

6.0 **Departmental Letterhead.** Depending on the letterhead used, different signatures are required. Although the position indicated is tied to the letterhead used, the signatory will change as the person in the position changes.

Letterhead	Signatory	Comment
Deputy Secretary	Dave Haze	
Secretary of the Interior	Secretary Salazar	4 star paper/only for Secretary's signature
Take Pride in America	Discretionary	PMB does not use
Office of the Secretary	AS/DAS	Within OS signature

Do not use the letterhead paper for surnaming purposes. Letterhead will only be used when a document is going to be signed by the signatory. To order more letterhead contact Jennifer Stevenson (202-208-6153) in the Printing office (Room 1642). Complete a Form DI-1 to order the paper; when delivered, the appropriate credit card will be charged.