INF-5

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Chapter:	Section:
12	02
Transmittal Number:	Date:
46	5/09/80

Subject: UTILIZATION AND APPLICATION OF THE OFFICIAL OSM SEAL

Approval: [signature] Title: DIRECTOR, OSM

1. Purpose. This directive dictates the uses, applications and identification for the official OSM seal. Although the directive is implicit in intent, purpose and restrictions allowances will be made by the OSM Public Affairs Office for special uses, deviations and other modifications.

2. Definitions. None.

3. Policy/Procedures.

a. The OSM Seal. Authorization for the OSM seal was established in the FEDERAL REGISTER, Vol. 44, No. 109, on June 5, 1979. The seal is a circular device inscribed on the outside circumference, "U.S. DEPARTMENT OF THE INTERIOR," and "OFFICE OF SURFACE MINING." The foreground consists of a green grass area with a fir tree to the left. Centered in the design is a black bulldozer blade. Three black mountain peaks are in the right background. There are two versions of the seal. One is color and the other is black and white. The seal design and use is also protected by the U.S. Patent Office under existing trademark laws.

b. Authorized Colors. The letters, mountains and bulldozer are in india ink or Pantone midnight black. The foreground and tree are in Pantone 356 green. Any color reproduction is restricted to these colors and no other color tints or tones are authorized. For black and white reproduction, the seal may be printed in all black, or the fir tree and foreground may be printed with a black 70 percent screen. No other colors or screen effects are acceptable. All printed and stitched or embroidered seals will have a white background. When the seal is used on printed stock, the background may be the same as the paper stock. Permission for exceptions should be obtained from the OSM Public Affairs Office.

c. Use. The OSM seal will not be used in any manner except those applications described in this directive. This restriction does not apply to official OSM numbered forms and directives issued by the OSM Information and Records Management Division. To obtain an exception to this guide a request must be submitted to the OSM Public Affairs Office. The request should include the justification, the change or modification, the proposed application, and if for a one-time or continuous use.

d. Procurement.

(1) The procurement of seals, decals, embroidered or silk-screened patches, metal devices or pins, plaques, dies, trophies or other items using the OSM seal will be requisitioned, procured, and contracted for by the OSM Administrative Services Office. This is necessary to prevent illegal purchases with government funds, and to procure the lowest price per unit in competitive bidding.

(2) The exception to this rule applies to personal business cards, memo pads, tee-shirts and other items procured through non-government funds for athletic or personal use. These actions do not exempt the user from using good taste and discretion in following the color and design specifications established by this directive to protect the integrity of the OSM seal.

e. Applications.

(1) Decals. Decals are procured by the OSM Administrative Services Supply Division for use by OSM activities and should be procured through normal supply channels. The standard decal is three inches in diameter. The large version is twelve inches in diameter and is to be used to mark and identify vehicles and other large equipment used by OSM.

(2) Embroidered Patches. Cloth, embroidered and other fabric patches are to be obtained through OSM Administrative Services supply channels. The standard embroidered patch is three inches in diameter and is for official use on working attire as described in paragraph (8) of this directive.

(3) Vehicles. OSM vehicles will use the standard "FOR OFFICIAL USE ONLY, U.S. GOVERNMENT, DEPARTMENT OF THE INTERIOR, OFFICE OF SURFACE MINING " as supplied by the OSM

(10) Brief Cases, Carrying Cases and Other Special OSM Equipment Containers. The OSM seal will be centered on the top or front of these articles with any lettering centered below the seal. (Illustration #9)

