RCC
Range Commanders Council

DOCUMENTATION GROUP

STANDARD 503-82

STANDARD FOR DATA LABELS
AND
DATA ANNOTATION PROCEDURES

WHITE SANDS MISSILE RANGE
KWAJALEIN MISSILE RANGE
YUMA PROVING GROUND
DUGWAY PROVING GROUND
COMBAT SYSTEMS TEST ACTIVITY

ATLANTIC FLEET WEAPONS TRAINING FACILITY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
NAVAL UNDERSEA WARFARE CENTER DIVISION, NEWPORT
PACIFIC MISSILE RANGE FACILITY

30TH SPACE WING
45TH SPACE WING
AIR FORCE FLIGHT TEST CENTER
AIR FORCE DEVELOPMENT TEST CENTER
AIR FORCE WEAPONS AND TACTICS CENTER
SPACE AND MISSILE SYSTEMS CENTER,
SPACE TEST AND EXPERIMENTATION PROGRAM OFFICE
ARNOLD ENGINEERING DEVELOPMENT CENTER

STANDARD FOR DATA LABELS
AND
DATA ANNOTATION PROCEDURES

DOCUMENTATION GROUP
RANGE COMMANDERS COUNCIL

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White Sands Missile Range,
New Mexico 88002

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FOREWORD

The data label standards and annotation procedures contained herein were approved at the 37th Meeting of the Documentation Group (DG) of the Range Commanders Council (RCC). They are intended as a common reference for the labeling and annotation of data between users and ranges and between ranges.

The DG recognizes that it may take some time for these labels and procedures to be accepted and that there will continue to be minor variances between ranges. It is hoped, however, that the universal acceptance of these labels and procedures will help to standardize and improve range interactions.

This is the first edition of this document. Recommendations for improvement are solicited. Please address your comments or questions to:

Chairman, Documentation Group
c/o Secretariat
Range Commanders Council
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White Sands Missile Range, NM 88002

1.0 INTRODUCTION

Test operations conducted by the various members and associate members of the Range Commanders Council (RCC) generate many data products for delivery to range users or for exchange between participating ranges. This procedure establishes a standard for technical annotation of selected data (items) produced by these ranges.

2.0 BACKGROUND

The RCC Documentation Group (DG) was tasked to develop a standard for data labels and data annotation procedures by the RCC Executive Committee. To assure the maximum utility of the final labels, all members of the RCC were requested to provide their inputs regarding information required and label configurations. The labels presented in this document represent a compilation of the inputs received after a collective screening by the members of the DG. The label formats and annotations are considered the minimum information required for data products exchanged between ranges or between a range and its range users. This does not preclude additional peculiar identification requirements of individual ranges.

3.0 OBJECTIVES

The objectives of this document are to develop data labels and annotation procedures to provide a minimum standard for data identification. A secondary objective is to develop instructions to build uniformity into the required annotations.

4.0 EXPLANATION OF TERMS

4.1 Data Item - RCC Document 502-81, Glossary of Range Terminology, defines a data item as a unit of information.

4.2 Data Product(s) - Any item generated by an official operation by a member range and required for delivery to a range user or member range by official documentation. A data product(s) is classified into the following categories:

4.2.1 Analog Telemetry Tape - Magnetic tape which contains telemetered information in the form of a varying frequency or voltage received from a sensor. It includes positional and velocity data recorded in digital format on magnetic tape from a tracking sensor.

4.2.2 Data Labels - Any stamped, preprinted, or attachable label used to annotate a data product with identifying technical information.

4.2.3 Formatted Telemetry Tape - Magnetic tape which contains formatted telemetered information received from a sensor. The data is in a digital format consisting of a series of discrete frequencies (pre- and postdetection) on a series of discrete voltage levels (digitized binary video).

4.2.4 General Purpose - This includes those data products not included in one of those categories listed. It can also include data products included here which are not readily identified in their normal stored or shipping condition (i.e., placed in a box or container, rolled with identification on inner surface, report format, etc.).

4.2.5 Metric Magnetic Tape - Magnetic tape containing positional data and their derivatives recorded in digital format from a tracking sensor.

