



COMDTINST 5603.1
3 SEP 1987

COMMANDANT INSTRUCTION 5603.1

Subj: Printed Matter for Official Ceremonies

1. PURPOSE. This instruction establishes policy on printed matter for flag officers, commanding officers of Headquarters units, Commander, Coast Guard Activities Europe, and the Master Chief Petty Officer of the Coast Guard.
2. DIRECTIVES AFFECTED. None.
3. BACKGROUND.
 - a. The Defense Printing Service Office in Washington, D.C., produces or procures the items shown in enclosure (3) for stocking at the Supply Center, Brooklyn, and maintains printing specifications for those items. The thermographic process is authorized for all flag officers stationery, change of command invitations (O-6 and above), and selected invitations for flag officers. All such printing will be produced in the most economical manner and as expeditiously as can be processed. Embossing or engraving processes are prohibited under the Congressional Joint Committee on Printing waiver given to the Defense Printing Service.
 - b. Under the provisions of the waiver granted by the Joint Committee on Printing, the Commandant of the U. S. Coast Guard may permit certain officers at the O-6 level and above and the Master Chief Petty Officer of the Coast Guard to obtain stationery, second sheets, envelopes and invitations. Printing for O-6 and the Master Chief Petty Officer will display the Coast Guard Seal. Printing for all flag officers will display the appropriate flag.

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- c. Invitations for changes of command ceremonies for O-5 and below are authorized and may be procured from the nearest Government Printing Office.
4. SCOPE. Printed matter required to conduct official business as described in enclosure (1) is limited to items and insignia listed in enclosure (2) and (3).
5. POLICY.
 - a. Expenditure of accountable public funds for printing is authorized as provided herein.
 - b. The printing specifications contained in enclosure (2) will provide materials, suitable for the intended purpose. c. All printing described herein will be procured from the Defense Printing Service in Washington, D.C. by Commandant (G-CMA).
6. PROCEDURES.
 - a. Printed matter for official ceremonies will be ordered on DOT F 4200.1.1., Procurement Request (brown sheet). A sample of the work to be printed should be attached to the brown sheet, with the total number of copies written both on the brown sheet and on the back of the sample to be printed. Forward the brown sheet to Commandant (G-CAS-4) for processing.
 - b. Commandant (G-CAS-4) will perform whatever processes are necessary to clear the document in Headquarters and will ensure that the obligating document and the sample of the work to be completed are sent to the Department of Defense Printing Service.
 - c. All inquiries relating to the job shall be directed to Commandant (G-CMA-3) on FTS 267-2315.
7. PROCESSING AND PRINTING.
 - a. DOT F 4200.1.1 will normally be processed at Headquarters in 10 working days or less.

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- b. Defense Printing Service must be allowed at least 10 working days for printing. However, where composition is required, an additional five (5) working days will be required.
 - c. Defense Printing Service will return all completed printed matter to Commandant (G-CMA) who will mail the materials to the requested command.
 - d. Printed materials will be mailed by "fourth class" postage unless funds are approved for express mailing or other special delivery procedures by the originator.
8. ITEM AVAILABILITY. Invitations (fill in the blank) with envelopes, place cards, note paper with second sheets and envelopes may be procured from Supply Center, Brooklyn. (See enclosure (3) for instructions.) All items listed with a source of supply (SOS) ZNC (Brooklyn) in enclosure (3) must be ordered directly from the Supply Center, using MILSTRIP/SURF procedures. Other items shall be procured, if available and approved by Defense Printing Service in consultation with Commandant (G-CMA), using the procedures outlined in this instruction.
9. ACTION. Area and district commanders; commanders of maintenance and logistics commands, commanding officers of Headquarters Units; Commander, Coast Guard Activities, Europe; the Master Chief Petty Officer of the Coast Guard and Chiefs of offices, Headquarters shall comply with the provisions of this instruction.

/s/ R. E. KRAMEK
Deputy Chief of Staff

- Encl: (1) Official Ceremonies
(2) Specifications for Printed Materials
(3) Source of Supply for Printed Materials

OFFICIAL CEREMONIES

1. SCOPE.

- a. Ceremonies for which the use of printed material may be printed at public expense are those approved as official and necessary for conducting public business, such as: ship christenings; commissionings and decommissionings of ships, activities, etc., cornerstone ceremonies and building dedications, memorial services, changes of command, USCG Academy and OCS graduations.

2. RETIREMENT CEREMONIES. When coincident with a change of command, a retirement ceremony is considered an official ceremony, and accountable public funds may be used for printed materials.

3. LUNCHEONS, DINNERS, AND RECEPTIONS.

- a. Where CG officials are required to entertain in the interests of the Coast Guard (e.g., to foster good relationships with foreign nations, to promote good community relations through public affairs-approved programs, or to honor dignitaries), the event is considered official business. Accountable public funds are authorized for printed materials, and the materials may be mailed under the "postage and fees paid" indicia.
- b. Luncheons, dinners, and receptions that are not of the character described in 3.a., above are considered to be social functions, even when held in conjunction with official ceremonies. Accountable public funds are not authorized for printed materials related to these functions, nor are such materials eligible for indicia mailing. Furthermore, the mention of a social function in an invitation to or announcement of an official ceremony renders the latter ineligible for printing and indicia mailing.

