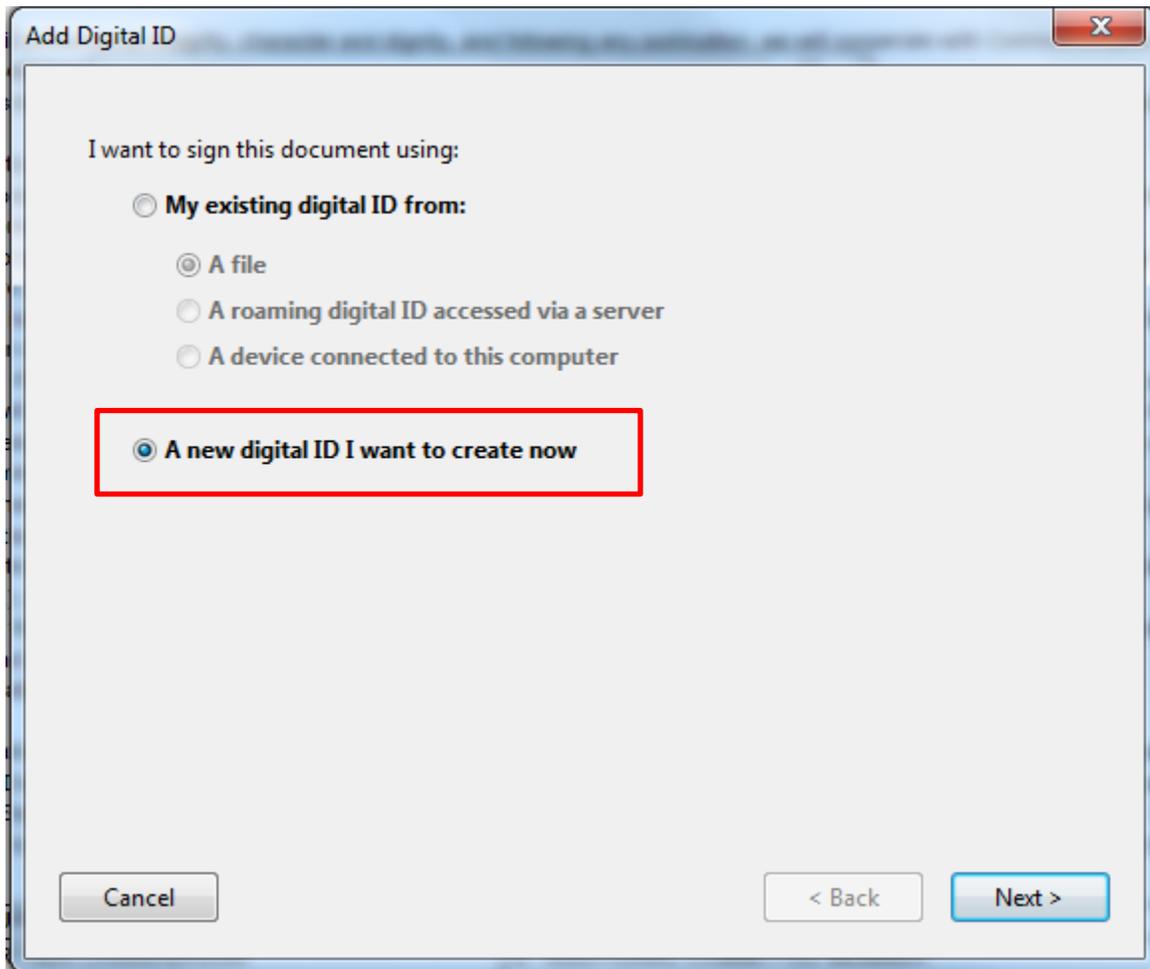
6. AUTHORIZED SIGNATURE(S):			
a. COMMEMORATIVE PARTNER CHAIRPERSON		b. ADDITIONAL COMMITTEE MEMBER	
(1) Printed Name (Last, First, Middle Initial)		(1) Printed Name (Last, First, Middle Initial)	
(2) Signature	(3) Date (YYYYMMDD)	(2) Signature	(3) Date (YYYYMMDD)

