

Duty Book Series, No. 001

Duty Book

Office of Government Books

First Edition

Bureau of Publishing, SOE MediaCorp

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Preface

This Duty Book provides the operational knowledge an officer needs to function in the Office of Government Books on the first day of duty. It is the first duty book produced under the Duty Book System established by the Cohort Administrative School in partnership with the Bureau of Publishing. As the first of its kind, it serves as the prototype for the duty books that will follow for every office across the Government of the Polity. The office that produces the official documents of the state is the first office to document its own operations in this form.

A duty book is not a job description and not a procedure manual. A job description specifies the qualifications and classification of a position; that is held by the Civil Service Commission. A procedure manual specifies the detailed step-by-step procedures for every task; that is held by the bureau and updated with every system change. This duty book sits between the two: it states the operational knowledge that an officer assuming the billet must possess to do the job competently from the first hour. It is written by the office, reviewed by the desk chief, accredited by the bureau, and audited by the Cohort Administrative School.

An officer assuming the billet of Manager or any subordinate position in the Office of Government Books should read this duty book in full on the first day. The eight sections are arranged in the order in which the information is most useful: first the identification and mandate of the office, then the functions and procedures that constitute the daily work, then the systems and relationships that frame the work, and finally the standards and escalation protocols that govern the work. The duty book is maintained on an annual review cycle and is updated whenever the office's operations change substantially. The certification page at the end records the review history and the officers responsible for the duty book's accuracy.

Section 1 — Office Identification

The Office of Government Books is a unit of the Books Desk, within the Bureau of Publishing of SOE MediaCorp, which is a State-Owned Enterprise under the jurisdiction of the Ministry of Culture. The office is headed by a Manager, who reports to the Desk Chief of the Books Desk. The office's position in the organizational hierarchy of the Government of the Polity is as follows.

The office is one of three offices within the Books Desk, alongside the Office of Special Books and the Office of Educational Books. The Books Desk is one of three desks within the Bureau of Publishing, alongside the Periodicals Desk and the Digital Publishing Desk. The Bureau of Publishing is one of five bureaus within SOE MediaCorp, alongside the Bureau of Radio, the Bureau of Theatre, the Bureau of Film, and the Bureau of Digital Media. SOE MediaCorp is a State-Owned Enterprise under the Ministry of Culture, headed by a Director appointed by the Prince by Sovereign Directive with the countersignature of the Minister of Culture.

The identification metadata of the office is as follows. Office name: Office of Government Books. Parent desk: Books Desk. Parent bureau: Bureau of Publishing. Parent organization: SOE MediaCorp. Parent ministry: Ministry of Culture. Head rank: Manager. Current incumbent: to be recorded by the office upon assumption of the billet. Date of last revision: recorded on the certification page. Duty book series number: 001, being the first duty book produced under the Duty Book System.

Section 2 — Mandate and Purpose

The Office of Government Books exists to produce the official documents of the state — the white papers, government reports, statutory compilations, regulatory notices, gazette content, and ceremonial publications that constitute the instrumental record of the Government of the Polity. The office serves the state directly: its clients are the ministries, bureaus, desks, and offices that produce official content, and its output is the published form of that content, rendered to the government standard and distributed through the appropriate channels. The office's work is instrumental, not cultural; it exists to serve the operational needs of the state, not to contribute to the cultural record. This distinguishes it from the Office of Special Books, which produces cultural, scholarly, and diplomatic editions, and from the Office of Educational Books, which produces textbooks and instructional materials for the educational system.

The office's mandate derives from the constitutional framework governing State-Owned Enterprises (Article 60) and the statutory establishment of SOE MediaCorp as the state's media instrumentality. The office does not exercise sovereign functions; it produces the documents through which sovereign functions are exercised by others. When the First Ministry issues a Foundational Interagency Procedure, the office produces the published FIP. When the Legislative Branch enacts a statute, the office produces the statute book. When the Court issues a ceremonial proclamation, the office produces the published proclamation. The office is the publishing instrument of the state's instrumental documentation, and its competence is the production of that documentation to the required standard.

