

**PRINTING OF EXECUTIVE STATIONERY
FOR ROUTINE USE, OFFICIAL
CEREMONIES, AND SPECIAL EVENTS**



**COMDTINST 5603.1B
September 2020**

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COMMANDANT INSTRUCTION 5603.1B

Subj: PRINTING OF EXECUTIVE STATIONERY FOR ROUTINE USE, OFFICIAL CEREMONIES, AND SPECIAL EVENTS

- Ref: (a) The Joint Committee on Printing, Government Printing and Binding Regulations No. 2, 1990 under the authority of 44 U.S.C. § 103, 501, and 502.
(b) The Rehabilitation Act of 1973, Pub.L. 93-112, 87 Stat. 355, as amended through P.L. 114-95, codified at 29 U.S.C. § 701 et seq.
(c) The Communications Act of 1934, Pub.L. 73-416, 48 Stat. 1064, codified at 47 U.S.C. § 151 et seq.

1. PURPOSE. This Instruction provides policy for the printing of executive stationery for routine use, printing for official ceremonies, and for special events.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commanders, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Printed Matter for Official Ceremonies and Approved Stationery for use by Flag Officers of the U.S. Coast Guard COMDTINST 5603.1A is hereby cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION

5. MAJOR CHANGES. The policy on printing of executive stationery reflects the diverse workforce of leaders and now includes Senior Executive Service, and Senior Enlisted Leaders for use in executive level assignments and/or in command appointed leadership positions. Requestors for ceremonies and special events should consider lower cost technological solutions before the printing official ceremony and event stationery. The Government *Publishing* Office is no longer referred to as the Government *Printing* Office, but retains the same acronym - GPO. The Surface Forces Logistics Center (SFLC) Baltimore no longer processes, nor stores printed stationery for the Coast Guard.

6. SCOPE AND AUTHORITIES. Expenditure of accountable public funds for printing is authorized as provided herein. Printing at public expense may occur when it is official and necessary for conducting Coast Guard business in alignment with Reference (a). The printing must be suitable for the event and be used for its intended purpose. It is recommended the reader become familiar with the directives and publications that are notated throughout this Instruction and are listed in numerical series order. Additional authorities follow this list:
 Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series);
 U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series);
 Coast Guard Forms Management Program, COMDTINST 5213.9A (series);
 The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series);
 United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6 (series);
 Standards of Ethical Conduct, COMDTINST M5370.8 (series);
 Coast Guard Interim Financial Policy and Procedures on Expenses Chargeable/Not Chargeable to AFC-30, AFC-36 and AFC-42; and,
 Government Publishing Office, *Forms and Standards* at <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of

Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. Paper distribution will not be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) websites:
Internet: www.dcms.uscg.mil/directives and
CGPortal: cg.portal.uscg.mil/library/directives/SitePages/Home.aspx .
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act of 1950 (as amended), Pub.L. 81-754, 64 Stat. 578, codified at 44 U.S.C. § 2101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. BACKGROUND. The Joint Committee on Printing (JCP) is one of the oldest joint committees that was formed by the U.S. Congress in 1846. In present day, the JCP continues to transmit Government and Binding Regulations. The U.S. Government Publishing Office (GPO), serves by law as the principal printing organization for Federal agencies, and so the JCP generally oversees compliance by Federal agencies with laws, rules, and regulations designed to minimize printing costs to the American people. A Government Publishing Office, Regional Publishing Procurement Office (GPO-RPPO) as established by the JCP (meaning any office established by the Director of the GPO in accordance with JCP) shall procure Federal printing needs which are determined to be commercially procurable. The GPO determines the area of bid competition. The Coast Guard's lead printing liaison with GPO and advisor for developing and submitting printing and binding requisitions to GPO is the Coast Guard's printing lead specialist, located within the Office of Information Management, Directives and Publications Division, Commandant (CG-612).
11. SELECT PRINT DEFINITIONS.
 - a. *Printing* is the process of composition, platemaking, presswork, binding, and microform (miniaturized image for mass distribution, does not include microfilming of administrative records or accounting reports).
 - b. *Personalized stationery* is the printing of (specific) names of officers or officials of the executive or judicial branches of the Government on official stationery. Preprinted mastheads may be accomplished only after approval by the JCP. (*Note*: If the name is not printed, then stationery is not considered personalized, therefore printing of units and/or titles does not fall in this category. The Coast Guard rarely has printed personalized stationery, however personalized stationery terminology has been incorrectly used in the past).

