

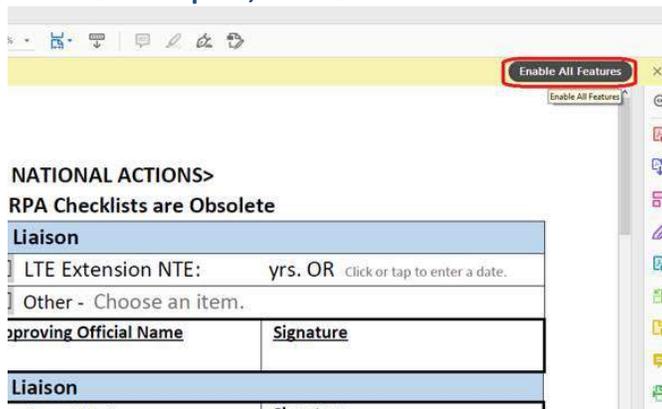
How to complete new RPA Checklist:

- a. **Once all fields are complete, convert file into PDF by going to Acrobat tab – Create PDF.**

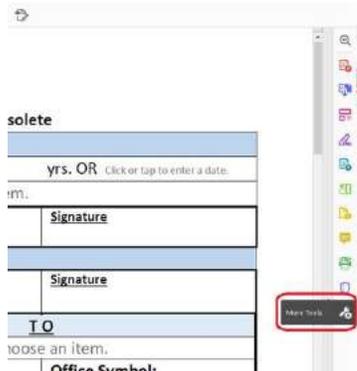


- b. **Save file and Word will convert to PDF. Wait until PDF file opens.**

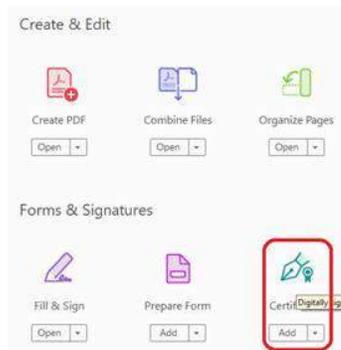
- c. **Once PDF file opens, click “Enable All Features” on the top right corner.**



- d. **Click on “More Tools” at the bottom of the tool bar on the right hand side.**



- e. **Click on “Certificates”**



f. Click on “Digitally Sign” in the top banner



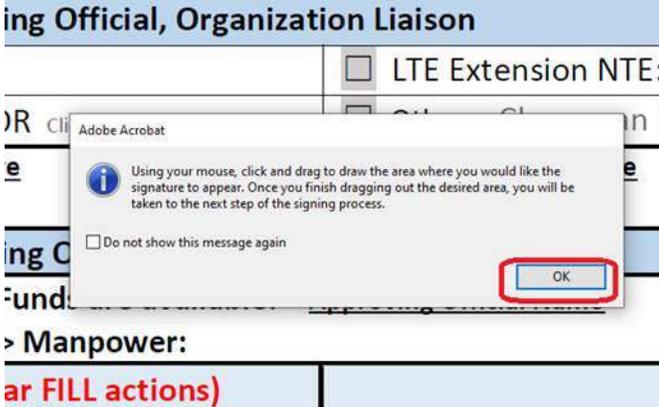
<RPA CHECKLISTFOR

16 November 2021 – All Pr

**Section A – Completed by the Selecting Official, Organ**

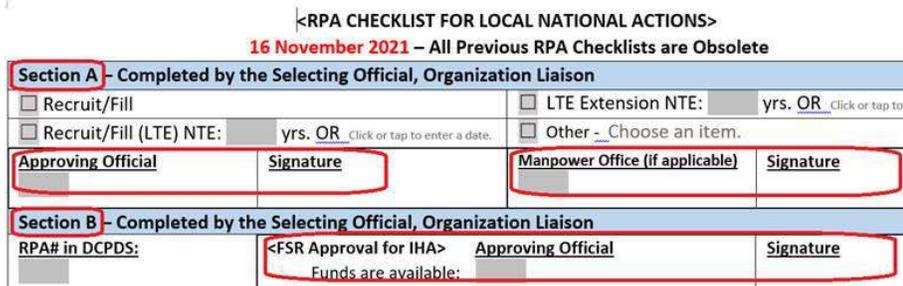
- Recruit/Fill
- Recruit/Fill (LTE) NTE:      yrs. OR Click or tap to enter a date

g. Click OK on pop-up.

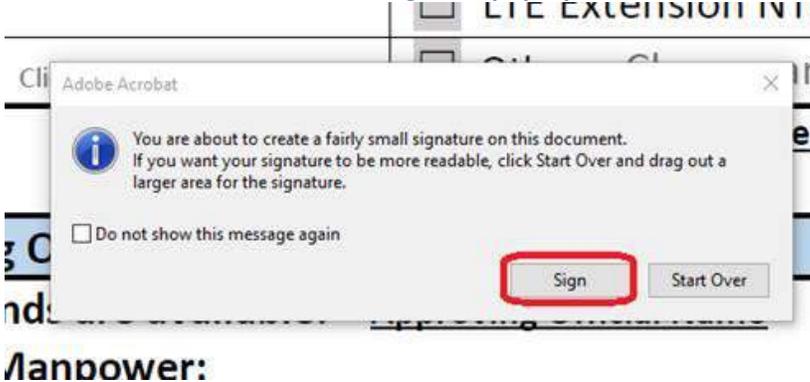


h. Hover over signature block in Section A for Approving Official, left click and drag to draw a signature box.

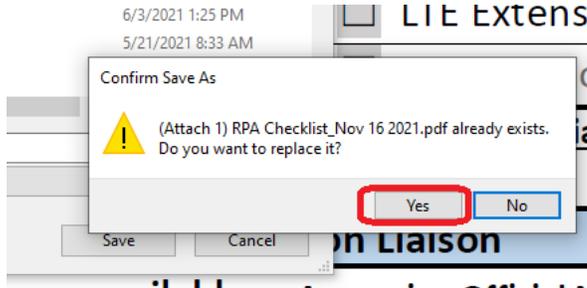
- Use Section A for Approving Official signature and Organization’s Manpower signature when applicable
- Use Section B for FSR signature for IHA actions



i. Release the left click and click “Sign” on pop-up.



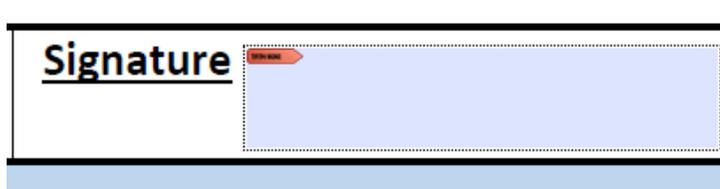
- j. Click "Continue"
- k. Click "Sign"
- l. Save the file
- m. Click "Yes" to replace file



- n. Once your signature appears in the signature block, right click on signature and click "Clear Signature".



- o. You have created a blank signature block to have your Approving Official sign.



- p. Repeat k. through s. to create more signature blocks as needed.