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INF-7

U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Chapter: 33	Section: 02
	Transmittal Number: 103	Date: 7/23/81

Subject: Office of Surface Mining (OSM) Technical Publications Policy Guide

Approval: [signature] Title: Acting Director

1. Purpose: This directive establishes policy and procedures for the acquisition and clearance of all technical publications and audiovisual products produced by OSM and OSM contractors. It establishes the requirements for uniform format designs necessary to project a professional OSM image. It requires technical and scientific manuals and reports to comply with the standards of the National Technical Information Service (NTIS), a publications unit of the U.S. Department of Commerce, and the American National Standards Institute (ANSI), 1430 Broadway, New York, New York 10018.

2. Definitions:

(a) "Publications" includes educational, training, interpretative, scientific and technical reports and manuals, and publication covers.

(b) "Audiovisual Products" includes material conveying a message through use of such sound or visual imagery as slides, film strips, motion pictures, audio cassettes and tape, and videotape and disc.

(c) Camera Ready means any materials in completed form, ready to be photographed for printing.

(d) Master Copy a paper, plastic, or similar plate on which material can be typed or drawn for direct production.

3. Policy and Procedure:

(a) Initiation of Requests:

(1) Assistant Directors and Technical Service Managers responsible for development of materials, will review all draft RFPs, interagency and grant agreements, and internal project plans to ensure avoidance of duplication of effort, minimization of contract cost and maximum utilization of staff resources. Additionally, they are responsible for ensuring all contracts and final agreements contain provisions for preparation of products which will comply with the provisions of this directive.

(2) Following the initial review of the proposed publication or audiovisual product, and prior to initiation of its development, the requisite report form (Attachment A) will

be submitted to the Assistant Director for Technical Standards and Research for examination by the Publications Committee.

(b) Committee Review and Approval: All proposed products will be reviewed by a committee, appointed by the Director, to ensure Federal funds are spent only for the development, printing and procurement of materials which are essential to accomplishment of OSM's mission. The committee will recommend action on all requests to the Director. Development or acquisition of a product will occur only after receipt of approval.

(c) Final Clearance: The originating office will submit a camera-ready copy of a publication and a master copy of an audiovisual product, and the necessary clearance memorandum (Attachment B), to the Assistant Director for Technical Standards and Research through the appropriate Assistant Director or Technical Service Managers. The Assistant Director for Technical Standards and Research will be responsible for:

(1) Using the standards established in this directive (Attachment C) for evaluating and recommending to the originating office the cover design and format for all publications submitted for approval.

(2) Assigning publication numbers, preparing requisite standardized frontispieces and introductions, preparing any required reports on OSM's technical publication and audiovisual production activity, and conducting an annual review of OSM publications and audiovisual products to determine the need for revisions or discontinuation of existing materials.

(3) Clearing, preparing and coordinating printing requests for, announcing availability of, and distributing the final product.

(4) Channeling the final report into the NTIS accession system and, for high volume production runs, arranging for printing and distribution by the U.S. Government Printing Office (GPO).

(5) Announcing the availability of the material and, as appropriate, arranging for its sale or rental as a means of recovering reproduction costs.

(d) Printing:

(1) Material covered by this directive will be printed or duplicated only in sufficient quantity to meet OSM operational requirements and needs of other limited and selected organizations. When the initial supply is exhausted, requests for copies should be sent to NTIS.

(2) If approval is granted to a field installation or contractor for printing a publication or duplicating an audiovisual product, two copies shall be forwarded to the OSM Technical Publications Unit and five shall be sent to OSM's Technical Information Services Center in Washington, D. C. In such instances, camera-ready artwork for a cover and any additional printed or audiovisual material which must be included in the final product will be provided the originating office by the Assistant Director for Technical Standards and Research prior to the scheduled printing or duplicating date.

4. Reporting Requirement: Except in unusual circumstances, information included on Attachment A will provide the basis for preparation of any regular reports required by OSM or the Department.

5. References:

44 USC 1108 United States Code

470 DM 4.1. Public Information Released in Technical Journals

471 DM 4.1, Production, Storage, and Distribution of Departmental Publications

476.2 DM Using Non-governmental Publications to Distribute Information

478 DM 1.1 General Policy and Procedures for Non-official Expressions

OMB Bulletin 81.16 Elimination of Wasteful Spending on General Periodicals, Pamphlets, and Audiovisual Products

OMB Circular No. A-3 Policy and Procedures Governing Government Periodicals.

6. Effect on Other Documents: None

7. Effective Date: Upon Receipt

8. Contacts: Technical Publications Unit

Technical Standards and Research

(202) 343-8007

PUBLICATIONS/AUDIOVISUAL PRODUCTS
REPORT FORM
(Submission Date:_____)

1. Originating Location: (check one)____Field (specify Technical Research Center_____)

____Headquarters (specify AD_____)

2. Item Information:

Name_____

Subject_____

Format: (check one)____Periodical____Pamphlet____AV Product

____Other (specify type:_____)

Issuance Date: (check one)____FY78____FY79____FY80____FY81____FY82

Source/Cost: (check one)____In-house ($)

____Contract ($)

____Mixed ($)

(Note: "Mixed" is applicable only for audiovisual materials and when both in-house and commercial source(s) have been used in program production.)

____Off-the-shelf ($)
(Check one)____purchase____lease____rental

Estimated Useful Life: (indicate number of years and any clarifying comments) _____(Comments:_____)

Intended Audience(s): (specify type & size)_____

Scope of Applicability: (check one)____Local Only____National

____Other (specify:)

Number of Copies to be Reproduced: _____ (Attach mailing list and distribution schedule)

3. Justification of Need: (Attach statement explaining item's purpose, cost-effectiveness, cost comparison between internal and external source of production and justification of selected source (see OMB Circular No. A-76), essentiality in terms of OSM's mission, and need at this time. Also indicate what alternative means of communicating the information were considered and why this means was selected. If approval for local printing is being requested, provide rationale.)

Attachment A

Memorandum

To: Assistant Director, Technical Standards and Research

From: Assistant Director,Technical Research Center

Subject: Request for Release of Publication

The following material is submitted for appropriate action, in accordance with the provisions in OSM Directive.....

Material:

Indicated below are those actions which have been and should be taken in regards to this material. Appropriate boxes have been checked.

This material has been reviewed for accuracy and adequacy by:

Name	Phone
Name	Phone

☐ Material has been found to be in conformance with DOI/OSM policy.

☐ DOI review is required. Specific areas for review are indicated below. Pages and paragraphs for review are:

☐ Waiver of DOI review is requested. Justification to accompany the request is attached.

☐ Material should be issued as part of OSM's technical publications series.

cc: Technical Information Services Center, Headquarters, OSM

Attachment B

NTIS Publication No

Technical Report

TITLE

SUB-TITLE

MARCH 1981

U.S. Department Of The Interior Office Of Surface Mining

ATTACHMENT C

Washington, DC 20240

ATTACHMENT C