



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

MNPF-SS

1 September 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DA Form 1687, Notice of Delegation of Authority, Letter of Instruction (LOI)

1. References:

a. Memorandum, ARNG-ILS, subject: Clarification on the Utilization of Signatures on DA Form 1687, 15Sep14.

b. Memorandum, DALO-SU, subject: Clarification to the DA Form 1687 Signatory Requirements, 8Sep14.

c. ALARACT Message 025/2012, DTG: 021541ZFEB12, subject: Utilization of Electronic Signatures on DA Form 1687.

d. Memorandum, ARNG-LGS, subject: Clarification to Policy on the Utilization of Signatures on DA Form 1687, 30Mar17.

e. USP&FO SOP L-1, External SOP for Warehouse, Chapter 5.

f. USP&FO SOP L-6, External SOP for Central Issue Facility (CIF), para 3-4b(3) and para 3-5g.

2. IAW references above, a valid DA Form 1687 and Assumption of Command memorandum must be on file at the USP&FO Warehouse Supply Support Activity (SSA) and Central Issue Facility (CIF). The DA Form 1687 requires the digital (Common Access Card (CAC) enabled) signatures with an upload of a bit map .bmp hand-written "wet signature" image. This policy applies to ALL classes of supply requirements.

3. This regulatory requirement is a Command Logistics Review Team (CLRT) and Inspector General (IG) inspect-able item. The DA Form 1687 dated **NOV 2015 (PDF) VERSION 1.01ES** is the only form accepted. All other DA1687s are obsolete and are not acceptable.

a. Appendix A attached lists the step-by-step instructions for units to follow to correctly complete the DA 1687. The requirement for hand-written initialing is no longer required.

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b. Appendix B provides samples of correctly filled out DA1687s for both warehouses. Both warehouses will accept up to a two (2) year expiration date which is strongly recommended.

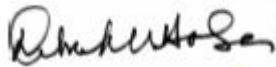
c. Appendix C lists the step-by-step instructions for adding a manual signature image to a digital signature utilizing **ADOBE Acrobat DC**.

d. Appendix D is the ARNG memorandum authorizing the use of the .bmp hand written "wet signature" image to meet the digital and manual dual signature requirement.

4. Forward all DA Form 1687.pdf containing both signatures to the supporting warehouse, Mr. Sam Simmons for main warehouse and Mr. Ken Panetta for CIF. Units will retain the electronic DA form 1687.pdf in their computer supply files for CLRT review. **Scanned copies are no longer acceptable.** Retain the DA Form 1687 with supporting documents for a period of six years.

5. POC for this office is the undersigned, DSN 489-3700 or cml (518) 272-3700.

FOR THE USP&FO for New York:



DEBORAH M. HOLSER
Supply Management Officer

Encl

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