

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 277

May 2, 2000

SUBJECT: Program Series
Part 600 Information and Publication Management
Chapter 2 Approval of Manuscript for Nongovernment Publication

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter describes the Offshore Minerals Management approval procedures for manuscripts submitted for release by outside MMS (nongovernment) publications (in either paper or electronic format). It establishes the policies, responsibilities, and procedures for review, clearance, and approval of such manuscripts before they are submitted to a nongovernment publication.

Director

W. Rosenbusch

FILING INSTRUCTIONS:

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Office of Primary Responsibility:
Information Technology Division
Offshore Minerals Management

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Part 600 Information and Publication Management

Chapter 2 Approval of Manuscript for Nongovernment Publication

600.2.1

- 1. Purpose.** This chapter establishes the policies, responsibilities, and procedures for approving the release of all manuscripts containing Offshore Minerals Management Service (MMS) scientific and technical information for publication outside MMS (nongovernment publication) (in either paper or electronic format). This chapter applies to all manuscripts in which the author's name/title and MMS affiliation will be shown.
- 2. Objective.** These policies and procedures ensure that Offshore scientific and technical information is released to the public or is submitted to an outside publisher according to Department and MMS requirements.
- 3. Authority.** Departmental Manual.
 - A. Part 470, Public Expression.
 - B. Part 476, Utilizing Nongovernment Publications to Disseminate Information.
- 4. Definition.** A manuscript is a textual/graphical document (in either paper or electronic format) as distinguished from published copy.
- 5. Policy.** The MMS encourages dissemination of scientific and technical information because public understanding and discussion are essential to meeting the goals of the Offshore Program. The MMS may disseminate such information through publication in nongovernment journals or professional publications and proceedings (in either paper or electronic format), even those that assess page charges.
 - A. Approval.** The MMS has a proprietary interest in all manuscripts based on MMS research or investigations or based on data that have not already been released to the public. As proprietor, MMS may choose not to release manuscripts, to require revisions before release, or to approve release without revisions. All scientific and technical manuscripts written by Offshore MMS employees for publication outside MMS will receive the required review and approval as described in this chapter. The routing and approval are recorded on the Manuscript Review & Approval (MR&A) sheet. (Contractual reports are exempt from this MMS review and approval policy.)

OPR: Information Technology Division
Offshore Minerals Management

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600.2.5B

B. Copyright. Copyright cannot be applied to any material or manuscript written by an MMS employee in the performance of regular duties. All such material is in the public domain. This principle also applies to material prepared by contractors and grantees of the MMS. Thus, when a nongovernment publisher obtains a copyright for a publication that contains a government paper, the copyright will not apply to the text of that paper (in either paper or electronic format).

C. Use of Metric. Any use of measurement or dimensions in manuscripts for nongovernment publication will be expressed in either metric units exclusively or in dual metric-English units.

6. Responsibilities. The authority to approve manuscripts for release in nongovernment 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 manuscripts before their submittal to nongovernment publications.

A. Associate Director, Offshore Minerals Management (Offshore), is responsible for approving all Offshore manuscripts that (1) express policy, (2) are sensitive in nature, or (3) have national scope or interest, before their submittal to nongovernment publications. The Associate Director, Offshore, may delegate approval authority to the Deputy Associate Director.

B. Deputy Associate Director is responsible for approving scientific and technical manuscripts originating at Headquarters for submission to nongovernment publications, except those manuscripts that (1) express policy, (2) are sensitive in nature, or (3) have national scope or interest. Such manuscripts are approved by the Associate Director.

C. Regional Directors are responsible for approving their offices' scientific and technical manuscripts for submission to nongovernment publications, except those manuscripts that (1) express policy, (2) are sensitive in nature, or (3) have national scope or interest. Such manuscripts are approved by the Associate Director.

D. Division Chiefs and Appropriate Supervisors are responsible for reviewing and clearing their offices' scientific and technical manuscripts for submission to nongovernment publications.

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600.2.6E

E. **Technical Services Branch (TSB)**, Information Technology Division, provides technical editorial review, clears scientific and technical manuscripts that require submittal to the Associate Director, and assists authors in complying with any nongovernment publications standards.

F. **Authors and Contributors** are responsible for arranging appropriate MMS reviews, edits, and approvals before submitting their manuscripts to the selected publications. They are also responsible for beginning their manuscripts early enough to allow the full review and approval process to occur. They will prepare and submit requisitions to the Procurement and General Services Branch, Office of Administration, for approval of any page charges before manuscript submission. They are also responsible for distributing any reprints.

7. **Page Charge Assessments.** Some nongovernment publishers charge a fee to publish information. Payment of such charges is permitted by the MMS (32 Comptroller General 487, 488) but must be authorized. Charges will be budgeted, approved, incurred, and paid in the same manner as other liabilities for services received.

8. **Coordination.** When a scientific or technical manuscript is approved, the coordinating office in the region or TSB in Headquarters will notify the Regional or Headquarters Public Affairs Office of the impending release of information to a nongovernment publisher. The information officer may then determine if the manuscript contains general interest information and handle accordingly.

9. **Procedures.** The procedures in this chapter are developed by the Committee for Scientific and Technical Communication and govern the activities for publishing Offshore information in nongovernment publications. Detailed procedures are available from Committee members; from the TSB, Information Technology Division; and through any guidelines/handbook. The following steps may involve the author, supervisor, and editorial staff.

A. **Planning Stage.**

1. Determine that the MMS has, by legislation—either expressly or by implication—the responsibility of or authority for disseminating the information to be presented.

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600.2.9A

2. Determine that release in the selected nongovernment publication is the best means of disseminating the proposed information.
3. Determine that funds are available within the originating office for any page charges.
4. Obtain supervisor's approval to prepare proposed manuscript for nongovernment publication.

B. Manuscript Stage.

1. Determine that the manuscript adheres to and reflects MMS policy and not that of an individual or group.
2. Obtain technical edit to ensure that the official expression by MMS is a quality product.
3. Ensure that any dimensions or measurement used in the manuscript are expressed in metric units exclusively or in dual metric-English units.

C. Review and Approval Stage.

1. Determine appropriate approval authority based on scope, policy, or sensitivity of manuscript content.
2. Circulate manuscript for review to supervisor(s), technical editor, two technical reviewers, and appropriate management using the Manuscript Review & Approval (MR&A) sheet. Reviewers may recommend additions, deletions, or revisions.
3. Submit revised manuscript for approval to appropriate approving official(s).
4. Once the manuscript is approved, send the officially signed copy MR&A sheet to the TSB, Information Technology Division, for the master file.

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600.2.C5

5. Prepare requisition for authorization of any page charges and submit to the Procurement and General Services Branch, Office of Administration, before submitting manuscript for publication.
6. After publication, inform the TSB in writing or by email where and when the manuscript was published and submit a copy of the article to TSB for the Offshore archives.