Streamlining Agreement Processes with Docusign



U.S. Department of Defense

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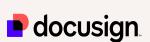
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Principal Solution Consultant



1 Introductions

- 2 How Docusign helps DoD.
- Demo of a representative signing experience (DD2875)
- 4 Discussion, Q&A



Agenda

Docusign helps DOD components streamline operations & accelerate mission delivery































IL4 Use Cases

Human Resources

- Recruitment
- Hiring & Onboarding
- Contract Management

Internal Operations Forms

- System Access Forms
- Request for Issue / Turn-In

Case Management

- Facilities Management
- Permits, Licensing & Registration

Military / Veteran Health

- Consent Forms
- Health Care Services
- Patient Intake



Common Terms: Electronic Signing vs. Digital Signing- CAC/PIV

Electronic Signing:

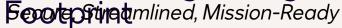
- Legal for last 20 years in US
- Legal Internationally
- Financial/ Healthcare/Insurance Industries
- Consumer Driven
- Leverages IT tools for ID Validation
- Other Forms of ID Validation: Govt. ID- MFA- KBA-Video
- No Digital Certificate Involved

Digital Signing CAC/PIV:

- A PKI technology that relies on Digital Certificates
- Matches Certificates on your Government Device wit Certificates on your CAC Card
- Certificates are managed by the DoD Certificate Authority (CA)-DISA
- Unique in the US to the Federal Govt. BUT a common practice in the rest of the world.
- In place for close 20 years

- some of our DOD





- DISA JWCC: Enhances communication and authorization within the Joint Warfighting Cloud Capability.
- **DLA**: Docusign CLM and eSignature integrated with ServiceNow accelerate asset documentation and administrative workflows, cutting response times and paperwork.
- Navy (DADMS APL): Approved for Navy applications, ensuring a centralized, secure approach to document management.
- Navy & Marine Corps (CNIC, CNRC, MyNavyHR, NAVFAC, PEO MITSM, Navy JAG): Supports mission-critical functions like personnel management, legal documentation, and onboarding. The MyNavyHR integration pending ATO approval.
- Marine Corps Wounded Warrior: Automates EEOC forms, asset management, and help desk operations, streamlining workflows like SAAR 2875 and JAG legal processes.
- Navy Flank Speed: Leveraging Microsoft Power Platform, Docusign enables IL4 workflows for CAC-secured CUI processing in HR, onboarding, and access requests, ensuring compliance and efficiency.



DOD Challenges













- Manual Workflows: Processes rely on paper documents that may need physical signatures, approvals, and routing, slowing decision-making and increasing the risk of lost documents.
- Compliance and Security: Manual processes often involve unencrypted emails or physical delivery, exposing sensitive data to risk. Docusign offers secure, FedRAMP and IL4-compliant digital solutions.
- **Document Storage & Retrieval:** Manual storage makes organizing and retrieving documents difficult. Docusign provides centralized, secure digital storage.
- Real-Time Visibility: Manual tracking lacks transparency. Docusign offers real-time dashboards for document status, speeding decision-making.



Docusign delivers a frictionless, digital experience at every step of the agreement process













FedRAMP & IL4 Authorized

PIV and CAC Signing

Integrations & APIs



servicenow.