SUBMIT COMPLETED AND SIGNED STATEMENT TO: The United States of America Vietnam War Commemoration
 Signature (click to sign). (Click to sign) 1101 Wilson Blvd., Arlington, VA 22209

OR FAX TO: 703-692-4691,
 OR EMAIL FORM TO: cpp.statementofunderstanding@osdcommemorations.mil

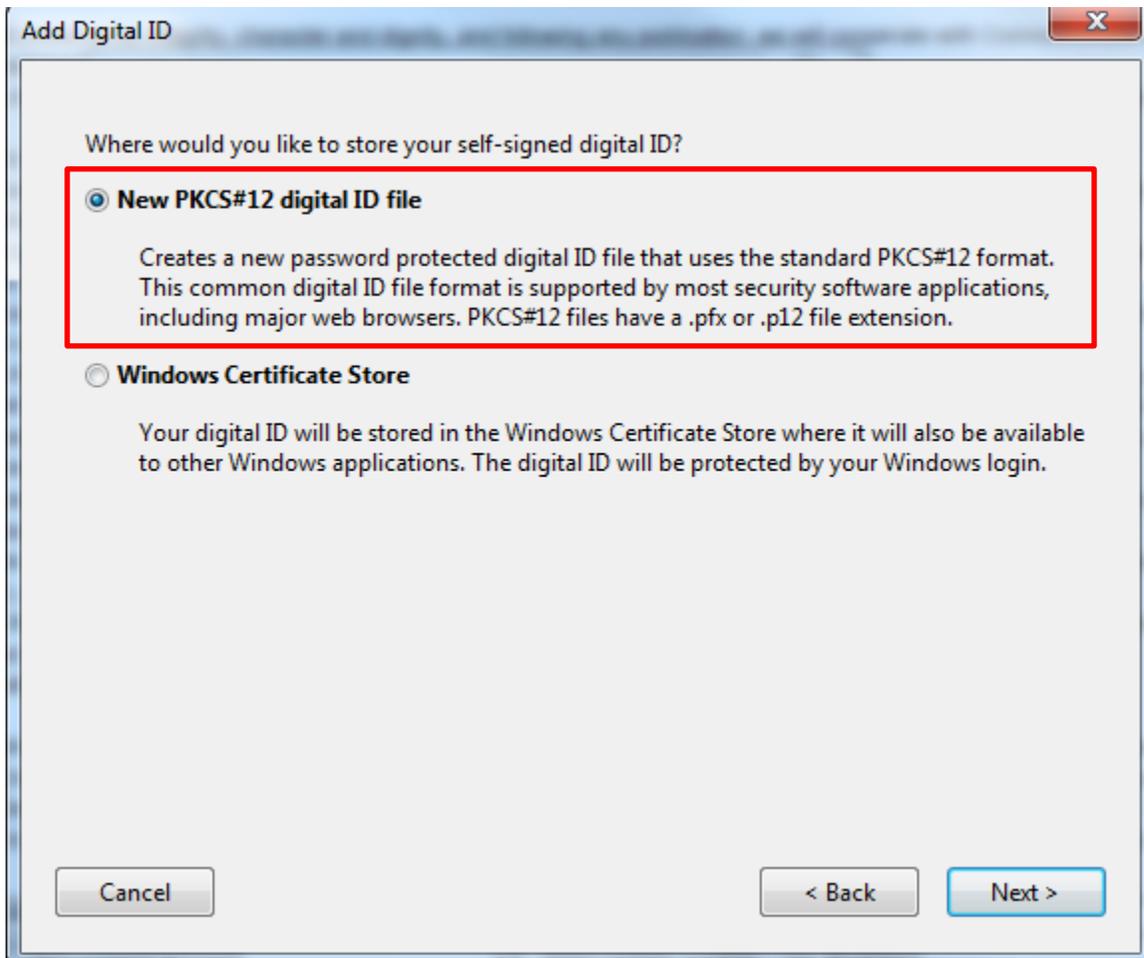
Step 2: If you don't have a Digital ID already, this wizard will popup:

Select the radio button to create a new digital ID



Select Next to continue.

