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*"Rummaging in the government's attic"*

Description of document: General Services Administration (GSA) Autopen Log signature log, used to record when the Autopen machine is used to sign a document and instructions for Autopenning Documents, 2019-2020

Requested date: 07-January-2021

Release date: 11-March-2021

Posted date: 04-October-2021

Source of document: U.S. General Services Administration  
FOIA Requester Service Center (H3A)  
1800 F Street, NW, 7308  
Washington, DC 20405-0001  
Fax: 202-501-2727  
[FOIAonline](#)

Preferred during COVID-19 pandemic:  
[FOIAonline](#)

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March 11, 2021

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request number (GSA-2021-000493), submitted on January 7, 2021, in which you requested the following:

“[a] copy of the GSA Autopen Log for the last four years. The Autopen Log records when the GSA Autopen machine is used to sign a document. I also request a copy of the GSA Autopen policy (the policy or procedure that describes procedure for the proper use of the Autopen at GSA).”

Enclosed please find the documents responsive to your request.

Please note, two years ago GSA began keeping a written log of when the autopen was used. Shortly after GSA went to full-time telework, GSA adopted the use of DocuSign and we have not used the autopen machine since.

In processing your request, GSA has withheld actual signatures pursuant to the FOIA, 5 U.S.C. § 552(b)(6). This was done because public disclosure of this information would constitute a clearly unwarranted invasion of personal privacy.

As we have redacted information referenced in the above paragraph(s) with the aforementioned FOIA exemption, this technically constitutes a partial denial of your FOIA request. You have the right to appeal the denial of the information being withheld. You may submit an appeal online at the following link (<https://www.foiaonline.gov/foiaonline/action/public/home>) or in writing to the following address:

U.S. General Services Administration  
FOIA Requester Service Center (LG)  
1800 F Street, NW  
Washington, DC 20405

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. In addition, your appeal must contain a brief statement

of the reasons why the requested information should be released. Please enclose a copy of your initial request and this denial. Both the appeal letter and envelope or online appeal submission should be prominently marked, "Freedom of Information Act Appeal."

This completes our action on this request. Should you have any questions, please contact me at (202) 219-3078 or by email at [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov). You may also contact the GSA FOIA Public Liaison, Duane Smith, at (202) 694-2934 or by email at [duane.smith@gsa.gov](mailto:duane.smith@gsa.gov) for any additional assistance and to discuss any aspect of your FOIA request.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