Common DoD and Federal Forms

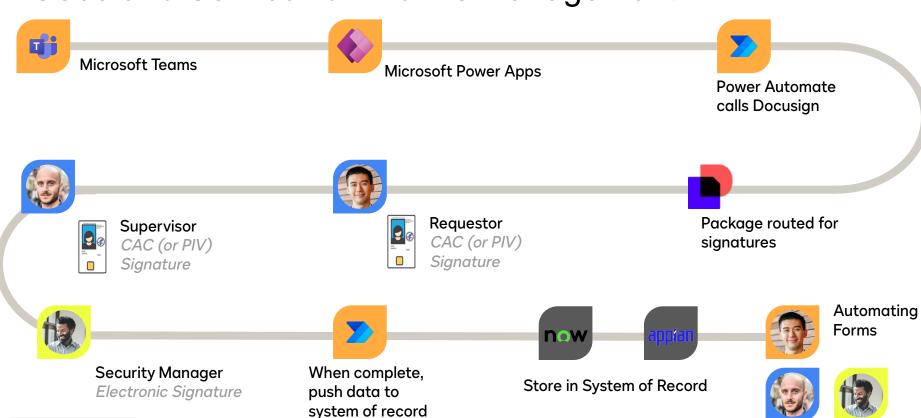
Grants & Contracts	Constituent Services	Military & Veterans	Personnel Management	Fiscal & Budget
Award/Contract (SF-26) Amendment of Solicitation / Modification of Contract (SF-30) Solicitation, Offer and Award SF-33) Solicitation/Contract/Order for Commercial Items (SF-1449)	License & Registration Applications (USDA Animal Welfare) Marketplace Appeal Forms (HHS-CMS) Application to Register Permanent Residence or Adjust Status (USCIS I-485)	Request for Examination (680-3A-E) Enlistment / Reenlistment Document (DD-4) Armed Forces, record of Military Processing (DD-1966) Application for Health Professions Trainees (VA 10-2850d) VA Form 29-4125e, Claim for One Sum Payment (Insurance Form)	Declaration for Employment (OF-306) I-9 Verification & W-4 Tax Form Authorization, Agreement and Certification of Training (SF-182) Statement of Prior Federal Service (SF-144) Performance Review Clearance of Employees for Separation or Transfer (HHS-419) Workplace Flexibilities Agreement (HHS-990)	Confidential Financial Disclosure Report (OGE-450) Interagency Agreement IAA (FS Form 7600A & B) Constituent Financial Aid Disbursements (Emergency Rental Assistance, Homeowner Financial Assistance) State Financial Aid Disbursements (Cash Management Improvement Act Agreements)
Security & Access	Legal & Compliance	Asset & Record Mgmt	Facilities	Procurement
PIV Card ID Badge Request Questionnaire for National Security Positions (SF-86) Security Training Form (OISP) System Authorization Access Request (DD-2875)	NDAs Contract Management Internal Compliance Licensing & Permit Applications Board Minutes & Correspondence Affidavits Memorandum of Understanding	Request for Equipment Issue / Turn in Hand Receipt Asset Tracking Access Management Incident Reporting Maintenance Authorization	Front Desk Sign-in Work Orders Lease Agreements Move In/Out Request Parking Permits Building Maintenance Construction CAD Drawings Equipment Loan Agreements Change Justification Forms Building Permits	Purchase Order Statement of Work Master Services Agreement RFP Sign-off Supplier Compliance Service-Level Agreements Termination Letters Software License Agreements Invoice Processing Subcontractor Agreements