The office's purpose, stated operationally, is to ensure that every official document of the Government of the Polity is produced accurately, consistently, and on time, in a form that meets the government standard and that serves the instrumental purpose for which it is issued. The office measures its success by the accuracy of its output, the consistency of its formatting, the timeliness of its production, and the satisfaction of its client offices. Failure in any of these measures is a failure of the office's mandate, regardless of the cause.

Section 3 — Principal Functions

The office performs seven principal functions. Each function is described below in terms of what it is, whom it serves, what the input is, what the output is, and what the standard is. These functions constitute the daily work of the office and are the basis on which the office's performance is assessed.

The first function is official document production. The office produces the published form of official documents submitted by client ministries and bureaus, including white papers, government reports, policy documents, and inter-agency correspondence of state significance. The input is the approved content from the client office; the output is the formatted, proofread, published document, delivered in the required format (print, digital, or both). The standard is compliance with the Government Style Manual, accurate rendering of the client's content, and delivery within the agreed timeline. This function serves every ministry and bureau in the Executive Branch and, on occasion, the other branches and the Court.

The second function is statutory and legislative document production. The office produces the statute books, the legislative records, the consolidated code of statutes, and the official gazette content that records the legislative acts of the Polity. The input is the enacted legislation and the legislative records from the Legislative Branch; the output is the published statute book, the legislative record, and the gazette entry. The standard is absolute accuracy — a single error in a statute book is a serious failure, as the published text is the authoritative reference for the law. This function serves the Legislative Branch, the Judicial Branch (which relies on the published statutes), and the public.

The third function is regulatory document production. The office produces the regulatory notices, the official gazette content for executive regulations, and the published form of Foundational Interagency Procedures. The input is the approved regulation or FIP from the issuing authority; the output is the published notice, gazette entry, or FIP document. The standard is accuracy and timeliness, as regulatory documents take effect on their date of publication and any error or delay has legal consequences. This function serves the First Ministry (for FIPs), the issuing ministries (for regulations), and the regulated public.

The fourth function is ceremonial publication production. The office produces the programs, commemorative volumes, and official publications for state occasions, including the Water Shrine Annual Observance, the state opening, the state visits, and the principal ceremonial events of the Polity. The input is the ceremonial program and content from the Court and the Ministry of Culture; the output is the published program, commemorative volume, or official publication. The standard is production to the highest quality, as ceremonial publications represent the state to itself and to foreign dignitaries. This function serves the Court, the Ministry of Culture, and the protocol authorities.

The fifth function is document formatting and typesetting to government standard. The office operates the government typesetting system and applies the Government Style Manual to every document it produces. This function is not a separate workflow but a competence that underlies all the other functions. The input is the client's content in draft form; the output is the formatted document ready for production. The standard is full compliance with the Government Style Manual, including

the typography, the page layout, the heading hierarchy, the table of contents, the page numbering, and the front and back matter. This function serves every client office and every other function of the office.

The sixth function is print coordination with the State Printing SOE. The office coordinates the printing of every document that is produced in physical form, managing the relationship with the State Printing SOE, submitting print jobs, reviewing proofs, and accepting finished copies. The input is the formatted document ready for printing; the output is the printed document, delivered in the required quantity and quality. The standard is accurate reproduction of the formatted document, acceptable print quality, and on-time delivery. This function serves the office's own production workflow and, through it, every client office.

The seventh function is document archiving and distribution. The office archives a copy of every document it produces, maintains the archive as a permanent record, and distributes the published documents to their intended audiences. The input is the finished document; the output is the archived copy and the distributed copies. The standard is the permanent preservation of the archive and the accurate distribution of the published documents to the designated recipients, including the National Library and State Archives, the ministry libraries, and the public distribution channels where applicable. This function serves the institutional memory of the state and the access requirements of the audiences.

Section 4 — Key Procedures

The office follows six principal procedures. Each procedure is described below at the level of what happens, in what order, and by whom. The detailed step-by-step procedures are maintained in the office's procedure reference (Layer C of the duty book system) and are updated as systems and requirements change.