*Travis Lewis*

**Travis Lewis**  
FOIA Program Manager  
Office of General Counsel  
General Services Administration

Enclosures

# AutoPen Sign Out/Sign In

Date	Signature	User Phone #	Document or Control	Time Signed Out	Time Signed In	A-suite Countersignature
1/8/20	(b) (6)	202-273-4956	GSA order	2:52	2:59P	CVG
1/15	(b) (6)	1	Multiple	11:23	4:02 PM	KDS
1/17	(b) (6)	(2) 297-1923	Various	4:20	4:30	KDO
1/21/20	(b) (6)	202 208 2786	CC042583	5:12pm	5:26	KDS
1/22/20	(b) (6)	202-273-4956	Multiple	10:20	4:00	KDS
1/23	(b) (6)	(2) 297-1923	Adit GAO 202099	10:15	10:27	KDS
1/24	(b) (6)	(2) 297-1923	CC042623	2:16	2:26	KDS
1/24	(b) (6)	1	Adit A180053	3:52	4:03	KDS
1/27	(b) (6)	202-273-4956	Multiple	4:03	4:30	KDS
1/28	(b) (6)	(2) 297-1923	CC042734	2:18	2:27	CVG
1/30	(b) (6)	202-273-4956	CC042649	10:48	2:02	KDS
1/30	(b) (6)	(2) 297-1923	Contract	3:02	3:13	KDS
2/3	(b) (6)	2 273-4956	CC042616	10:44	4:15	KDJ
2/4	(b) (6)	(2) 297-1923	CC042696	12:53	1:25pm	CVS
2/5	(b) (6)	2-273-4956	Multiple	9:51	3:57pm	JPC
2/6	(b) (6)	(2) 297-1923	CC042577 (+)	9:50	10:01	KDS
2/7	(b) (6)	1	CC042526	10:20am	10:16	KDS
2/10	(b) (6)	202-273-4956	CC042773	12:59	4:05	KMT
2/11	(b) (6)	(2) 297-1923	CC042731	12:04	12:12	KDS
2/11	(b) (6)	1	CC042716	2:13	2:25	CVS
2/12	(b) (6)	202-273-4956	CC042669	1:49	2:58	JCP
2/13	(b) (6)	1	CAO	8:58	3:41P	CVS
2/14	(b) (6)	20208 2786	CC042581	2:10pm	2:21P	JCP
2/19	(b) (6)	(2) 297-1923	CC042788	11:16am	4:47pm	KDS
2/20	(b) (6)	1	CC042790	9:56 am	3:55 pm	KDS
2/21	(b) (6)	1	HR Documents	9:56 am	4:55 pm	KDS
2/25	(b) (6)	1	CC042736	3:43pm	3:53pm	KDS
2/26	(b) (6)	1	42598	3:04P	3:17	KDS
2/27	(b) (6)	(2) 297-1923	42651	3:33	3:40	KDS
3/2	(b) (6)	202-273-4956	42781	9:19	3:40	KDS
3/4	(b) (6)	1	Reviews	3:27	3:49	KDS
3/5	(b) (6)	(2) 297-1923	Korn SWC cat	3:45	3:53	KDS
3/6	(b) (6)	(2) 297-1923	CC042786	1:15	1:25	KDS
3/6	(b) (6)	1	CC042762	4:14	4:20	CVS
3/12	(b) (6)	1	CC042847	3:43	3:51	KDS
3/12	(b) (6)	1	Adit	4:13	4:21	CVS
3/12	(b) (6)	202 208 2786	CC042902	5:15pm	5:22	KDS
3/12	(b) (6)	(2) 297-1923	- - -	10:18	4:44	KDS

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# AutoPen Sign Out/Sign In

Date	Signature	User Phone #	Document or Control	Time Signed Out	Time Signed In	A-suite Countersignature
2/28	(b) (6)	202-273-4956		10:35 AM	10:46	CVS
2/28		297-1923		2:25	2:28 PM	JPF
2/28		273-4956		2:58	3:08	JPF CVS
3/1		297-1923		<del>4:35</del> 4:35	4:28	JPF
3/1		202-590746	FLSMAT	5:10	6:00	JPF TCB
			Reag head to return to Monday			
3/4		202-273456	FLSMAT	12:30	12:35	JPF JPF
3/4		202-273-4956	40367	1:44 PM	1:50 PM	JPF JPF
3/4		"	"	3:19	3:26	JPF
3/5		7032544584	40346	12:00	12:05	JPF TCB
3/8		1035635824	40347	4:15 PM	4:29	
3/8		1	A17092	1	1	
3/12		202-292-143	GAO Audit	10:00 AM	10:06 AM	JPF
3/12		1	GSA Audit	1:58 PM	2:10 PM	JPF
1		1	Retention letters			JPF
3/12		202322095	EPW Resp.	4:20	5:40	JPF
3/14		202-273-4956	FLCt STUDIES	11:32	11:43	CVS
3/14		11	CP	2:48	2:55	TCB
3/18		40368	→	8:54	9:03	CVS
3/1		Prospectus	→	4:02	4:55 AM	TCB
3/18		22-297-1923	Prospectus	3:35	3:43 PM	
3/19		CC040500	Letter	5:10	6:00	
3/20		CC040492	Advis Refers	5:15	9 AM 3/21	
3/21		202-273-4956	Audit/COI	1:18	1:33	
3/21		11		3:54	3:59	
3/22		CC040474	Decision Refr	9:23 AM	9:30 AM	CVS
3/27		202-273-4956	Ref Letters	10:32	10:39	JPF
3/28		11	PBS	10:10	10:18	JPF
3/29		297-1923	PBS	11 AM	11:06	JPF
3/29		604-3774	HSI	1:15	1:25	
3/29		297-1923	SE19-002	3:39	3:46	
3/29/04		202-208-2786	GA Audit (Comp 447)	5:12 PM	5:42 PM	
4/1/19		202-273-4956	NO FEA	10:56 AM	11:12	
4/1/19		11		12:46 PM	12:53	
4/2		297-1923	GAO-19-281	1:20 AM	1:27 PM	JPF
4/4		297-1923	Loyal Service Act	11:31	11:40	JPF
4/11		2-6043774	GLC	3:55	4:00	JPF
4/12		202-273-4956	CC04558	3:40	3:19	JPF
4/12		202-208-2786	GAO-19-281	5:10 PM	5:14 PM	JPF
4/19		22-297-1923	CC040594/571	2:43 PM	3:01 PM	
4/19		1	CC040599	3:44	3:51	
4/23		22-297-1923	GIC Hotline	1:26	1:34	CVS