O365 and ServiceNow Forms Management

docusign

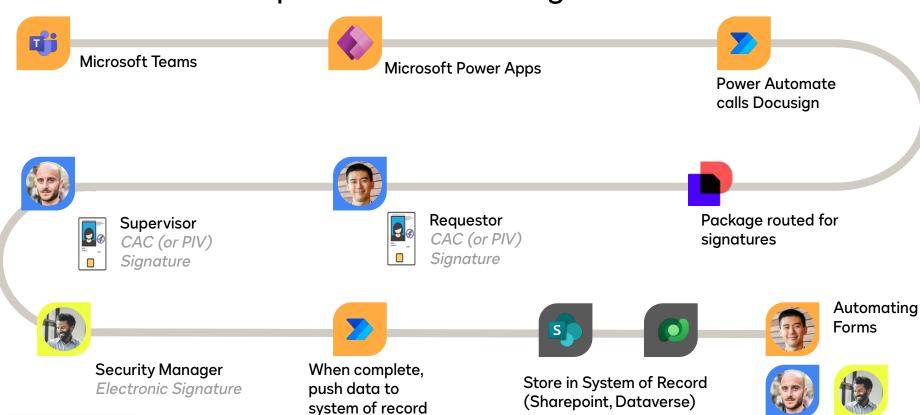
Microsoft



O365 and Sharepoint Forms Management

docusign

Microsoft



Docusign & Salesforce: Agreement Mgmt



Salesforce Contract Record



Salesforce Create Subcontract



Call Docusign and Pass Salesforce Data





Partner A Iteration and Electronic (Digital) Signing





Company A Iteration and Electronic (Digital) Signing



Build "Teaming Agreement" using Salesforce Record Data



When complete, push data (link) to Salesforce



Record in Salesforce





Automating Agreements





Buying Docusign in DoD and the Federal Government



General Services Administration (GSA) Schedule 70

GSA Schedule 70 is widely used for IT products and services across the federal government, making Docusign accessible to multiple agencies, including the DOD.



NASA Solutions for Enterprise-Wide Procurement (SEWP V)

NASA SEWP V is a government-wide acquisition contract (GWAC) for IT products and services, including software solutions like Docusign.



Alaska Native Corporations (ANCs) and Tribal-Owned Enterprises

Under the SBA 8(a) program, federal agencies can directly award contracts to ANCs and Tribal-Owned enterprises without competition, using Sole Source authority. This allows for quicker acquisitions and supports Indigenous economic development.



Federal Supply Schedules (FSS)

FSS is available for multiple federal agencies and includes software solutions like Docusign under different SINs (Special Item Numbers).



Department of Veterans Affairs Technology Acquisition Center (TAC)

Although primarily for the VA, this acquisition center can serve as a pathway for DOD purchases as needed, especially in the case of joint requirements



ITES-SW2 (Army Information Technology Enterprise Solutions - Software 2)

ITES-SW2 provides software solutions, including electronic signatures, and is available for DOD-wide use.

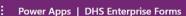


Army CHESS (Computer Hardware, Enterprise Software, and Solutions)

Managed by the Army, CHESS provides IT solutions and contract vehicles for the Army and DOD. Docusign can be accessed through CHESS if aligned with enterprise needs.



Example form DD 2875













DD2875 System Access Request

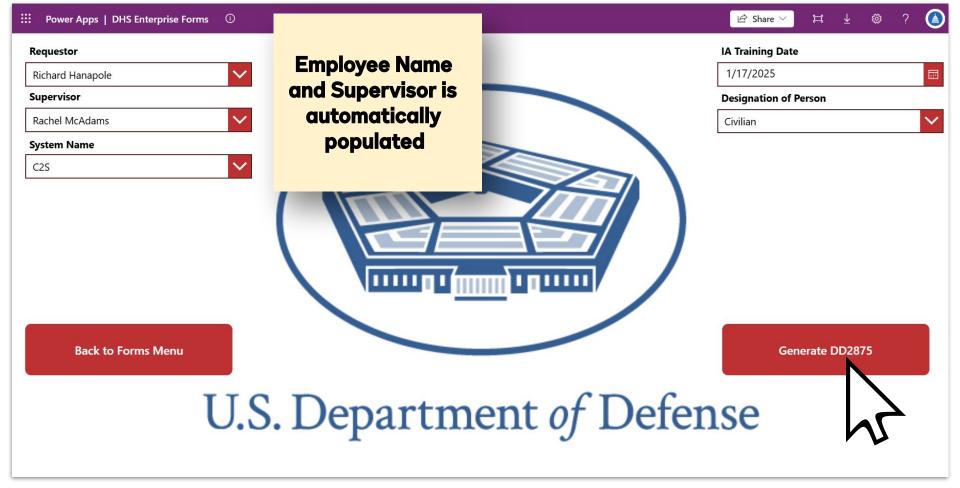
Select the form:

