

Department of the Interior Departmental Manual

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Series: Administrative Services

Part 314: Printing and Publications

Chapter 6: Letterhead and Stationery

Originating Office: Office Facilities and Administrative Services

314 DM 6

6.1 Policy.

A. The Department of the Interior letterhead is the official form of stationery for correspondence and similar material. It must have a business-like and professional appearance, produced in a professional manner, and must fulfill the objective of representing the Department in a dignified manner. Letterhead must convey an appropriate level of respect to the Department and its official documents. Therefore, Bureaus and offices shall comply with the specifications and instructions outlined in this chapter for designing and procuring Departmental letterhead.

B. There are two styles of letterhead for the Department of the Interior as follows:

(1) Secretarial Letterhead is reserved for the Secretary, Deputy Secretary, and the Associate Deputy Secretary. See paragraph 6.3A

(2) Departmental Letterhead shall be used by the Office of the Secretary and all Bureaus and offices. See paragraph 6.3B.

C. All official correspondence for dissemination shall be prepared on the prescribed letterhead according to the specifications outlined in this chapter. The Departmental letterhead (including regional and field offices) shall not be subject to modifications.

D. Each letter or memoranda consisting of more than one page shall use a “second sheet” (i.e., blank paper) identical to the prescribed paper of the letterhead with the proper watermark coinciding with the respective letterhead for the respective cited offices identified in paragraph 6.3.

E. All letterhead shall be printed in Pantone 281 blue ink. Black ink may be used as an alternative within Bureaus as permitted by the Bureau Head. No engraving or embossing of stationery for any Department official other than the Secretary of the Interior is permitted.

F. Use of slogans on letterhead stationery without the permission of the Director, Office of the Executive Secretariat and Regulatory Affairs is prohibited. Social media designations, telephone numbers, or websites are prohibited. Such contact designations are to reside in the body of the correspondence.

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6.2 Responsibilities.

A. Director, Office of the Executive Secretariat and Regulatory Affairs (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.

B. Department of the Interior Publishing Council shall establish and maintain a contract through the Government Printing Office for all Bureaus and offices to use in obtaining Departmental letterhead.

C. Bureaus and offices are responsible for obtaining the appropriate letterhead when correspondence is prepared for the Secretary of the Interior, Deputy Secretary, and the Associate Deputy Secretary. For ordering instructions, contact your Bureau printing coordinator for assistance.

6.3 **Specifications.** The following specifications shall apply for Departmental letterhead. (See Appendix 1 for letterhead samples.)

A. Secretarial Letterhead. Letterhead for the Secretary of the Interior, Deputy Secretary, and the Associate Deputy Secretary shall contain:

(1) Secretarial Seal. The Secretarial Seal shall 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.

(2) Heading. The respective office title as the heading. The office title is to be centered on 8 1/2 inches (21.59 cm), left to right in one line, and shall be the top line. The font is Franklin Gothic Book regular typeface, upper case, 10 point and positioned 5/8 inch (1.5875 cm) from the top of the page.

(3) Eagle Watermark.

(a) The Secretary of the Interior letterhead (embossed) shall be printed on 28-lb. 100 percent fine writing cotton bond paper with Government eagle watermark (four stars above the eagle). Joint Committee on Printing paper is JCP-D50.

(b) The Deputy Secretary letterhead shall be printed on recycled 50 percent cotton bond paper with Government eagle watermark (two stars above the eagle). Joint Committee on Printing paper is JCP-G70.

(c) The Associate Deputy Secretary letterhead shall be printed on recycled 25 percent cotton bond paper with Government eagle watermark (one star above the eagle). Joint Committee on Printing paper is JCP-G45.

B. Departmental Letterhead.

(1) Official Departmental Seal. The Departmental letterhead shall bear the official seal of the Department, which shall 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.

(2) Official Bureau Emblems. 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. Bureau emblems may not be larger in size than the Departmental Seal.

(3) Heading. The standard heading, "United States Department of the Interior," shall be centered on 8 1/2 inches (21.59 cm), left to right in one line, and shall be the top line. The font is Times Roman typeface, upper and lower case, 18 point, and positioned 5/8 inch (1.5875 cm) from the top of the page to the typography x-height.

(4) Additional Address Lines. Any additional lines shall be set in Times Roman no greater than 11 point.

(5) Footing. Region-specific footers shall be used for each of the twelve Interior Regions respectively. The footer title will include: the region number, geographic title, and states/territories within the region, and shall be centered on 8 1/2 inches (21.59 cm), left to right in one line. The font is Trajan Pro bold typeface, upper and lower case, 10.298 point and positioned 10 inches (25.4 cm) from the top of the page to the typography x-height. A centered separating line 0.825 inch (2.096 cm) in length 0.26 point (stroke weight) positioned 0.032 inches (0.082 cm) below the footer title. State/Territories included in the region shall be listed alphabetically 0.076 inches (0.193 cm) beneath the separating line. Each state/territory shall be Trajan Pro regular 9.54 point centered.

(6) Departmental Letterhead Paper.

(a) The Office of the Secretary letterhead shall be printed on recycled 25 percent cotton bond paper with Government eagle watermark (one star above the eagle). Joint Committee on Printing paper is JCP-G45.

(b) Standard letterhead shall be printed on 8 1/2 x 11-inch (21.59 cm x 27.94 cm) 30 percent (minimum) recycled, 20-lb., 25 percent cotton bond paper with commercial watermark. Joint Committee on Printing paper is JCP G40.

(c) Optional Paper for Bureau Heads. Bureau Heads may choose to use for their purposes, the Government eagle watermark (one star above the eagle) letterhead paper as stipulated for the Office of the Secretary.

6.4 Other Stationery Products.

A. Memo Pads, Note Paper, and Note Cards. The printing of memo pads, note paper, and note cards is permissible as an informal communication tool. Office designations are restricted and limited only to the offices of Bureau Directors and above. Such items may not carry the Departmental Seal. Bureau devices, including emblems, symbols, logos and stamps (devices), are permitted.

B. Greeting Cards. Printing of greeting cards is considered to be personal rather than official and shall not be done at Government expense. Even if procured using personal funds, the Departmental seal or bureau devices may not be used on such instruments to avoid any appearance of use of Government funds.

C. Personalization of stationery products is prohibited.

6.5. Business Cards.

A. Bureaus are authorized to expend program funds to purchase business cards for facilitating agency-related business communications, provided they are procured through AbilityOne (National Industries for the Blind) or produced internally from blank card stock.

B. Bureaus are urged to adopt standard formats for these cards that will promote consistency, professionalism, and preserve the official image of the Department.

C. The business card should contain only essential information to serve the intended purpose of exchange of contact information. Therefore, changes to the official government purchased business card simply for the purpose of adding enhancements resulting from emerging technologies or social media advances are prohibited unless otherwise authorized through official Departmental guidance. Electronic transfer of personal contact information is permissible using the appropriate devices. However, the traditional business card would not be changed to add such enhancements.

D. Cards that may be purchased by personal funds must conform to the adopted bureau standard, as the source of funds is immaterial when such cards are used in representing the Department in the conduct of its official business.

E. As put forth in 314 DM 3.3A, the Departmental and bureau seals and devices may only be used for official Departmental business and therefore may not be used on business cards of a private and personal nature.

6.7 Appendix. Examples of Letterhead are provided in Appendix 1.