# AutoPen Sign Out/Sign In

Date	Signature	User Phone #	Document or Control	Time Signed Out	Time Signed In	A-suite Countersignature
4/24	(b) (6)	02-273-4956	CCO 40493	11:51 Am	12:03	
4/24	(b) (6)	02-431-5394	Procurement through E Commerce Portal	5pm	5:15 Pm	
4/26	(b) (6)	02-297-1923	Attestation	1:30pm	1:37pm	CVS
4/29	(b) (6)	02-273-4956	Multiple	12:50	1:33 Pm	CVS
4/30	(b) (6)	02-297-1923	Pagano Rpt Op	2:26 pm	2:33 pm	CVS
5/1	(b) (6)	02-273-4956	40660	8:48	2:12	CVS
5/2	(b) (6)	02-297-1923	Retirement letters	2:25	2:33	
5/7	(b) (6)	02-297-1923	various	3:15	3:40pm	
5/9	(b) (6)	02-297-1923	various small	2:25pm	3:01 pm	
5-10	(b) (6)	6043774		3:41 p	3:58	CVS
5/14	(b) (6)	70320440004	R+A Spend	5:15		
5/21	(b) (6)	02-297-1923	various	4:25	4:32	KDJ
5/22	(b) (6)	02-273-4956	Multiple	10:30	10:44	KDJ
5/23	(b) (6)	02-297-1923	Ret 1st Hr	11:50	11:55	KDJ
5/24/2019	(b) (6)	02-208-2786	Adipon Volume	4:20 pm	1:38 pm	KDJ
5/28/19	(b) (6)	02-297-1923	ccoyou85	1:38 pm	1:38 pm	KDJ
5/29/19	(b) (6)	02-431-5394	CCO 40650	4:18 pm	4:25 Pm	KDJ
5/30	(b) (6)	02-202-2786	A170047	3:25 pm	3:32 pm	KDJ
5/30/19	(b) (6)	02-208-2786	FF 2 control	5:07 pm	5:45 am	
5/31/19	(b) (6)	02-297-1923	IG Report	8:45	8:45 am	CVS
6/3/19	(b) (6)	02-273-4956	CCO 40879	11:16	11:33 am	KDJ
6/5/19	(b) (6)	"	41015	11:50	11:50	KDJ
6/6	(b) (6)	6043774	Rpt	10:14	10:19	KDJ
6/7	(b) (6)	02-297-1923	OSG 2 report	2:26	2:38pm	KDJ
6/7	(b) (6)	6043774	LTR DPA	10:56	11:00	KDJ
6/7	(b) (6)	02-297-1923	ccoyou81	1:35	1:48 pm	KDJ
6/10	(b) (6)	"	LTR	4:14	4:19	KDJ
6/10	(b) (6)	02-206697	LPOE	4:00	4:00	KDJ
6/11	(b) (6)	02-297-1923	TIS report	12:40pm	12:47pm	CVS
6/12	(b) (6)	02-273-4956	GAD	9:34	9:41	KDJ
6/12	(b) (6)	"	Multiple	1:12	1:30	KDJ
6/13	(b) (6)	02-297-1923	CAO-19-500	2:05 pm	2:13 pm	KDJ
6/13	(b) (6)	"	Reg. Waste cfr	4:08	4:20pm	CVS
6/17	(b) (6)	02-2576762	Directive - Sign	4:46	4:56	CVS
6/18	(b) (6)	02-297-1923	various	1:24 pm	1:48 pm	CVS
6/18	(b) (6)	02-273-4956	Lease	5:00	5:04	CVS
6/18	(b) (6)	02-273-4956	GAD	1:38	1:46	CVS
6/25	(b) (6)	02-297-1923	various	4:26	4:32	KDJ
6/26	(b) (6)	02-273-4956	Multi	11:51	1:58	KDJ
6/26	(b) (6)	"	Hold over	4:02	5:16	KDJ
6/28	(b) (6)	02-297-1923	A170047-3	4:00	4:08 pm	CVS
7/1	(b) (6)	02-273-4956	Enrollment Bill	11:35	11:45	KDJ
7/1	(b) (6)	"	Multiple	2:57	3:06	KDJ



