



Rural Development
Business Center

Chief Enterprise
Officer

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DATE: February 11, 2021

TO: Acting Administrators
Acting State Directors
National Office Officials
Associate Enterprise Directors

THROUGH: Eric Dilworth
Chief Operating Officer

FROM: James Brent, Jr.
Chief Enterprise Officer
Deputy Chief Operating Officer

SUBJECT: President, Vice President, and Secretary Portrait Requirements
Due Date – February 18, 2021

The Government Publishing Office (GPO) will print and distribute portraits of the President, Vice President, and Cabinet Secretaries to U.S. federal government agencies for public display. These portraits should be available in the coming months.

As with past Administrations, the National Office will pay for the President’s, Vice President’s, and Secretary of Agriculture’s portraits. Rural Development (RD) agencies, State Offices, and Field Offices can mount these portraits in existing frames or buy new frames. The distribution of portraits to each office will be as follows:

	President Biden Portraits		Vice President Harris Portraits		Secretary of Agriculture Portraits	
	8 x 10 inch	11 x 14 inch	8 x 10 inch	11 x 14 inch	8 x 10 inch	11 x 14 inch
National Office*						
• Office of the Under Secretary	5	5	5	5	5	5
• RBS	3	3	3	3	3	3
• RHS	5	5	5	5	5	5
• RUS	3	3	3	3	3	3
• BC	5	5	5	5	5	5
• RO, CR, IC, EA (**amt/org)	3**	3**	3**	3**	3**	3**
State Office	2	2	2	2	2	2
Area Office	1	1	1	1	1	1
Sub-Area Office	1	1	1	1	1	1
Local Office	1	1	1	1	1	1
Satellite Office	1	1	1	1	1	1

*The National Office has offices in Washington, DC and St. Louis, MO.

EXPIRATION DATE:
February 28, 2022

FILING INSTRUCTIONS:
Administrative/Other Programs

Portrait Display Protocol

The protocol for displaying the portraits of the President, Vice President, and Secretary of Agriculture is as follows:

- When displaying two portraits that are the same size, place the President's and the Vice President's portrait side by side. The President's portrait is on the left and the Vice President's portrait is on the right.
- When displaying portraits of the President, Vice President, and Secretary that are the same size, place the portrait of the President in the center. Place the Vice President's portrait on the left, and below (not lower than the halfway point of the image of the President). Place the Secretary's portrait on the right, and below (not lower than the halfway point of the President).
- When the portrait of the President is larger than the portraits of the Vice President and Secretary, place the President's portrait in the center. Place the Vice President's portrait to the left of the President and the Secretary's portrait to the right of the President. Raise the images of the left and right portraits so that the centerline of all three images are equal in height or the bottom line of all three images are equal in height.
- When displaying portraits of the President, Vice President, and Cabinet members that are the same size, place Cabinet member portraits below the President's and Vice President's portraits. The portrait of the oldest cabinet department member is on the left and the portrait of the newest cabinet department member is on the right.

NOTE: The General Services Administration (GSA) will be submitting an order to provide placement of official presidential portraits in each GSA-maintained federal building. If you have questions about this aspect of placing your order, please direct them to your building manager.

Shipments to RD Offices

Once GPO lets RD know that portraits are ready to ship, the Enterprise Services Division will work with the National and State offices to ensure each organization receives the amounts requested. The Enterprise Services Division will ship Field Office portrait orders to the State Offices. State Offices will ship portrait orders to their local and area offices.

After February 22, 2021, RD offices can order additional portraits by going to the GPO Bookstore [website](#). Offices that want additional portraits must pay this cost themselves. Please note, GPO does not provide frames with your order. If an office wants framed portraits, the individual office must pay the framing cost.

To ensure this process runs smoothly, the Associate Enterprise Director (AED) servicing each State Office and National Office Organization will submit the total number of offices requiring portraits to Henry Winkelman, Enterprise Services Division. For State Offices, please remember to include the total number of area, sub- area, local, and satellite offices in your state with your submission. Mr. Winkelman can be reached by e-mail at henry.winkelman@usda.gov or by telephone at (314) 457-5686.

Sent by Electronic Mail 2/11/2021 at 4:00 pm by the Enterprise Services Division. Administrators, State Directors and National Office Officials will notify all other personnel as appropriate.