



COMDTINST 5603.1A
DEC 29 2008

COMMANDANT INSTRUCTION 5603.1A

Subj: PRINTED MATTER FOR OFFICIAL CEREMONIES AND APPROVED STATIONERY
FOR USE BY FLAG OFFICERS OF THE U.S. COAST GUARD

Ref: (a) United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6 (series)
(b) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
(c) Coast Guard Postal Manual, COMDTINST 5110.1 (series)

1. PURPOSE. This Instruction establishes policy on printed matter for flag officers, commanding officers of Headquarters units, Commander, Coast Guard Activities Europe, Commander Deployable Operations Group, and the Master Chief Petty Officer of the Coast Guard.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Instruction are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. Printed Matter for Official Ceremonies, COMDTINST 5603.1 is cancelled.
4. BACKGROUND.
 - a. The Joint Committee on Printing (JCP) and the Government Printing Office (GPO), are responsible for the establishment and oversight of all regulations that govern printing within the federal government and the use of public funds for said printing. This Instruction clarifies how to obtain stationery and that which is considered authorized printed matter for ceremonies.
 - b. 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 and expeditious manner.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
B	1*	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
D		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
E	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1		1	1	1		
F																	1	1	1							
G		1	1	1	1																					
H	1																									

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- c. Embossing or engraving processes are prohibited under the Congressional Joint Committee on Printing.
 - d. Invitations for change of command ceremonies for O-5 and below are authorized and may be procured from the nearest GPO Regional Printing Procurement Office within a unit's region. See reference (a) for locations.
- 5. SCOPE. Printed matter required to conduct official business as described in enclosure (1) is limited to items and insignia listed in enclosures (2) and (3).
- 6. 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 Government Printing Office in Washington, D.C. by Commandant (CG-612) or the nearest GPO Regional Printing Procurement Office (RPPO) for your area in accordance with reference (a) United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6 (series).
- 7. PROCEDURES.
 - a. Printed matter for official ceremonies will be ordered via Printing and Binding Requisition to the Public Printer Standard Form 1, (SF-1) and Generic Procurement Request (GPR). A sample of the work to be printed should be attached to the SF-1 and GPR, with the total number of copies written both on the SF-1 and GPR. Forward the completed SF-1 and GPR to your servicing procurement office for processing via GPO. Commandant (CG-612) will coordinate all requests for flag officers in the Washington, DC Metro Area.
 - b. For inquiries relating to printing being processed by Commandant (CG-612) call (202) 475- 3532. For all other requests, please contact your servicing procurement office.
- 8. PROCESSING AND PRINTING.
 - a. The SF-1 will normally be processed at Headquarters in five (5) working days or less.
 - b. GPO must be allowed at least fourteen (14) to twenty one (21) working days for printing. However, where composition is required, an additional five (5) working days will be required.

- c. GPO will return all completed printed matter to Commandant (CG-612) who will mail the materials to the requested command unless the job being processed contains other instructions.
 - d. Printed materials will be mailed to the requesting command by the most economical method, unless the command justifies a greater expense such as Express shipping, and provides an express account for third party billing. For printed materials that are sent by mail or commercial carrier to CG addresses in the Washington DC area, factor in an additional day of processing to the transit time. This is because CG units in the Washington DC area are served by a DHS Consolidated Mail Facility, and one day of processing is required to screen the mail for known threats.
9. ITEM AVAILABILITY. 1-Star and 2-Star Letter Paper w/envelopes, Second Sheets, 2-Star Informal Note Paper w/envelopes, 1-Star and 2-Star Partially Printed Invitations w/envelopes, 1-Star and 2-Star Plain Invitations w/envelopes, and 1-Star and 2-Star Place Cards with a Source of Supply (SOS) ELC (Baltimore) must be ordered directly from the Engineering Logistics Center, using MILSTRIP procedures (See enclosure (3) and reference (b) Supply Policy and Procedures Manual (SPPM) COMDTINST M4400.19 (series) for instructions). Other items listed in enclosure 3 with an SOS of CG-612 shall be procured using the procedures outlined in this Instruction.
 10. REQUEST FOR CHANGES. Recommendation for changes may be submitted via the chain of command to COMMANDANT (CG-61), U. S. COAST GUARD, 2100 2ND STREET SW, WASHINGTON, DC 20593-0001.
 11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined not to be applicable.
 12. FORMS AND REPORTS. The forms identified in this Instruction are available through the USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>, CG Central at <http://cgcentral.uscg.mil/>, and Intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>.

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- Encl: (1) Official Ceremonies
(2) Specifications for Printed Materials
(3) Approved Stationery for use by Flag Officers of the U.S. Coast Guard

OFFICIAL CEREMONIES

1. SCOPE.

- a. Ceremonies where printed material may be printed at public expense are those approved as official and necessary for conducting public business. Examples of such include ship christenings, commissioning and decommissioning of ships, activities, etc., cornerstone ceremonies and building dedications, memorial services, changes of command, USCG Academy and OCS graduations.

2. RETIREMENT CEREMONIES. When performed with a change of command, a retirement ceremony is considered official 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 using "penalty mail".
- 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 penalty mailing. Further, the mention of a social function in an invitation to, or announcement of, an official ceremony renders the latter ineligible for printing and penalty 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 Commandant (CG-612) 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 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.a., above is limited to flag officers, only. Using this paper permits the flag officer the added 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.
2. Covers may have the appropriate flag officer's flag, the Coast Guard Seal, or the Coast Guard Chevron (Slash). An official activity seal, insignia, 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 does not use more color than authorized for the cover.

