

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 470 DM1	SUBJECT Information Public Communications General Policy and Procedures	RELEASE NUMBER No 3940
FOR FURTHER INFORMATION, CONTACT Office of Communications		DATE MAR 7 2012

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release (470 DM 1) updates the Department's communications policy. The updated chapter (470 DM1) replaces and consolidates chapters 1-4 in Part 470 and chapter 1 in Part 478. Part 470 is also renamed "Public Communications."

-The updated policy covers the release of information to the public by Department of the Interior employees through news and information media, especially information that has the potential to generate significant media coverage, public interest or inquiry.

-It includes guidance for official and nonofficial communications.

-It formalizes the Department's guidance on the use of social media and social networking by employees.

-It is consistent with the Department's new policy on Integrity of Scientific and Scholarly Activities.


Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
470 DM 1
(2 sheets)

470 DM 2
(1 sheet)

470 DM 3
(1 sheet)

470 DM 4
(1 sheet)

478 DM 1
(2 sheets)

Insert:
470 DM 1
(5 sheets)