
	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: IT-3
		Transmittal Number: 999
		Date: AUG 13 2019
Subject: OSMRE Digital Media Policy		
Approval: Glenda H. Owens 		Title: Deputy Director Exercising the Authority of the Director

1. **Purpose.** This directive sets forth the implementation and administration of a Digital Media Policy that will outline when, where, and how OSMRE offices and employees may use various digital media platforms available via the internet and mobile devices in an official capacity. This Directive and its associated Digital Media Guidance, as well as the overarching Department of the Interior Digital Media Guide and Social Media Policy, identifies responsibilities and actions required of OSMRE personnel to establish digital media accounts. Additionally, the documents outline the responsibilities of those who access, use, administer, and contribute to digital media accounts.
2. **Summary of Changes.** This is a new directive.
3. **Policy.**
 - a. OSMRE employees and contractors must adhere to this directive and associated OSMRE Digital Media Guidance when creating, managing or otherwise using digital media. OSMRE's policy is to manage the use of digital media and to ensure that appropriate editorial and policy-related controls are applied before publication. At the same time, OSMRE strives to present the most transparent portals of information to the public.
 - b. **Scope.** The OSMRE Digital Media Directive will apply to all OSMRE personnel and contractors, and will apply to any OSMRE digital media content regardless of where they might originate, either via government-owned personal computer, privately owned personal computer, or government or private mobile information device, such as a cell phone or tablet.
 - c. **Organization.** The OSMRE Digital Media Program and this policy are the primary responsibilities of the Office of Communications and are technically supported by the Information Resources Office. Primary management and oversight of the policy fall under the Chief of the Office of Communications.
4. **Responsibilities.** Refer to OSMRE Digital Media Guidance.

5. **Procedures.** The Office of Communications has developed the OSMRE Digital Media Guidance document outlining the use of digital media. This guidance will be available to all employees.
6. **Reporting Requirements.** All reporting requirements are outlined in the Digital Media Guidance provided by the Office of Communications.
7. **Effect on Other Documents.** This directive, and its supporting documents, supersedes OSMRE Directive IT-3: 975 and any previously issued OSMRE digital media guidance and governance.
8. **References.** DOI Digital Media Policy, Public Communications (470 DM 2)
DOI Digital Media Guide.
9. **Effective Date.** Upon issuance.
10. **Distribution.** By electronic format. All OSMRE directives are publically available at <http://www.osmre.gov/lrg/directives.shtm>.
11. **Appendices.** None.
12. **Annexes.**
 - a. Annex A: OSMRE Digital Media Guidance

Contact: Chief, OSMRE Office of Communications or the Associate Chief Information Officer.