

Appendix A - Policies and Guidelines for USGS Professional Pages

(Updated July 15, 2009)

The following establishes the policies and guidelines for USGS Professional Pages (<https://profile.usgs.gov/>). All participants in the Professional Pages will be responsible for ensuring these policies and guidelines are met when entering their professional data.

USGS information products, including series publications, abstracts, poster sessions, and presentations and non-USGS or outside publications that are listed in a user's professional data must have received peer review, editorial review, and Bureau approval as appropriate in accordance with the policy requirements in USGS Fundamental Science Practices: Review, Approval, and Release of Information Products (<http://www.usgs.gov/usgs-manual/500/502-4.html>).

USGS Professional Pages will supersede all other professional and/or personal profiles on the USGS Web. The policies and guidelines herein have been created for USGS Professional Pages to ensure the utmost professionalism and compliance with copyright and other laws governing what can and can not be posted. The USGS Professional Pages application is the only official mechanism for serving professional profiles of USGS employees on the USGS Web and other professional and/or personal Web pages outside this application will be removed. Use of Professional Pages is only available to USGS Federal employees and scientists emeriti. Contractors and non-emeritus volunteers are not permitted to create a USGS Professional Page profile.

Refer to [Appendix B-USGS Professional Pages User Guide](#) for procedures, including step-by-step instructions for creating USGS Professional Pages.

Content

All content must be professionally related and must follow the policies and guidelines cited in this document, including the following:

- *New Content:*
 - Highlight professional contributions and affiliations and technical expertise, recognition, and awards.
 - Personal interest information is not permitted.
 - Biographical information should not include sensitive and personally identifiable information such as social security number or date of birth. Refer to the section below on *Privacy* for additional guidance.

- Information may not endorse or promote commercial products and services and non-government organizations or positions.
- Copyediting of content is recommended.
- Provide the publication citation only for non-USGS publications.
- Links are prohibited to Web sites, homepages, email addresses, phone numbers, or other contact information for any outside entities, publishers, former employers, or educational institutions. Refer to the section below on *Linking to Non-Federal Web sites* for additional requirements.
- *Existing Content:*
 - To ensure that content is appropriately managed and information is not duplicated, participants are required to replace all existing biographical information available on other USGS Web sites and pages with a link to participants' new Professional Page site.
 - Must follow the guidelines stated in the "New Content" section of this document. At a minimum, all content should be reviewed on an annual basis to ensure accuracy.

Information Policy and Instructions

All information must follow the policies and instructions available at http://www.usgs.gov/laws/info_policies.html, including, but not limited to the following:

- *Copyright* – All information must follow policy requirements for copyrighted material. In addition to the stated policies and instructions, it is the responsibility of participants to provide a signed consent form that would give the Government a non-exclusive, worldwide, paid-up license to use the material for Government purposes. For more information about copyright policies contact Neil Mark (nmark@usgs.gov). For sample copyright-related forms, visit http://internal.usgs.gov/publishing/cpyrt_permission.html or http://internal.usgs.gov/publishing/cpyrt_waiver.html.
- *Privacy* – All information must follow policy requirements related to privacy including those for ensuring the protection of sensitive and personally identifiable information. For more information about privacy policies contact privacy@usgs.gov or visit <http://www.usgs.gov/laws/privacy.html>, <http://internal.usgs.gov/gio/ito/memos/20060928siderelismemo.html>, or http://communities.usgs.gov/oc_blogs/usgs_news/?p=738.
- *Ethics* – All information must follow policy requirements related to ethics including non-endorsement of non-USGS products and services. For more

information about ethics contact Ken Belongia (kbelongia@usgs.gov) or visit <http://internal.usgs.gov/ops/hro/ethics>.

- *Scientific Integrity* – All information must follow policy requirements for scientific integrity in the conduct of scientific activities. For more information about scientific integrity visit <http://www.usgs.gov/usgs-manual/500/500-25.html>
- *Linking to Non-Federal Web sites* – All information must follow the policy requirements for linking to Non-Federal Web sites. In addition to the stated linking policy, provide the publication citation only for non-USGS publications. Additional linking policy clarifications for the USGS Professional Pages include:
 - Links are prohibited to Web sites homepages, email addresses, phone numbers, or other contact information for any outside entities, publishers, former employers, or educational institutions.
 - Links to non-government publications are allowed as long as they are within the scope of your professional career.
 - Links to information products or publications that have not received the appropriate USGS peer review and Bureau Approval are not permitted (refer to: <http://www.usgs.gov/usgs-manual/500/502-4.html>).
 - Adding non-linked URLs to resources or sites following within the scope of this link policy is prohibited. This means that having the URL text to a non-government homepage, but not as a clickable link, would not be allowed.