# AutoPen Sign Out/Sign In

Date	Signature	User Phone #	Document or Control	Time Signed Out	Time Signed In	A-suite Countersignature
7/2/2019	(b) (6)	202-208-2786	CC040072	12:35pm	12:41	KDS
7/5/19	(b) (6)	(2) 297-1923	DoA	11:30	11:41	KDS
7/5/19	(b) (6)	1	1	1:55pm	2:04	KDS
7/5	(b) (6)	1	G-AO-19-384	3:40pm	3:45pm	KDS
7/10	(b) (6)	202-273-4956	CC040855	12:54	1:00	CVS
7/15	(b) (6)	CC041473	202-273-4956	4:05	4:10	CVS
7/16	(b) (6)	Relentless letter	202-297-1923	10:55am	11:03	KDS
7/16	(b) (6)	certicate	1	3:10am	3:16	KDS
7/17	(b) (6)	202-273-4956	Multiple	1:00	1:15	KDS
7/18	(b) (6)	1	CC041803	10:37	10:44	KDS
7/18	(b) (6)	1	1	2:43	2:50	KDS
7/19	(b) (6)	(2) 297-1923	CC041031	1:44pm	2:43	KDS
7/24	(b) (6)	202-273-4956	Multiple	1:06	1:17	CVS
7/24	(b) (6)	1	1	3:26	3:38	CVS
7/25	(b) (6)	(2) 297-1923	Assurance statement	4:45pm	4:50	CVS
7/26	(b) (6)	1	41789/	11:37pm	11:53	CVS
7/29	(b) (6)	202-273-4956	H/T/11/15	1:53	2:00	CVS
7/29/2019	(b) (6)	202-208-2786	CC041809 <sup>Friday</sup>	4:45pm	4:52	KDS
7/30	(b) (6)	902590746	411910	4:30	5:22	CVS
8/1	(b) (6)	(2) 297-1923	CC041480	1:13b	1:53	CVS
8/1	(b) (6)	1	CC041899	4:33	4:40	CVS
8/2	(b) (6)	(2) 297-1923	CC041451	11:30	11:40	CVS
8/5	(b) (6)	(2) 273-4956	CC041804	3:41	3:57	CVS
8/8	(b) (6)	297-1923	A180073	10:40	10:45am	CVS
8/8	(b) (6)	1	1	1:55pm	2pm	CVS
8/8	(b) (6)	1	CC041812	4:10pm	4:17	CVS
8/8	(b) (6)	297-1923	Serv Award	4:41	4:50pm	CVS
8/8	(b) (6)	297-1923	41906	8:58	9:05am	CVS
8/11	(b) (6)	1	Prospectus	1:30	1:45pm	CVS
8/12	(b) (6)	202-273-4956	Cru	2:39	2:45pm	JPC
8/13	(b) (6)	(2) 297-1923	CC041933	11:22		
8/13	(b) (6)	(2) 297-1923	CC041933	11:58	12:21pm	KDS
8/13	(b) (6)	1	Report (PRS)	3:45pm	3:55pm	KDS
8/15	(b) (6)	(2) 297-1923	DP	3:00	3:10pm	KDS
8/16	(b) (6)	1	CC041894	4:05	4:13	KDS
8/19	(b) (6)	202-273-4956	CC041481	9:37	9:45	KDS
8/19	(b) (6)	1	CC042018	11:58	12:17	KDS
8/19	(b) (6)	1	CC039972	1:36	1:50	KDS
8/19	(b) (6)	1	CC0439867	3:27	3:34	KDS
8/20	(b) (6)	(2) 297-1923	Ref Ltr (Robert Fink)	11:50	11:59	KDS
8/20	(b) (6)	1	CC041459	4:30	4:37	KDS
8/21	(b) (6)	202-273-4956	CC041802	1:27	1:38	KDS
8/21	(b) (6)	202-431-5394	1	2:34	4:24	KDS