3. Embellishments such as stair-step pages and commemorative metal photo tags contribute unnecessary expense to the printing of programs and are prohibited. Tassels, however, may be procured and added 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 9 of the basic Instruction.
- b. Insignia Colors. Blue flags with white stars and gold staff or halberd. Director, Office of Civil Rights; commanding officers of Headquarters units, Commander, Coast Guard Activities, Europe, Commander Deployable Operations Group; 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

3. ENVELOPE. Plain invitation envelopes.

- a. Trim Size. 5 3/4 x 4 3/8 inch envelopes are furnished with invitations.
- b. Typography. Heavy Plate Gothic or Copperplate Heavy typeface will be used for official return address and penalty markings.
- c. Color of Ink. Black

4. PLACE CARDS.

- a. Availability. Place cards are available as indicated in paragraph 9 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.

5. 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.

Note: Commands are encouraged to utilize RSVP by telephone, email, or FAX to the event coordinator. In accordance with reference (c), U.S. Coast Guard Postal Manual, COMDTINST 5110.1 (series), commands shall not affix penalty meters, penalty mail stamps, or utilize Business Reply Mail to the RSVP card or reply envelope. This is because the rate of return on these items is too low to justify the expense of pre-paying postage on each item. However, officials receiving an invitation and responding may use penalty meters or penalty mail stamps on the return RSVP. The Officer being relieved or the retiree may choose to affix First Class/Post Card rate postage to the RSVP cards addressed to non-USCG/DOD activities at their own expense.

6. 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. Further, when printing additional items is required, it shall be done in the most economical method possible.

7. INFORMAL NOTE PAPER.

- a. Availability. Informal note paper is available as indicated in paragraph 9 of the basic Instruction, and as shown in enclosure (3) and reference (b).
- b. Insignia Colors. As indicated for invitations, paragraph 2. b, the Coast Guard Seal for Director, Office of Civil Rights; commanding officers of Headquarters units, Commander, Coast Guard Activities, Europe, Commander Deployable Operations Group; and Master Chief Petty Officer of the Coast Guard are permitted to use such colors.
- c. Trim Size. 5 3/8 x 7 1/2 inches.
- d. Overprinting. Overprinting is authorized. The use of position title and official activity title may be used.

Enclosure (2) to COMDTINST 5603.1A

- 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 note paper and are 5 5/8 x 4 3/8 inches, printed in blue PMS 288 or Black, with typeface as shown in paragraph 2.f. (2).

8. LETTER PAPER.

- a. Availability. Letter Paper, with appropriate insignia of flag, is available as indicated in paragraph 9 of the basic Instruction, and as shown in enclosure (3) and reference (b).
- b. Trim Size. 7 x 8 1/2 inches.
- c. Envelope. 7 3/8 x 4 3/4 inches.
- d. Second Sheet Letter Paper. Second sheet letter paper comes without insignia and without envelopes.

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/Insignia of Flag (w/indicia envelopes) Appropriate title and address must be included on ordering document 7" x 8 1/2 "	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *
2. PAPER, Letter, w/Insignia of Flag only (w/plain envelopes) 7" x 8 1/2 "	NSN – 7530-01-GF3-0890 U/I – BX (500 SH) Unit Price - \$ 64. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-029-6638 U/I – BX (500 SH) Unit Price - \$ 52. (est) SOS – ELC (Baltimore) **	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *
3. PAPER, Letter, second sheet, (w/o envelopes) 7" x 8 1/2"	NSN – 7530-01-029-6639 U/I – BX (500 SH) Unit Price - \$ 25. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-029-6639 U/I – BX (500 SH) Unit Price - \$ 25. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-029-6639 U/I – BX (500 SH) Unit Price - \$ 25. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-029-6639 U/I – BX (500 SH) Unit Price - \$ 25. (est) SOS – ELC (Baltimore) **
4. PAPER, Informal Note, w/Insignia of Flag (w/plain envelopes) 5 3/8" x 7 1/2"	NSN – N/A SOS (CG-612) *	NSN – 7530-01-029-6640 U/I – BX (250 SH) Unit Price - \$ 21. (est) SOS – ELC (Baltimore) **	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *
5. INVITATION, w/insignia of Flag, Partially printed w/applicable language (w/plain envelopes) 5 3/8" x 4 1/4"	NSN – 7530-01-GF3-0900 U/I – BX (250 Invitations /envelopes) Unit Price - \$ 72. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-031-8752 U/I – BX (250 Invitations /envelopes) Unit Price - \$ 24. (est) SOS – ELC (Baltimore) **	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *
6. INVITATION, w/insignia of Flag, Plain (w/plain envelopes) Used for various Military functions And replies to Invitations 5 3/8" x 4 1/4"	NSN – 7530-01-GF3-1020 U/I – BX (250 Invitations /envelopes) Unit Price - \$ 159. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-031-8753 U/I – BX (250 Invitations /envelopes) Unit Price - \$ 68. (est) SOS – ELC (Baltimore) **	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *
7. CARDS, Place, w/Insignia of Flag 5 1/8" x 2 1/8"	NSN – 7530-01-GF3-0910 U/I – BX (250 Cards) Unit Price - \$ 69. (est) SOS – ELC (Baltimore) **	NSN – 7530-01-031-8754 U/I – BX (250 Cards) Unit Price - \$ 32. (est) SOS – ELC (Baltimore) **	NSN – N/A SOS (CG-612) *	NSN – N/A SOS (CG-612) *

* COMMANDANT (CG-612) U.S. COAST GUARD, 2100 2ND STREET SW WASHINGTON, D.C. 20593-0001

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