

Issue Date: 08/18/2003

USE OF DEPARTMENT OF HOMELAND SECURITY LETTERHEAD

I. Purpose

This directive sets Departmental policy for the use of Department of Homeland Security letterhead.

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

This policy is adopted pursuant to the authorities set forth in the Homeland Security Act of 2002, Pub. L. No. 107-296, 116 Stat. 2135.

IV. Definitions

A. **Secretary's Letterhead**. The Secretary's letterhead will be used only for correspondence that will go out under the Secretary's signature. The letterhead shall bear the DHS seal, blind embossed, with the word mark "Homeland Security," blind embossed, to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: Secretary, in italicized blue lettering;

Second line: U.S. Department of Homeland Security in blue lettering; and

Remaining lines: Address of the Department in blue lettering.

B. **Deputy Secretary's Letterhead**. The Deputy Secretary's letterhead will be used only for correspondence that will go out under the Deputy Secretary's signature. The letterhead shall bear the DHS seal in tints of blue with the word mark "Homeland Security" in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: Deputy Secretary, in italicized blue lettering;

Second line: U.S. Department of Homeland Security, in blue lettering; and

Remaining lines: Address of the Department, in blue lettering.

C. **Office of the Secretary Letterhead**. The Office of the Secretary letterhead will be used only for correspondence that will go out from the immediate Office of the Secretary. The letterhead shall bear the DHS seal in tints of blue with the word mark "Homeland Security" in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: Office of the Secretary, in italicized blue lettering;

Second line: U.S. Department of Homeland Security, in blue lettering; and

Remaining lines: Address of the Department, in blue lettering.

D. **Under Secretarys' Letterhead**. Each Under Secretary shall have his or her own letterhead. The Under Secretarys' letterhead will be used only for correspondence that will go out under an Under Secretary's signature. The letterhead shall bear the DHS seal in tints of blue with the word mark "Homeland Security" in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: Under Secretary, in italicized blue lettering;

Second line: U.S. Department of Homeland Security, in blue lettering;

Third line: Name of the Directorate, in blue lettering; and

Remaining lines: Address of the Department, in blue lettering.

E. **Directorate Letterhead.** Each Directorate shall have its own letterhead. The Directorate letterhead will be used only for official correspondence from that Directorate. This letterhead should not be used by any Public Facing Entity, Program or Center of a Directorate. The Directorate letterhead shall bear the DHS seal in tints of blue with the word mark “Homeland Security” in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: U.S. Department of Homeland Security, in blue lettering;

Second line: Name of the Directorate, in blue lettering; and

Remaining lines: Address of the Department, in blue lettering.

F. DHS **Headquarters Offices Letterhead.**

1. The following DHS Headquarters offices will have their own letterhead that will be used for official correspondence:

- a. Office of Legislative Affairs;
- b. Office of Public Affairs;
- c. Office for National Capital Region Coordination;
- d. Office of State and Local Government Coordination;
- e. Office of Private Sector
- f. Office of the Inspector General;
- g. Office of the General Counsel;
- h. Office of International Affairs;
- i. Privacy Officer;
- j. Officer for Civil Rights and Civil Liberties; and
- k. Citizenship and Immigration Service Ombudsman.

2. The letterhead for each of the offices listed in paragraph IV.F.1, supra, shall bear the DHS seal in tints of blue with the word mark “Homeland Security” in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: The name of the office as identified in paragraph IV.F.1.a – IV.I.2.k, e.g., Office of International Affairs, Privacy Officer, etc., in italicized blue lettering;

Second line: U.S. Department of Homeland Security, in blue lettering; and

Remaining lines: Address of the Department, in blue lettering.

G. **U.S. Customs and Border Protection Letterhead.**

1. The Commissioner for U.S. Customs and Border Protection (CBP), a Public Facing Entity, shall use letterhead described as follows: The letterhead shall bear the DHS seal in tints of blue with the word mark “U.S. Customs and Border Protection” in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: Commissioner, in italicized blue lettering;

Second line: U.S. Department of Homeland Security, in blue lettering;

Third line: U.S. Customs and Border Protection, in blue lettering; and

Remaining lines: Address of U.S. Customs and Border Protection, in blue lettering.

2. All other official CBP correspondence shall use letterhead described as follows: The letterhead shall bear the DHS seal in tints of blue with the word mark “U.S. Customs and Border Protection” in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: U.S. Department of Homeland Security, in blue lettering;

Second line: U.S. Customs and Border Protection, in blue lettering; and

Remaining lines: Address of U.S. Customs and Border Protection, in blue lettering.