DINING-IN CEREMONIES. The military dining-in is a social occasion, financed entirely by those attending the function, either by direct payment or by the Mess Fund. The price charged for the dining-in includes the cost of miscellaneous expenses such as decorations, printing, and postage. Accountable public funds may not be used to produce printed materials for such occasions.

SPECIFICATIONS FOR PRINTED MATERIALS

1. PROGRAMS.

a. Paper Stock

- (1) Separate Covers. White and colored. Substance 65-pound "Vellum Finish Cover" (JCP L20), or equivalent. EXCEPTION: Pre-printed paper stock is available with the flag and Chevron. Consult with Commandant (G-CMA) when ordering.
- (2) Text Pages and Self-Covers. White, substance 60-pound "offset Book" (JCP A60), or equivalent.

b. Colors of Ink. Not more than two colors of ink may be used for printing program covers, and not more than one color of ink may be used for printing text pages. The approved Coast Guard colors are:

- (1) Flag Officer's Flag. Blue PMS 288 - Match gold
- (2) Coast Guard Seal. Blue PMS 288 - Red PMS 179, Match gold
- (3) Coast Guard Chevron (Slash). Blue PMS 307, Red PMS 179

NOTE: The pre-printed paper referenced in paragraph 1.b., above is limited to flag officers, only. Using this paper permits the flag officer the benefit of an additional color.

c. Trim Size. 5 1/2 x 8 1/2 or 8 1/2 x 11 inches

d. Typography. The following typefaces may be used: Melior, Impressum, Times Roman, or Helvetica, or equivalent.

e. Binding Method. Stitch.

f. Illustrations.

- (1) Use is limited to such matters as are appropriate to the ceremonial occasion (e.g., a photograph of a ship or a command building). For change of command ceremonies, the outgoing and incoming officer's photographs may be used.

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- (2) Covers may have the appropriate flag officer's flag, the Coast Guard Seal, or the Coast Guard Chevron (Slash). An official activity seal, insigne, or other emblematic device may also be used on the front cover, as long as its size does not exceed that of the Flag, Chevron or Seal and so long as it does not use more than the colors authorized for the cover.
- (3) Embellishments such as stair-step pages and commemorative metalphoto tags contribute unnecessary expense to the printing of programs and are prohibited. Tassels, however, may be procured and added by users, but are to be obtained as items of commercial supply.

2. INVITATIONS.

- a. Availability. Invitations, in the styles and quantities shown in enclosure (3) are available as indicated in paragraph 8 of the basic instruction.
- b. Insignia Colors. Blue flags with white stars with gold staff or halberd. Chief, Office of Civil Rights; commanding officers of Headquarters units, Commander, Coast Guard Activities, Europe; and Master Chief Petty Officer of the Coast Guard will use the Coast Guard Seal.
- c. Trim Size. 5 3/8 x 4 1/4 inches.
- d. Typography. A script type style is approved for use on invitations and RSVP cards only.
- e. Color of Ink. Black
- f. Envelopes.
 - (1) Plain 5 3/4 x 4 3/8 inch envelopes are furnished with invitations.

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- (2) Typography. Heavy Plate Gothic or Copperplate Heavy typeface will be used for official return address, indicia, and penalty phrase.
- (3) Color of Ink. Black.
- (4) PLACE CARDS.
 - (a) Availability. Place cards are available as indicated in paragraph 8 of the basic instruction.
 - (b) Insignia Colors. As indicated for invitations.
 - (c) Trim size. Face dimensions of 3 1/8 x 2 1/16 inches, die-cut and scored for folding to stand upright.
4. RSVP CARDS.
 - a. Paper Stock. White, substance 110-pound "Index" (JCP K10), or equivalent.
 - b. Color or Ink. Black.
 - c. Trim Size. 5 x 3 1/2 inches.
 - d. Typography. To match type style of invitation.
 - e. Postage. For mailing purposes one side will be printed to conform with the Business Reply Format.
5. COLLATERAL ITEMS. Additional printed materials, such as gate and parking passes, locator maps, seat assignment cards, and inclement weather cards, may be required to conduct a ceremonial event. Check the availability of passes and maps at security or public affairs offices to avoid unnecessary printing. Where printing of additional items is required, it shall be done in the most economical method possible.
6. NOTE PAPER.
 - a. Availability. Note paper is available as indicated in paragraph 8 of the basic instruction, and as shown in enclosure (3).

