



Department of Defense INSTRUCTION

NUMBER 5330.2

February 13, 1984

ASD(C)

SUBJECT: Specifications for DoD Letterheads

- References: (a) DoD Instruction 5330.2, subject as above, November 27, 1979
(hereby canceled)
- (b) Federal Property Management Regulations (FPMR), GSA, August 26, 1983, to Subpart 101-11.6, Records, Equipment, and Supplies; Stationery Standards

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update policy, procedures, and responsibilities concerning specifications for official letterhead stationery used within the Department of Defense, and to provide for the use of computer and word processor equipment in the preparation of correspondence.

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to collectively as "DoD Components").

3. POLICY

DoD preprinted letterhead stationery shall be uniform and shall contain only those elements described in this Instruction.

4. PROCEDURES

4.1. Preprinted official letterhead stationery:

4.1.1. Shall be used for all correspondence prepared for the signature of the Secretary and Deputy Secretary of Defense, and the Executive Secretary of the Department of Defense.

4.1.2. Shall be used for all correspondence to addressees outside the Department of Defense.

4.1.3. Shall be 8-1/2 by 11 inches.

4.1.4. Shall bear the seal of the Department of Defense, which shall be 1 inch in diameter and 1/2 inch from the upper left and top edges of the stationery.

4.1.5. Shall carry no other decorative or distinguishing insignia, printed or otherwise.

4.1.6. Shall show the name of the principal activity to which this Instruction applies (such as Department of the Army, or Defense Logistics Agency, or Defense Communications Agency) centered horizontally, 5/8 inch from the top of the sheet, and printed in 12-point, heavy plate Gothic small capital letters, or equivalent.

4.1.7. Shall show the name of the department, agency, office, bureau, administrative or technical service, or principal command centered immediately under the name of the principal activity to which this Instruction applies printed in 6-point, heavy plate Gothic large capital letters, or equivalent.

4.1.8. Shall carry the address and ZIP code number centered horizontally beneath the name of the department, agency, office, bureau, or administrative or technical service, or principal command printed in 6-point, heavy plate Gothic large capital letters, or equivalent. The bottom of the printing shall be 1-1/16 inches from the top of the trimmed sheet.

4.1.9. Shall be printed in black or blue ink.

4.1.10. May incorporate the following options:

4.1.10.1. The phrase "In reply refer to," printed in 5-point, light plate Gothic large capital letters, or equivalent.

4.1.10.2. Corner markings to indicate the address area for window envelopes.

4.1.10.3. Fold markings.

4.1.10.4. A 1/2-point guideline, 3/4 inch long, placed 1-1/2 inches from the bottom and 1/8 inch from the left side.

4.1.10.5. Appropriate slogans, approved by the head of the DoD Component concerned, or designee, and printed in the bottom margin approximately 1/2 inch from the bottom edge of the sheet.

4.1.11. Shall be printed on paper, the quality of which conforms with the provisions of the FPMR (reference (b)).

4.2. Computer- or word processor-generated letterhead stationery may be used for correspondence wholly within the Department of Defense provided:

4.2.1. Such correspondence is not prepared for the signature of the Secretary or Deputy Secretary of Defense, or Executive Secretary of the Department of Defense.

4.2.2. No element of the letterhead is larger than that authorized for preprinted stationery.

4.2.3. No seal, emblem, decorative device, distinguishing insignia, slogans, or mottos are used.

4.2.4. Stationery size conforms to that required for preprinted letterheads.

4.2.5. Such correspondence conforms with paragraph 4.1.6., above.

5. RESPONSIBILITIES

Heads of DoD Components, or designees, shall comply with the provisions of this Instruction.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.


VINCENT PURITANO
Assistant Secretary of Defense
(Comptroller)