For more information on linking requirements, contact Karen Wood (kwood@usgs.gov) or Karen Klima (kklima@usgs.gov) or visit <http://www.doi.gov/notices/linking.html> and http://www.myinterior.doi.net/webcouncil/docs/386_DM_3_Web_Handbook_Rev_1_April_2007.pdf.

Media Contact

Selection as a media contact, either trained or willing, will require supervisory approval and will be coordinated with the Office of Communications. We encourage you to work with the Office of Communications when fielding media inquiries or conducting interviews. Resources are made available to assist scientists in managing media inquiries, conducting interviews and seeking additional opportunities for promoting USGS science. For additional information refer to the USGS News Release and Media Relations Policy at <http://www.usgs.gov/usgs-manual/500/500-5.html>.

Congressional Inquiries

Inquiries from Congressional members or staff are required to be coordinated with your supervisor and the Office of Communications Congressional Liaison Officer.

Review and Approval

All new Professional Pages content and content that is significantly modified must have supervisory review and approval. Employees are responsible for submitting their Professional Pages to their supervisor for review and approval.

Employee Professional Page Agreement to Publish

Employees must certify that they have met all policy and guideline requirements contained in the following Agreement prior to publishing their Professional.

https://profile.usgs.gov/myscience/publish2agreement.php?spv_email=...@usgs.gov

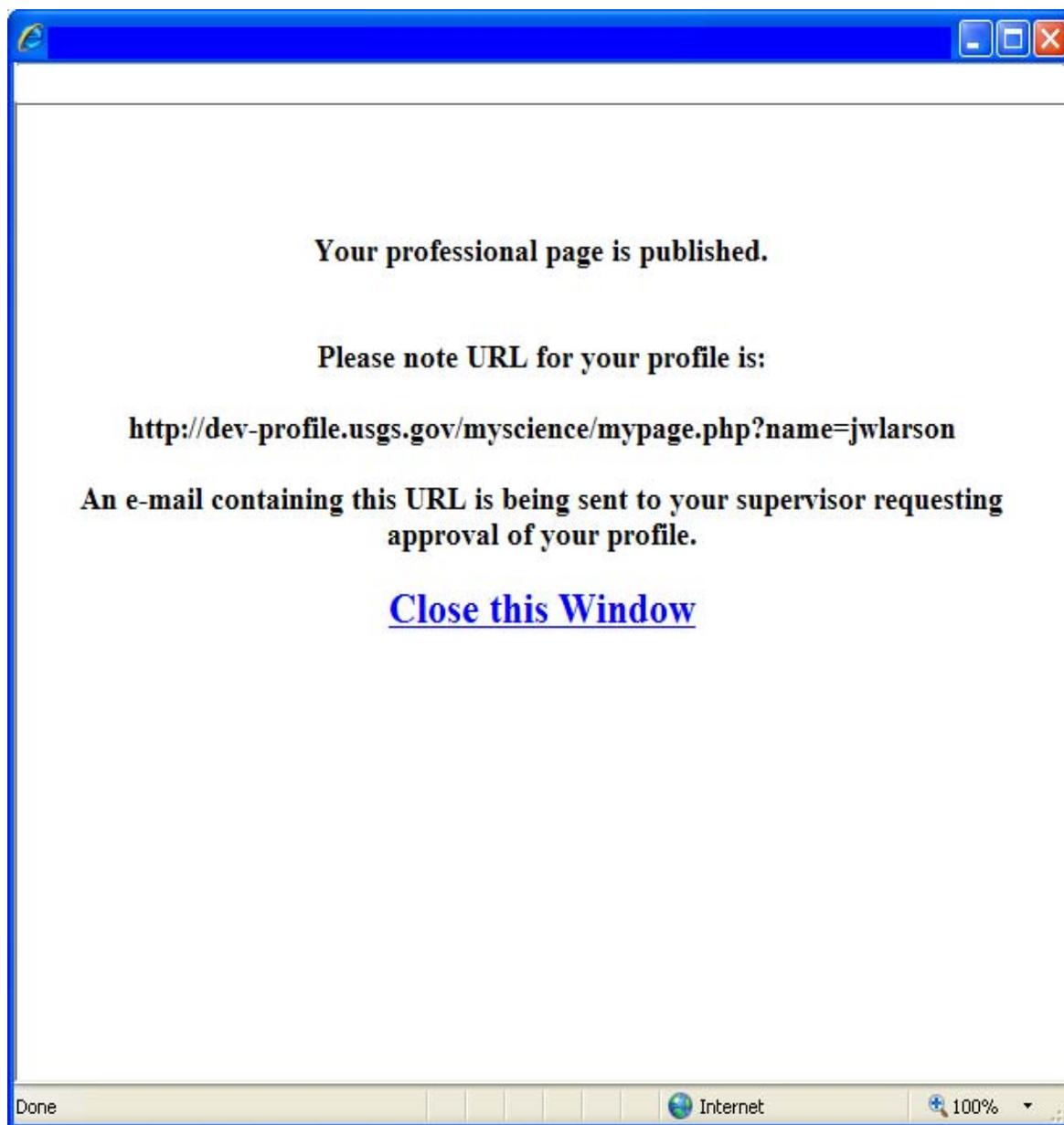
PROFESSIONAL PAGE AGREEMENT

1. I approve the publication of my professional page.
2. I certify that the information I've entered into the Profile Builder is accurate.
3. I certify that the information I've entered into the Profile Builder complies with USGS requirements for use of copyright and the Standards of Ethical Conduct for Employees of the Executive Branch.
4. I certify that I have not entered any personal identifiable information, such as social security number or date of birth, into my professional page.
5. I understand that I must obtain and maintain supervisory approval of the content of my professional page.
6. I will review and update my professional page at a minimum of once a year.
7. I understand that my professional page is subject to removal for non-compliance with the stated policies and guidelines. I understand that misuse of government computers, including copyright infringement; posting of inappropriate images; violation of scientific integrity policies or of any regulation or law is a serious matter. If found in violation of policy, legal or regulatory statutes, I may be subject to disciplinary/adverse action in accordance with the DOI Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions, 370 DM 752. Additionally, unauthorized or illegal use of computers may be subject to civil and criminal penalties.

