



Department of Energy  
Washington, DC 20585

August 31, 2010

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: DAN LEISTIKOW *Dan Leista*  
DIRECTOR, OFFICE OF PUBLIC AFFAIRS

SUBJECT: Best Practices for Review of DOE Public Communications Publications

The Department of Energy's Office of Public Affairs (PA) has canceled DOE Order 1340.1B, "Management of Public Communications Publications and Scientific, Technical and Engineering Publications" (Publications Directive). Following a thorough review process of the Publications Directive, PA determined that the directive does not advance effective and efficient management of DOE publications.

This best practices memorandum replaces the canceled directive. DOE program offices should follow the review procedures outlined below for all public communications publications. These review procedures have been established to assure that DOE public communications publications accurately describe and support Departmental activities and policies.

Public communications publications include publications produced with DOE funds and intended for distribution by DOE to the public. These include, but are not limited to books, pamphlets, folders, booklets, posters, periodicals, newsletters and similar printed material.

Public affairs and communications teams within DOE program offices are responsible for appropriately managing and reviewing public communications publications published by their respective offices. Departmental offices should consult with the Office of Public Affairs during the review process for publications concerning sensitive policy issues, policy changes or matters of public controversy or concern.

In short, we are relying on program offices to exercise good judgment and care in producing and distributing written materials and recognizing which documents ought to be reviewed by PA. As always, if you have a question about this policy or about a particular document, we are here to help.

Questions about this memorandum should be directed to the Office of Public Affairs at 202-586-4940.

