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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 Administrative Services supply office. The twelve-inch OSM decal will be located with the bottom of the seal applied one inch above the letters "FOR OFFICIAL USE ONLY" and centered over the letter "L" in "OFFICIAL". This format also applies to other official vehicles, heavy equipment, or other self-powered vehicles. (Illustration #1)

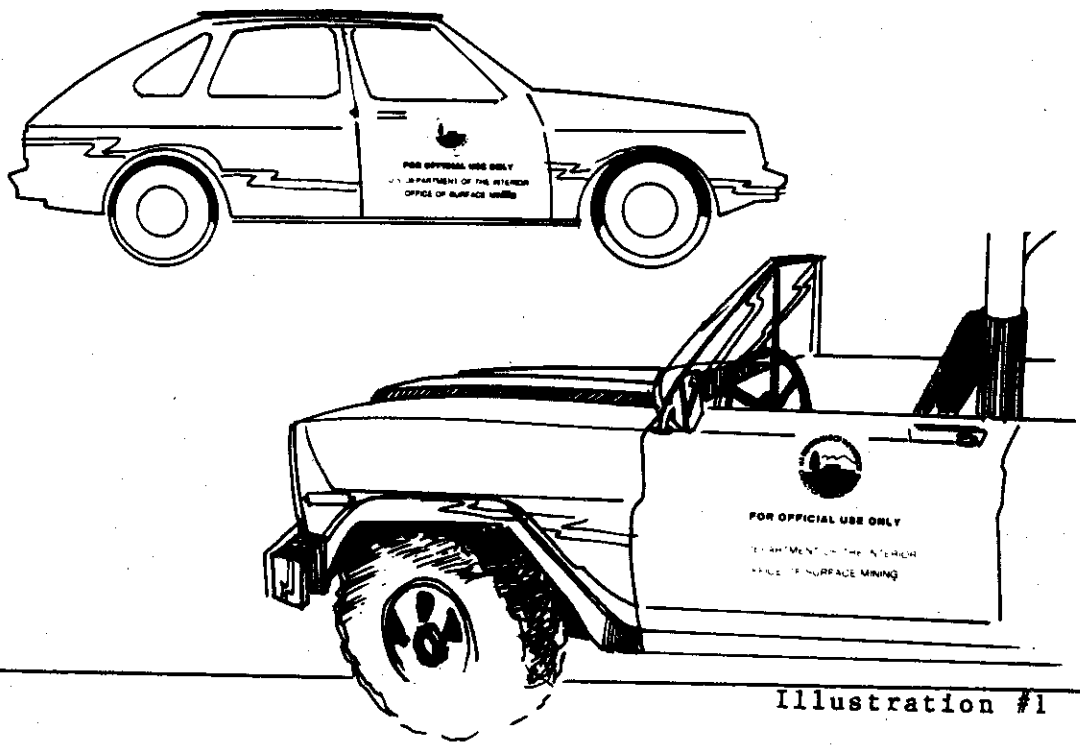

Illustration #1

(4) Store Fronts. Activities with field offices or other units located in buildings or structures with store front windows may use the twelve-inch OSM seal for identification purposes. The seal will be placed in the center of the window with the identification of the unit or office above the seal and the department and agency lettering below. (Illustration #2) The lettering should be in proportion to the size of the sign and the seal.

