



U.S. Geological Survey Manual

*Appendix A
Part 431-5-H, Chapter 2*

**Process for Obtaining Input and Comments on Survey Manual Directives
(Chapters, Instructional Memoranda, and Handbooks)**

1. The originator checks with the Directives Officer in the Office of Administrative Policy and Services/Office of Policy and Analysis (APS/OPA) for format and guidance on directives preparation.
2. The originator prepares draft directive and then requests *informal input*, as appropriate/needed, from affected subject matter and functional expert(s), e.g., APS Office(s), Regional Services Offices (may include input from Regional Management Officers and Cost Centers), Senior Management Advisors (in the Associate Directors' Offices), Geospatial Information Office (GIO), Office of Budget and Performance, Office of Human Resources, Office of Equal Opportunity, and the Office of the Deputy Director. *Allow 2-3 weeks, depending on the length and/or complexity of the directive.*

NOTE: For program directives (infrequently issued), the originator should request informal regional input, as appropriate/needed, from the Regional Management Officers rather than from the Regional Services Offices (may include input from Regional Services Offices and Cost Centers) and any other affected offices, e.g., APS Offices, GIO, Office of Budget and Performance, Office of Human Resources, Office of Equal Opportunity, and the Office of the Deputy Director.

3. The originator incorporates comments received and resolves any issue(s) that result from the originator's non-acceptance of comments. *Allow 1-2 weeks, depending on the length and or complexity of the directive.*
4. The originator sends the directive to the Business Leadership Team, Field Managers Team, Regional Services Office Chiefs, Senior Management Advisors, APS Office Chiefs, the Office of Human Resources, the Office of Equal Opportunity, the Office of Budget and Performance, GIO, and the Deputy Director's representative, for *official comment*, as appropriate. These individuals are responsible for obtaining input from pertinent staff in their respective offices. Comments should be consolidated before they are submitted. *Allow 2 weeks.*

NOTE: For program directives, the originator should send the directive to the Regional Management Officers for coordination of official regional input and to any other affected offices, e.g., APS Offices, GIO, Office of Budget and Performance, Office of Human Resources, Office of Equal Opportunity, and the Office of the Deputy Director.

Requests for comments on some SM chapters, such as those in the delegation and organization series of the Survey Manual, should be addressed to the Deputy Director, ADs, and RDs, with a copy to the managers in the paragraph above.

6. The originator incorporates comments received and resolves any issues that result from the originator's non-acceptance of comments *Allow 1 week.*
7. Issues that cannot be resolved should be presented to higher-level manager(s) for consideration. *Amount of time needed for resolution depends on the complexity of the problem.*
8. Submit directive to the designated approving official in Chapter 1, section 3 (Approving Officials) of the *Directives Management Handbook*. *Allow 2-7 days for approval, depending on length and complexity.*