H. **Other Public Facing Entities' Letterhead.** The other Public Facing Entities, namely, Transportation Security Administration, U.S. Immigration and Customs Enforcement, Federal Emergency Management Agency, and U.S. Citizenship and Immigration Services, shall use letterhead described as follows: The letterhead shall bear the DHS seal in tints of blue for personalized letterhead items and in tints of blue for non-personalized letterhead items with the word mark denoting the appropriate Public Facing Entity, e.g., Transportation Security Administration, in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: U.S. Department of Homeland Security, in blue lettering;

Second line: Name of the Public Facing Entity, e.g., U.S. Transportation Security Administration, in blue lettering; and

Remaining lines: Address of the Public Facing Entity, in blue lettering.

I. **Letterhead for Programs and Centers.**

1. All DHS Programs and Centers shall use letterhead described as follows: The letterhead shall bear the DHS seal in tints of blue with the word mark "Homeland Security" in blue lettering to the right of the seal. Above the seal and word mark shall appear the following name and address lines:

First line: Name of the Program or Center, in italicized blue lettering;

Second line: U.S. Department of Homeland Security in blue lettering; and

Remaining lines: Address of the Program or Center, in blue lettering.

2. DHS Programs include:

a. Chemical & Biological National Security and Supporting Programs;

b. Biological and Environmental Research Programs;

c. Nuclear Smuggling and Proliferation, Detection and Verification Programs;

d. Nuclear Assessment, Detection, Materials Protection and Cooperation Programs;

e. Advanced Scientific Computing Research Program at Lawrence Livermore National Laboratory;

- f. National Communication System;
- g. National Cyber Security Division;
- h. Office for Domestic Preparedness;
- i. Citizen's Corp;
- j. Ready; and
- k. US-VISIT.

3. DHS Centers include:

- a. National Biodefense Analysis and Countermeasures Center;
- b. Plum Island Animal Disease Center;
- c. Federal Computer Incident Response Center; and
- d. Federal Law Enforcement Training Center.

J. **United States Coast Guard Letterhead.**

1. The Commandant for the United States Coast Guard shall use letterhead described as follows: In the upper left,

First line: U.S. Department of Homeland Security, in black lettering;

Second line: United States Coast Guard, in bold black lettering; and

The United States Coast Guard seal shall appear to the immediate right of both lines.

In the upper right,

First line: Commandant, in italicized black lettering;

Remaining lines: Address of United States Coast Guard in black lettering.

2. All other official United States Coast Guard correspondence shall use letterhead described as follows: In the upper left,

First line: U.S. Department of Homeland Security, in black lettering;

Second line: United States Coast Guard, in bold black lettering; and

The United States Coast Guard seal shall appear to the immediate right of both lines.

In the upper right,

Address of United States Coast Guard, in black lettering.

K. **United States Secret Service Letterhead.**

1. The Director of the United States Secret Service shall use letterhead described as follows: In the upper left,

First line: U.S. Department of Homeland Security, in italicized black lettering;

Second line: United States Secret Service, in bold black lettering; and
The United States Secret Service seal shall appear to the immediate left of both lines.

In the upper right,

First line: Director, in italicized black lettering;

Remaining lines: Address of United States Secret Service in black lettering.

2. All other official United States Secret Service correspondence shall use letterhead described as follows: In the upper left,

First line: U.S. Department of Homeland Security, in italicized black lettering;

Second line: United States Secret Service, in bold black lettering; and
The United States Secret Service seal shall appear to the immediate left of both lines.

In the upper right,

Address of United States Secret Service, in black lettering.

V. Responsibilities

The **Under Secretary for Management**, through the Chief of Administrative Services, shall be responsible for the implementation of this directive, including providing the necessary templates for preparing all DHS letterhead.

VI. Policy & Procedures

- A. **Policy**. It is the policy of the Department of Homeland Security to have only the types of official letterhead set forth in paragraph IV supra.
- B. DHS letterhead may not be modified by adding organizational names, individual titles, or contact information to the letterhead beyond what is described in paragraph IV supra. Except as provided for in paragraph IV supra, names, titles, and contact information will be included in the body of the correspondence.
- C. **Questions or Concerns Regarding the Process**. Any questions or concerns regarding this directive should be addressed to the Chief of Administrative Services.