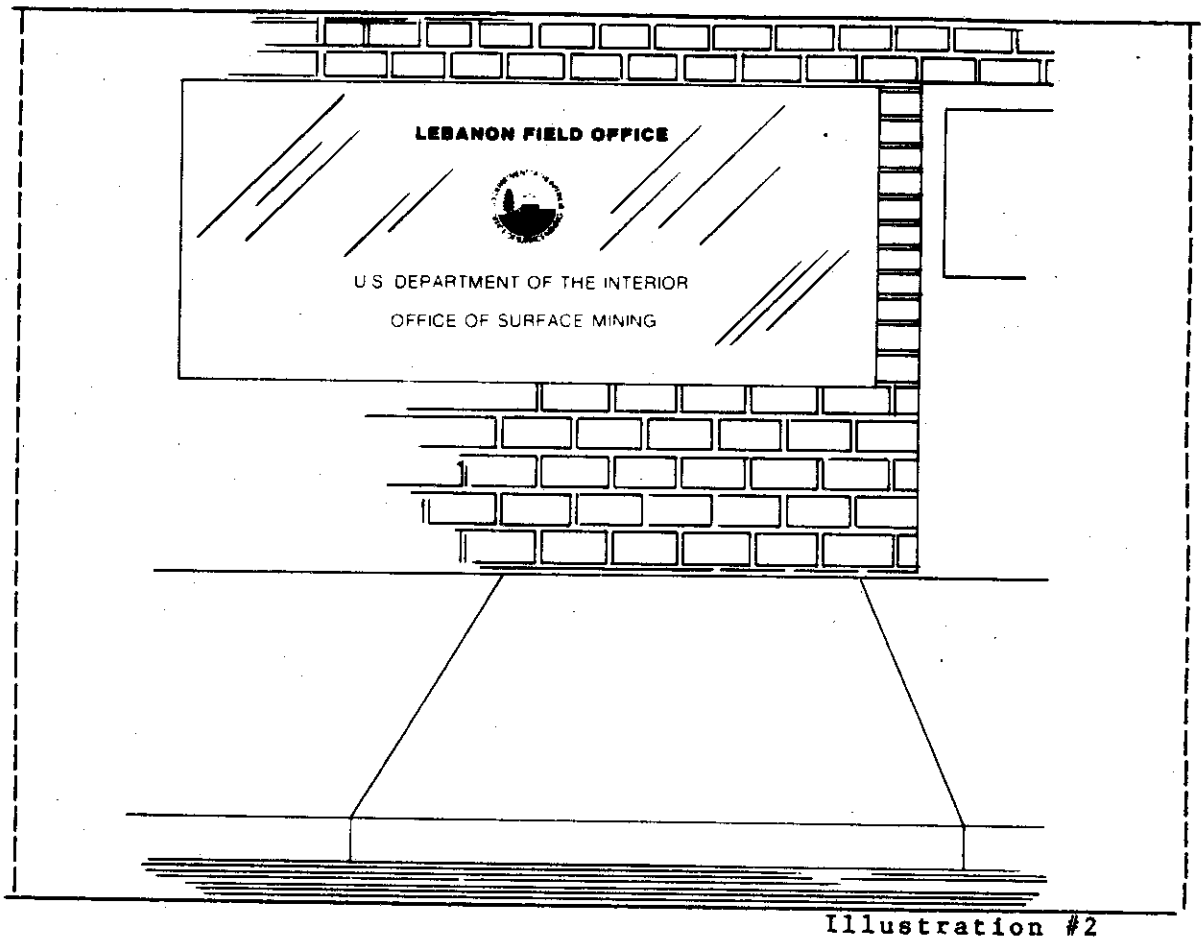

Illustration #2

3.e.(4)

(5) Entrance or Main Office Doors. Doors in this category requiring unit or field office identification will use the small OSM decal in the center of the upper door panel or 24 inches below the top of the door opening. The identification of the activity will be above the seal and the department and OSM description below the seal. (Illustration #3) The lettering should be in proportion to the size of the sign and the seal.

