

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 1000.2B

5-18-92

SUBJECT: DEPARTMENT SEAL AND FLAG

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1. PURPOSE. This directive sets forth the policy governing the use of the official seal and distinguishing flag of the Department of Energy (DOE) as described in Title 10, Code of Federal Regulations (CFR), Part 1002.
 2. CANCELLATION. DOE 1000.2A, DEPARTMENT SEAL AND FLAG, of 1-8-90.
 3. POLICY.
 - a. The official DOE seal and DOE flag as prescribed in this directive shall be used exclusively to represent DOE, its programs, projects, functions, activities, or elements thereof. The use of any devices other than those provided by or subsequently approved in accordance with the provisions of this directive, for the purpose of representing DOE, is prohibited.
 - b. The official and restricted use of these devices prescribed herein shall be governed by the provisions of this directive. The use of the devices prescribed for purposes other than as authorized by this directive is prohibited. Their misuse shall be subject to the penalties authorized by statute as set forth on page 5, paragraph 8.
 - c. Any proposal for a new DOE insignia, logotype, or modification to the devices described herein shall be processed in accordance with page 4, paragraph 7.
 4. DEFINITIONS.
 - a. DOE means all organizational units of the Department of Energy.
 - b. Embossing seal means a display of the form and content of the official seal made on a die so that the seal can be embossed on paper or other medium.
 - c. Official seal means the original(s) of the seal showing the exact form, content, and colors thereof.
 - d. Replica means a copy of the official seal displaying the identical form, content, and colors thereof.
 - e. Reproduction means a copy of the official seal displaying the form and content thereof, reproduced in only one color.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Administrative
Services

f. Secretary means the Secretary of Energy.

5. USE OF REPLICAS, REPRODUCTIONS, EMBOSSING SEALS, AND FLAGS.

a. Authorized Use.

(1) Replicas.

- (a) For display in or adjacent to DOE facilities, in Department auditoriums, presentation rooms, hearing rooms, lobbies, public document rooms.
- (b) Offices of senior officials.
- (c) On official DOE distinguishing flags.
- (d) Official awards, certificates, medals, and plaques.
- (e) Motion picture film, videotape, and other audiovisual media prepared by or for DOE and attributed thereto.
- (f) Official prestige publications which represent the achievements or mission of DOE.
- (g) Non-DOE facilities in connection with events and displays sponsored by DOE, and public appearances of the Secretary or other designated senior DOE officials.
- (h) Any additional uses or exceptions must be authorized in writing by the Director of Administration and Human Resource Management.

(2) Reproductions.

- (a) DOE letterhead stationery.
- (b) Official DOE identification cards and security credentials.
- (c) Business cards for DOE employees.
- (d) Official DOE signs.
- (e) Official publications or graphics issued by and attributed to DOE, or joint statements of DOE with one or more Federal agencies, State or local governments, or foreign governments.

- (f) Official awards, certificates, and medals.
- (g) Motion picture film, videotape, and other audiovisual media prepared by or for DOE and attributed thereto.
- (h) For other such purposes as determined by the Director of Administration and Human Resource Management.

(3) Embossing Seal.

- (a) DOE legal documents, including interagency or intergovernmental agreements, with States, foreign patent applications, and similar documents.
- (b) For other such purposes as determined by the General Counsel or the Director of Administration and Human Resource Management.

(4) Flags. The United States flag is always displayed with and given precedence over the DOE flag. The DOE flag may be displayed as follows:

- (a) In the offices of the Secretarial Officers and Heads of Field Elements designated below:
 - 1 Power Administrations;
 - 2 DOE Field Offices; and
 - 3 Certain field elements and other locations as designated by the Director of Administration and Human Resource Management.
- (b) At official DOE ceremonies.
- (c) In Department auditoriums, official presentation rooms, hearing rooms, lobbies, public document rooms, and non-DOE facilities in connection with events or displays sponsored by DOE, and public appearances of the Secretary or other designated DOE officials.
- (d) On or in front of DOE installation buildings.
- (e) Other such purposes as determined by the Director of Administration and Human Resource Management.

b. Unauthorized Uses of DOE Seals and Flags.

- (1) Contractor-operated facilities, except as set forth in paragraphs 5a(1)(a) and 5a(4)(b) above.

