

Department of the Interior Departmental Manual

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Series: Administrative Services

Part 310: General

Chapter 4: Seals and Emblems

Originating Office: Office of Facilities and Administrative Services

310 DM 4

4.1 Seals.

A. Departmental Seal. The use of a seal by the Department of the Interior (Department) is authorized and required by the Act of August 24, 1912 (37 Stat. 498; 43 U.S.C. 1462.). The seal consists of a male bison 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 Assistant Secretary, Policy Management and Budget (A/S-PMB) 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. 1462), 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, 4.1, B. and 310 DM 10-)

(a) Official documents and publications (314 DM 3) and all letterheads (314

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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 to the Director, Office of Facilities and Administrative Services (OFAS) for review and staffing to A/S-PMB for approval. 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.

(c) Requirements for Certification of Documents are found in 310 DM 10. Contact OFAS, Creative Communications Services for printing of official "Certificates" (Length of Service, Meritorious, Valor, Distinguished Service, Secretarial Appointment, and other awards) where the embossing of the Departmental seal is required.

(4) Procurement. The official Departmental seal may be purchased from OFAS, 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; and will produce and maintain a style/standards manual for technical reference. Bureaus and Offices will submit design modifications of existing seals and proposed design for new seals authorized by statute, through the appropriate program Assistant Secretary, to the Director, OFAS, for Departmental coordination, review and final approval by A/S-PMB.

4.2 **Emblems**. The use of emblems or insignia (including for Offices, Commissions and Authorities affiliated with the Department), which are not authorized by statute to symbolize a Bureau or Office mission, must be submitted and approved by the appropriate program Assistant Secretary, and any other official(s) as needed if required by legislation or Executive Order, and then forwarded to the Director, OFAS, for coordination, review and final approval by A/S-PMB.

Bureaus and Offices should refrain from developing and requesting emblems or insignia to those that are necessary to serve an appropriate official business need, such as to represent a Law Enforcement organization, or where an office provides services outside of the Department and an emblem may be beneficial to promote identity recognition. Designs derivative of the elements composing the look and feel of the Departmental Bison seal are discouraged as they may undermine the integrity of the Departmental Seal.

4.3 **Reviews**. OFAS will provide Departmental coordination and review, and evaluate proposed seals and emblems for appropriate design, and relationship of symbolism to mission and suitability of intended use, as well as review for design format, scalability, color definition

and readability. OFAS will coordinate with the Office of the Solicitor who is responsible for the intellectual property review on all new or modified seals or emblems. Bureaus and Offices are responsible for contacting the United States Patent and Trademark Office for Federal trademark registration of their seal or emblem.

4.4 Approvals. OFAS will coordinate with the A/S-PMB, who is authorized to approve or disapprove design modifications of existing seals; proposed designs for new seals authorized by statute; use of the Departmental Seal; or requests for new or modified emblems and insignia.