

# Department of the Interior Departmental Manual

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**Effective Date:** 5/6/97

**Series:** Administrative Services

**Part 314:** Printing and Publications

**Chapter 6:** Letterhead Stationery

**Originating Office:** Office of Information Resources Management

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## 314 DM 6

**6.1 Policy.** Letterhead is the official form of stationery for Department of the Interior correspondence and similar material. Therefore, it must have a businesslike appearance, produced in a professional manner. Letterhead must convey an appropriate level of respect to the Department and its official documents.

**6.2 Responsibility.** Bureau/office personnel who design, produce, order, and/or procure Departmental letterhead stationery must ensure that their letterhead has a professional appearance and fulfills the objective of representing the Department in a dignified manner.

The Executive Secretariat (or other designated representative of the Secretary) determines paper and design specifications for letterhead stationery that is used to prepare correspondence for the Secretary's signature. This ensures that letterhead used for Secretarial correspondence is on high quality paper with appropriate design elements.

**6.3 Specifications.** The following specifications are now in effect.

A. The official seal of the Department should be 1 inch (2.54 cm) in diameter and will appear in the upper left corner of the page, 1/2 inch (1.27 cm) from the top and 3/4 inch (1.905 cm) from the left side.

B. Use of official bureau emblems is optional and, if used, will appear in the upper right corner of the page, 1/2 inch (1.27 cm) from the top and 3/4 inch (1.905 cm) from the right side.

C. Use of telephone numbers on letterhead stationery should be avoided unless produced on laser printers or printed in small quantities.

D. The standard heading, "United States Department of the Interior," should be centered on 8 1/2 inches (21.59 cm), left to right in one line, and should be the top line. It should be set in Times Roman or similar type face, upper and lower case, 18 point or equivalent size in photocomposition, and positioned 3/4 inch (1.905 cm) from the top of the page.

E. Any additional lines should be set in Times Roman no greater than 12 point or equivalent size in photocomposition.

F. The color of ink for Departmental letterhead should be blue (PMS 281) or black.

G. All letterhead shall be printed on 8 1/2- x 11-inch (21.59 cm x 27.94 cm) recycled paper.

H. If produced on a laser printer, a minimum of 600-dot-per-square-inch resolution is required.

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