This document has been
Rescinded and is located
in our Archive files.

For Active files, visit
http://www.osmre.gov/directiv.htm

	U.S. DEPARTMENT OF THE INTERIOR	**Subject Number:** INF-7
	OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT	**Transmittal Number:** 763
	DIRECTIVES SYSTEM	**Date:** FEB 4 1993

Subject: The Office of Surface Mining Reclamation and Enforcement (OSM) Technical Publications

Approval: **Title:** Acting Director

1. Purpose. This directive establishes policy and procedures for clearance of all the Office of Surface Mining Reclamation and Enforcement (OSM) technical publications and audiovisual products. It establishes the requirements for review and approval of all technical material prior to distribution[1].

2. Summary.

a. This directive has been revised to reflect the current organizational structure and to be consistent with government-wide and department-wide policies as contained in referenced documents. References to the procurement process included in previous versions of this directive have been removed. The revised directive deals solely with review, deposition, and/or publication of documents and the review, deposition, and/or distribution of audiovisual products.

b. Review procedures are established to ensure that documents and audiovisual materials are substantive, accurate, and reflective of agency policy.

3. Definitions.

a. "Publications" include educational, training, interpretative, scientific and technical reports (including papers presented at scientific meetings), and manuals produced by or for OSM and intended for distribution outside the agency.

b. "Audiovisual Products" include materials conveying a message through use of such sound or visual imagery as slides,

[1]Non-technical publications and audiovisual programs are not included under this directive. Non-technical publications are usually distributed to the general public and may require the use of color printing. These publications require a DI-550 and DI-550-A clearance and are subject to the publication clearance and standards of the Interior Department. Many non-technical audiovisuals include programs that have a finished quality and are distributed to the general public. These programs require a DI-551 clearance and are subject to the audiovisual standards of OMB and the Interior Department. Contact Public Affairs for information on clearance of these non-technical materials.

film strips, motion pictures, audio cassettes and tape, videotape and disc, and computer based audio/video media[2].

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

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

4. Policy and Procedures.

OSM has a proprietary interest in the dissemination of all products and results that are based on OSM funded studies or inhouse investigations. As proprietor, OSM may choose not to release results, or to require revisions or modification before they are released for presentation.

Three broad classes of products, which represent the agency to varying degrees, are recognized for the purposes of this Directive:

Class I: products produced by OSM (e.g., reports on in-house research, reports to Department/Congress, etc.);

Class II: products produced for OSM by outside organizations, institutions or individuals (e.g., reports on OSM sponsored research with disclaimers); and,

Class III: professional publications/presentations by OSM staff (e.g., technical papers given at scientific meetings).

The level of review of any of these materials reflects the degree to which the material in question represents the position of the agency. All publications must be approved by Public Affairs. Publications containing technical information are subject to the review outlined in this directive. Persons generating publications/presentations that are nontechnical should contact the Public Affairs Staff for guidance.

a. Class I products are reviewed in accordance with the following procedures.

(1) Requests for clearance for publication will be sent to the Deputy Director through the chain of command outlined in Appendix A. The Assistant Director for whom the author works is responsible for approving the technical content of the publication prior to requesting clearance.

---

[2]This directive does not differentiate between written documents and audiovisual products. Both are vehicles for communication and both are to be handled the same for the purposes of this directive.

(2) The originating office will send, through the appropriate Assistant Director, a camera-ready copy of a publication or a master copy of an audiovisual product, and the clearance memorandum (Appendix A), to the Assistant Director, Reclamation and Regulatory Policy. The Reclamation and Regulatory Policy Directorate, via the Division of Technical Services, is responsible for:

(a) Reviewing the publication for technical merit and policy considerations and notifying the appropriate Assistant Director of any concerns.

(b) Forwarding, as appropriate, the document for the approval of the Deputy Director by submitting it to the Public Affairs Office.

(c) Following approval, assigning an OSM library number, announcing availability in RecTec, channeling copies of the approved final report into the National Technical Information Service (NTIS) accession system and, for high volume production runs approved by OSM's Applied Research and Technical Studies Policy Committee, arranging for reproduction and copying.

b. Class II products are subject to the following review process:

(1) Reports are reviewed for technical accuracy and completeness by the Contracting Officer's Technical Representative (COTR) and a peer review committee that will be established by the COTR. The peer review committee shall be made up of at least three persons, one of whom will be from the Division of Technical Services, Headquarters. The peer review committee will review the draft final report and individuals will forward their comments to the COTR within 30 days of receiving the report.