I agree with the above. Proceed with publishing.

Save as draft. Do not proceed with publishing.
(Email requesting supervisor's approval will be sent to Supervisor@usgs.gov)

Once the employee has clicked on the “I agree with the above. Proceed with publishing” button and then the submit button, a confirmation notification of this action appears on the screen as shown below.



Automatic Supervisor Notification

Supervisors will receive an automatic email notification (as shown in the example below) requesting approval of the employee's published Professional Page. Supervisors are required to follow the steps contained in the automatic email notification to certify approval.

/GIO/CONT/USGS/DOI		To	Supervisor@usgs.gov
01/29/2009 02:56 PM		cc	
		bcc	
		Subject	Professional Pages Approval Request from an Employee

Dear Supervisor:

The following employee, under your supervision, has submitted his/her professional profile for publishing on the USGS Professional Pages website:

You must review the information on the USGS Professional Page for this employee considering the requirements set forth in Policies and Guidelines for USGS Professional Pages (<https://profile.usgs.gov/Policy.html>) as well the requirements in USGS Fundamental Science Practices: Review, Approval, and Release of Information Products (<http://www.usgs.gov/usgs-manual/500/502-4.html>).

The checklist below can be used as a guide for supervisory review and approval of a USGS Professional Page:

- All content is of professional nature and relates directly to the professional career of the employee.
- All links conform to the Linking Policy stated in the USGS Policy and Guidance for Professional Pages.
- There are no copyrighted materials that have been uploaded and linked to from this employee's professional page.

If you approve the publication of this page, no further action is needed.

To deny publication of this profile as shown, please call the the help desk for removal of the access to the webpage. When you and your employee are in agreement, your employee can go onto the website and re-publish his or her profile.

If you have any questions, please contact the USGS Help Desk by calling 703-648-7300.

Annual Review and Update

An annual email notification will be sent to each Professional Page user and their supervisor-of-record to request annual reviews, updates, and approvals.

Employee Departures

Professional Pages of departing employees will be archived and removed from the Web site. The process of removing Professional Pages will be consistent with overall USGS departures processes, such those required in the Employee Clearance Form (9-090). Retiring or otherwise departing USGS employees should contact the USGS Service Desk (servicedesk@usgs.gov) for additional information.