4.2.6 Oscillogram - A continuous trace fluctuating between specific limits displayed on a recording media.

4.2.7 Raw Data - Data produced by operational activities in which no processing outside of the normal handling and control activity is involved.

4.2.8 Reproduced Data - Copies or dubs which are made from original material. "Copies" refers to paper duplications made of original materials, regardless of how the copies are produced. These copies are usually made by a Xerox process, but can include offset printing. "Dubs" refers to magnetic tape duplications of original materials.

5.0 STANDARD DATA LABELS

Appendixes A through E contain the identification of selected labels and detailed annotation procedures. These labels represent the minimum number required to cover the most commonly used data products. A pictorial representation of each is included. Specific dimensions of each label have not been identified and will be dependent upon the data products used at the individual ranges.

5.1 Metric Magnetic Tape (appendix A) - This label is to be used for all metric magnetic tape recordings.

5.2 Telemetry Data Recordings (appendix B) - These data labels include telemetry magnetic tape, in two parts, and oscillogram/pen recorders. The two-part labeling for telemetry magnetic tape was considered to be the most effective method of retaining all pertinent data. The oscillogram/pen recorder label is dual purpose due to the commonality of required information.

5.3 Photographic Data (appendix C) - These labels are for initial film exposed by either tracking or documentary cameras and any subsequent copy, negative, or print produced from the initial film. Also included is a label for the film can.

5.4 General Purpose (appendix D) - This label is used for data products for which a specific label has not been developed.

5.5 Special Purpose (appendix E) - These labels identify special conditions of recording mediums.

6.0 SECURITY CLASSIFICATION

The labels identified in the appendixes provide for the inclusion of the overall classification only. Any additional marking requirements prescribed by DOD regulations governing all forms of classified material must be adhered to.

Appendix A

METRIC MAGNETIC TAPE LABELING INSTRUCTIONS

CLASSIFICATION _____

VEH OBJ _____ TEST FACILITY _____ DATA ITEM NO. _____

METRIC MAGNETIC TAPE

TITLE: _____
OD NO. _____ OP NO. _____ REEL ___ OF ___ COPY ___ OF ___
DATE (UTC) _____ ACQ SITE _____ DENSITY _____ bpi Ch
TIME (UTC) FROM _____ TO _____ TAPE SPEED _____
TRACK _____ BCD/BN _____ REWOUND _____

REMARKS _____
_____
_____

METRIC MAGNETIC TAPE LABELING INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing documents.
VEH/OBJ	Enter identifier of vehicle or object tracked.
TEST FACILITY	Enter test facility or organization.
DATA ITEM NO.	Enter data item number assigned by the Operations Directive test document; e.g., 904.00, 908.00E, etc.
TITLE	Enter descriptive title provided in Operations Directive; e.g., 1218 comp. dgtl. mag tape 4101, etc.
OD NO.	Enter Operations Directive (OD) number.
OP NO.	Enter local operations number.
REEL	Enter sequence of metric magnetic tapes produced; e.g., 1 of 2, 2 of 2, etc. Same sequence as used by operator in log.
COPY	Enter copy number vs total copies made; e.g., 1 of 10, 5 of 10, etc.
DATE (UTC)	Enter Universal Time Coordinated (UTC) date corresponding to first recorded vehicle data on tape; e.g., 12 Jan 81.

ACQ SITE   Enter site identifier code of recording site; e.g.,
                                radar 0.14, etc.

DENSITY   Enter number of bits per inch (BPI) recorded.

CPW   Indicate three or four characters per word (CPW).

TIME (UTC)   Enter the UTC time from first record to last
                                record, in hours and minutes; e.g., 1632 to
                                1635, etc.

TAPE SPEED   Enter tape speed at time of recording.

TRACK   Indicate tape track number(s).

BCD/BN   Indicate whether data tape was written in binary
                                coded decimal (BCD) format or a binary format (BN).

REWOUND   Enter X if data tape has been rewound.

REMARKS   Enter additional remarks necessary to properly
                                interpret the data.

