

**Minerals Management Service
Interim Policy Document**

Effective Date: May 30, 2008

IPD No.: 08-09

Program: Offshore Minerals Management

Title: OMM Internet Publishing

Originating Office: Offshore Minerals Management/Information Technology Division

1. Purpose and Scope. This Interim Policy Document (IPD) provides policy, responsibilities, and procedures for the publishing of Offshore Minerals Management (OMM) offshore information and documents to the Minerals Management Service (MMS) Internet web sites at: <http://www.mms.gov> and <http://www.gomr.mms.gov>. This IPD applies to all OMM employees, contractors, vendors, and agents nationwide and to anyone requesting or utilizing the services of MMS Internet staff.

2. Objective. The two overarching objectives of this IPD are to: (1) Ensure all materials published to MMS Internet web sites are reviewed and approved by at least two supervisory individuals, and (2) ensure all materials published to MMS Internet web sites are clear and understandable for the general public. These objectives are attainable by ensuring that:

- A. All content, graphics, photos and all other related materials published on the MMS Internet web sites are reviewed and approved by at least two supervisory-level individuals;
- B. All requirements of Section 508 of the Rehabilitation Act, Departmental requirements, bureau guidelines and authorities contained therein are correctly applied;
- C. No copyrighted material is used on the MMS Internet web sites without permission;
- D. New or updated MMS Internet information is standardized and consistent across all MMS Internet web sites, and
- E. All content is reviewed for correct grammar, punctuation, and the best presentation possible for the Internet/electronic environment.

3. Authorities.

- A. Section 508, Rehabilitation Act
- B. Departmental Web Standards Handbook (386 DM3)

4. Policy. It is the policy of OMM that:

A. Information proposed for publishing on the MMS Internet web sites must be submitted with official approval, designated by the two electronic surnames listed below. This authority cannot be delegated except during official travel and annual leave.

- (1) Branch Chief or equivalent
- (2) Division Chief or equivalent.

B. Publishing rights are granted only to authorized individuals within OMM. In Headquarters, OMM Internet publishers will receive approval annually from the Chief, ITD. Regional counterparts (i.e., "Internet publishers") are granted approval by their Regional Director/Regional Manager and a copy of the approval will be submitted annually to the Chief, ITD. These written approvals must be in place by the close of business on the last day of the calendar year. These approvals will remain in effect for the coming year, unless superseded by subsequent action.

5. Responsibilities.

A. Content provider(s) or initiating employees are responsible for:

- (1) Providing accurate, timely, up-to-date information;
- (2) Providing any accompanying photos, graphics, schematics or other information in the highest resolution and/or best quality possible;
- (3) Suggesting links to additional information or web sites intended to enhance information for MMS web site customers;
- (4) Providing source information for all content;
- (5) Providing citations for each photo, graphic, schematic or other information submitted for publishing;
- (6) Advising the web publisher of any special considerations or circumstances that may affect web page formatting or presentation;
- (7) Assuring that no copyrighted material is included in the publishing request. This applies to text, photos, graphics, schematics or any information intended for the MMS Internet web sites,

B. Approving officials are responsible for:

- (1) Reviewing content for accuracy, conformity to the MMS/Department of the Interior procedures and policies, and alignment with similar information contained throughout the MMS Internet web sites: <http://www.mms.gov> and <http://www.mms.gomr.gov>.
- (2) Reviewing photos, graphics, spreadsheets, documents, or other supporting information for the same conformity outlined in this IPD, and
- (3) Ensuring that written content is clear and understandable for the general public.

C. Internet publishers are responsible for:

- (1) Reviewing the content and working with the initiating staff to resolve questions or conflicts. Significant changes (more than simple editorial updates) require re-approval by the approving officials.
- (2) Ensuring that pages are grammatically correct and meet all requirements set forth above.
- (3) Suggesting modifications to improve the presentation of information. The submitting Division Chief or equivalent is the final authority on the web content.

(4) Handling liaison with external customers. Additionally, the web publisher handles any written or phone inquiries relating to any aspect of the MMS Internet web sites: <http://www.mms.gov> and <http://www.mms.gomr.gov>. This liaison service may include forwarding e-mail or phone inquiries to the appropriate subject matter expert.

(5) Reviewing all submissions for conformity to items listed under “Responsibilities” in this document.

6. Procedures.

A. The individual generating the update or new content must e-mail it to the Branch Chief/Regional Supervisor with the following subject line:

Internet Publishing Request: S/N <Name of Initiating Employee>

This “S/N” is the electronic equivalent of “surnaming” a document. It indicates that the document meets the criteria set forth in this IPD. The initiator is responsible for attaching original text, graphics, photos, schematics, etc., including suggestions for their use on the web page. All assets provided to web publishing authorities must be of the highest possible resolution and quality. All sources must be documented and provided with the web publishing request.

B. The Branch or Section Chief, must review and approve the content, and then forward the document with attachments to the Division Chief or Regional Director/Manager. The e-mail must be sent forward with the following subject line:

Internet Publishing Request: S/N <Name of Approving Branch Chief or equivalent>

C. The Division Chief or Regional Supervisor will then review and approve the content, and forward the approved document with attachments to the appropriate web publisher. The e-mail must be sent forward with the following subject line:

Internet Publishing Request: S/N <Name of Division Chief or equivalent>

D. Upon receipt of an appropriately approved request, the web publishing authorities will endeavor to publish routine updates within 24 hours of receipt. Normally, requests are published in the order received. Content providers/initiating employees should alert the web publisher when high priority issues require immediate attention.

7. Cancellation. This IPD will remain in effect until incorporated into the MMS Manual, canceled, or superseded by another IPD.

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