U.S. Department of Transportation
Office of the Secretary of Transportation

ORDER

DOT 1000.14A

12-2-81

Subject: OFFICIAL SEAL AND SIGNATURES OF THE DEPARTMENT OF TRANSPORTATION

1. PURPOSE. This Order implements the regulations of the Office of the Secretary (OST) (49 CFR Part 3). It also provides a description of the official seal and signatures of the Department of Transportation (DOT) and prescribes their use.

2. CANCELLATION. DOT 1000.14, OFFICIAL SEAL AND INSIGNIA OF THE DEPARTMENT OF TRANSPORTATION, of 6-8-78.

3. AUTHORITY. Section 9(k) of the DOT Act (Public Law 89-670) provides that the Secretary of Transportation shall prescribe an official seal for the Department.

4. REFERENCES.

   a. Amendment to 49 CFR Part 3, effective 11-17-80, reflects the redesign of the Department's official seal and also covers changes in office duties relating to the authority to affix the DOT Seal.

   b. DOT 1360.6, Department of Transportation Graphic Standards, establishes a system of graphic standards for the Department as set forth in the publication "Graphic Standards for the U.S. Department of Transportation."

5. EXCEPTION.

   a. This Order is not intended to modify the uniform of the United States Coast Guard (USCG) or USCG seal, emblems and insignia required or authorized by the Commandant. Whenever feasible, the USCG shall use the Departmental seal either alone or in conjunction with their own seal to indicate that the Departmental seal is the official emblem of the Department.

   b. The St. Lawrence Seaway Development Corporation (SLSDC), being a public corporation with its own corporate seal, may continue to use that corporate seal for purposes of authentication and as its official seal. Whenever feasible, the SLSDC shall use the Departmental seal either alone or in conjunction with their own seal to indicate that the Departmental seal is the official emblem of the Department.

   c. The seal of the Federal Aviation Agency has been retired and its official use is no longer authorized. The Federal Aviation Administration (FAA) may continue to use a reproduction of their current seal for adornment purposes. "Adornment purposes" shall mean that this seal

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will be solely limited to: one color reproduction on FAA internal publications.

d. The seal of the Maritime Administration has been retired and its official use is no longer authorized. The Maritime Administration may continue to use a reproduction of their current seal for adornment purposes, appropriately modified to eliminate the words "Department of Commerce." "Adornment purposes" shall mean that this seal will be solely limited to: use on the Maritime Administration flag and on plaques.

6. THE OFFICIAL SEAL OF THE DEPARTMENT OF TRANSPORTATION.

a. Description. The official seal of the Department of Transportation is described as follows: A white abstract triskelion figure signifying motion appears within a circular blue field. The figure is symmetrical. The three branches of the figure curve outward in a counterclockwise direction, each tapering almost to a point at the edge of the field. Surrounding the blue circle is a circular ring of letters. The upper half of the ring shows the words "Department of Transportation." The lower half of the ring shows the words "United States of America." The letters may be shown in either black or medium gray. The official seal of the Department is modified when embossed. It appears below in black and white.

Figure 1. The Official DOT Seal

b. Policy.

(1) The seal is the official emblem of DOT and its use is permitted only as authorized in Part 3 of the regulations of the Office of the Secretary or as approved by the Secretary of Transportation. Falsely making, forging, counterfeiting, mutilating, or altering the official seal or knowingly using or possessing with fraudulent intent any altered seal is punishable under Section 506 of Title 18, United States Code. Instances of such falsely making, forging, altering or fraudulent use which may be detected shall be reported through channels to the OST Office of Security.

(2) The seal shall be embossed or affixed on all documents requiring authentication by the operating elements of DOT. No other seals will be used for authenticating documents except as provided in paragraph 5.

(3) Publications issued at the Departmental level which have the effect and force of law (e.g., regulations, orders, notices) must bear the DOT seal. (Figure 1)

(4) Operating administrations not now having their own seals will not establish seals, but will use the DOT seal.

c. Delegation of Authority. The following officials of DOT are authorized to emboss and affix the official DOT seal to appropriate documents and other materials of the Department, for all purposes for which authentication by seal is required, including those authorized by 28 U.S.C. 1733(b):

The General Counsel, OST

The Assistant Secretary for Administration

The Coast Guard Commandant

The Federal Aviation Administrator

The Federal Highway Administrator

The Federal Railroad Administrator

The Urban Mass Transportation Administrator

The National Highway Traffic Safety Administrator

The Maritime Administrator

The Research and Special Programs Administrator

St. Lawrence Seaway Development Corporation Administrator

The Inspector General

The Chairman, Contract Appeals Board, OST

d. Redelegation. The authorized officials may redelegate this authority. Delegations made under this authority shall be limited to the minimum number consistent with essential requirements, to avoid misuse of the seal and to minimize procurement requirements for impression dies of the seal.

e. Uses.