Appendix B

TELEMETRY DATA RECORDING LABELING INSTRUCTIONS

CLASSIFICATION _____

ORIG ☐
DUB ☐
REWOUND ☐

TEST FACILITY

DATA ITEM NO. _____

TELEMETRY MAGNETIC TAPE LABEL

NO. _____ OD NO. _____ REEL ____ OF ____ COPY ____ OF ____
DATE (UTC) _____ TIME SPAN (UTC) FROM ____ TO _____
ACQ SITE _____ RCDR NO. _____ TAPE SP _____

REMARKS: _____

_____

_____

_____

TELEMETRY MAGNETIC TAPE LABEL INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing documents.
TEST FACILITY	Enter test facility or organization.
ORIG/DUB	Check whether the tape is an original or a dub.
REWOUND	Check if the tape has been rewound.
DATA ITEM NO.	Enter the full data item number as specified in the requirements document.
OP NO.	Enter the local operations number.
OD NO.	Enter the number of the Operations Directive (OD) under which the operation was scheduled.
REEL ___ OF ___	Enter tape sequence number (1 of 1), (1 of 2), (2 of 2), etc.
COPY ___ OF ___	Enter the copy sequence number.
DATE (UTC)	Enter the Universal Time Coordinated (UTC) date which corresponds to the time of the first recorded data; e.g., 12 Jan 81.

TIME.SPAN (UTC)   Enter the UTC start and stop times of the tape
               recorder in units of hours, minutes and seconds.

ACQ SITE   Enter the site code, station name or sensor ID of
               the element producing the original telemetry tape.

RCDR NO.   Enter the serial number or local ID number of the
               recorder used at the acquisition site identified
               above.

TAPE SP   Enter the tape speed in inches per second (IPS) at
               which the original tape was recorded.

REMARKS   Enter those remarks needed to properly interpret
               the data.

TELEMETRY MAGNETIC TAPE DATA LABEL

CLASSIFICATION _____

ORIG ☐
DUB ☐
REWOUND ☐

| (TEST FACILITY) |

DATA ITEM NO. _____

OP NO. _____

REEL _____ OF _____   COPY _____ OF _____
OD NO. _____ FMT _____ TAPE SPEED _____ ips
ACQ SITE NO. _____ ACQ RCDR (TYPE) _____ RCDR NO. _____
DATE (UTC) _____ TIME SPAN (UTC) _____ TO _____
TIME CODE GEN _____ TIME DELAY _____
CALIB. START _____ STOP _____ STEPS _____
AIRCRAFT NO. _____

TAPE TRACK ASSIGNMENTS

TRK	TECHNIQUE POST-D DIR	FM	PRE D	CONTENTS GENERAL	RX OR CB NO.	IF BW	VIDEO BW
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

MIXER ASSIGNMENTS

MXR CHAN FREQ KHZ	MIXER 1	MIXER 2	MIXER 3
3.0 KHZ			
3.9 KHZ			
5.4 KHZ			
7.35 KHZ			
10.5 KHZ			
14.5 KHZ			
22.0 KHZ			
30.0 KHZ			
40.0 KHZ			
52.5 KHZ			
70.5 KHZ			
DIRECT			
DIRECT			

RF LINKS

RF	AOS	LOS	RF	AOS	LOS
RF	AOS	LOS	RF	AOS	LOS

REMARKS _____
_____
_____

TELEMETRY MAGNETIC TAPE DATA LABEL INSTRUCTIONS

CLASSIFICATION — Enter classification of the highest classification of data and the governing document.

TEST FACILITY — Enter test facility or organization.

ORIG/DUB — Check whether the tape is the original or a dub.

REWOUND — Check if the tape has been rewound.

DATA ITEM NO. — Enter the full data item number as specified in the requirements document.

OP NO. — Enter the local operations number.

REEL___OF____ — Enter the reel sequence number; e.g., 1 of 1, 1 of 2, 2 of 2, etc.

COPY ____ OF ____ — Enter the copy sequence number.

OD NO. — Enter the number of the Operations Directive (OD) under which the operation was scheduled.

FMT — Enter the format number specified in the applicable requirement document.

TAPE SPEED ___ IPS — Enter the tape speed in inches per second (IPS).

ACQ SITE NO. — Enter the site code or station name of the recording site.

ACQ RCDR (TYPE) — Enter the manufacturer and model ID of the recorder used to record the original data.

RCDR NO. — Enter the serial number or local ID number of the recorder used to record the original data.

