

Department of the Interior Departmental Manual

Effective Date: 4/29/02

Series: Administrative Services

Part 310: General

Chapter 4: Seals and Emblems

Originating Office: National Business Center

310 DM 4

4.1 Seals.

A. Departmental Seal. The use of a seal by the Department of the Interior is authorized and required by the Act of August 24, 1912 (37 Stat. 498; 43 U.S.C. 1460 et seq.). The seal consists of a male buffalo with the head and body in a left position, standing on a prairie, with mountains and a rising sun in the background, enclosed within two concentric circles, having the words "U.S. Department of the Interior" and the date "March 3, 1849" inscribed in the top and bottom arcs within these circles. The official seal is three dimensional and 153 inches in diameter. Any reproduction or use shall not vary in design or appearance from the official seal as shown in Illustration I.

(1) Policy. The seal stands as the visible symbol of the Department and may not be used in connection with any commercial or other unofficial enterprise without the written approval of the custodian of the seal.

(2) Custodian. The Director, National Business Center is the custodian of the Departmental seal.

(3) Use. In accordance with the Act of August 24, 1912 (37 Stat. 498; 43 U.S.C. 1460 et seq.), the official seal shall be impressed on all Departmental official papers and documents which require certification or authentication except for those bureaus and offices which have an official seal authorized by statute for authentication and certification purposes. (See 310 DM 4.1B and 310 DM 10.)

(a) Official documents and publications (314 DM 3) and all letterheads (314 DM 6) printed for official use shall bear the printed seal of the Department.

(b) Requests for permission to use the seal for other purposes should be submitted in writing and addressed to the Director, National Business Center. Each request should contain information on the intended use of the seal, with specific details as to the product,

method of reproduction, and any other data which would be helpful in evaluating the request.

(4) Procurement. Official Departmental seals may be purchased from the National Business Center, for authorized use only.

B. Bureau and Office Seals. Bureaus and offices with seals authorized by statute will issue directives governing the policy, custody, and use of such seals. Bureaus and offices will submit design modifications of existing seals and proposed design for new seals authorized by statute to the Director, National Business Center for Departmental review and coordination.

C. Offices, Commissions and Authority Seals. Offices, Commissions, and Authorities affiliated with the Department will advise the appropriate bureau head, program Assistant Secretary, and the Director, National Business Center of their requirements for seals and emblems.

4.2 **Emblems**. The use of emblems or insignia, which are not authorized by statute, to symbolize a bureau or office mission must be approved by the appropriate program Assistant Secretary, the Director of the National Business Center, and any other officials as needed, if required by legislation or Executive order. Before approval is granted, the emblem or insignia will be reviewed and evaluated for appropriate design, relationship of symbolism to mission and suitability of intended use.

4/29/02 #3398

Replaces 10/5/90 #2901