

Interim Policy for Technical Documents

Development of technical information is an important component of the Plant Materials Program and is encouraged through the Plant Materials Centers and the Plant Materials Specialists. To insure technical documents are sound, high quality, and pertinent to the subject matter, a thorough peer review process will take place before being published.

NRCS National policy for manuscript review can be found in the General Manual Title 260, Public Information Part 400, Public Information Policy, National Instruction 260-308.4. State Offices follow this policy for manuscript review and clearance of in-service and out-side publications including Technical Notes, Standards and Specifications, professional papers published in scientific journals and symposia, periodicals, fact sheets, plant guides, video & audio scripts, etc. Reviewers of Plant Material Program developed documents may consist of in-state reviewers and out-side agency partners who are cooperators and/or familiar with the subject matter and technology. In addition, the 3 regional Plant Materials Specialists and selected ad hoc members will review all major documents.

As a PMC/PMS scientist develops a technical document, they will submit the draft document to their NTSC PMS who coordinates distribution for review to other committee members. Once reviewed, the NTSC PMS consolidates all comments into a single package and returns them to the originating PMC/PMS scientist. The committee will have a maximum of three weeks to review and make comments back to the PMC/PMS.

A review will be considered successful and complete after all the NTCS PMS and committee comments are adopted or addressed.

Final copies of all major technical documents will be provided to the NTCS PMS for their records.

A checklist is found on Exhibit 540-18 of the Plant Materials Manual. Guidelines for and Examples of Technical Documents are found on Exhibits 540- 22, 23, 24, 25, 26, 27, and 46.