Response to  
LG 7/26/19  
Decision Paper

**Executive Secretariat Personnel Authorized to Autopen**

6-sh

Andrea (Angie) Johnson-Stewart

Bobbi Conde

Deshawn Butler

Kim Butler

Kirby Richards

Mary (Molly) Thomas

Maury Mungin

Rasmi Simhan

Reza Motamedamin

Ron White

Theresa Ottery



# AutoPen Sign Out/Sign In

Date	Signature	User Phone #	Document or Control	Time Signed Out	Time Signed In	A-suite Countersignature
8/26/20	(b) (6)	602-208-7186	CC041898 CC041900 CC041905	5:08 pm	5:28	KDJ
8/29	(b) (6)	202-297-1927	Test card	9:11	9:18 AM	TD
8/30	(b) (6)	1	CC041846	2:09	2:22 PM	ZC
8/30	(b) (6)	202-606-0541	CC041023	5:08 pm	5:15 pm	KDJ
9/3	(b) (6)	202-297-1927	CC039188	3:20 PM	3:42	KDJ
9/4	(b) (6)	202-273-4956	CC041023	1:19 PM	1:28	CVS
9/6	(b) (6)	2) 297-1923	CC041950	3:26	4:05	KDJ
9/6	(b) (6)	202-208-7186	CC042026	5:17 pm	5:27	KDJ
9/9	(b) (6)	202-273-4956	MULTIPLE	4:11 PM	4:40	KDJ
9/9/20	(b) (6)	202-208-7186	CC041950 CC041948	5:16 pm	5:31	KDJ
9/10	(b) (6)	(2) 297-1923	CC042008 Plus	12:00	12:30	KDJ
9/10	(b) (6)	(2) 297-1923	Retirement letter	3:40 pm	3:45 pm	KDJ
9/13	(b) (6)	(2) 297-1923	CC041763	1:08 pm	1:23 pm	KDJ
9/13	(b) (6)	(2) 297-1923	CC042090	11:05 am	11:13 am	KDJ
9/13	(b) (6)	1	Direction 5450	2:07	2:16 pm	KDJ
9/13/20	(b) (6)	202-208-7186	CC041297	5:13 pm	5:23 pm	KDJ
9/16/19	(b) (6)	202-273-4956	MULTI-DOC	1:25 PM	1:40 pm	KDJ
9/17	(b) (6)	(2) 297-1923	CC042028	4:25 pm	4:38 pm	KDJ
9/18	(b) (6)	202-273-4956	Audit	4:02 PM	11:55 pm	JJD
9/19	(b) (6)	(2) 297-1923	Various	11:55 pm	11:55 pm	JJD
9/20	(b) (6)	1	1	10:44 am	11 am	KDJ
9/20	(b) (6)	1	1	1:55	2:08 pm	KDJ
9/23	(b) (6)	202-273-4956	CC042197	4:25	4:33 pm	KDJ
9/25	(b) (6)	202-273-4956	CC042236	12:08	12:22	KDJ
9/25	(b) (6)	202-431-534	TELETYPE	1:15 pm	1:30 pm	LM
9/26	(b) (6)	1111	Texasans VA	4:02 pm	4:38	KDJ
9/30	(b) (6)	202-297-1923	CC042011	3:15 pm	3:30 pm	KDJ
9/30	(b) (6)	2) 297-1923	CC042257	4:07 am	4:20 AM	KDJ
10/1	(b) (6)	202-1590746	GAO-19354	3:30 pm	3:40 pm	KDJ
10/2	(b) (6)	202-273-4956	MULTIPLE	9:22 AM	3:56 PM	KDJ
10/4/2019	(b) (6)	202-208-7186	CC042243	3:49 pm	4:08 pm	KDJ
10/7/2019	(b) (6)	202-273-4956	MULTIPLE	9:00	1:38 pm	KDJ
10/15	(b) (6)	(2) 297-1923	Appointment	10:25	10:39 am	KDJ
10/16	(b) (6)	202-273-4956	MULTIPLE	9:36	10:02	KDJ
11	(b) (6)	11	11	3:39	3:58	KDJ
11	(b) (6)	11	GAO	12:42	12:48	KDJ
10/22	(b) (6)	202-297-1923	CC04255	2:13 pm	2:25	KDJ
10/23	(b) (6)	202-273-4956	MULTIPLE	11:34	3:45	KDJ
10/25	(b) (6)	(2) 297-1923	CC040464 (+)	3:35 pm	4:06	KDJ
10/30	(b) (6)	202-273-4956	CC042345	1:19	3:04	KDJ
10/31	(b) (6)	(2) 297-1923	FISMA	3:45	3:58	KDJ
11/5	(b) (6)	(2) 1	CC042314	9:15 am	9:38 am	KDJ
11/5	(b) (6)	1	CC037327	3:32 pm	3:40	KDJ