- (2) Souvenir or novelty items.
 - (3) Toys or commercial gifts or premiums.
 - (4) Letterhead design, except on official Departmental stationery.
 - (5) Matchbook covers, calendars, and similar items.
 - (6) Civilian clothing or equipment.
 - (7) Any article which may disparage or otherwise discredit the seal or flag or reflect unfavorably upon DOE.
 - (8) Any manner which implies Departmental endorsement of commercial products or services, or of the user's policies or activities.
- c. Exceptions to this policy must be approved by the Director of Administration and Human Resource Management.
6. CUSTODY OF THE DOE SEAL. The General Counsel and the Director of Administration and Human Resource Management will be responsible for custody of the embossing seal. The Director of Administration and Human Resource Management will be responsible for the DOE flags. The Director of Administrative Services will be responsible for custody and use of reproductions and replicas of the seal.
7. APPROVAL OF CHANGES OR NEW DESIGNS OF INSIGNIA OR LOGOTYPE. Any new design or proposed change will be submitted through the Director of Administration and Human Resource Management to the Secretary of Energy for approval.
- a. Any proposed change to the design and description of the DOE seal set forth in Attachment 1 or the DOE flag set forth in Attachment 2 requires the written approval of the Secretary and submission to the Commission of Fine Arts for its advice as to the merit of the design.
 - b. Any proposed new insignia or logotype requested by a Departmental Element will be submitted through the Director of Administration and Human Resource Management to the Secretary for approval. It will be submitted to the Commission of Fine Arts for its advice as to the merit of the design. If approved by the Secretary, the insignia or logotype and their uses must be described in the Directives System and published in the Federal Register as an amendment to 10 CFR Part 1002.

8. VIOLATIONS. Any person who uses the official DOE seal, replicas, reproductions, or embossing seals in a manner other than as authorized in this Order shall be subject to the provisions of 18 U.S.C. Sections 701 and 1017, which provide criminal penalties for the wrongful use, possession, manufacture, or sale of the seal or insignia of any department or agency of the United States.
9. REQUEST FOR USE OF DOE SEAL OR FLAG. Procurement of all DOE seals and flags will be made through the Office of Administrative Services and use shall be in accordance with the provisions of page 4, paragraph 6.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

DESCRIPTION OF OFFICIAL SEAL

The official seal for the Department of Energy is illustrated and described below:



1. The official seal includes a green shield bisected by a gold-colored lightning bolt, on which is emblazoned a gold-colored symbolic sun, atom, oil derrick, windmill, and dynamo. It is crested by the white head of an eagle, atop a white rope. Both appear on a blue field surrounded by concentric circles in which the name of Agency in gold, appears on the green background. Detailing is in black.
2. The colors used in the configuration are dark green, dark blue, gold, black and white.
3. The eagle represents the care in planning and the purposefulness of the efforts required to respond to the Nation's increasing demands for energy. The sun atom, oil derrick, windmill, and dynamo serve as representative technologies whose enhanced development can help meet these demands. The rope represents the cohesiveness in the development of the technologies and their link to our future capabilities. The lightning bolt represents the power of the natural forces from which energy is derived and the Nation's challenge in harnessing the forces.
4. The color scheme is derived from nature, symbolizing both the source of energy and the support of man's existence. The blue field represents air and water, green represents mineral resources and the earth itself, and gold represents the creation of energy in the release of the natural forces. By invoking this symbolism the color scheme represents the Nation's commitment to meet our energy needs in a manner consistent with the preservation of the natural environment.

DESCRIPTION OF DISTINGUISHING FLAG

The base or field of the flag shall be white, and a replica of the official seal shall appear on both sides thereof.

1. The indoor flag shall be of rayon banner, measure 4'4" on the hoist by 5'6" on the fly, exclusive of heading and hems, and be fringed on three edges with yellow rayon fringe 2-1/2" wide.
2. The outdoor flag shall be of heavy weight nylon, and measure either 3' on the hoist by 5' on the fly or 5' on the hoist by 8' on the fly, exclusive of heading and hems.
3. Each flag shall be manufactured in accordance with U.S. Department of Defense Military Specification Mil-F-2692. The official seal shall be screen printed on both sides, and on each side, the lettering shall read from left to right. Headings shall be Type II in accordance with the Institute of Heraldry Drawing No. 5-1-45E.

DOE 1000.2B
5-18-92

THIS PAGE MUST BE KEPT WITH DOE 1000.2B, DEPARTMENT SEAL AND
FLAG.

DOE 1000.2B, DEPARTMENT SEAL AND FLAG HAS REVISED
DOE 1000.2A TO REFLECT ORGANIZATIONAL TITLE AND
ROUTING SYMBOL EDITORIAL REVISIONS REQUIRED BY SEN-6.
NO SUBSTANTIVE CHANGES HAVE BEEN MADE. DUE TO
THE NUMBER OF PAGES AFFECTED BY THE REVISIONS, THE
ORDER HAS BEEN ISSUED AS A REVISION.

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