(1) Authorized Uses. The DOT seal in monochrome or color, pictorial or relief may be used by officials listed in paragraph 6c above:

(a) For programs, certificates, diplomas, invitations, greetings and calling cards of an official nature.

(b) In DOT-approved training films, public relations films, and official DOT motion picture and television programs.

(c) As a display with any official DOT exhibit.

(d) As wall plaques in OST, the operating administrations, and DOT field installations when approved by an official authorized in paragraph 6c.

(2) Prohibitions on Use. The seal shall not be used:

(a) On souvenir or novelty items of an expendable nature.

(b) On toys or commercial gifts or premiums.

(c) As letterhead design, except on official Departmental stationery.

(d) On exterior or interior facility signage.

(e) On menus, matchbook covers, calendars, or similar items.

(f) To adorn civilian clothing.

(g) On athletic clothing or equipment.

(h) On any article which may discredit the seal or reflect unfavorably on DOT.

(i) In any manner which implies Departmental endorsement of commercial products or services, or of the user's policies or activities.

(3) Requests for Use.

(a) Outside the Department. Permission to use the DOT seal by any person or organization must be made in writing to the Assistant Secretary for Administration, 400 Seventh Street, S.W., Washington, D.C. 20590, and must specify, in detail, the specific use intended.

(b) Within the Department. When organizational elements of the Department desire to use the seal in a manner other than that prescribed by this Order, prior approval must be obtained from the Assistant Secretary for Administration.

f. Reproduction Standards for the DOT Seal.

(1) Embossed. The seal may be reproduced as a blind embossed (raised) image on certificates and official documents.

(2) Monochrome. The single-color version of the seal shall be executed in solid black (see Figure 1). This method of reproduction shall be used for authenticating documents when embossing is impractical. Reverse printing is prohibited.

(3) Color. For full-color reproduction, the central circular area of the seal, formed and described in paragraph 6a, shall match PANTONE (R) (PMS) 285 and the circular ring of letters shall be reproduced in solid black or in a warm middle-value gray.

(4) Minimum Size. The minimum allowable size for reproduction of the seal shall be 9/16-inch in diameter.

7. IMPRESSION DIES AND PLAQUES.

a. Custody of Impression Dies. The officials named in paragraph 6c and all officials to whom authority has been redelegated are authorized to obtain and maintain custody of the impression dies of the official DOT seal.

b. Issuance of Impression Dies and Plaques.

(1) Initial Issuance.

(a) Impression dies have been distributed to all officials authorized in paragraph 6c.

(b) One plaque is issued free of charge to each Secretarial officer, head of an operating administration, and the Chairman of the Contract Appeals Board, OST.

(2) Additional Requirements.

(a) Heads of operating administrations may establish criteria for issuing additional plaques within their organizations.

(b) Additional impression dies and plaques will be procured and issued on request by the OST Director of Administrative Operations so as to ensure uniformity of design and economy of procurement.

(3) Funding. Procurement of dies and plaques will be through the DOT working capital fund. Cost of additional dies and plaques will be billed to the requesting organization.

8. THE OFFICIAL SIGNATURES OF THE DEPARTMENT OF TRANSPORTATION.

a. Description. There are 11 individual official signatures authorized for the Department of Transportation, one for the Department and one for each administration. With the exception of the U.S. Coast Guard, each signature is composed of an abstract triskelion figure identical in shape to the abstract triskelion found in the DOT seal. Below and flush left with the left edge of the triskelion is the legend "U.S. Department of Transportation." In addition, depending upon the administration identified, the following legends are flush left with and spaced below the DOT legend: "Office of the Secretary of Transportation," "Federal Aviation Administration," "Federal Highway Administration," "Federal Railroad Administration," "Urban Mass Transportation Administration," "National Highway Traffic Safety Administration," "Maritime Administration," "Research and Special Programs Administration" and "Saint Lawrence Seaway Development Corporation." Each aforementioned signature has two allowable configurations defined as the stacked and horizontal versions. In the stacked version, each legend is shown in two or three lines; in

the horizontal version, each legend is shown in one or two lines. In the single allowable version of the USCG signature, the USCG emblem appears within a right-leaning rhomboid shape located to the right of a trunicated line parallel to, and whose ends are defined by the top and bottom edge of the rhomboid shape. To the left of this configuration is the above legend in two lines, "U.S. Department of Transportation" and below in two lines, "United States Coast Guard." Both legends are separated by a space and contained within the vertical limits defined by the top and bottom edge of the rhomboid shape. The USCG emblem is slightly altered for monochrome reproduction. (See attachment 1, figures 2 through 12).

b. Use. The DOT signatures are the principal visual identifiers for the Department and administrations where use of the seal is not required. The appropriate signatures in monochrome, two-color, pictorial, or relief may be used:

(1) To identify official publications, installations, offices, facilities, activities, property and equipment as specified.