- c. *Duplicating/copying* means material produced by lithographic process, automatic copy processing or copier duplicating machines employing an electrostatic thermal or other copying process.
 - d. *Calling or greeting cards* are considered personal, and therefore the printing or engraving *must not* be done at Government expense.
 - e. Paper for use in public printing and binding and for the use in copying and duplicating devices for the U.S. Federal Government is contained in the *Government Paper Specification Standards*. These standards ensure uniformity and consistency in the use of printing, copying, and writing papers throughout the Federal Government.
12. POLICY ON OFFICIAL PUBLIC CEREMONIES. In accordance with Reference (a) and GPO guidelines the printing at public expense may occur when conducting Coast Guard business. For example: the dedication of a new Coast Guard building or monument, the commission or decommission of a ship; a change-of-command; a graduation to include the Coast Guard Academy, Officer Candidate Training School, Basic Training, or the Chief Petty Officer Academy.
13. POLICY ON RETIREMENT CEREMONIES. In accordance with Reference (a) and GPO guidelines the printing at public expense may occur in *very limited* circumstances, such as a retirement ceremony performed in conjunction with an official change-of-command with printed materials ordered as a part of the change of command.
14. POLICY ON LUNCHEONS, RECEPTIONS, AND DINNERS. In accordance with Reference (a) and GPO guidelines the printing at public expense may occur when it is official and necessary for conducting Coast Guard business at a luncheon, reception, or dinner *and* if the event fosters good relationships with foreign nations, promotes community relations through an approved public affairs event, or to honor dignitaries. Other potential exceptions may apply under other legal authorities not listed herein and must be considered on a case-by-case basis. These potential exceptions must be provided to Commandant (CG-612) for review and approval to HQS-SMB-P-G@uscg.mil .
15. POLICY ON SOCIAL EVENTS. Accountable public funds *must not* be used to produce printed materials for social events. If an event could be potentially considered social, and there is uncertainty, contact your designated unit Ethics Official for ethics advice on the nature of your event. Printing for a social event should instead be financed by those in attendance and/or by a separate morale, mess fund, or individual as allowed by other organizational policies.
16. POLICY ON EXECUTIVE STATIONERY PRINTING. Stationery with unit and title only (not an individual's name) may be ordered by flag officers, senior enlisted in executive level assignments or in command appointed leadership positions, by members of the Senior Executive Service assigned to the Coast Guard, and by specialized Coast Guard commands or specialized chartered task forces.