The Document Intake Procedure governs the receipt of a publication request from a client office. The client office submits a publication request through the SASI Records and Document Management module, attaching the approved content and specifying the document type, the required format, the quantity, the deadline, and the distribution list. The office's intake Specialist acknowledges the request within one business day, verifies that the content is complete and that the request is properly authorized, and assigns the request to a production track. The Manager reviews the intake daily and confirms the production priority. The procedure ensures that every publication request is acknowledged, verified, and assigned to production in a consistent manner, and that no request is lost or delayed without a recorded reason.

The Drafting and Review Procedure governs the preparation of a document for production. The assigned Specialist reviews the client's content for completeness and consistency, applies the Government Style Manual to the formatting, prepares the front and back matter (table of contents, page numbering, headers and footers), and produces a draft for review. The Manager reviews the draft for compliance with the Government Style Manual, accuracy of the content rendering, and completeness of the front and back matter. The client office reviews the draft for content accuracy and sign-off. The procedure ensures that every document is reviewed by the office and by the client before production, and that no document enters production with an unresolved content question.

The Production Procedure governs the typesetting, proofing, and printing of a document. The assigned Specialist finalizes the formatted document, submits the print job to the State Printing SOE through the job submission interface, receives and reviews the proofs, and authorizes the print run. The Manager reviews the proofs for critical documents (statute books, ceremonial publications, high-visibility reports) and authorizes the print run. The State Printing SOE produces the printed copies and delivers them to the office. The procedure ensures that every document is proofed before printing, that critical documents receive managerial review, and that the printed copies meet the quality standard before acceptance.

The Distribution Procedure governs the delivery of published documents to their intended audiences. The assigned Specialist prepares the distribution packages according to the distribution list, dispatches the packages through the appropriate channels (internal mail for government recipients, the postal service for external recipients, the digital distribution system for digital editions), and records the dispatch in the SASI Records and Document Management module. The Manager reviews the distribution records periodically to ensure that distributions are complete and that no recipient is missed. The procedure ensures that every published document reaches its intended audience and that the distribution is recorded for audit purposes.

The Archiving Procedure governs the preservation of the office's outputs. The assigned Specialist archives a copy of every document the office produces, in both the final formatted digital form and a physical copy where applicable, in the office's archive. The archive is maintained as a permanent record, with the documents catalogued by document type, client office, date of production, and document identifier. The Manager ensures that the archive is maintained in accordance with the records management standards of the Bureau of Professional Standards and that access to the archive is controlled and logged. The procedure ensures that the office's outputs are preserved for the institutional memory of the state and that the archive is available for future reference.

The Emergency Production Procedure governs the expedited production of documents for urgent state business. When a client office submits an emergency production request, the Manager assesses the request, confirms the urgency, and assigns the request to the emergency production track. The emergency track bypasses the normal intake queue and the standard review cycle, with the Manager personally reviewing the document at each stage. The State Printing SOE is notified of the emergency and the print job is expedited. The procedure ensures that urgent state business is served without compromising the accuracy standard, by substituting managerial review for the standard review cycle and by personal managerial oversight of the production.

Section 5 — Systems and Tools

The officer must be competent in the following systems and tools. For each system and tool, the duty book states what it is, what the officer must be able to do with it, and what training is required. Training is provided by the Cohort Administrative School or, for specialized systems, by the system proprietor.

The SASI Records and Document Management module is the office's primary system for managing documents. The officer must be able to create, retrieve, update, and archive documents in the system; to manage the publication request workflow; to record the production and distribution status; and to generate reports on the office's activity. Training is the SASI Navigation Basics course (CAS, one week) and the Records Management Fundamentals course (CAS, one week), with the Government Writing in the Script course (CAS, two weeks) for officers who draft or edit content.

The SASI Report Writer module is the office's system for producing formatted documents that draw on SASI data, such as the legislative record and the gazette content. The officer must be able to design report templates, generate reports from the templates, and export the reports to the typesetting system. Training is the Report Writer Advanced course (CAS, one week) for Specialists and above.

