

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

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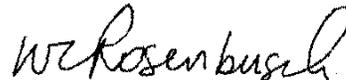
SUBJECT: Program Series
Part 600 Information and Publication Management
Chapter 1 Offshore Program Publications

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter describes the Minerals Management Service (MMS) Offshore Publications Management Program. It establishes the policy, responsibilities, requirements, and procedures regarding the preparation, review, approval, series designation and publication number assignment, printing, release, and distribution of all scientific and technical and general interest publications (in either paper or electronic format) for the Offshore Program.

The Information Technology Division, Technical Services Branch (TSB), and the Committee for Scientific & Technical Communication developed this directive. Compliance with the directions and standards in this chapter shall be monitored in all regions and offices of the Offshore Minerals Management by the TSB at Headquarters to ensure that the desired consistency and high publication standards are maintained.

REPORTS REQUIRED: Publication lists. (See MMSM 600.1.9E)



Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
600	1	1-10	39

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
600	1	1-12	276

Office of Primary Responsibility:
Information Technology Division
Offshore Minerals Management

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.1

1. Purpose. This chapter establishes the policies, responsibilities, and procedures for approving and releasing general interest and scientific and technical information (in either paper or electronic format) for the Minerals Management Service (MMS) Offshore Program.

2. Objective. These policies and procedures establish an Offshore Publications Management Program that meets Department requirements and ensures quality and cost-effective products are made available to the public in a timely manner.

3. Authority.

A. U.S. Code, Title 44, Public Printing and Documents.

B. Departmental Manual.

1. Part 314, Printing and Publications, chapters 1, 3, and 4.
2. Part 470, Public Expression.
3. Part 471, Visual Media, chapters 2 and 4.

C. Minerals Management Service Manual (MMSM) Interim Policy Document 96-05, Publications Management, July 16, 1996, and authorities therein.

D. MMSM Part 314, Printing and Publications.

E. Letter from Acting Assistant Secretary, Land and Minerals Management, to Director, MMS, on "Delegation of Authority: Publications Management," August 2, 1995.

4. References.

A. Guidelines/handbook for the Offshore Publications Management Program.

B. *Government Printing & Binding Regulations*, Joint Committee on Printing, Congress of the United States, February 1990, No. 26.

OPR: Information Technology Division
Offshore Minerals Management

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.4C

- C. GPO Circular Letter 320, "Guidelines for the Provision of Government Publications for Depository Library Distribution," GPO, June 21, 1990.
- D. GPO Circular Letter 413, "Disseminating Electronic Government Information Products to the Public through the Federal Depository Library Program," GPO, October 15, 1996.

5. Definitions. See Glossary in appendix 1.

6. Policy. It is MMS policy to publish the results of its scientific, technical, and statistical studies, as well as general interest and programmatic information, and to make them available to the public in such a way as best serves the public at large (in either paper or electronic formats).

- A. Nonproprietary¹ information scheduled for release must be made available to all, impartially and simultaneously, through public release (such as both paper and electronic release). Such release should be for the benefit and interest of the public, rather than for any special groups.

An exception to simultaneous release is approval by the Director, MMS, to release nonproprietary documents (e.g., publicly available well information and subsurface interpretations) that may be given to permittees and lessees, as necessary, for enforcement of the mineral leasing laws and the promotion of safe, sound exploration and development.

- B. The observations and results of investigations may be made available before public release under cooperative or joint funding agreements with Federal, State, and local governmental agencies. The MMS will make it a condition of such release that the data/report must not be released to the public in any form until either MMS has released it or the Director has authorized the other agency to do so.

¹Proprietary data and information from permittees and lessees are protected from disclosure and are released only under the terms of governing laws and regulations.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.6C

- C. Publications to be released to the public or to be printed in multicolor (for either the public or only governmental use) need approval at two stages: initiation and content.
 - 1. Before a publication is started, the subject matter and projected costs will be approved by the Offshore Quality Council Members through an Annual Offshore Publications Plan (AOPP). Approval under the AOPP is valid for 2 years.
 - 2. After a publication for distribution to the public is prepared, the content will be approved in accordance with procedures in this chapter.
- D. Publishing scientific and technical information will be accomplished as promptly as possible. Priority will be given to those documents whose release is mandated by law.
- E. Scientific and technical publications, in either paper or electronic format, will have:
 - 1. Approval, as appropriate, under the AOPP.
 - 2. The standard Offshore cover and title page design.
 - 3. A technical edit, review, and management approval to conform with Department and MMS editorial principles, format, and policy. (Authors must use the appropriate Review & Approval sheets to obtain required signatures.)
 - 4. An assigned series designation and publication number.
- F. All general interest publications must be approved by the Bureau Office of Public Affairs in both the initiation (AOPP) and final draft stages. General interest publications must receive AOPP approval before any work can begin.
- G. Use of more than one color ink in the printing of any Offshore publication must be certified as necessary for the publication's purpose during the AOPP process.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.7