Step 3: Keep this item selected. You will want to store your self-signed digital ID in a PKCS#12 digital ID file.



Select Next to continue.

Step 4: Enter your full name, Organizational Unit if applicable, Organization Name, and email address. Make sure the Country/Region is correct. Full name and email address are required fields. All other fields are standard, and don't need to be changed.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

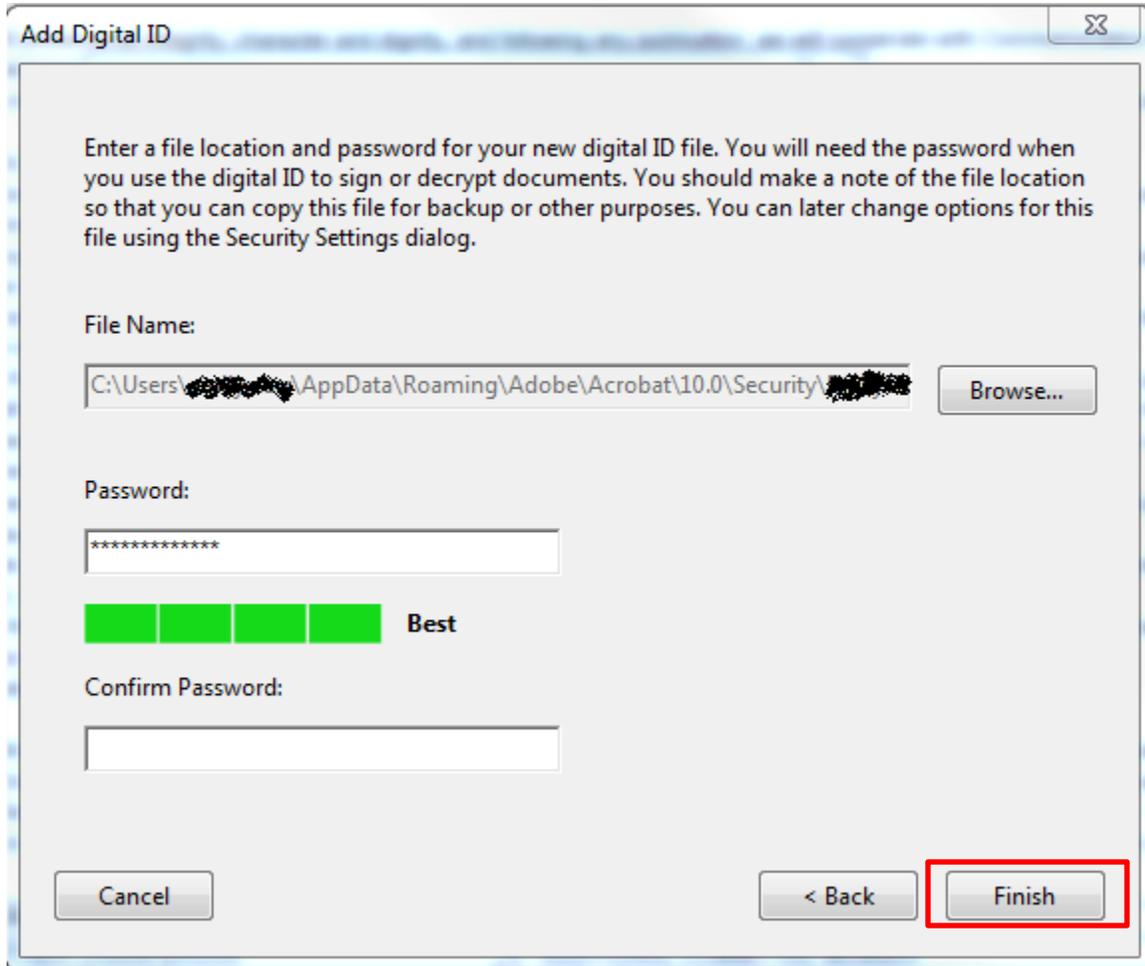
Key Algorithm:

