



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 South George Mason Drive
ARLINGTON VA 22202

NGB-ARP 08-012

03 June 2008

MEMORANDUM FOR the NG J1 MILPOS of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Transition Processing (TRANSPROC) eSignature Capability

1. The NG J1 MILPOs were alerted in June 2007 that improvements to TRANSPROC would soon include electronic signature (e-signature) functionality, authorizing Officials to sign DD 214s (see COL Watson's attachment from 2007.) Additionally, attached for your convenience is a State and Territory Common Access Card (CAC) point of contact list and a sample copy of the DoD fielding plan already sent to your J6 DCSIMs. The intent is to ensure both the State J1 and J6 communities have the same information and that the J1 requirements are captured before the J6 submits their total State's CAC reader and pin pad requirements to the Army's Project Office Installation Management System.
2. Further guidance will be published by NGB-ARP on the instructions to utilize the added functionality of eSignature in the TRANSPROC system within the next 45 days.
3. The TRANSPROC e-Signature CAC Reader and Pin Pad are to be used in your State or Territory by Soldiers that need the capability to sign DD Form 214s. It is intended that these devices be installed on computers used by Soldiers who use the TRANSPROC normally located within the personnel community.
4. POC on this issue for the Army National Guard Bureau is Mr. Patrick Brinker, patrick.brinker@us.army.mil, (703) 607-9173.



CRAIG R. EKMAN
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