New employee completes forms assigned to them using Microsoft Power App









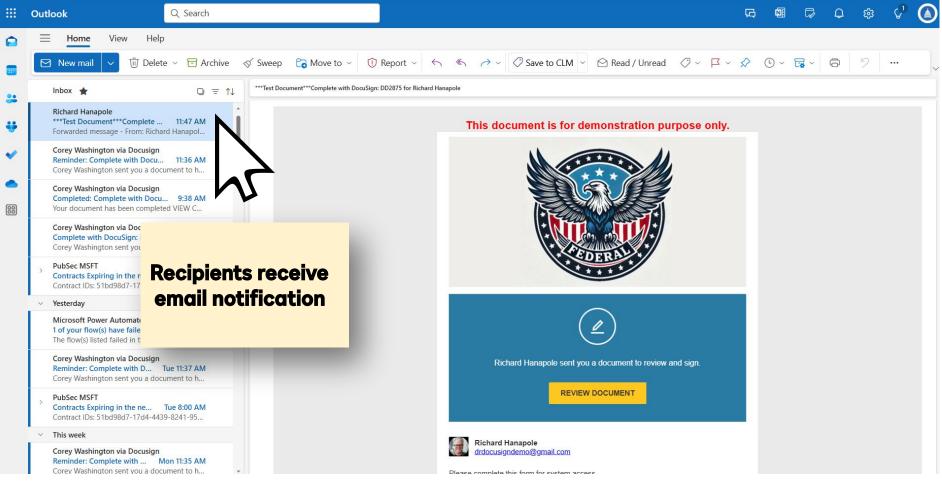
Your Form Has Been Submitted for Signatures

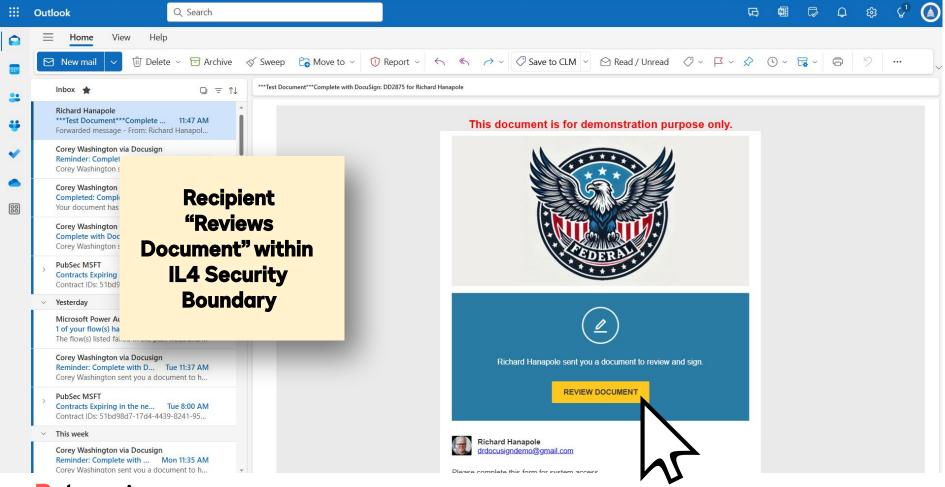
Form is submitted and placed in a recipient workflow

