

## **10 FAM 130**

# **INFORMATION DISSEMINATION**

*(CT:PEC-15; 06-12-2009)*  
*(Office of Origin: PA)*

## **10 FAM 131 POLICY AND SCOPE**

### **10 FAM 131.1 Policy**

*(CT:PEC-15; 06-12-2009)*

- a. The Assistant Secretary for Public Affairs (*PA*) ensures that information dissemination promotes overall public communication strategies of the Department and makes best use of its informational and financial resources.
- b. Bureaus *and* offices must request prior PA approval for public electronic, organized hard copy, and audiovisual information dissemination to the public.
- c. In order to ensure that materials prepared for public release in the United States receive the most effective public dissemination, bureaus *and* offices must notify PA in advance of release so that, when required, public dissemination plans can be prepared.
- d. All audiovisual materials purchased or produced for distribution to or use by the public must be approved by the Assistant Secretary for Public Affairs, who also approves methods of dissemination and evaluation. PA oversees preparation of the Federal Audiovisual Production Report.

### **10 FAM 131.2 Scope**

*(TL:PEC-01; 10-01-1999)*

This policy applies to all information that is produced, purchased, or disseminated (using the various means described above) by any Department of State unit for use by any non-Department organization or person, including Congress. It also applies to such information that is produced for use within the Department but will receive organized public dissemination or significant public viewing.

## 10 FAM 131.3 Responsibilities

(CT:PEC-15; 06-12-2009)

- a. The PA Office of *Electronic Information (PA/EI)* oversees all public electronic and organized hard-copy dissemination efforts. *Notify PA/EI* of congressional reports and other materials in advance of public release.
- b. The PA Office of Press Relations (PA/Press) oversees all audiovisual activities, including those covered by the Annual Audiovisual Report to the National Audiovisual Center, and coordinates dissemination of such materials.

## 10 FAM 131.4 Definitions

(TL:PEC-01; 10-01-1999)

- a. See section 10 FAM 121.4 for definition of electronic and organized information dissemination.
- b. Audiovisual dissemination includes but is not limited to:
  - (1) Motion pictures;
  - (2) Television programs (including spot announcements and recorded formats);
  - (3) Audio/radio programs (including spot announcements and recorded formats);
  - (4) Slide sets;
  - (5) Filmstrips;
  - (6) Exhibits; and
  - (7) Information kiosks or other displays.

## 10 FAM 132 ELECTRONIC/HARD-COPY DISSEMINATION

(CT:PEC-15; 06-12-2009)

- a. The Office of Public Communication reviews major official speeches, testimony, and other remarks for inclusion in the subscription, Dispatch. To update or prepare other material, such as Background Notes, also contact the Office of *Electronic Information (PA/EI)*.
- b. To initiate an information dissemination project that is not produced or disseminated by the Bureau of Public Affairs, offices must submit *Form DS-1837*, Request for Approval of a New or Recurring Information

Dissemination, to the Office of *Electronic Information* as soon as a decision is made to produce information for the public and before any time is spent on its actual preparation. *PA/EI* must approve the request before it is submitted for hard-copy reproduction by *the Office of Global Publishing Solutions (A/GIS/GPS)* or released via other means, such as electronic. Dissemination plans for recurring material must be resubmitted for review every December.

## 10 FAM 133 AUDIOVISUAL DISSEMINATION

*(CT:PEC-15; 06-12-2009)*

- a. Before initiating an audiovisual production, submit *Form DS-1837*, Request for Approval of New or Recurring Video Production, to the Office of Press Relations (PA/Press).
- b. After PA/Press has approved the audiovisual request, the originating unit must:
  - (1) Coordinate procurement with the Bureau of Administration, Office of Acquisitions (A/OPR/ACQ);
  - (2) Clear the final script with PA/Press before actual production begins;
  - (3) Provide PA/Press with clearances received from appropriate public affairs advisers in other bureaus or agencies; *and*
  - (4) *Reclear projects* with PA/Press when films and filmstrips are at the interlock phase of the production, as well as in the answer print phase of production. For videotape, another clearance from PA/Press is required before final edit.
- c. PA/Press approves and coordinates public dissemination plans.

### 10 FAM 133.1 Other Requirements

*(CT:PEC-15; 06-12-2009)*

- a. The originating office must offer all motion picture trims and out-takes to the Stock Film Library Branch, Audiovisual Archives Division, National Archives and Records Service, *the U.S.* General Services Administration.
- b. When a cost increase over the original contract price is likely, the originating office must obtain a formal modification of the contract from *the Office of Acquisitions (A/OPR/ACQ)*. An explanatory memorandum or telegram **must** include a clearance from the Assistant Secretary of the requesting bureau and a justification of the proposed increase.

## **10 FAM 133.2 Evaluation**

*(CT:PEC-15; 06-12-2009)*

- a. Forward substantive evaluation (see *Form DS-1854, New or Recurring Video Production Use of Agency Seal*) to PA/Press. This should include evaluation of original objective of the production and conclusions about the product(s) effectiveness.
- b. Send contractor evaluation, *Form DS-1771, Contractor Past Performance Evaluation*, to the Director, Office of Acquisitions (A/OPR/ACQ) after production is completed.

## **10 FAM 134 THROUGH 139 UNASSIGNED**