# AutoPen Sign Out/Sign In

Date	Signature	User Phone #	Document or Control	Time Signed Out	Time Signed In	A-suite Countersignature
11/6/19	(b) (6)	202-273-4956	check lock	10:57	11:15	KDJ
11/6/20	(b) (6)	11	CC042341	1:35	3:51	KDJ
11/7	(b) (6)	202-208-2186	CC040392	4:43pm	4:58	KDJ
11/7	(b) (6)	202-297-1923	CC042286	11:43	12:06	KDJ
11/7	(b) (6)	202-273-4956	CC042407	12:55 <sup>pm</sup>	1:33	KDJ
11/8	(b) (6)	(2) 297-1923	Donna Mck/Ref	10:53	11:02am	KDJ
11/12	(b) (6)	3	CC042365	3:00pm	3:38pm	KDJ
11/13/2019	(b) (6)	(202) 208-2186	CC042420	4:55pm	5:06	RCS
11/14	(b) (6)	(2) 297-1923	CC042354	1:57pm	2:10pm	KDJ
11/15/2019	(b) (6)	(202) 208-2186	CC042277	4:05pm	5:09	KDJ
11	(b) (6)	11	CC042372	11	5:09	KDJ
11	(b) (6)	11	CC042374	11	5:09	KDJ
11/18	(b) (6)	202-273-4956	multiple	12:48	5:30	KDJ
11/19	(b) (6)	(2) 297-1923	AFR Docs	10:15am	4:30	KDJ
11/20	(b) (6)	202-273-4956	HOIP	3:40pm	4:30 11/21	KDJ
11/22	(b) (6)	(2) 297-1923	CC042330	4pm	4:07	KDJ
11	(b) (6)	1	PRIS order	4:15	2:58	KDJ
11/26	(b) (6)	202-273-4956	CC042476	4:06	10:41 am	DB
12/2	(b) (6)	(2) 297-1923	Ref letter	9:02am	9:11 am	KDJ
12/2	(b) (6)	1	CC042109	3:35	4:00pm	KDJ
12/3	(b) (6)	202-273-4956	CC042424	9:22	4:00pm	KDJ
12/5	(b) (6)	297-1923	CC042042	2:03pm	2:35pm	KDJ
12/5	(b) (6)	1	CC042428	11:40	2:10pm	KDJ
12/5	(b) (6)	1	CC042435	4:20	4:25pm	KDJ
12/9	(b) (6)	202-273-4956	GEU	3:00	3:05	KDJ
12/10	(b) (6)	(2) 297-1923	CC042437	10:50am	11:02	KDJ
1	(b) (6)	1	AL Response	3:05	3:12	KDJ
12/12	(b) (6)	202-273-4956	multiple	1:02	1	KDJ
12/12	(b) (6)	(2) 297-1923	GPO 228	4:35	4:44	KDJ
12/13	(b) (6)	1	Retirement letter	2:55	3:03pm	KDJ
12/16	(b) (6)	202-273-4956	multiple	11:45	3:58 PM	JPC
12/17	(b) (6)	(2) 297-1923	CC042434	10:30am	10:59	JPC
1	(b) (6)	1	CC042426	2:23	2:50	KDJ
12/17	(b) (6)	1	A170119 (Audit)	3:50	3:57	KDJ
12/18	(b) (6)	202-273-4956	CC042482	12:58	3:56	KDJ
12/19	(b) (6)	11	multiple	12:18	4:00	KDJ
12/26	(b) (6)	11	11	11:00		KDJ
12/26	(b) (6)	11	CC042600	9:50		KDJ
12/30	(b) (6)	11	multiple	10:14	3:56	KDJ
12/31	(b) (6)	(2) 297-1923	CC042366	11:20	11:26	KDJ
1/2	(b) (6)	1	CC042601	2:43	2:53pm	KDJ
1/6	(b) (6)	202-273-4956	CC042530	9:34	2:57pm	CVS
1/7	(b) (6)	(2) 297-1923	CC042626	9:15 am	9:23 am	CVS