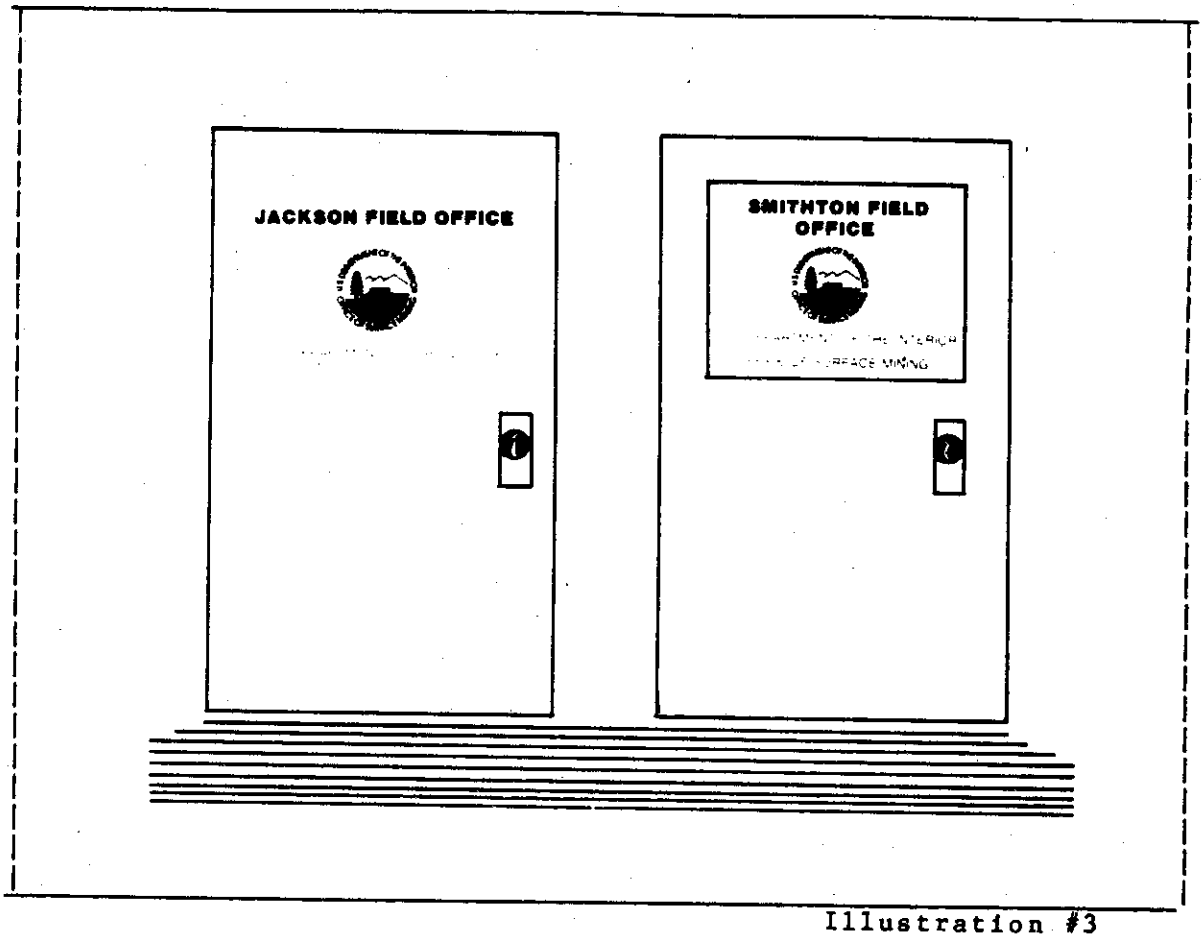

Illustration #3

(6) Signs. Outdoor signs or billboard type identification signs may use the 12-inch OSM seal with the identifying description of the unit or activity. (Illustration #4) The lettering should be in proportion to the size of the sign and the seal.

