



revised  
4/14/92



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 5603.2D

SUP 10

08 MAR 1993

SECNAV INSTRUCTION 5603.2D

From: Secretary of the Navy  
To: All Ships and Stations

Subj: PRINTED MATTER FOR OFFICIAL CEREMONIES

Ref: (a) NAVSO P-35  
(b) SECNAVINST 5600.20 (NOTAL)  
(c) SECNAVINST 5602.6A  
(d) OPNAVINST 5218.7A (NOTAL)

Encl: (1) Official Ceremonies  
(2) Specifications for Printed Materials  
(3) Materials Available through the Navy Supply System  
(4) Materials Available through the Marine Corps Supply System

1. Purpose. To revise and reissue use policy and production regarding subject materials.

2. Cancellation. SECNAV Instruction 5603.2C.

3. Scope. Printed matter required to conduct official ceremonies as described in enclosure (1) is limited to the items and insignia listed in enclosures (2), (3), and (4), unless the material is for the Secretary of the Navy, the Under Secretary, the Assistant Secretaries, the Chief or Vice Chief of Naval Operations, and the Commandant or Assistant Commandant of the Marine Corps.

4. Policy

a. Expenditure of accountable public funds, as defined in reference (a), for subject materials is authorized.

b. Ceremonial printing shall be produced or procured in all cases by the Defense Printing Service (DPS) per reference (a).

c. The printing specifications contained in enclosure (2) are considered to provide suitable materials, not only adequate but sufficient for the intended purpose.



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5. Action

a. Addressees shall take such action as may be necessary to ensure compliance with the provisions of this directive.

b. Defense Printing Service Detachment Office, Pentagon. Produce or procure the items shown in enclosures (3) and (4) for stocking at the Naval Aviation Supply Office (ASO) and the Marine Corps Supply System. Maintain all required printing specifications for these items. The thermographic process is authorized where circumstances permit subject printing to be produced more economically and expeditiously with this process. Embossing or engraving processes are prohibited.

6. Availability. Invitations with envelopes, place cards, and note paper with second sheets and envelopes, as shown in enclosures (3) and (4), are available only through ASO and the Marine Corps Supply System and are not to be produced locally. Order enclosure (3) items per the Navy Stock List of Publications and Forms, NAVSUP Publication 2002D. Order enclosure (4) items per the Marine Corps Stock List, SL-8-09993A, Special List for Blank Forms and Miscellaneous Printed Items.



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(C4I/EW/Space)

**Distribution:**

SNDL Parts 1 and 2  
MARCORPS PCN 7100000000 and 71000000100  
NAVSUP (SUP 3231), Rm 517, CM3 (50 copies)  
FKM27 (25 copies)  
SECNAV/OPNAV Directives Control Office  
Bldg 200, WNY  
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Naval Publications and Forms Directorate  
Physical Distribution Division Code 103  
5801 Tabor Avenue  
Philadelphia PA 19120-5099 (500 copies)

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OFFICIAL CEREMONIES1. Scope

a. Ceremonies qualifying for the use of printed material at public expense are those approved as official and necessary for conducting public business.

b. Standard ceremonies considered to be official are ship christenings; commissionings and decommissionings of ships, activities, or air squadrons; transfers of ships to other nations; cornerstone ceremonies and building dedications; memorial services, changes of command; military reviews, and military school graduations. Other ceremonies not specifically addressed in this directive may qualify as official; this determination will be made by the Director of the local Defense Printing Service (DPS) component in accordance with reference (a) policy regarding essentiality and necessity.

2. Retirement Ceremonies

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

b. A military retirement not coincident with a change of command may be judged official by the senior military officer within the immediate activity concerned in those instances where the activity authorizes and funds an official retirement ceremony. When so determined in writing by the senior military officer to the local DPS component, accountable public funds may be used for printed materials.

c. Official announcements of official retirement and change of command ceremonies may be mailed using appropriated fund postage. An invitation to a related reception immediately following such ceremonies may be included in the official mailing of the announcement if it does not result in any increase in cost to the Government and does not include an advertisement for or endorsement of any enterprise. See chapter 3, paragraph P(9), of DOD 4525.8-M, DOD Official Mail Manual.

3. Luncheons, Dinners, and Receptions

a. Where heads of activities are required to entertain officially in the interests of the Department of the Navy (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 a matter of official business. Accountable public funds are authorized for printed materials, and official mailing.

Enclosure (1)

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b. Luncheons, dinners, and receptions that are not of the character described immediately 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 such functions. Except as noted in subparagraph 2c above, the inclusion of information regarding an unofficial social function in an invitation to or announcement of an official ceremony renders the latter ineligible for official mailing.

4. Navy Balls. Unless specifically sanctioned by the Secretary of the Navy or the Chief of Naval Operations, Navy Balls are social, not official functions, and accountable public funds may not be used to defray printing costs.

5. Dining-In Ceremonies. The military dining-in is a social occasion, financed entirely by the officers attending the function, either by a 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.

6. Military Assistance Program and Security Assistance Program. Ceremonial printing produced or procured in the Military Assistance Program, where the funds are those of the Federal Government, shall comply with the standards set forth herein. Ceremonial printing required in the Security Assistance Program, where the funds are those of another government, may be produced in a DPS facility provided that funds of the other government, in sum equal to the reimbursable cost, are first deposited to the Defense Business Operation Fund. In such cases, the work produced must comply with these standards. The recipient government may of course procure required printing from commercial sources without regard to these standards.