7. Exclusions.

- A. **Instructional/administrative publications** (with annual reproduction and mailing costs over \$999) released to the public for routine/emergency business are exempt from AOPP approval, but must be listed in the Addendum report. Such publications with costs under \$1,000 are exempt from inclusion in either the AOPP or Addendum.
- B. **Contractual scientific and technical publications**, resulting from MMS-approved contracted studies, are subject to the contract requirements and generally do not require AOPP approval. However, most contractual publications must be listed in the Addendum report (those contractual publications that do not express Department policy or include a Secretarial/Assistant Secretarial message, that are not considered general interest publications, and that do not incur reproduction and mailing costs over \$9,999). On the occasion when one or more of the above conditions exist, the publication will require AOPP approval.
1. For content approval, a Contractual Publication Routing & Approval (CPR&A) sheet is to be initiated during early drafts of the reports. A copy of the appropriately signed CPR&A sheet must be submitted to the Technical Services Branch (TSB) to denote approval before a contractual series designation and a publication number can be assigned and before the report can be printed or released electronically.
 2. Contractual reports will show the MMS editorial and endorsement disclaimer on an inside front page and, when possible, will use the standard Offshore cover and title page design. Where appropriate, printing and paper or electronic distribution will conform to the requirements in paragraphs 9C and D.
 3. Contractual reports with potential for broad public interest may be revised and edited to meet MMS standards and be reassigned a noncontractual series designation and new publication number. Such publications will require AOPP approval and will then follow the review and approval process through the Manuscript Review & Approval (MR&A) sheet.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.7C

C. **Environmental Impact Statements (EIS's), Environmental Assessments (EAs),** and other documents prescribed by the National Environmental Policy Act must be prepared according to regulations issued by the Council on Environmental Quality and are not subject to approval under the AOPP. However, they will be listed in the Addendum report. For content approval, an EIS/EA Routing and Record (EERR) sheet, appropriately signed, must be submitted to the TSB before an EIS/EA series designation and a publication number can be assigned and before the report can be printed or released electronically. Such a report will use the standard Offshore cover and title page design. When appropriate, printing and paper or electronic distribution will conform to the requirements in paragraphs 9C and D.

D. **Accident investigation reports** are exempt from AOPP approval and from inclusion in the Addendum report; however, they must receive content approval through the MR&A sheet.

8. Responsibilities. The authority to approve publications that is delegated to the officials listed below does not divest the Director, MMS, of that authority. The Director has the discretion to review and approve all publications and may or may not delegate that authority. Publications must receive two approvals for release: initiation and content.

A. **Associate Director**, Offshore Minerals Management (Offshore), is responsible for the following and may delegate such authority to the Deputy Associate Director:

1. Approving Offshore publications policy.
2. Approving the AOPP—initiation of all Offshore publications and necessary use of multicolor.
3. Approving publications containing Department/MMS policy or with estimated printing/copying and mailing costs exceeding \$9,999.
4. Providing Offshore approval for publications that contain a Secretarial/Assistant Secretarial message or signature.
5. Approving the content of scientific and technical publications that (a) express policy, (b) are sensitive in nature, or (c) have national scope or interest.
6. Approving, in consultation with the Office of Public Affairs, the initiation and final content of all general interest publications and wide use of multicolor.
7. Overseeing the Committee for Scientific & Technical Communication (Committee) through the Information Technology Division (ITD).

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.8B

- B. Deputy Associate Director** is responsible for approving the content of scientific and technical publications originating at Headquarters, except those that (1) express policy, (2) are sensitive in nature, or (3) have national scope or interest.
- C. Offshore Quality Council Members** are responsible for approving the initiation and printing of all publications not reserved for the Associate Director and for certifying that any use of multicolor printing is necessary to achieve the publication's purpose.
- D. Regional Directors** are responsible for:
1. Developing, reviewing, and approving an annual publications plan for their offices and participating in the approval process for the AOPP.
 2. Determining whether their offices' publications will contain policy or a Secretarial/Assistant Secretarial message or signature.
 3. Determining and certifying that any request for multicolor printing of their publications is necessary for the purpose of the publication.
 4. Approving the content of regional scientific and technical publications, except those that (a) express policy, (b) are sensitive in nature, (c) have national scope or interest, or (d) contain a Secretarial/Assistant Secretarial message or signature.
 5. Appointing, as needed, a Publication Representative from their office to work with the ITD/Committee on the review and approval of their publications.
 6. Ensuring that authors work closely with the Office of Public Affairs or the appropriate Public Affairs office when developing general interest publications.
 7. Establishing and maintaining a regional publications depository and distribution center.
- E. Division Chiefs** are responsible for:
1. Developing, reviewing, and approving an annual publications plan for their offices and participating in the approval process for the AOPP.
 2. Determining whether their offices' publications will contain policy or a Secretarial/Assistant Secretarial message or signature.
 3. Determining and certifying that any request for multicolor printing of their publications is necessary for the purpose of the publication.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.8E