DATE (UTC) — Enter the Universal Time Coordinated (UTC) date which corresponds to the time of the first recorded data; e.g., 12 Jan 81.

TIME SPAN (UTC) __TO__ — Enter the start and stop times (UTC) of the tape recorder in units of hours, minutes and seconds.

TIME CODE GEN — Enter the ID number of the time code generator being used.

TIME DELAY — Enter the time delay in milliseconds and indicate path involved.

CALIB START__STOP__ STEPS__ — Enter the UTC time of calibration start and stop and the steps in dB and times.

AIRCRAFT NO.

For those operations involving aircraft, enter the aircraft number.

TAPE TRACK ASSIGNMENTS

Indicate type of recording used; Post-D direct or FM and/or Pre-D. Identify the source of the track, the frequency, the antenna and the receiver. Define the receiver configuration by receiver number or combiner number, IF bandwidth and video bandwidth.

MIXER ASSIGNMENTS

Enter the percent deviation (7.5 or 15) and the contents of the data or the specified Voltage Controlled Oscillator (VCO) channel.

RF LINKS

Enter the rf and the UTC time of acquisition of signal (AOS) and loss of signal (LOS).

REMARKS

Enter additional remarks necessary to properly interpret the data.

CLASSIFICATION _____

```
┌─────────────────────────────────────┐
│                                      │
│              (TEST FACILITY)         │
└─────────────────────────────────────┘
```

OSCILLOGRAM/STRIP CHART RECORDER LABEL

SITE _____ _____ DATA ITEM NO. _____

OP NO. _____ OD NO. _____ RCDR _____

DATE (UTC) _____ TIME (UTC) FROM _____ TO _____

CHART SPEED _____ IRIG TIME CODE _____

COPY NO. _____ CHART NO. _____ OF _____

TIMING LINE RATE _____ IPS _____

PERM _____ D/W _____ R/T _____ P/B _____

CALIB PRE _____ POST _____ STEPS _____

PEN/TRACE NO. _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

OSCILLOGRAM/STRIP CHART RECORDER LABEL

OSCILLOGRAM/STRIP CHART RECORDER LABEL INSTRUCTIONS

CLASSIFICATION

Enter classification of the highest classification of data and the governing document.

TEST FACILITY

Enter test facility or organization.

SITE

Enter the site code, station name or sensor ID of the element producing the original oscillogram/strip chart.

DATA ITEM NO.

Enter the full data item number as specified in the requirements document.

OP NO.

Enter the local operations number.

OD NO.

Enter the number of the Operations Directive (OD) under which the applicable operation was scheduled.

RCDR

Enter the serial number or local ID number of the recorder used to record the original data.

DATE (UTC)

Enter the Universal Time Coordinated (UTC) date which corresponds to the time of the first recorded data; e.g., 12 Jan 1981.

TIME (UTC) FROM__TO__

Enter the start and stop times (UTC) of the recorder in units of hours, minutes and seconds.

CHART SPEED

Enter the speed in inches per second (IPS) at which the original data was recorded.

IRIG TIME CODE

Enter the IRIG time code displayed on the designated track; e.g., H002.

COPY NO.

Enter the copy number.

CHART NO. __ OF __

Enter the chart sequence number.

TIMING LINE RATE__IPS

Enter the timing rate of reference lines.

PERM/ ___D/W ___

Check if this is a permanent or a direct write oscillogram.

R/T ___ P/B ___

Check if this is recorded in real time or in the playback mode.

CALIB PRE/POST/STEPS

Check which calibrations were accomplished (pre/post) and enter the steps in dB and times.

PEN/TRACE NO.

Enter the pen/trace number vs trace contents as described in the requirements document; e.g., link or frequency, name, subcarrier, channel/segment number, etc.

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Appendix C

PHOTOGRAPHIC DATA LABELING INSTRUCTIONS

```
                    ┌─────────────────────────┐
                    │      TEST FACILITY      │
                    └─────────────────────────┘

 ┌──────────────────┬─────────────────┬──────────────────┐
 │  DATA ITEM NO.   │                 │   OP/TEST NO.    │
 ├──────────────────┤                 ├──────────────────┤
 │  CLASSIFICATION  │                 │   DATE           │
 ├──────────────────┤                 ├──────────────────┤
 │  FILM TYPE       │                 │   FOOTAGE        │
 ├──────────────────┴─────────────────┴──────────────────┤
 │  TITLE                                                 │
 ├───────────────────────────────────────────────────────┤
 │  STATION                                               │
 └───────────────────────────────────────────────────────┘
```

FILM CAN LABELING INSTRUCTIONS

TEST FACILITY   Enter test facility or organization.

