

5 FAH-7 H-140 CERTIFICATES AND AWARDS

5 FAH-7 H-141 INTRODUCTION

(TL:GRPH-1; 8-1-95)

Because certificates and awards are very important to Department morale, their design should impart a sense of importance to the recipient. Every certificate or award should also reflect the dignity of the Department and be organized so that the name of the recipient and the purpose of the award are prominently displayed. Requests for specific award or certificate designs should be referred to the Customer Service Center.

5 FAH-7 H-142 SAMPLE CERTIFICATES

(TL:GRPH-1; 8-1-95)

a. 5 FAH-7 H-142 Exhibit H-142 shows certificate examples that illustrate the following general approach: the use of the official Department typeface, clear and clean organization, and the prominent display of major information items.

b. Other recommended attributes of certificates and awards include the following: they are designed on a central axis; the official Department typeface, Bodoni, is used; and an approved version of the seal is incorporated. Ribbons, gold seals and full color renditions of the Department Seal are options. The production quality of the document varies according to the importance of the award.

5 FAH-7 H-143 THROUGH H-149 UNASSIGNED

SAMPLE CERTIFICATES

*Sample certificate
Typefaces are Century Expanded Italic,
Bodoni Book Bold, Century Expanded Bold,
and Century Expanded.*

 <p><i>United States Department of State</i> Cash Performance Award CERTIFICATE Jane Q. Smith <i>is granted a cash award in recognition of sustained high level performance of official duties.</i></p> <p>September 1994</p>
<p>EXECUTIVE DIRECTOR BUREAU OF DIPLOMATIC SECURITY</p>

Sample certificate
Typefaces are Century Expanded Bold,
Helvetica Bold, Century Expanded,
and Century Expanded Italic.

Certificate of Outstanding Performance

John Q. Smith

is awarded this commendation
in recognition of
Sustained Outstanding Achievement
in the performance of official duties

July 1994



Secretary of State