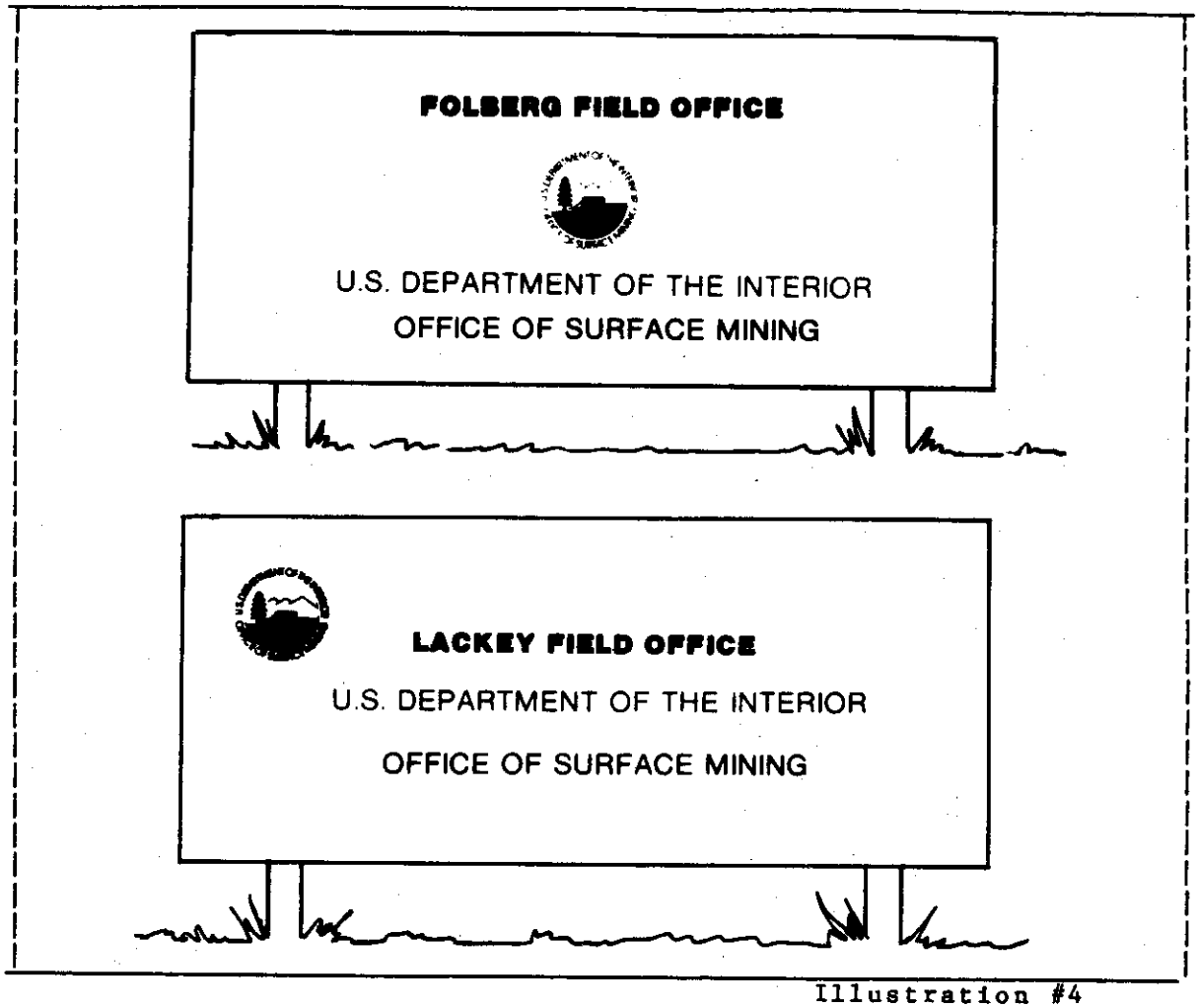

Illustration #4

(7) Audio/Visual. All 35mm slide presentations, vugraphs, transparencies, and motion pictures produced by or for OSM activities will include the OSM and U.S. Department of the Interior seals in the opening title series. The visual products seal will follow the same color requirements established in this directive. If the seal is more than one foot on a three foot by four foot projection image, it is mandatory that the U.S. Department of the Interior seal be of equal size or slightly larger. If the seal is repeated in the audio/visual series or used for the closing or "THE END" visual it may be used in black or white or the black and screened version. (Illustration #5)

Illustration #5

(8) Wearing Apparel. The following rules apply for use of the seal on safety helmets, jackets, and other work clothing.