4. Reviewing and clearing the content of scientific, technical, and statistical publications.
 5. Appointing, as needed, a Publication Representative from their offices to work with the ITD/Committee on the review and approval of their publications.
 6. Ensuring that authors work closely with the Office of Public Affairs when developing general interest publications.
- F. **Committee for Scientific & Technical Communication** develops and monitors policy and procedures for approving, producing, publishing, and distributing scientific and technical publications (in either paper or electronic format). The Committee develops the guidelines/handbook for complying with Department and MMS policies. The Committee is composed of Publication Representatives from each Offshore region and division. Responsibility for carrying out recommendations from the Committee rests with the TSB, ITD.
- G. **Chief, Information Technology Division**, recommends publication policy and procedures for approval by the Associate Director, Offshore, and manages the preparation and approval of the AOPP.
- H. **Technical Services Branch** coordinates the AOPP, oversees the Offshore Scientific and Technical Publications Program, implements the recommendations of the Committee, provides technical editorial review, clears scientific and technical publications, assigns publication series and numbers, monitors the distribution system of MMS publications, compiles bibliographic listings (paper and electronic), issues recommendations and guidelines when necessary, and maintains the official MMS archive (paper and electronic) of Offshore scientific and technical publications.
- I. **Publication Representatives** are responsible for:
1. Monitoring their offices' compliance with publication policies and procedures.
 2. Serving as Committee members.
 3. Coordinating their offices' input into the AOPP with the ITD.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.8J

J. **Authors, Contributors, or Project Managers** are responsible for:

1. Submitting information on their planned publications to their Publication Representative or the ITD for the AOPP.
2. Beginning substantial work on a publication only after AOPP approval.
3. Arranging for reviews, edits, approval, and reproduction/release of their publications.
4. Working with Publication Representatives and the TSB on effective distribution of their publications.

9. Procedures. The general procedures in this chapter are developed by the Committee and govern the activities for scientific and technical publications. Detailed procedures are available from Committee members; from the TSB, ITD; and through any guidelines/handbook.

A. **Initiating the Publication.** Offshore offices submit title, subject, and cost information about their planned publications for the ensuing fiscal year into the AOPP. The ITD initiates and coordinates the AOPP for each fiscal year and handles emergency submissions throughout the year for the Offshore Quality Council. The approved AOPP is the basis for the initiation and printing/release of all publications (in either paper or electronic format). It also provides certification that any use of multicolor printing is necessary.

B. **Obtaining Content Approval.** Once the AOPP is approved and the publication has been drafted, the manuscript (in either paper or electronic format) must receive the appropriate peer and supervisory reviews, technical edit, and content approval for that series type. Reviews and approval are documented on the appropriate Review & Approval sheet. Technical reviews and edits are essential to ensure that data and information are accurately and clearly presented for the intended audience.

Once the manuscript is approved, the officially signed Review & Approval sheet is sent to the TSB for the master file. The TSB then assigns the publication a scientific and technical series designation and publication number. The originating office may then proceed with final preparation for printing or electronic release.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.9C

- C. **Printing or Electronic Release.** Offshore publications may be released in either or both paper and electronic formats in order to reach the widest audience possible. Authors, with the help of editors, ensure that all copy is correct and complete and that cover and title page design requirements are met. They determine the appropriate number of copies for any paper printing to fulfill distribution and archive requirements and work with regional or headquarters printing specialists on specific printing instructions. As technology keeps evolving, it is increasingly more important to use electronic formats that can be converted easily into other formats. When possible, the full text and graphics should be made available in electronic format for eventual Internet release.
- D. **Distribution.** (Originating Office)
1. Send three copies of in-house publications (but only one copy of contractual reports, environmental impact statements, and environmental assessments) to the TSB for placement in the official archives. Any electronic file of the full text and graphics is sent to TSB as well for the electronic archive. All Internet site listings of the publication can then be linked to the electronic archive for efficiency.
 2. Whenever possible, place or link the electronic file of full text and graphics, cover, title and publication number on MMS's Internet site for immediate, wide public distribution (can link to electronic archive). An announcement of the report's availability may be included in any *What's New* section on MMS's Internet site.
 3. Draft a notice of availability or technical announcement and forward to the Office of Public Affairs, all regional Public Affairs offices, and TSB. The announcement may be sent by mail or electronically. If the publication is available on the Internet, include the site address for accessibility in the announcement. The notice may also be sent to a prescribed mailing list to advertise the publication's availability.
 4. Distribute the publication using any appropriate office/program mailing list and any mandated intradepartmental distribution requirements.
 5. Send an appropriate number of copies or electronic file to the National Technical Information Service (NTIS), Department of Commerce, and obtain an NTIS order number and price code. This information will be listed with each title in the official