(2) The report shall contain the following disclaimer:

> "This report is based upon work funded by the Office of Surface Mining Reclamation and Enforcement (and other organization(s) as appropriate) and conducted by (name of organization). The views and conclusions contained in this document are solely those of the author/s and should not be interpreted as necessarily representing the official policies or recommendations of the U.S.

Department of the Interior, Office of Surface Mining Reclamation and Enforcement, or of the United States Government."

(3) After acceptance of the report and close out of any contractual documents, the COTR should send four copies of the report and a completed Appendix B to the Division of Technical Services, Headquarters.

(4) The Division of Technical Services is responsible for assigning an OSM library number to documents and depositing them with the NTIS. One copy of the report will be sent to each OSM library.

c. Class III products:

(1) Professional publications or presentations relating to the author's official duties require approval by the Deputy Director.

(2) Publications and presentations shall be submitted for review under cover of Appendix A.

(3) Publications/presentations will be submitted at least one month before the planned publication or presentation is due at the sponsoring institution. Requests for approval will be processed within two weeks of receipt.

d. Printing:

(1) Material covered by this directive will be printed or duplicated only in sufficient quantity to meet OSM operational requirements. When the initial supply is exhausted, requests for copies should be sent to NTIS. Requests for printing must include a completed GPO Form 3868 (Notification of Intent to Publish). This form is available through OSM's Bureau Printing Officer, Division of Management Services.

(2) When approval is granted to a field installation for locally printing a publication or duplicating an audiovisual product, four copies shall be forwarded to the Division of Technical Services.

(3) Funds for printing are the responsibility of the originating office.

5. Reporting Requirement. Except in unusual circumstances, information included on GPO Form 3868 and the cost records of the Printing Officer will provide the basis for preparation of regular reports required by the Department and the Office of Management and Budget (OMB).

6. Effect on Other Documents. Supersedes Directive INF-7, dated July 23, 1981, Office of Surface Mining (OSM) Technical Publication Policy Guide.

7. References.

a. 44 United States Code 1108

b. 314 DM 1-11, Printing and Publications

c. 470 DM, Public Information Released in Technical Journals

d. 471 DM, Audiovisual Media and Publications, Motion Pictures, Slide Shows, Tapes, and Video

e. 476.2 DM, Using Non-governmental Publications to Distribute Information

f. 478 DM 1.1, General Policy and Procedures for Nonofficial Expressions

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

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

i. OSM Directive OPM-5

8. Effective Date. Upon Issuance

9. Contacts. Division of Technical Services, (202) 343-1480

10. Keywords. Publication, Technology, Audiovisual

11. List of Appendices.

1. Appendix A, Request for Clearance for Publication form [1 page]

2. Appendix B, Approval of Document for Deposition in OSM Library and NTIS form [1 page]

United States Department of the Interior

OFFICE OF SURFACE MINING

RECLAMATION AND ENFORCEMENT
WASHINGTON, D.C. 20240

[redacted]

Appendix A

Memorandum

<<<DATE STAMP HERE>>>

To: Deputy Director

Through: Chief, Public Affairs
Assistant Director, Reclamation and Regulatory Policy
Assistant Director, _____

From:

Subject: Request for Clearance for Publication/Presentation

The following material is submitted for clearance in accordance with OSM Directive, INF-7.

Author(s):

Title:

To be published in, presented at, or published as OSM Publication:

Abstract: (for publications, attach copy of manuscript)

(continue on back)

Approval:

_____ _____
Deputy Director Date

United States Department of the Interior

OFFICE OF SURFACE MINING

RECLAMATION AND ENFORCEMENT
WASHINGTON, D.C. 20240

Appendix B

Memorandum

To: Chief, Branch of Research and Technical Standards

From:

Subject: Transmittal of Documents for Deposition in OSM's Library and NTIS

The following report (four copies attached)

developed under contract/cooperative agreement no. _____ has been reviewed in accordance with Directive, INF-7 and is hereby provided for deposition in the OSM library and the National Technical Information Service.