The government typesetting system is the office's system for formatting documents to the Government Style Manual standard. The officer must be able to import content from the SASI modules, apply the government templates, generate the front and back matter, produce the formatted document for proofing, and export the formatted document to the State Printing SOE's job submission interface. Training is the Government Typesetting course, provided by the Bureau of Publishing's training function (two weeks for Specialists, one week for Managers who oversee but do not perform typesetting).

The State Printing SOE's job submission interface is the system through which the office submits print jobs to the State Printing SOE. The officer must be able to submit a print job, specify the print parameters (quantity, paper, binding, finish), receive and review the proofs, authorize the print run, and accept the finished copies. Training is the Print Job Submission course, provided by the State Printing SOE (three days).

The government document templates are the standardized templates for the principal document types the office produces: the white paper template, the government report template, the statute book template, the gazette template, the FIP template, and the ceremonial program template. The officer must be able to select the correct template for a document, apply it to the content, and customize it where the document's specific requirements demand. Training is provided on-the-job, with the templates documented in the office's procedure reference.

The Government Style Manual is the authoritative reference for the formatting of government documents. The officer must be familiar with the manual's provisions on typography, page layout, heading hierarchy, table of contents, page numbering, front and back matter, and the plain language standard. The officer must be able to apply the manual's provisions to any document the office produces and to advise client offices on compliance. Training is the Government Style Manual course, provided by the Bureau of Publishing's training function (one week, required for all officers).

The proofreading marks standard is the set of standard marks used to indicate corrections on proofs. The officer must be able to read and apply the standard marks when proofreading documents and to interpret the marks applied by other reviewers. Training is provided on-the-job, with the marks documented in the office's procedure reference.

The document classification system is the system for classifying documents by confidentiality level. The officer must be able to determine the correct classification for a document, apply the classification markings, and handle the document according to its classification. Training is the Document Classification course, provided by the Bureau of Professional Standards (two days, required for all officers).

Section 6 — Relationships and Reporting

The office's position in the organization is described below from the office's perspective — who the office reports to, who reports to the office, who the office coordinates with, and whom the office serves externally. This section makes the office's organizational relationships operationally explicit.

Reporting line up. The office reports to the Desk Chief of the Books Desk. The Books Desk is headed by the Desk Chief, who oversees the three offices of the desk (the Office of Government Books, the Office of Special Books, and the Office of Educational Books) and coordinates the desk's work with the Bureau of Publishing. The Desk Chief reports to the Bureau Chief of the Bureau of Publishing, who reports to the Director of SOE MediaCorp, who reports to the Minister of Culture. The office's Manager reports directly to the Desk Chief on all operational matters and is evaluated by the Desk Chief on the office's performance.

Supervised offices down. The office does not supervise any subordinate offices. The office is a leaf office in the organizational hierarchy — it is the smallest unit at the end of the reporting chain. Within the office, the Manager supervises the Specialists and Clerks assigned to the office, but there are no sub-offices beneath the office. This means the office's internal structure is flat: the Manager, the Specialists, and the Clerks, with no intermediate layers.

Coordination offices across. The office coordinates with four sets of peer offices. First, the other offices of the Books Desk: the Office of Special Books and the Office of Educational Books. The three offices share the Books Desk's resources, coordinate on cross-office projects (such as a government report that includes a cultural appendix produced by the Office of Special Books), and maintain consistent formatting and quality standards across the desk's output. Second, the other desks of the Bureau of Publishing: the Periodicals Desk and the Digital Publishing Desk. The office coordinates with these desks on cross-desk projects (such as a government report that is also published as a periodical article and a digital edition) and on the bureau's shared resources. Third, the other bureaus of SOE MediaCorp: the Bureau of Radio, the Bureau of Theatre, the Bureau of Film, and the Bureau of Digital Media. The office coordinates with these bureaus on cross-media projects (such as a government announcement that is published as a document, broadcast on radio, and published online). Fourth, the CAS and the Bureau of Professional Standards on the duty book system, the training standards, and the quality assurance framework.

