

ORDER

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1740.2D

11 11 71

SUBJ: OFFICIAL PHOTOGRAPHS

1. PURPOSE. This order implements Orders DOT 1000,4C, Official Photographs; DOT 1000.10, Procurement and Display of Official Photographs, and provides FAA standards for distribution and display of official photographs of the President of the United States, the Secretary and Deputy Secretary of Transportation and the FAA Administrator and Deputy Administrator.
2. DISTRIBUTION. This order is distributed to Director level in Washington, Regions, NAFEC and Aeronautical Center; Managers, Overseas Area Offices; Regional and Center Logistics, Administrative Services and Supporting Services Divisions; Regional International Aviation Affairs Officers and Air Route Traffic Control Centers.
3. CANCELLATION. This order cancels Order 1740.2C, Official Photographs dated January 28, 1972.
4. GENERAL. It is customary to display photographs of the President and the heads of departments and agencies in prominent places, including lobbies, reception areas, major offices and/or other areas of frequent public contact to enhance the identification of Federal installations with the Nation's Chief Executive and leadership of their departments. Photographs for this purpose are available for display in accordance with the standards prescribed herein.
5. STANDARDS.
  - a. Photographs.
    - (1) Individual official photographs of the President and the Secretary shall be used in all photograph displays or display groupings within FAA, (as prescribed in Appendix 1). At locations listed in Part B of Appendix 1, photographs should be displayed only in groups of four.
    - (2) Photographs may be obtained for display in two sizes, 16x20 inches and 11x14 inches, including borders (as prescribed in Appendix 1).

Distribution: WRNCM-1; RLG/IA-2; CAD/DE-2; NLG/SS-2;  
FAT-1 (minimum); AMS-100/130 (1 cy ea.);  
TAD-40/TAD-48/TAD-482/TAD-485 (1 cy ea.)

Initiated By: ALG-230

(3) Any photograph in a display grouping may not be larger or of a more expensive reproduction method than the photograph of the President; nor may photographs of other DOT officials be larger or more expensive reproduction method than the photograph of the Secretary.

b. Framing and Matting. Frames and mats shall be compatible with the decor of the area where displayed. The outside frame dimensions of the larger photographs shall be approximately 18x22 inches and for the smaller photographs, approximately 13x16 inches. The same quality/type frame and mat shall be used for all photographs in a display grouping. Present frames, which exceed the standards, may continue in use until need for replacement.

(1) The Materiel Management Division, Headquarters Operations Section, ALG-235, will arrange for framing and hanging official photographs for FAA Washington Headquarters Offices, Building FOB-10A and Trans Point Building.

(2) Field elements will make arrangements for framing and hanging official photographs in accordance with instructions from the appropriate Logistics or Administrative Services Division.

c. Outdated Photographs. Display photographs of current incumbents only. See Appendix 2 for suggested layout.

6. RESPONSIBILITIES - DISTRIBUTION AND ORDERING PHOTOGRAPHS.

a. Initial distribution of official photographs will be made automatically by the Office of Management Systems, Printing and Audio Visuals Systems Branch, AMS-130, to organizational elements authorized to display them in accordance with Appendix 1. The maintenance and control of printing funding for official agency photographs will also be performed by the Office of Management Systems.

b. Requests for additional requirements and/or replacement of official photographs listed in Appendix 1, shall be consolidated by the appropriate field Logistics or Administrative Services Divisions and forwarded to Office of Management Systems, Systems Support Division, AMS-100, attention AMS-130.

c. The Logistics Service, Materiel Management Division, Personal Property Management Branch, ALG-230, has the responsibility for implementing policy prescribed by the Department of Transportation for procurement and display of photographs of officials of the Administration and the Department.

