



US Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 260-1, dtd.
10-31-74

NO.

260-1

EFFECTIVE DATE

March 24, 1983

SUBJECT

PUBLICATIONS CONTROL

Section 1. Purpose:

This order establishes a system of control and policy for all publications prepared for distribution to the public by the Maritime Administration.

Section 2. Definition:

The term "publications" as used in this order means all books, periodicals, pamphlets, brochures, reports, studies, computer printouts, statements, and informational form letters released to the general public, whether free or by sale. These include publications bearing the name of the Maritime Administration or any organizational component thereof as producer or publisher, or those in which the Agency has a proprietary interest, whether written in the Agency or outside, and irrespective of how financed.

Section 3. Related Directives and Manuals:

3.01 Office of Management and Budget (OMB) Circular A-3, "Government Periodicals," which prescribes the policy and procedures for using appropriated funds for printing periodicals.

3.02 United States Government Printing Office Style Manual, which prescribes recommended forms and styles for government printing.

3.03 United States Government Printing and Binding Regulations, which are issued by the Joint Committee on Printing and which apply to all government printing.

3.04 DOT Order 1360.6, which requires all Departmental publications to comply with the Department's graphic standards.

3.05 DOT Order 1210.5, chapter V, which prescribes procedures for planning, preparation, and production of public-use publications.

3.06 DOT Graphic Standards Manual, which specifies the design, graphics, and format standards for printed materials produced by any element of the Department.

Section 4. Publications Review Board:

There is established a Publications Review Board comprised of the Director, Office of Public Affairs and designated members from the Office of Public Affairs and Office of Management and Organization. This Board shall periodically review the Agency's publications program and evaluate and assign priorities to proposed publications projects.

Section 5. Responsibilities:

5.01 The Office of Public Affairs shall:

- 1 Control and coordinate the overall publications program of the Maritime Administration.
- 2 Assure compliance with applicable regulations of the Department of Transportation, Government Printing Office, and Office of Management and Budget.
- 3 Serve as single point of contact between the Maritime Administration and the National Technical Information Service, the Department of Transportation, the Defense Technical Information Center, and the Government Printing Office on all matters involving publications.
- 4 Furnish guidelines and, as required, provide style and editorial assistance and advice to others within the Agency with respect to the format, production, and distribution of publications.

5.02 The Director, Office of Public Affairs shall designate members of the staff to assist in clearing, controlling, and distributing publications; advise on publications, art, and graphic services; and provide liaison with the Department of Transportation.

5.03 To prevent advanced or unauthorized release of contractor furnished reports, the commissioning office shall include in its contract a clause prohibiting the distribution of reports by the contractor until they are officially released by the Office of Public Affairs or become available for sale by an authorized government publications sales agency.

5.04 All offices preparing publications are responsible for determining that budgetary, accounting, and statistical data used in the publications are reconcilable with the official records of the Agency. Such data shall be cleared with the appropriate officials in accordance with the responsibilities and authorities set forth in the Manual of Orders.

Section 6. Procedures:

6.01 Associate Administrators, Independent Office Directors, Region Directors, and the Superintendent, U.S. Merchant Marine Academy, shall submit their anticipated publication projects to the Office of Public Affairs by July 15 each year for the next fiscal year. They shall also clear individual publication projects with the Office of Public Affairs before work is started, and submit their final drafts for review before camera-ready copy is processed.

6.02 When it is evident that a report, study, or any other informational matter including scientific or technical reports produced under a research and development contract, as defined in section 2 of this order, is to be produced under contract for distribution to the general public, clearance of the contract shall be obtained from the Office of Public Affairs.

6.03 Each office originating a publication shall submit a brief analysis of the need for the publication, along with a justification for publishing it with

appropriated funds. The justification shall also include a statement on the number of free and sales copies and the anticipated audience therefor. In addition, the package submitted to the Office of Public Affairs shall contain:

- 1 the text, double spaced;
- 2 all illustrative material; and
- 3 the Concurrence Record, Form MA-71.

6.04 The Office of Public Affairs shall:

- 1 Review content of proposed publications to evaluate cost effectiveness and alternate formats, and ascertain whether or not existing publications can serve the purpose of the proposed publication.
- 2 Establish the date the publication can be released. Copies of a publication shall not be distributed outside of the Maritime Administration either by the Agency or by contractors, prior to the official release date without written authorization of the Public Affairs Officer.
- 3 Control the quantity, requisitioning, printing, and distribution of individual publications, and approve all requests for printing on DOT Form 1700.3, Request for Printing, Binding, Distribution, and Editorial Services; and receive, maintain, and establish a stock level on publications, and consult with originating offices as to the need to reorder or reissue.
- 4 Control the distribution of (a) publications within the Agency and (b) free or complimentary copies to other Government agencies, Members of Congress, the press, and the general public; and further (paid) distribution by the Defense Technical Information Center and the National Technical Information Service, as appropriate.
- 5 Maintain a suitable stock of publications including fact sheets and brochures describing the Agency and its programs for internal use and for distribution upon request.
- 6 Maintain a master file and cross index on all prepared publications, sponsored or cosponsored by the Maritime Administration.
- 7 Annually review and analyze all publications and prepare and issue a comprehensive Agency listing of those on which there is enough public demand to warrant continued stocking.
- 8 Maintain and periodically update the Agency's catalog--MARAD Publications.

6.05 All sales of MARAD publications shall be made by or through the National Technical Information Service, the Defense Technical Information Center, or the Government Printing Office. MARAD is not an authorized government publications sales agency.

- 1 If MARAD receives a request for a publication that is not provided free of charge, and the request does not include a remittance, the Office of Public Affairs shall inform the requestor as to where the publication can be bought and its cost.

- 2 If the request includes a remittance, the monies and a letter informing the requestor of the appropriate government sales agency shall be hand-carried to the Office of Financial Management. The Office of Financial Management will record the receipt of funds and return the remittance with the cover letter (prepared by the Office of Public Affairs) to the requestor.

Section 7. Special Regulatory Policies:

7.01 Basic printing and publishing procedures for the Maritime Administration are contained in the Government Printing Office Style Manual, chapter V of the DOT Public Affairs Management Manual (DOT 1210.5), and the DOT Graphics Standards Manual. All printed material must be consistent with pertinent Federal policies and goals (see section 3 above). Particular care must be taken to ensure that gender-specific language is not used, and that sexual, racial, ethnic, and other stereotypes are not included in illustrations and photographs. Publication projects which do not meet Departmental or other Federal standards shall be returned to originators for correction.

7.02 The Joint Committee on Printing (JCP) of Congress has ruled that a contractor preparing or helping to prepare a publication cannot be named on the title page or elsewhere in the publication. If it is felt that the public should be informed of a contractor's role in preparing a publication, wording may appear on the title page or other introductory page to the effect that: "This report was prepared for the U.S. Department of Transportation by a commercial contractor."

7.03 Paragraph 15 of the JCP regulations prohibits the use of credit lines for uncopyrighted material coming from a non-Government source when the source is being paid by the Department for use of the material.

7.04 Credit lines to identify a contractor are permissible in press releases to announce awards or report studies.



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