DATA ITEM NO.   Enter full data item number assigned by the operations
                         directive document.

OP/TEST NO.   Enter appropriate operations/test number.

CLASSIFICATION   Enter classification that covers the highest classi-
                         fication of the data and the governing document.

DATE   Enter the Universal Time Coordinated (UTC) date
                         corresponding to time of the first recorded data.

FILM TYPE   Enter the manufacturers type or comparable number.

FOOTAGE   Enter footage of film in feet.

TITLE   Enter data item name as specified by the
                                   Operations Directive (OD) document.

STATION   Enter site identifier code of the acquisition site
                                   that gathered the data.

```
┌─────────────────────────────────────────────────────────┐
│              PHOTO-OPTICAL DATA LABEL                     │
│   TYPE _____  ☐DOC      ☐TRACKING              │
│       OP NO. _____  SITE _____   │
│       ITEM NO. _____  DATE _____   │
│       FILM TYPE _____  EMULSION NO. _____   │
│       ASA NO. _____ FILTER _____    │
│       FOOTAGE _____  SIZE _____   │
│       CAMERA TYPE _____  NO. _____   │
│       LENS TYPE _____  F/L _____   │
│       SHUTTER _____  F/STOP _____    │
│       TIME FROM _____ TO _____   │
│       OPERATOR _____   │
│       CLASSIFICATION _____   │
└─────────────────────────────────────────────────────────┘
```

PHOTO-OPTICAL DATA LABELING INSTRUCTIONS

TYPE   Enter the type of photo-optical data contained.
                        Check documentary or tracking data.

OP NO.   Enter the operations number of which the data was
                        acquired.

SITE   Enter the site identifier code of the acquisition
                        site that gathered the data.

ITEM NO.   Enter the full data item number as specified in
                        the applicable requirements document.

DATE   Enter the Universal Time Coordinated (UTC) date which
                        corresponds to the time of first recorded data.

FILM TYPE   Enter the manufacturer type or comparable number.

EMULSION NO.   Enter the emulsion number of the film used.

ASA NO.   Enter the ASA number of the film used.

FILTER   Enter the type or standard number of filter(s).

FOOTAGE   Enter the footage of film in feet.

SIZE   Enter the size of film used.

CAMERA TYPE__ NO. __   Enter the type/name/number of camera used.

LENS TYPE __ F/L __   Enter the type and focal length of lens used.

SHUTTER   Enter the style of shutter used.

F-STOP   Enter the F-stop setting of the camera/lens.

TIME FROM __ TO __   Enter first start time (UTC) of data recorded to
                                 the last stop time of recorded data.

OPERATOR   Enter the name and organization of responsible person.

CLASSIFICATION   Enter the classification of the highest classification
                                 of data and the governing documents.

```
┌─────────────────────────────────────────────┐
│             PHOTOGRAPHIC FILM LABEL          │
│                        ·                     │
│   CLASSIFICATION _____ │
│              ☐ COLOR    ☐ OPTICAL            │
│                                  POSITION    │
│   MASTER:    ☐ B&W      ☐ CONTACT  A☐  B☐    │
│  ─────────────────────────────────────────── │
│   B&W      ☐ ORIGINAL        ☐ PRINT         │
│  ─────────────────────────────────────────── │
│   COLOR ORIGINAL ☐ │ WORK PRINT   POSITION   │
│                    │            A☐   B☐       │
│  ─────────────────────────────────────────── │
│   TEST NO.         │ DATE        │ FT         │
│  ─────────────────────────────────────────── │
│   ITEM NO.         │ PROD NO.                 │
│  ─────────────────────────────────────────── │
│   REF NO.          │ EDGE NOS.                │
│  ─────────────────────────────────────────── │
│   OD NO.           │ SITE                     │
│  ─────────────────────────────────────────── │
│   REMARKS                                    │
│                                              │
└─────────────────────────────────────────────┘
```