# Autopenning Document

Once a document/s has been cleared, the process for obtaining a signature is as follows:.. **Please Note: All documents must be dated for the date signed.**

## 1. Sending the email request

Once a document has been cleared for signature, the Writer/Editor or the person that is managing the control will send an email, with the documents attached for signature, to the Exec Sec mailbox: [executivesecretariat@gsa.gov](mailto:executivesecretariat@gsa.gov).

## 2. Receiving the email request

Once the Document Manager receives the "Request for Signature" email, he/she will print out the documents (one-sided), using color if the doc warrants it.

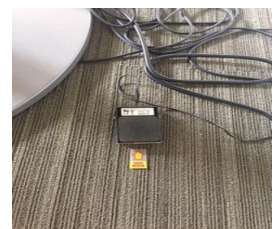
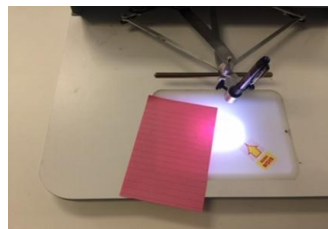
## 3. Getting the autopen from the A-suite

After the documents are printed and ready to be signed, notify the A-Suite via email or chat (this is where the signature cards are kept), alerting them that you will be picking up the cards.

Once you arrive to the A-Suite (Room 6159), you will have to sign the cards out before receiving them. Once received, you will proceed to the autopen room. (Room 6001B). **The key to the room is on the same ring with the cards.**

## 4. How to work the machine

Once seated at the machine, turn on, switch located on the right side; You will notice a light shining on the signature block, place a sticky pad note paper on the signature block where the light is shining; insert signature card of the person you are signing for, located on the front left side of the machine; press the foot peddle located on the floor underneath the table, the machine will sign on the paper placed on the signature block; **(Make sure the correct signature prints)** place the document being signed on top of the of the paper just signed and hold in place; **(Make sure the signature lines up in the place designated on the document)** press and release foot peddle to sign document. **(Because some of the signatures were printed crooked, the document/s being signed may need to be adjusted so that the signature is signed straight)** After document/s are signed, remove card and place back in sleeve, turn machine off, lock door and return the cards back to the A-Suite.



## 5. Sending documents back to requestor

Scan signed document to yourself; label with their file names and email back to requester. **(Do not send documents straight from the machine to the requester without changing the filename.)**