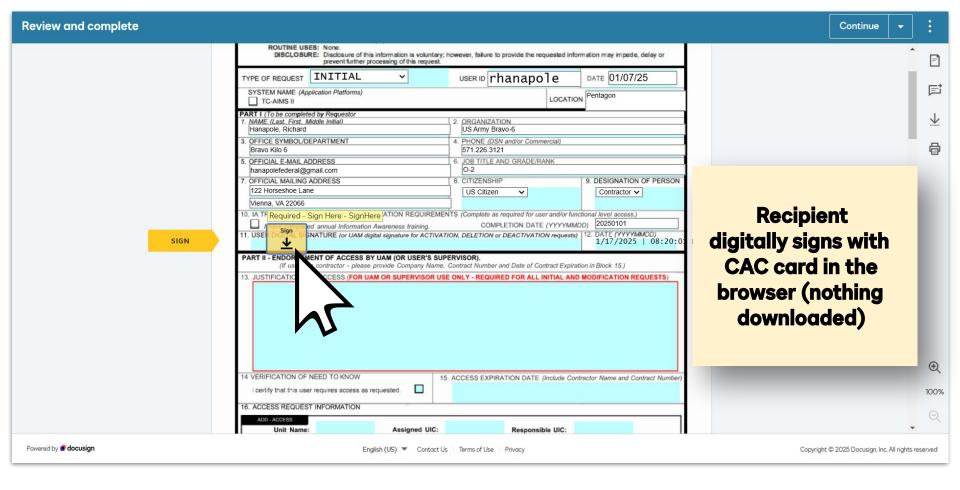


Back to Forms Menu

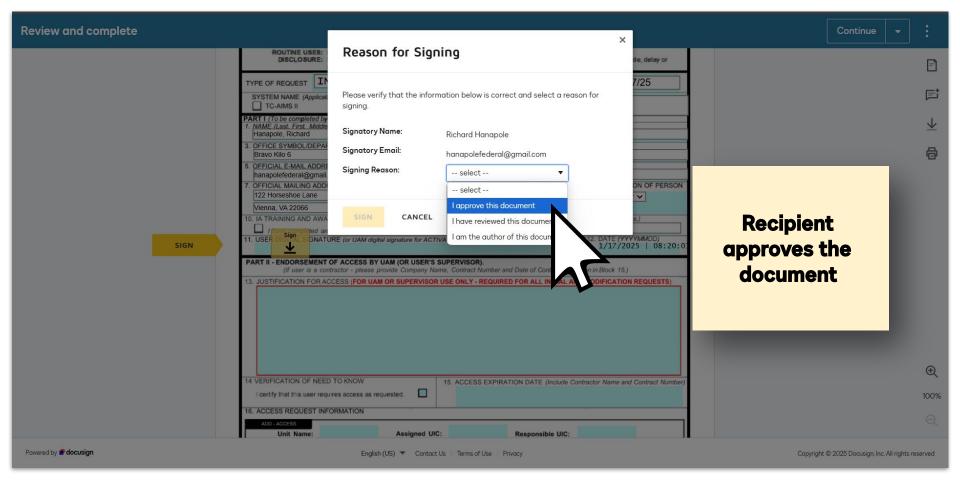




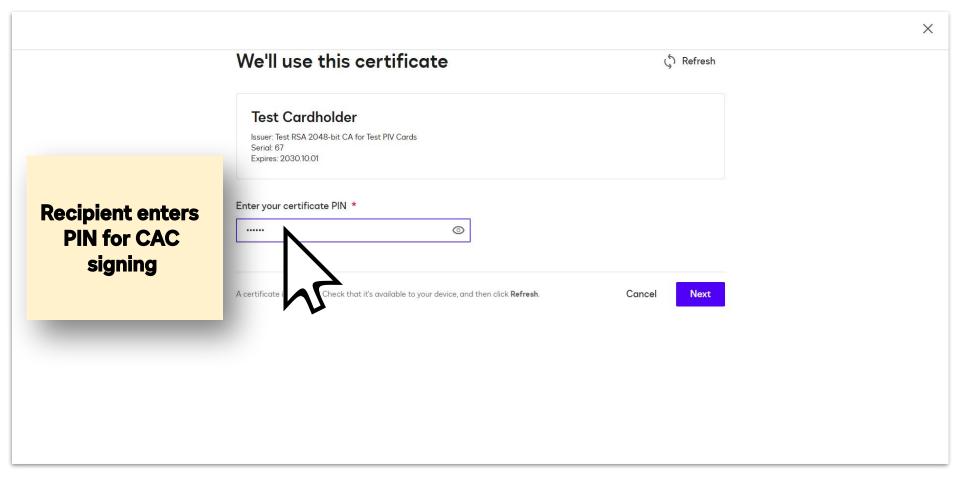