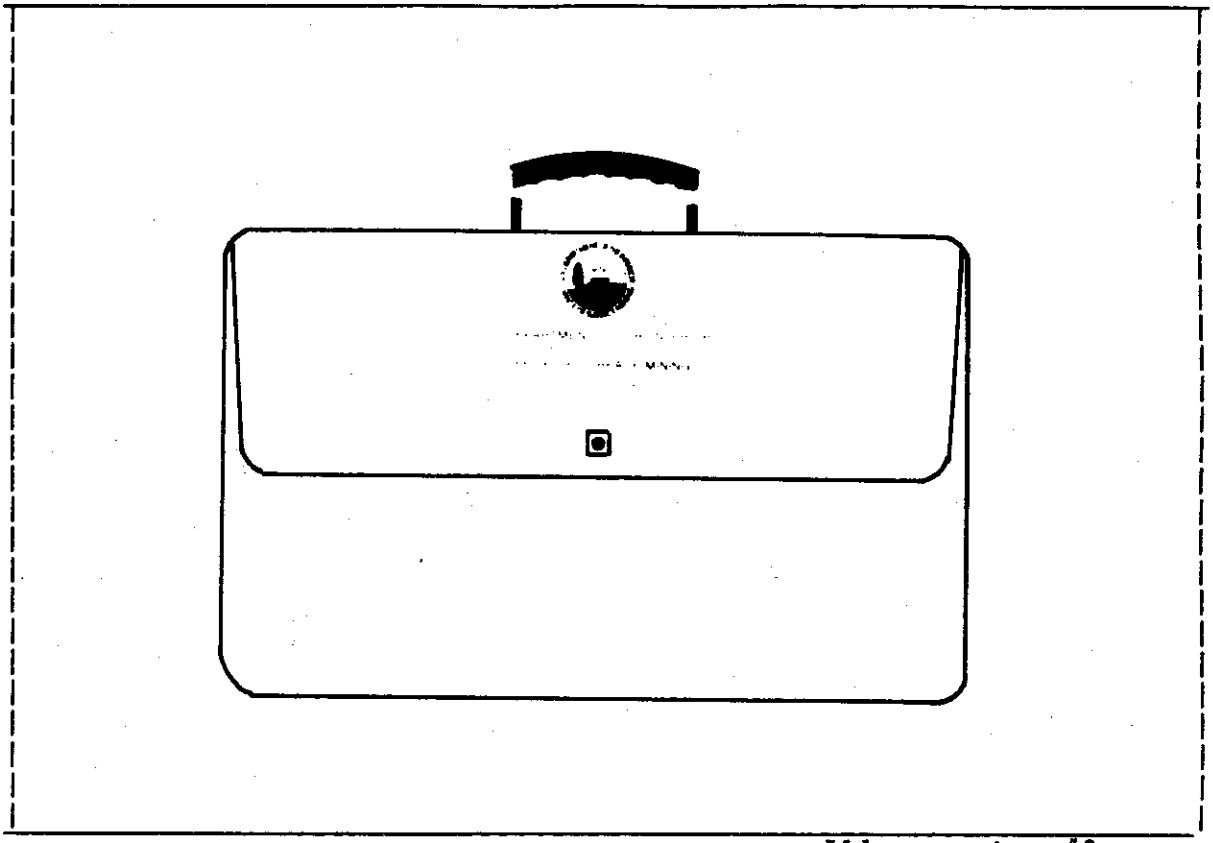

Illustration #9

(11) Commercial Uses. The OSM seal is not to be used for any commercial applications including advertisements, equipment, contractor-produced slide presentations or other audio/visual products, or television programs that would constitute OSM endorsement of any firm, product, or commercial venture.

f. Technical Specifications.

(1) Reproduction ratio of the seal will not be converted for any reason. Reduction or enlargement of the seal will include both the lettering and graphic portion of the seal. The lettering can not be reduced or enlarged. The size of the graphic portion will not be reduced within the lettered circle. (Illustration #10)

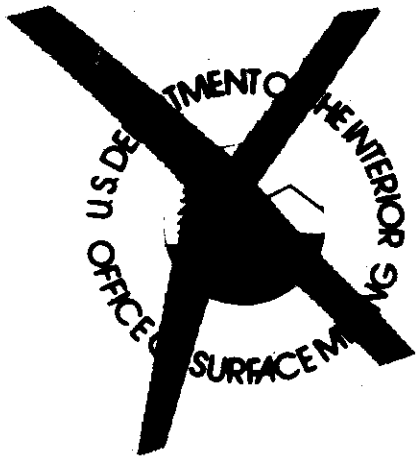

Illustration #10

(2) The type face or font of the letters "U.S. DEPARTMENT OF THE INTERIOR" and "OFFICE OF SURFACE MINING" will always be set in avant garde type as per the authorized seal.

(3) The seal shall not be converted to an oval or other distorted circle form, but shall always be used in the circle format.

g. Seal Queries. All requests for special uses, changes or questions regarding the use of the OSM seal should be sent to the contact below.

4. Reporting Requirements. None.

5. References. FEDERAL REGISTER, Vol. 44, No. 109, June 5, 1979.

6. Effect on Other Documents. None

7. Effective Date. Upon Issuance.

8. Contact. Public Affairs Office
Office of Surface Mining
U.S. Department of the Interior
Washington, D.C. 20240
(202) 343-4719