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- b. Insignia Colors. As indicated for invitations, including Coast Guard Seal for Chief, Office of Civil Rights, Headquarters, commanding officers of Headquarters units, Commander, Coast Guard Activities Europe and the Master Chief Petty Officer of the Coast Guard.
- c. Trim Size. 7 x 8 1/2 inches.
- d. Overprinting. Overprinting is authorized. The use of position title and official activity title may be used.
- e. Typography. Heavy Plate Gothic or Copperplate Heavy typeface.
- f. Color of Ink. Black or blue. Note paper and envelopes should be printed in the same color. Blue is PMS 288.
- g. Envelopes. Furnished with mote paper and are 7 3/8 x 4 3/4 inches, printed in blue PMS 288 or Black, with typeface as shown in paragraph 2.f. (2).

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APPROVED STATIONERY FOR USE BY FLAG OFFICERS OF THE U.S. COAST GUARD

| ITEM | 1-STAR | 2-STAR | 3-STAR | 4-STAR |
|---|---|---|--|--|
| 1. PAPER, Letterhead, w/Insigne of Flag (windicla envelopes) Appropriate title and address must be included on ordering document. 7" x 8 1/2" | NSN-N/A U/I-BX (500 SH) UNIT PRICE—\$45 (est) SOS—* | NSN-N/A U/I-BX (500 SH) UNIT PRICE—\$45 (est) SOS—* | NSN-N/A U/I-BX (500 SH) UNIT PRICE—\$45 (est) SOS—* | NSN-N/A U/I-BX (500 SH) UNIT PRICE—\$45 (est) SOS—* |
| 2. PAPER, Letter, w/Insigne of Flag only (w/plain envelopes) 7" x 8 1/2" | NSN-7530-01-GF3-0890 U/I-BX (500 SH) UNIT PRICE—\$38 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-029-6638 U/I-BX (500 SH) UNIT PRICE—\$38 (est) SOS-ZNC (Brooklyn)** | NSN-N/A U/I-BX (500 SH) UNIT PRICE—\$38 (est) SOS—* | NSN-N/A U/I-BX (500 SH) UNIT PRICE—\$38 (est) SOS—* |
| 3. PAPER, Letter, w/Insigne of Flag only (w/plain envelopes) 7" x 8 1/2" | NSN-7530-01-GF3-1000 U/I-BX (100 SH) UNIT PRICE—\$7.50 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-029-6637 U/I-BX (100 SH) UNIT PRICE—\$7.50 (est) SOS-ZNC (Brooklyn)** | | |
| 4. PAPER, Letter, 2ND sheet, (w/o envelopes) 7" x 8 1/2" | NSN-7530-01-029-6639 U/I-BX (500 SH) UNIT PRICE—\$7.30 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-029-6639 U/I-BX (500 SH) UNIT PRICE—\$7.30 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-029-6639 U/I-BX (500 SH) UNIT PRICE—\$7.30 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-029-6639 U/I-BX (500 SH) UNIT PRICE—\$7.30 (est) SOS-ZNC (Brooklyn)** |
| 5. PAPER, Informal Note, w/Insigne of Flag (w/plain envelopes) 5 7/8" x 7 1/2" | NSN-7530-01-GF3-0990 U/I-BX (250 SH) UNIT PRICE—\$11.50 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-029-6640 U/I-BX (250 SH) UNIT PRICE—\$11.50 (est) SOS-ZNC (Brooklyn)** | NSN-N/A U/I-BX (250 SH) UNIT PRICE—\$11.50 (est) SOS—* | NSN-N/A U/I-BX (250 SH) UNIT PRICE—\$11.50 (est) SOS—* |
| 6. INVITATION, w/Insigne of Flag, Partially printed w/applicable language (w/plain envelopes) 5 7/8" x 4 1/4" | NSN-7530-01-GF3-0900 U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-031-8752 U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS-ZNC (Brooklyn)** | NSN-N/A U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS—* | NSN-N/A U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS—* |
| 7. INVITATION, w/Insigne of Flag, Plain (w/plain envelopes). Used for various military functions and replies to invitations. 5 7/8" x 4 1/4" | NSN-7530-01-GF3-1020 U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-031-8753 U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS-ZNC (Brooklyn)** | NSN-N/A U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS—* | NSN-N/A U/I-BX (250 CARDS) UNIT PRICE—\$12 (est) SOS—* |
| 8. CARDS, Place, w/Insigne of Flag 5 7/8" x 2 1/8" | NSN-7530-01-GF3-0910 U/I-BX (250 CARDS) UNIT PRICE—\$5.20 (est) SOS-ZNC (Brooklyn)** | NSN-7530-01-031-8754 U/I-BX (250 CARDS) UNIT PRICE—\$5.20 (est) SOS-ZNC (Brooklyn)** | NSN-N/A U/I-BX (250 CARDS) UNIT PRICE—\$5.20 (est) SOS—* | NSN-N/A U/I-BX (250 CARDS) UNIT PRICE—\$5.20 (est) SOS—* |

55-12135-788

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Encl. (3) to COMDTINST 5603.1
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APPROVED STATIONERY FOR USE BY FLAG OFFICER