PHOTOGRAPHIC FILM LABELING INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing documents.
MASTER	Enter check to indicate color, black and white (B&W), optical, contact, and position A or B.
B&W	Enter check to indicate original or print.
COLOR ORIGINAL	Enter check if film is color original.
WORK PRINT.	Enter A or B if a work print.
TEST NO.	Enter test or operations number for acquired data.
DATE	Enter Universal Time Coordinated (UTC) date corresponding to time of first recorded data.
FT	Enter length of film in feet.
ITEM NO.	Enter full data item number as specified in applicable Operations Directive document.
PROD NO.	Enter the production number of the original and all sequential numbers of the copies of the film.
REF NO.	Enter the laboratory identification number that is perforated on the actual film for control in the laboratory.

EDGE NO.   Enter the edit instruction number being used for
                      editing the film.

OD NO.   Enter number of Operations Directive (OD) under which
                      the operation was scheduled.

SITE   Enter site identifier code for site that gathered the
                      data.

REMARKS   Enter additional remarks necessary to properly
                      interpret the information.

Appendix D

GENERAL PURPOSE DATA LABELING INSTRUCTIONS

CLASSIFICATION _____

```
┌─────────────────────────────────┐
│                                 │
│          TEST FACILITY          │
│                                 │
└─────────────────────────────────┘
```

GENERAL PURPOSE DATA

TITLE _____

OP NO. _____ DATE (UTC) _____ ACQ SITE _____

OD NO. _____ DATA ITEM NO. _____

REMARKS _____

GENERAL PURPOSE DATA LABELING INSTRUCTIONS

CLASSIFICATION   Enter classification of the highest classification
                        of data and the governing documents.

TEST FACILITY   Enter test facility or organization.

TITLE   Enter data item name as specified by the Operations
                        Directive document.

OP NO.   Enter operations number for which the data was acquired.

DATE (UTC)   Enter Universal Time Coordinated (UTC) date corresponding
                        to time of the first recorded data.

ACQ SITE   Enter site identifier code of the acquisition site
                        that gathered the data.

OD NO.   Enter number of the Operations Directive (OD) under which
                        the operation was scheduled.

DATA ITEM NO.   Enter full data item number as specified in the applicable
                        Operations Directive document.

REMARKS   Enter additional information necessary to properly
                        interpret the data.

Appendix E

SPECIAL PURPOSE DATA LABELING INSTRUCTIONS

```
┌─────────────────────────────────────────────────────┐
│            RECERTIFIED ANALOG TAPE LABEL              │
│                                                       │
│   TAPE NUMBER  _____  │
│                                                       │
│   TAPE TYPE  _____  │
│                                                       │
│   MIL SIZE  _____  │
│                                                       │
│   TAPE FOOTAGE  _____   │
│                                                       │
│   DATE  _____CERTIFIED BY _____    │
│                                                       │
│   FREQUENCY TESTED  _____   │
└─────────────────────────────────────────────────────┘
```

RECERTIFIED ANALOG TAPE LABELING INSTRUCTIONS

TAPE NUMBER   Enter the local control number.

TAPE TYPE   Enter the appropriate type-name-manufacturer.

MIL SIZE   Enter the tape thickness in mils.

TAPE FOOTAGE   Enter the length of tape in feet.

DATE   Enter date tape was recertified.

CERTIFIED BY   Enter authorized signature or Quality Control
                        stamp.

FREQUENCY TESTED   Enter the frequency used in recertification of tape.

```
+------------------------------------------------+
|                                                |
|                   DEGAUSSED                    |
|            _____                 |
|                                                |
|            I/A/W-DSAM 8500.1 APPENDIX III       |
|                 NAS SPECIFICATION              |
|                                                |
|                                                |
|       DATE: _____ SIGNED: _____ |
|                                                |
|       _____ |
|                                                |
|       This label must be removed when tape is reused. |
|       _____ |
|                                                |
+------------------------------------------------+
```

DEGAUSSED TAPE LABELING INSTRUCTIONS

DATE   Enter date the tape was degaussed and repackaged.

SIGNED   Enter the signature of the authorized person.