

**Minerals Management Service  
Interim Policy Document**

**Effective Date:** May 15, 2003 – **IPD No. 03-04**

**Series:** Administrative

**Part 381.1:** Origination of Records and Information

**Chapter 1:** Directives Management-Revises Format

**Originating Office:** Information Resources Management Division, Office of Administration and Budget

- 1. Purpose and Scope.** This Interim Policy Document (IPD) revises the standard format for the Minerals Management Service Manual (MMSM) directives system (basic Manual chapter and IPD). The guidelines contained in this IPD apply to all Minerals Management Service (MMS) organizations.
- 2. Objective.** The objective of this IPD is to streamline the preparation of MMS directives by adapting new format requirements for use with the standard word processing system (Microsoft Word).
- 3. Policy.** This IPD addresses format requirements only. All policies, procedures, responsibilities, and approvals of MMS directives remain the same. (See MMSM 381.1 and 381.1-H.)
- 4. Guidelines.** The following guidelines pertain to all new or revised directives.
  - A. Use Times New Roman, 12 point, as the standard font for all directives.
  - B. Do not use headers for the basic Manual chapter or an IPD. Identify directives on the first line as Minerals Management Service (center and type in bold). Identify directives on the second line as either Minerals Management Service Manual or Interim Policy Document (center and type in bold).
  - C. Type Effective Date in bold two lines below the heading flush with the left margin and use initial caps and a colon. The Bureau Records Manager will fill in the date after the directive is signed.
  - D. Types Series, Part, and Chapter in bold on separate lines flush with the left margin and use initial caps and a colon.
  - E. Type Originating Office two lines below Chapter flush with the left margin and use initial caps and a colon. Type the complete name of the office creating the directive as the Originating Office.
  - F. Type paragraph headings in bold initial caps.

G. Do not indent paragraphs. Type them flush with the left margin. Type first, second, third, or fourth subdivisions flush with the left margin.

H. Use 1-inch top, bottom, and side margins.

I. Number pages in the basic Manual and the IPD in the lower right corner. Type page numbers using the page *x* of *y* format.

**5. Cancellation.** The IPD will remain in effect until incorporated into the MMS Manual.



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