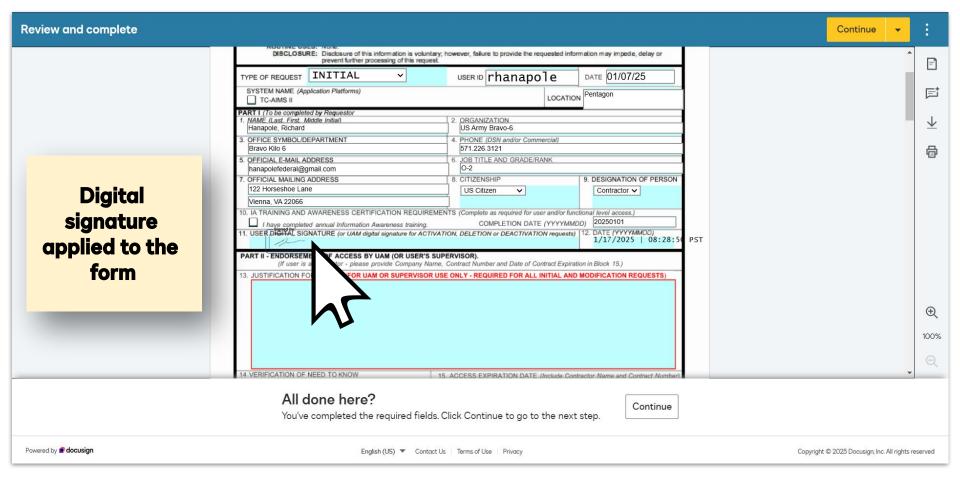




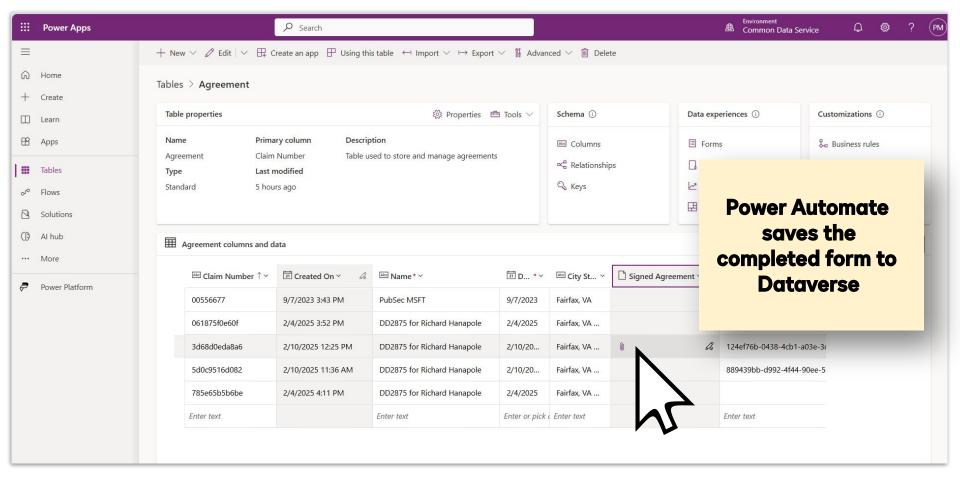




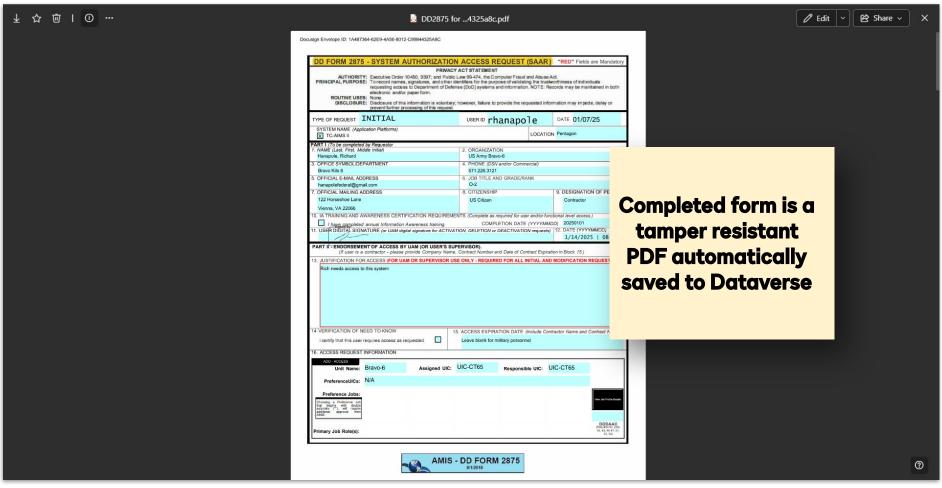


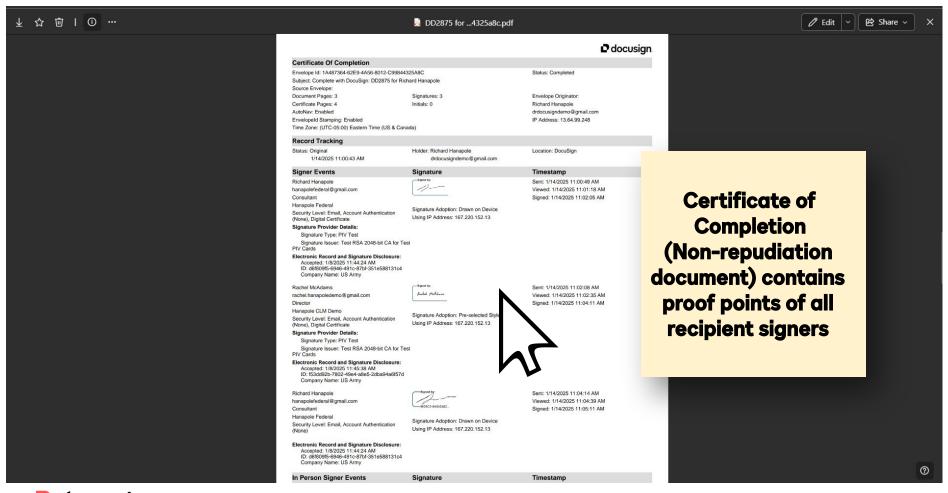