  
R. F. FRAKES  
Director, Logistics Service

CRITERIA FOR DISPLAY OF OFFICIAL PHOTOGRAPHS

OFFICIAL PHOTOGRAPHS					
Offices Activities Authorized to Display Official Photographs	President and Secretary		Deputy Secretary	Administrator and Deputy Administrator	
	16"x20"	11"x14"	16"x20"	16"x20"	11"x14"
<u>PART A:</u>					
Administrator	X		X		
Deputy Administrator	X			X <u>1/</u>	
Associate, Assistant Administrators, General Counsel, and Federal Air Surgeon		X			X
Office and Service Directors		X			X
Region and Center Directors <u>2/</u>	X			X	
<u>PART B 3/</u>					
ARTCCs <u>2/</u>		X			X
DCA and IAD <u>2/</u>		X			X
Overseas Offices <u>2/</u>		X			X
Other (Regional Option) <u>2/</u>		X			X

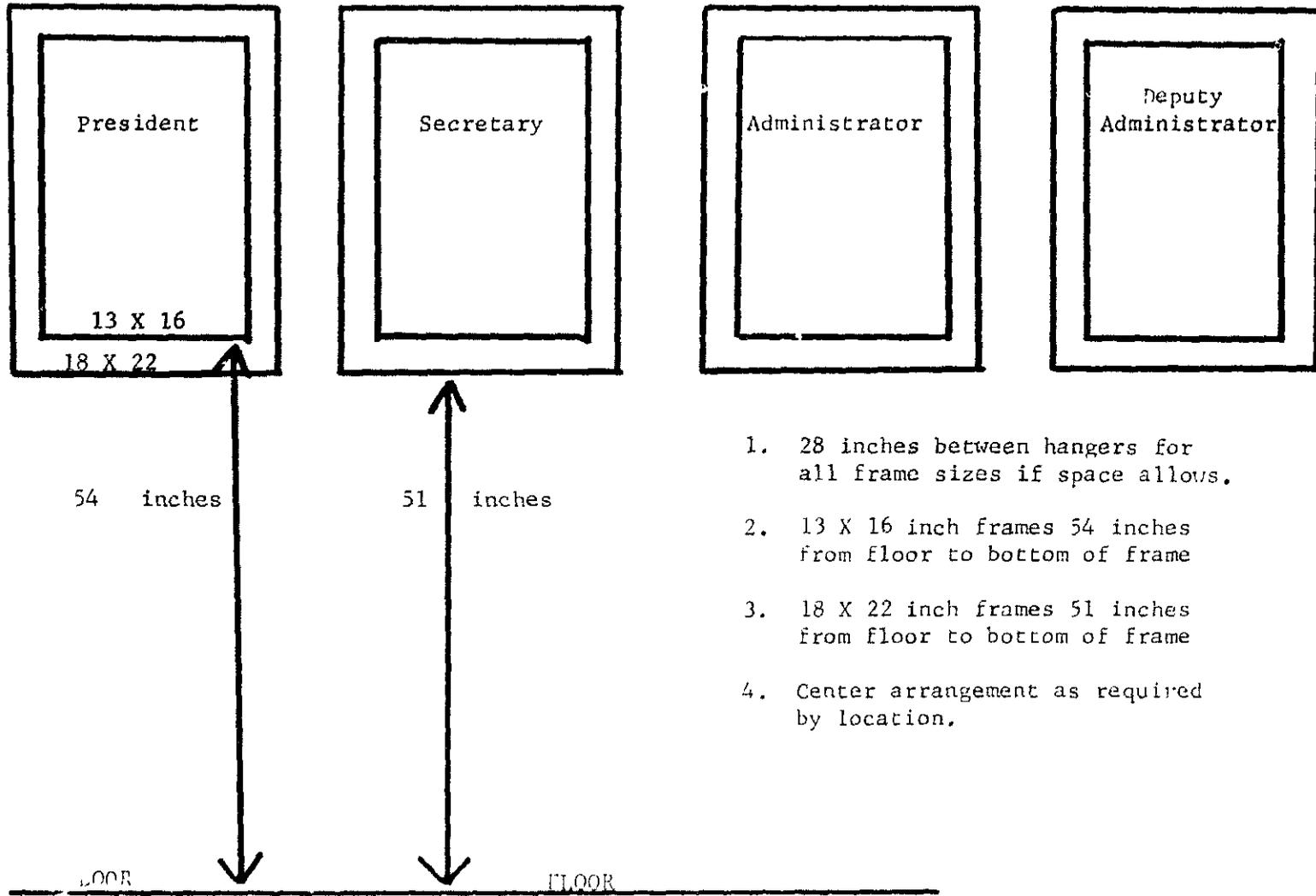
1/ Display the Administrator's photograph in the Deputy Administrator's office.