External parties. The office serves and coordinates with several external parties. First, the client offices: every ministry, bureau, desk, and office that produces official documents is a client of the office. The office's relationship with its clients is governed by the Document Intake Procedure and the Drafting and Review Procedure, and the office's performance is assessed partly by client satisfaction. Second, the State Printing SOE: the office's manufacturing partner, which produces the physical copies of the documents the office formats. The relationship is governed by the Production Procedure and the print coordination arrangements. Third, the First Ministry's Bureau of the Registry of State Entities: the office registers its published documents with the registry, as required by the First Ministry's registry function. Fourth, the National Library and State Archives: the office deposits a copy of every published document with the National Library and State Archives, as required by the

cultural heritage provisions. Fifth, the Ministry of Justice's Bureau of Legislative Counsel: the office coordinates with this bureau on the production of statute books and legislative records, ensuring that the published text matches the enacted text. Sixth, the Court's Bureau of the Court Chancery: the office coordinates with this bureau on the production of ceremonial publications and state proclamations.

Section 7 — Performance Standards

The office's performance is assessed against the following standards. Each standard is stated as a measurable expectation, not a vague aspiration. The standards are the basis on which the Manager is evaluated by the Desk Chief and on which the office's performance is reviewed by the Bureau Chief.

Output standards. The office's output is measured by document turnaround time, production volume, and on-time delivery rate. Document turnaround time is measured from the date of intake acknowledgement to the date of delivery, and the standard varies by document type: routine government reports within 10 business days; white papers within 15 business days; statutory and legislative documents within 5 business days of enactment; regulatory notices and FIPs within 3 business days of approval; ceremonial publications within the timeline specified by the Court or the Ministry of Culture. Production volume is measured by the number of documents produced per month, with the baseline established by the office's historical output and reviewed annually. On-time delivery rate is the percentage of documents delivered by the agreed deadline, with the standard being 95 percent or higher.

Quality standards. The office's quality is measured by compliance with the Government Style Manual, proofreading accuracy, and formatting consistency. Government Style Manual compliance is assessed by the Bureau of Publishing's quality review, which samples 10 percent of the office's output each quarter and checks for compliance with the manual's provisions. The standard is 98 percent compliance or higher. Proofreading accuracy is measured by the error rate in the office's published documents, with errors identified by clients, by the State Printing SOE during proofing, or by the post-publication review. The standard is fewer than 1 error per 10,000 words for routine documents and zero errors for statutory and legislative documents. Formatting consistency is assessed by the Bureau of Publishing's quality review, which checks that documents of the same type are formatted consistently across production runs. The standard is full consistency.

Conduct standards. The office's conduct is measured by confidentiality compliance, client interaction quality, and records management compliance. Confidentiality compliance requires that pre-publication documents are handled according to their classification, that no pre-publication content is disclosed to unauthorized parties, and that classified documents are handled in accordance with the document classification system. Client interaction quality is assessed by client feedback, with the standard being that no client complaint is upheld by the Desk Chief or the Bureau Chief. Records management compliance requires that every document the office produces is recorded in the SASI Records and Document Management module, that the archive is maintained in accordance with the records management standards, and that access to the archive is controlled and logged.

The office's performance is reviewed by the Desk Chief monthly, by the Bureau Chief quarterly, and by the Director of SOE MediaCorp annually. The reviews assess the office's performance against the standards stated above, identify any standards that are not being met, and develop corrective actions where required. The office's performance is also subject to the Bureau of Professional Standards' accreditation review, which assesses the office's compliance with the professional

standards of the government and the duty book system's compliance audit, which assesses the office's compliance with the duty book system's requirements.

Section 8 — Escalation and Exception

The office's decision authority is described below in terms of what the Manager can decide independently, what requires Desk Chief approval, what requires Bureau Chief approval, what requires Director approval, and what requires Ministerial approval. This section prevents both over-escalation (every decision going to the Desk Chief) and under-escalation (the Manager making a decision they should not have).

