

***Figure 2-1  
Format for SM Chapters***

***U.S. Geological Survey Manual***

**000.99 – Format for Preparing Survey Manual Chapters**

**OPR: Office of Administrative Policy and Services/Office of Policy and Analysis**

**Instruction: This chapter replaces Chapter 000.99, dated October 1, 1900.**

1. **Purpose.** State the intent of the chapter and/or program, policy, etc.
2. **Scope.** Identify who or what is covered by the policy, e.g., whether the policy covers all U.S. Geological Survey employees or just a segment of our employees.
3. **Authority.** Authority to perform a program responsibility is generally assumed. If the authority is derived from a specific or special act, or a particular Presidential or executive agency directive, include an authority statement.
4. **Policy.** Briefly state what new policy is being established. (A policy is a rule; procedures implement that rule.)
5. **Definitions.** Define any technical terms.
6. **Responsibility.** Identify who is responsible for what.
7. **General Procedures.** Identify general procedures. More lengthy procedures should be included as an appendix to the chapter or issued in an appropriate handbook.
8. **Reports and Forms.** Identify any reporting requirements and forms for implementing the directive.
9. **Effective, Issuance, and Expiration Dates.** Complete as appropriate.

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Chief, Office of Administrative Policy and Services

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Date