

# Department of the Interior

## Departmental Manual

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

**Series:** Administrative Services

**Part 314:** Printing and Publications

**Chapter 3:** Official Identifications and Use

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

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### 314 DM 3

**3.1 Departmental Identification.** All publications must bear the name "United States Department of the Interior" or "U.S. Department of the Interior." The name of the Department should appear on the front cover. If this is not practical for artistic or other valid considerations, the Department's name must appear on Cover 2, 3, 4, or the title page (on the same page as the bureau identification). The title "United States Department of the Interior" or "U.S. Department of the Interior" will also be printed on all maps, etc., that are in publications or supplements. Any reference to a particular bureau shall be subordinate to the Department and in a smaller type size.

**3.2 Bureau Identification.** Bureaus must use their official name or title as approved by the U.S. Congress. When the bureau name is used on a cover, the Departmental identification must also appear. Bureau names must be subordinate to and in smaller type than the Department's. Organizational abbreviations may be used throughout the text portion of publications, but not on the covers or title page.

#### 3.3 Seals.

A. Departmental and bureau seals and devices are not in the public domain and cannot be used for other than official Departmental business without specific authorization of the Office of the Secretary, Office of Communications (see 310 DM 4.1).

B. When a bureau seal is used and the "Department of the Interior" is not clearly identified within the bureau seal, the Departmental seal must also be used. When the bureau seal clearly identifies the "Department of the Interior," use of the Departmental seal is optional. Seals are never to be overlapped.

**3.4 Mission Statement.** Offices and bureaus are encouraged to use a mission statement in their publications (preferably inside the front or back cover and in conjunction with the Departmental seal) when such use is appropriate to the type and style of the publication. The Office of Communications (OCO) will, from time to time, transmit to each office and bureau a suitable stock statement for use.

**3.5 Names of Officials.** Printing the names of Departmental or bureau officials is permissible. If officials are listed on the title page or other front matter, the Secretary's name must be included. All listed officials shall be subordinate to the Secretary, in smaller type size, and arranged in order of their official rank.

**3.6 Signature of the Secretary.** The official signature of the Secretary of the Interior

(facsimile, cut and paste, etc.) may not be used on any material to be printed without prior authorization from personnel duly authorized by the Secretary. All such requests must be sent to the Executive Secretariat (ES) for final authorization in accordance with 110 DM 17. It will then be directed to the Department's publishing policy office (PO).

**3.7 Signature of the President.** The official signature of the President of the United States may not be used on material to be printed without prior authorization from the Executive Clerk, Office of the President. Copy which already carries the signature of the President of the United States may be reproduced, provided that the signature is deleted.

**3.8 Use of Presidential and Vice Presidential Seals.** Use of the seals of the President and Vice President in publications is prohibited, except in certain instances involving descriptions or the history of the seals. Such use will be limited exclusively to the text, and any use of the seals on covers of publications is prohibited. Use of the seals must be authorized in writing by the Council of the President.

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