(a) Safety Helmets. One three-inch decal is authorized for use. It shall be on the front of the helmet, centered on the raised ridge, and two inches above the helmet and visor seam. (Illustration #6)

(b) In the event the helmet is constructed in a way that the seal cannot be centered on the ridge, or if the helmet has the hardware for or the complete deep-mine lamp mounted the front of the helmet; the decal may be applied to the right of the center obstruction(s).

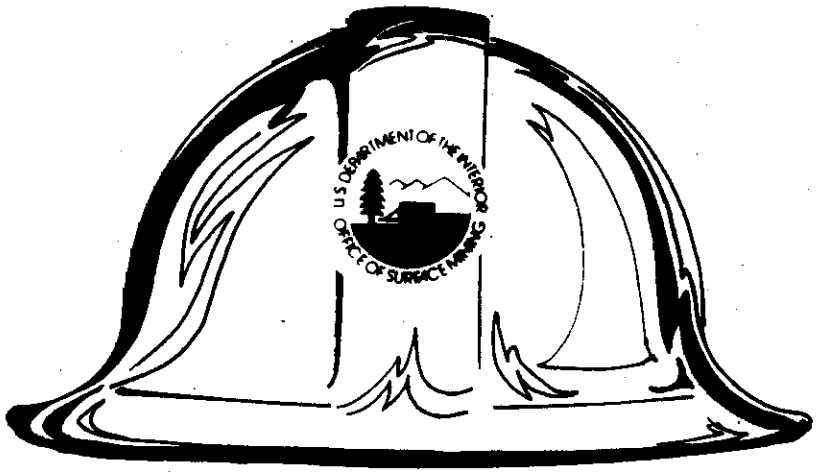

Illustration #6

(c) Jackets. Embroidered three-inch cloth and silkscreen patches obtained through official sources should be sewed or applied with adhesive according to the following specifications:

1 Field jackets, outer coats, coveralls, and overcoats should have the seal on the left sleeve three inches below the shoulder seam. (Illustration #7)

2 Blazers should have the three-inch seal centered on the left-hand breast pocket. (Illustration #7)

Illustration #7

(9) Bumper Stickers. Those units requiring bumper stickers will use an adhesive-backed decal two inches by four inches with the OSM seal on the left hand side no larger than one inch in diameter and the unit designation and numbers on the right. (Illustration #8)

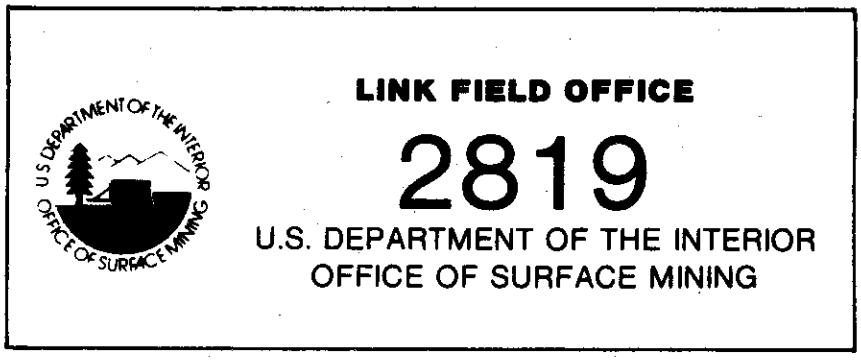

Illustration #8

(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)

