

**Office of Secure Transportation  
Policy Information**

**Policy Background**

<b>Document Title:</b> Use of Official DOE Letterhead, DOE Memoranda, and Government Logos		<b>Document Number:</b> (Assigned by POPD) OST P 1.32
<b>Document Owner(s):</b> <i>(Identify by name and organization)</i> Michele Mancuso-Nelson, Program Office for Planning and Directives	<b>Policy Approval Authority:</b> <i>(Identify by name and title)</i> Dennis J. Reese, PDADA Craig A. Tucker, ADA	
<b>Notify of Changes to Policy:</b> OST Federal Employees, OST Contractors		
<b>Record Document(s):</b> <i>(Documents used as reference or input into Policy; documents developed as a result of the Policy and Forms completed as part of the Policy).</i>  DOE O 203.1 OST Correspondence Manual Official Letterhead/Memoranda Forms		

**Policy History**

Rev	Date	Description of Change <i>(Include name of individual making the revision)</i>

## OFFICE OF SECURE TRANSPORTATION

### POLICY NUMBER: OST P 1.32

**TITLE:** Use of Official Department of Energy (DOE) Letterhead, DOE Memoranda, and Government Logos

**EFFECTIVE DATE:** 03/22/07

**PURPOSE:** This Policy establishes the guidelines for the use of government letterhead, memoranda and logos by federal and contractor employees.

**SCOPE:** This Policy applies to all Office of Secure Transportation (OST) Offices, Commands/Divisions, and Branches as well as support service contractors.

**PROPONENT:** Program Office for Planning and Directives.

#### EXTERNAL RECORD DOCUMENTS:

- DOE Order 203.1, "Limited Personal Use of Government Office Equipment Including Information Technology."
- 5 CFR 3635.702(b), "Standards of Ethical Conduct for Employees of the Executive Branch."

#### INTERNAL RECORD DOCUMENTS:

- OST Correspondence Manual.
- DOE Letterhead and DOE Memoranda located on the OST-Web site.

### POLICY

#### 1. Objectives/Expectations

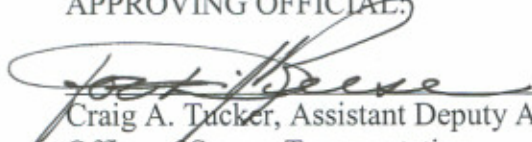
- a. Office of Secure Transportation federal and contractor employees who convey or solicit information in the performance of assigned government work will use Official DOE Letterhead and Official DOE Memoranda. Assigned government work is defined as the tasks identified in a federal employee's position description, special projects assigned by an employee's direct supervisor, or as defined by contract.
- b. Official DOE Letterhead and Official DOE Memoranda will not be used to solicit information, convey issues or concerns, or make purchases of any kind for reasons that are not directly tied to the performance of an individual's assigned government work.
- c. Federal and contractor employees will not utilize Official DOE Letterhead or Official DOE Memoranda:
  - (1) To imply OST sanctions or to endorse any activities or positions.
  - (2) To endorse any product, service or enterprise.
  - (3) When the use of these documents is misleading in that it creates the impression the employee is acting in an official capacity.
  - (4) To convey issues/concerns of a personal nature to public or government officials or to report government fraud, waste or abuse.

- (5) To purchase personal items/equipment such as personal computers, ammunition or firearms.
- (6) To pursue commercial pursuits, to support for-profit activities, or to benefit one's outside employment or business activities.
- (7) To obtain preferential treatment for the purchase of or to obtain discounts for the purchase of law enforcement equipment or clothing.
- d. DOE, National Nuclear Security Administration (NNSA) and OST logos will not be included on any correspondence of a personal nature.
- e. Official DOE Letterhead and Official DOE Memoranda will be used for formal and informal business correspondence as described in the OST Correspondence Manual on the OST-Web site.

**2. Responsibilities**

- a. Federal and contractor employees utilizing Official DOE Letterhead and Official DOE Memoranda in the performance of assigned government work will solicit concurrence from their direct federal supervisor, or other necessary approvals, using a Staff Summary Sheet.
- b. Employees will ensure that use of Official DOE Letterhead or Official DOE Memoranda, or inclusion of logos on any correspondence does not give the impression the employee is acting in an official capacity while conducting personal business.
- c. Federal and contractor employees will report any misuse of official documents to the OST Security Branch.
- d. Office Managers, Division/Command Directors and Branch Chiefs will ensure federal and contractor employees are aware of this policy, and the use of Official DOE Letterhead, Official DOE Memoranda and logos is for work-related purposes.
- e. Official correspondence that is transmitted outside of DOE/NNSA channels will be signed by the Division/Command Director or higher level of Leadership.

APPROVING OFFICIAL:

  
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Craig A. Tucker, Assistant Deputy Administrator  
Office of Secure Transportation

3/22/07  
Date