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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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SUBJECT: Printing of Business Cards

In the past, business cards were considered to be inherently personal in nature and could be obtained by government employees only at their own expense. The Department of Justice has issued an opinion that provides the heads of Executive Agencies the authority to determine whether and to what extent appropriated funds may be used to provide business cards for employees when they would facilitate mission-related business communications.

Based on this determination, Department of Defense policy is modified to permit the printing of business cards, using existing software and agency-purchased card stock, for use in connection with official activities when the exchange of cards would facilitate mission-related business communications (as distinct from the extension of a social or business courtesy).

Accordingly, addressees may authorize the printing of business cards for those organizations or positions under their cognizance that require business cards in the performance of their official functions. This authority may be delegated to subordinate management officials at general or flag rank and civilian members of the Senior Executive Service.

Employees should be reminded that cards obtained under this authority are to be used only for official business purposes.

D. O. Cooke
Director

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