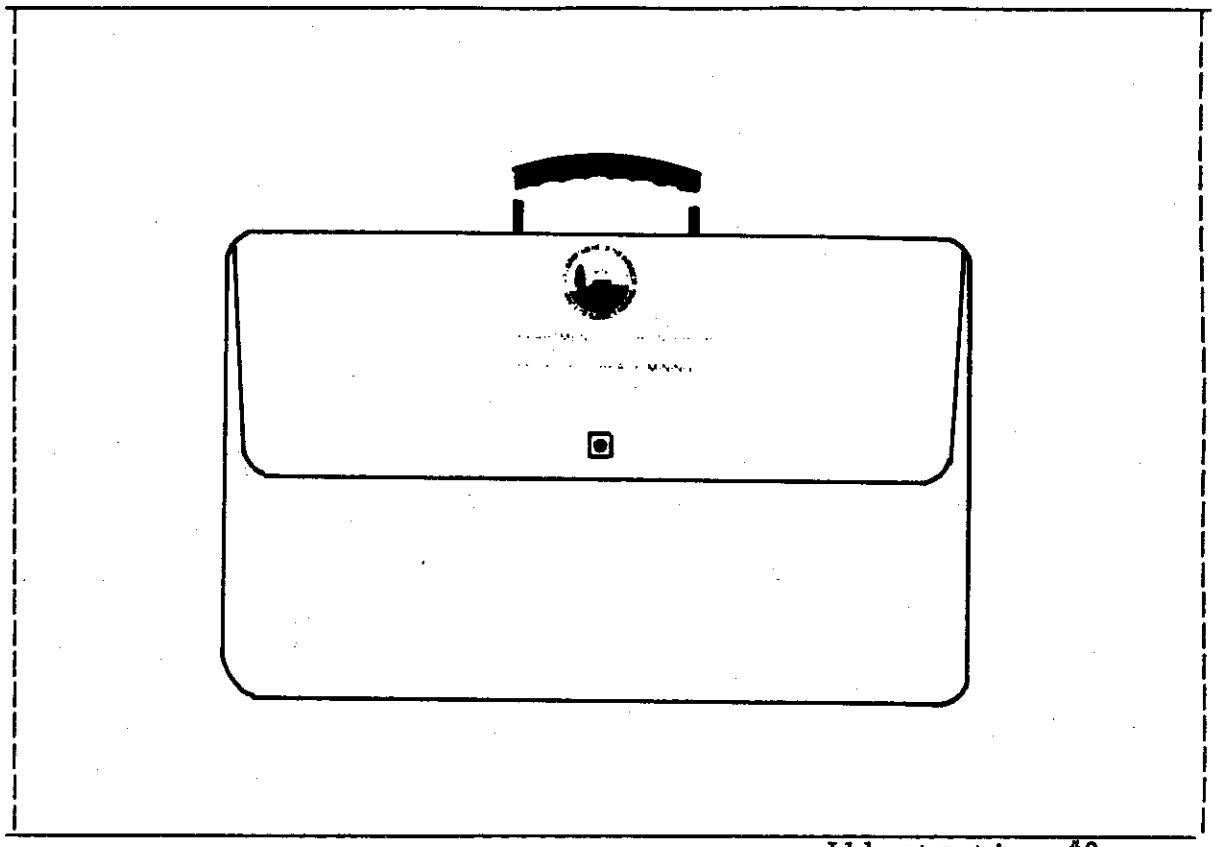

Illustration #9

(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)

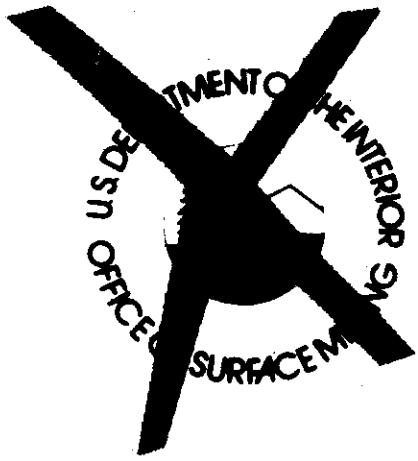

Illustration #10

(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