Use digital ID for:

Cancel < Back Next >

Select Next to continue.

Step 5: It will ask you to store your id on your computer, you can leave the default file path or hit browse and save to somewhere you prefer.



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

C:\Users\... \AppData\Roaming\Adobe\Acrobat\10.0\Security\... Browse...

Password:

Best

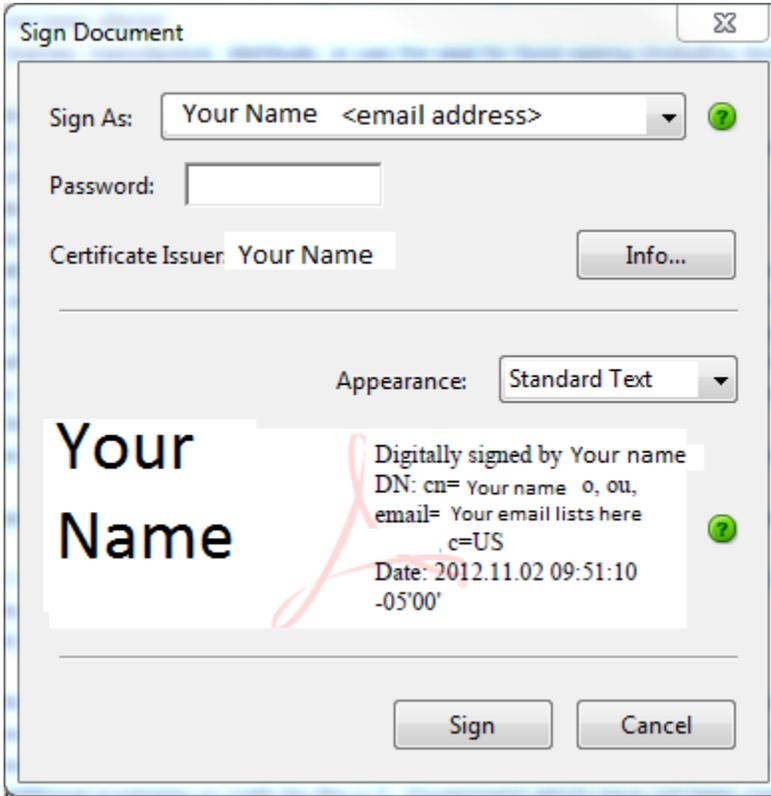
Confirm Password:

Cancel < Back Finish

Type in a strong or best rated password. Best practice passwords have a lowercase, uppercase character, numbers, or symbols. It is good to have one of each in your password and be at least 7 characters long. [Click here for more information on passwords.](#)

Click Finish.

Step 6: It will instruct you to sign the document. You will have to re-enter your password again. Select Sign to complete this step.



Your name will automatically appear on the PDF:

b. Activities conflict with the DoD Community Relations Program (DoDD 5410.18 and DoDI 5410.19) or The United States of America Vietnam War Commemoration mission and objectives, or violate any of its policies.
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(2) Signature	(3) Date (YYYYMMDD)	(2) Signature	(3) Date (YYYYMMDD)
Your Name Will Appear Here			

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OR EMAIL FORM TO: cpp.statementofunderstanding@osdcommemorations.mil

Send your saved PDF to this email address: cpp.statementofunderstanding@osdcommemorations.mil

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