- a. Flag officer stationery is specific in design and is reserved for use by flag officers only. It may not be used in an acting capacity unless the individual is already frocked as a flag officer.
 - b. The Senior Executive Service is a position classified in the civil service equivalent to a general officer, or flag officer ranks. Stationery is specific in design and reserved for the Senior Executive only, it may *not* be used in an acting capacity, unless the individual is already designated as Senior Executive Service.
 - c. Senior enlisted leader stationery is specific in design and is reserved for use while in executive level assignments and/or in command appointed senior leadership positions. It is ordered at the discretion of the unit and typically for use at the Senior Chief or above level.
 - d. Addresses, email, and telephone numbers should be generally *omitted* from stationery unless required or a low cost/quantity. This prevents waste caused by changes.
 - e. Should unused executive stationery exist, it should pass on to the incoming relief if at the same level or be provided to Commandant (CG-612) for redistribution, as appropriate.
17. POLICY ON STATIONERY, EMBOSSED, AND PAPER ENGRAVING. Ordering pre-embossing (stamped image on paper) or engraving (carved image) on *any* stationery at public expense is prohibited under the Congressional Joint Committee on Printing with few exceptions. Those authorized include the President of the United States, members of Cabinet, and Department of State for exclusive diplomatic correspondence. Also approved are Judges of U.S. courts which may requisition embossed noteheads or letterheads not to exceed 5,000 copies in any fiscal year. Second sheets (pages) used in correspondence *must not* be embossed.
18. POLICY ON THERMOGRAPHIC PROCESS. In addition to standard printing, the thermographic process (slightly raised texturized effect) is authorized for executive level stationery, change of command invitations, and other related executive level invitations within the parameters described above.
19. PRINT PROCUREMENT ORDERING AND FUNDING. Printing at public expense for executive stationery for routine use, official ceremonies, and special events must be ordered with the Printing and Binding Requisition to the Public Printer of the United States, Standard Form 1 (SF-1) and the Generic Procurement Request (GPR). Orders must be submitted to mailbox: HQS-SMB-P-G@uscg.mil unless the unit, or supporting Storekeeper has a Simplified Purchase Agreement (SPA) authorization with GPO. For the order, is best to include an electronic sample, sizing specifications, and the number of copies requested on the SF-1 and GPR for coordination with the GPO-RPPO. If you are unsure of what options are available you may contact HQS-SMB-P-G@uscg.mil for

support. It is best to order 30-45 days in advance of the date needed to allow for cost estimates and vendor processing time. The order will typically be processed by Commandant (CG-612) in 1 to 5 business days. Orders *must* be appropriately funded before they will be processed for fulfillment. Units must determine if the AFC-30 General unit-level operating and maintenance (O&M) expenses should be used, or to a more specific AFC, account, or appropriation. AFC-30 funds typically allow unit commanders maximum flexibility for the management of normal reoccurring expenses.

20. MAILING. Mailing instructions for all completed requests should be included on the SF-1, Print Order Form 2511, and GPR. Deliverables are typically mailed to the requesting command by the most economical method, unless the command justifies a greater expense, and provides an express account for third party billing.
21. ELECTRONIC CONSIDERATIONS. The requestor should consider electronic options for the distribution of invitations and event notifications. Technology offers electronic content publishing as an alternative to printing and cost savings of mailing printed matter. Making the decision to print should always be balanced with electronic distribution options as well as the customs and courtesies of the service. The use of electronic distribution can minimize printing costs. Electronic invitations are now more acceptable, and often expected by the general public. This electronic content must comply with References (b) and (c). Contact HQS-SMB-P-G@uscg.mil for the most current electronic publishing options available.
22. DISCUSSION. A personal note on stationery can add a positive tone and enhance unity of effort, and express compassion. For example, printed stationery may be used for congratulations, condolence, and expressions of gratitude. In a world of electronic communications, at times the use of printed stationery is the right choice. Additionally, a printed ceremonial brochure or event itinerary may also remain traditionally appropriate.
23. FORMS/REPORTS. The forms referenced in this Instruction are available on the Coast Guard Standard Workstation or on the Internet: www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/ . The GPO forms Standard Form 1 (SF-1), Print Order Form 2511, and Simplified Purchase Agreement (SPA) Work Order Form 4044 can be found at gpo.gov/how-to-work-with-us/agency/forms-and-standards.
24. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through their chain of command using the Coast Guard memorandum. Comments and suggestions from users of this instruction are welcomed. All such correspondence may be emailed to Commandant (CG-612) at HQS-SMB-Directives@uscg.mil .

/DAVID M. DERMANELIAN/
Rear Admiral, U. S. Coast Guard
ASSISTANT COMMANDANT FOR C4IT (CG-6)