Manager authority. The Manager decides independently on all routine production decisions, including the assignment of publication requests to production tracks, the scheduling of production within the office's queue, the application of the Government Style Manual to specific documents, the proofreading and review of documents within the standard cycle, the coordination with the State Printing SOE on routine print jobs, and the management of the office's Specialists and Clerks. The Manager also decides on document formatting choices where the Government Style Manual permits discretion, on the prioritization of production when the queue exceeds capacity, and on the acceptance or rejection of finished copies based on quality.

Desk Chief approval required. The following decisions require the approval of the Desk Chief: non-standard document requests (documents that do not fit the standard templates or that require unusual formats); production priority disputes (when two client offices demand priority for their documents and the Manager cannot resolve the conflict); client office escalations (when a client office is dissatisfied with the office's work and the matter cannot be resolved at the Manager level); changes to the office's internal procedures (when the Manager proposes to change a procedure, the Desk Chief must approve before the change is implemented); and the office's annual duty book review and certification.

Bureau Chief approval required. The following decisions require the approval of the Bureau Chief: new document categories (when a client office requests a document type that the office has not previously produced); changes to the Government Style Manual (when the office identifies a need to revise the manual, the Bureau Chief must approve the proposal before it is submitted to the manual's governing authority); major production investments (when the office needs to invest in new equipment, new software, or new training beyond the office's budget); inter-bureau coordination (when the office needs to coordinate with another bureau of SOE MediaCorp on a project that affects the bureau's operations); and the office's annual performance review and budget submission.

Director approval required. The following decisions require the approval of the Director of SOE MediaCorp: strategic publishing direction (when the office's work is affected by a strategic decision of SOE MediaCorp, such as a new media strategy or a reorganization); inter-SOE coordination (when the office needs to coordinate with another SOE on a project that affects the SOE's operations); the appointment of the Manager (when the position is vacant, the Director appoints the new Manager, on the recommendation of the Bureau Chief and the Desk Chief); and any matter that the Bureau Chief judges to be of sufficient importance to require the Director's attention.

Ministerial approval required. The following decisions require the approval of the Minister of Culture: new statutory publishing requirements (when a new statute imposes a new publishing

obligation on the office); ceremonial publication decisions affecting state protocol (when a ceremonial publication involves a state occasion that requires the Minister's protocol guidance); the office's establishment or dissolution (when the office is to be created, merged, or dissolved, the Minister approves the organizational change); and any matter that the Director judges to be of sufficient importance to require the Minister's attention.

Emergency escalation. In the case of an emergency that requires immediate decision and the relevant authority is not available, the Manager may take the decision and report it to the relevant authority as soon as practicable. Emergency decisions must be reported within one business day. The Manager should not use the emergency provision for decisions that could have been escalated in advance; the emergency provision is for genuine emergencies only.

Certification and Revision Record

This duty book is certified as accurate and current by the officers identified below. The certification is reviewed annually, and the revision history records all reviews and updates.

Office Manager certification. I certify that this duty book accurately describes the operations of the Office of Government Books as of the date of certification. Name: to be recorded upon assumption of the billet. Signature: to be recorded. Date: to be recorded.

Desk Chief review certification. I certify that I have reviewed this duty book and that it accurately describes the operations of the Office of Government Books as I understand them, and that it is consistent with the operations of the Books Desk. Name: to be recorded. Signature: to be recorded. Date: to be recorded.

Bureau Chief accreditation. I accredit this duty book as meeting the template standards of the Duty Book System, as consistent with the operational framework of the Bureau of Publishing, and as having been reviewed and certified by the Desk Chief. Name: to be recorded. Signature: to be recorded. Date: to be recorded.

CAS audit status. This duty book is subject to audit by the Cohort Administrative School. Date of last audit: to be recorded. Audit finding: to be recorded. Date of next audit: to be recorded.

Revision history. The revision history records all reviews and updates of this duty book. Date of initial creation: to be recorded upon the office's first certification. Date of first revision (30-day): to be recorded. Dates of annual reviews: to be recorded. Dates of major-change updates: to be recorded, with a brief description of the change.