(2) To identify the Department on documents issued to personnel for administration or security identification such as building passes, security badges and parking permits as specified.

(3) On wearing apparel and personal property items used by DOT employees in performance of their official duties as specified.

(4) On personal items used in connection with officially recognized DOT employees recreation association activities.

(5) On personal automobiles, when determined by an authorized official to facilitate entry or control of such vehicles at DOT installations or parking areas.

(6) No other signatures are authorized for use in representing the Department in any of its programs.

(7) For any other use of the signatures in a manner other than that prescribed above (par. 8b (1) thru (6)), prior approval must be obtained from the Assistant Secretary for Administration.

c. Reproduction Standards for the DOT Signatures.

(1) Monochrome.

(a) DOT signatures may be reproduced in solid black or in any other solid color. The monochrome configuration of the USCG signature must be used for one-color reproduction.

(b) Pastel, diluted, or thinned colors having poor contrast that do not show the signatures clearly will not be used.

(c) DOT signatures, with the exception of the USCG signature, may be reversed from various backgrounds and colors as long as the signatures show clearly with good contrast.

(2) Color.

(a) With the exception of the USCG, as noted below in 8c(2)(c), the only acceptable two-color version of the DOT signatures shall be with the abstract triskelion figure in blue, matching PANTONE ® (PMS) 285 and the legend(s) in black, or in a warm middle-value gray.

(b) No other two-color version of the DOT signatures is authorized.

(c) USCG Exception:

1. The USCG signature may be reproduced in two solid colors. The red areas shall match PANTONE ® (PMS) 485 and the blue areas, to include the legends, shall match PANTONE ® (PMS) 285.

2. The USCG signature may be reproduced in full-color when used with four-color process printing. The red areas will be reproduced from solid magenta plus solid yellow. The blue areas will be reproduced from solid blue plus 30 percent magenta. The legends will be reproduced in solid black.

9. LOCAL REPRODUCTION OF THE DOT SEAL AND SIGNATURES.

a. Except for impression dies, authorized officials may reproduce the seal and signatures in accordance with this directive.

b. The OST Office of Installations and Logistics will assist, as required, in such reproduction.

FOR THE SECRETARY OF TRANSPORTATION:

Karen S. Lee
Deputy Assistant Secretary
for Administration

OFFICIAL SIGNATURES FOR DOT
Showing Stacked Version at Left and Horizontal Version on Right

U.S. Department of Transportation

U.S. Department of Transportation

Figure 2. DOT Signature

U.S. Department of Transportation
Office of the Secretary of Transportation

U.S. Department of Transportation
Office of the Secretary of Transportation

Figure 3. Office of the Secretary Signature

U.S. Department of Transportation
Federal Aviation Administration

U.S. Department of Transportation
Federal Aviation Administration

Figure 4. Federal Aviation Administration Signature

U.S. Department of Transportation
Federal Highway Administration

U.S. Department of Transportation
Federal Highway Administration

Figure 5. Federal Highway Administration Signature

U.S. Department
of Transportation
**Federal Railroad
Administration**

U.S. Department of Transportation
Federal Railroad Administration

Figure 6. Federal Railroad Administration Signature

U.S. Department
of Transportation
**Urban Mass
Transportation
Administration**

U.S. Department of Transportation
**Urban Mass Transportation
Administration**

Figure 7. Urban Mass Transportation Administration Signature

U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

U.S. Department of Transportation
**National Highway Traffic Safety
Administration**

Figure 8. National Highway Traffic Safety Administration Signature

U.S. Department
of Transportation
**Maritime
Administration**

U.S. Department of Transportation
Maritime Administration

Figure 9. Maritime Administration Signature

U.S. Department
of Transportation
**Research and
Special Programs
Administration**

U.S. Department of Transportation
**Research and Special Programs
Administration**

Figure 10. Research and Special Programs Administration Signature

U.S. Department
of Transportation
**Saint Lawrence
Seaway Development
Corporation**

U.S. Department of Transportation
**Saint Lawrence Seaway Development
Corporation**

Figure 11. Saint Lawrence Seaway Development Corporation Signature

U.S. Department
of Transportation
**United States
Coast Guard**

Figure 12. United States Coast Guard Signature (one version)