

General Manual  
Title 450 – Technology

Part 410 – Scientific and Technical Publications Review  
Subpart B – Scientific and Technical Publications Review Program

**KS410.11 Responsibilities of scientific and technical publications review officers.**

To ensure that statements for public use contained in manuscripts, articles, papers, electronic presentations (such as PowerPoint), speeches, poster papers, newsletters, exhibits, etc. are accurate and conform to U.S. Department of Agriculture policy, employees are to submit [Form KS-INF-16](#), Assistance and/or Clearance Request, along with the materials to be reviewed. Clearance is needed only for materials presented outside of the Natural Resources Conservation Service at statewide, regional, or national meetings.

Form KS-INF-16 should be completed and submitted through the supervisor and/or Management Team member to the public affairs specialist in the state office. Requests should reach the state office 30 to 45 days in advance of the meeting to allow time to complete the review and clearance process.

Refer to [General Manual Title 260, Section 400.13](#), for additional information.

This form is also to be used to request assistance needed in preparation of any information to be published.