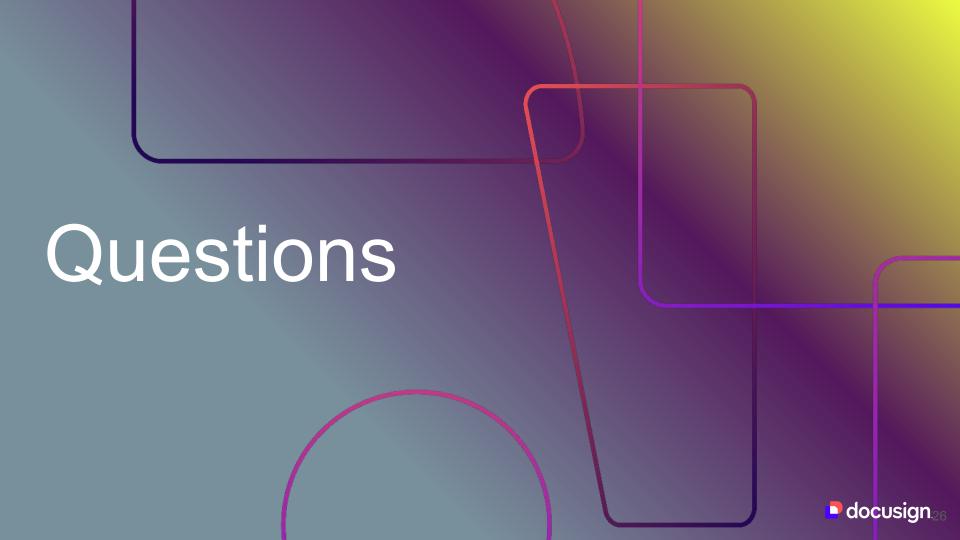












Want to talk with us? Schedule a time with the DOD team

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