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Program Series

Part 600 Information and Publication Management

Chapter 1 Offshore Program Publications

600.1.9D

scientific and technical publications catalog (also flyer and Internet listing of available publications).

6. Send copies (paper and/or electronic file) to appropriate Depository Libraries. (This step may be handled by the printing specialists in the regions or at headquarters). If the publication is printed by the Government Printing Office (GPO) or a GPO contractor, then the Federal Depository System automatically receives copies. If copies are printed elsewhere (e.g., in-house copy center), MMS is responsible for making additional copies and supplying them to the appropriate libraries (MMS printing specialist can assist).
7. Maintain sufficient copies in the region or headquarters distribution centers to respond to public requests and MMS program needs.

E. Publication Documentation. (TSB at headquarters, regional editors, and Public Affairs officers)

1. Each regional office and each division within headquarters will maintain a list and copies of scientific and technical publications issued by that office. The list will contain each publication's title, MMS number, author, contractor, publication date, availability, and NTIS order number and price code. The TSB will periodically request the above lists to compile/update the official scientific and technical publications catalog (also flyers and Internet listing of publications).
2. The TSB will periodically prepare a publications catalog (also flyer and updated Internet listing of publications) for distribution to all MMS offices, to the public on request, and to the appropriate mailing lists.
3. The TSB will maintain an official archive of paper and electronic copies of all Offshore scientific and technical publications.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Appendix 1—600.1

Glossary

Addendum Report. An addendum to the AOPP that is a tabular list of Offshore publications planned to be released that fiscal year, but exempt from AOPP approval. The addendum meets Department requirements for the Bureau to track/manage all its publications costs.

Annual Offshore Publications Plan (AOPP). A management plan that describes and approves the initiation of publications (paper or electronic) to be (1) prepared by or for Offshore Minerals Management for distribution outside the Federal Government or (2) printed in multicolor for distribution within or outside the Federal Government. A publication must first be approved through the plan before any work is initiated. The AOPP becomes part of the Bureau-wide publications plan that is required by and submitted to the Department.

AOPP Data Request Form. A form used to record and describe each planned publication for that fiscal year.

Contractual Publication Routing & Approval (CPR&A) Sheet (Form MMS-1324). A form used to record and show the routing and approval of contractual publications (see paragraph 7B).

Environmental Impact Statement/Environmental Assessment Routing & Record (EERR) Sheet (Form-1326). A form used to record and show the routing and approval of environmental impact statements (EIS's) and environmental assessments (EAs) (see paragraph 7C).

Manuscript Review & Approval (MR&A) Sheet (Form-1325). A form used to record and show review and approval of MMS scientific and technical publications other than contractual or EIS/EAs.

Offshore Quality Council. A group that includes the Associate Director, Deputy Associate Director, Chief of Staff, Division Chiefs, and Regional Directors.

Publication Representatives. Staff members designated by Offshore offices to serve as their representative(s) to inform them of publication policy and procedures, to manage their submissions to the AOPP, and to serve as members of the Committee for Scientific & Technical Communication.

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Appendix 1—600.1

Publications. Information for distribution to the public that is presented in either paper format (e.g., books, brochures, posters, newsletters, maps, periodicals) or electronic format (e.g., Internet or digital files or CD-ROM). Publications may include three categories:

Scientific, Technical, or Statistical Publications. These publications are textual, statistical, mathematical, cartographic, or visual reports that transform any type of research data or results of investigations, studies, estimates, analyses, evaluations, assessments, recommendations, and surveys into paper or electronic formats for use by the public or a specific audience. Official MMS Offshore scientific and technical publications are assigned a series designation and a publication number.

Contractual Publications. These are scientific or technical publications or reports (paper or electronic) prepared by a contractor for the MMS. Such reports are assigned a contractual series designation and a publication number.

General Interest Publications. These publications contain a wide variety of general information written in layman terms (in plain English) for distribution to the public, including schools. These publications do not receive a scientific and technical series designation or a publication number.

Series. A group of publications published in like form with similarity of design, intended audience, range of content, duration, and distribution.