2/ Limit display to not more than two locations, i.e., office head's private office area, outer office or conference room and the main reception/lobby area or other area of frequent public contact.

3/ Display only in sets of four photographs.

SUGGESTED LAYOUT FOR EXECUTIVE PICTURES SUBJECT TO CHANGE

11/11/74



DOT N 1000.8  
4-1-77

1740.2D CHG  
Appendix 3

1740.2D  
Appendix 3  
Page 1 (and 2)

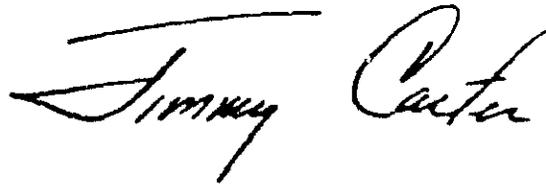
6/10/77

THE WHITE HOUSE  
WASHINGTON

March 15, 1977

MEMORANDUM FOR THE HEADS OF  
DEPARTMENTS AND AGENCIES

My policy on the use of the official Presidential photograph is that it be used where the law requires. All other uses will be at your discretion. However, in the interest of conserving money, I ask that you limit its use to those places where absolutely necessary.

A handwritten signature in cursive script that reads "Jimmy Carter". The signature is written in black ink and is positioned in the lower right quadrant of the page.

**CHANGE**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1740.2D CHG 1

6/10/77

Cancellation  
Date: Retain

SUBJ: OFFICIAL PHOTOGRAPHS

1. PURPOSE: This CHANGE implements Notice DOT N 1000.8, Presidential Photograph and disseminates policy concerning display of the official photograph of the President.
2. EXPLANATION OF CHANGE. This CHANGE transmits the President's policy on the use of his official photograph. This revision also provides that Notice DOT N 1000.8 (4-1-77) be included as Appendix 3, in Order 1740.2D, Official Photographs.

The Office of the Secretary of Transportation has determined that current distribution of the photograph is in consonance with the President's policy.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
None		Appendix 3 Page 1 (and 2)	6/10/77

*R. F. Frakes*  
for R. F. FRAKES  
Director, Logistics Service

# Department of Transportation

Office of the Secretary

Washington, D.C.

## ORDER

DOT 1000.10

2-25-74

**SUBJECT: PROCUREMENT AND DISPLAY OF OFFICIAL PORTRAITS**

1. **PURPOSE.** This order states Department of Transportation (DOT) policy on the procurement and display of portraits and photographs of officials of the Department.
2. **SCOPE.** This order applies to the Office of the Secretary (OST) and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5(m) of the DOT Act, this order applies to NTSB.
3. **REFERENCE.** DOT 1000.4C, Official Photographs, dated April 5, 1973, provides standards for the distribution and display of official photographs of the President of the United States, the Secretary and Under Secretary of Transportation, and top level officials of the operating administrations and the NTSB.
4. **PORTRAITS OF SECRETARIES OF TRANSPORTATION.** The Department will commission a portrait of the incumbent Secretary. Selection and commissioning of artists will be according to applicable procurement regulations, following consultation with suitable fine arts authorities and the subjects. Portraits of past Secretaries of Transportation will be suitably displayed in the Departmental headquarters.
5. **PORTRAITS OF COMMANDANTS OF THE COAST GUARD.** The United States Coast Guard (USCG) is authorized to continue to procure and display portraits of Commandants.
6. **PORTRAITS AND PHOTOGRAPHS OF OTHER OFFICIALS.** Portraits and photographs of other officials of the Department may not be procured at Government expense, except that official photographs of incumbent officials for display in accordance with DOT 1000.4C will be procured through the Photographic Branch, TAD-485.
7. **DISPLAY OF PORTRAITS AND PHOTOGRAPHS OF OTHER FORMER OFFICIALS.** Portraits and photographs of former heads of administrations and the NTSB may be tastefully displayed at the headquarters. Previously

**DISTRIBUTION:** All Secretarial Offices  
All Operating Administrations  
National Transportation Safety Board

**OPI:** Office of  
Administrative  
Operations

acquired portraits and photographs, those which may be acquired in the future by gift, and official photographs no longer required for display according to DOT 1000.4C may be used.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger  
Assistant Secretary  
Administration

DOT 1000.10 2-25-74  
CHANGE OPT to M-43  
Needs to be updated.