

**U.S. Fish & Wildlife Service****Publications Approval Request and Control Document**

No final design or artwork will be done prior to approval.

To: Chief, Office of Public Affairs	From:	Date Submitted
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**Section A – Proposed Publication**

1. Title		2. Total Estimated Cost
3. Category <input type="checkbox"/> General Information <input type="checkbox"/> Scientific/Technical <input type="checkbox"/> Report/Plan <input type="checkbox"/> Newsletter <input type="checkbox"/> Other _____	4. Format <input type="checkbox"/> Brochure/Pamphlet <input type="checkbox"/> Book <input type="checkbox"/> Poster <input type="checkbox"/> Fact Sheet <input type="checkbox"/> Other _____	2a. Estimated Design/Layout Cost <input type="checkbox"/> In-house/Staff _____ <input type="checkbox"/> Contract _____
		2b. Estimated Printing Cost
		2c. Funding <input type="checkbox"/> FWS <input type="checkbox"/> Other (specify entity & amount) _____
5. Current Status of Project?		

**Section B – Justification**1. Is the Secretary's name/signature to be used in this publication?  Yes  No (if yes, written approval is *mandatory*. See 314 DM 4.5)

2. Give objective/reason for publication\*

3. Is it integrated with other communication methods (i.e., video, intranet, internet, public service announcement, etc.)

 Yes  No (If "yes" specify)\*

4. Is it a cooperative effort with another federal agency, state/local agency, non-government or private entity?

 Yes  No (If "yes" specify)\*

5. If more than one color, justify\*

6. Primary audience (be specific)\*

**Section C – Distribution**1. Have distribution and promotion plans been developed?  Yes  No (explain)\*2. Recommended sales  Yes  No (explain)\*3. Does the publication require mailing?  Yes  No4. Will a mailing list be supplied?  Yes  No

5. In what format will the list be provided? (e.g., typewritten, adhesive labels, diskette)

6. Are there any special requirements? (e.g., first-class, fourth-class, Federal Express, inside delivery)

7. Quantities for free distribution

DOI Employees \_\_\_\_\_ Stock \_\_\_\_\_

General Public \_\_\_\_\_ Other \_\_\_\_\_

Organizations \_\_\_\_\_ Libraries \_\_\_\_\_  
(Not Depository)

Total Copies \_\_\_\_\_

8. Printing to be accomplished by:

 GPO – Washington, DC GPO – Region Other \_\_\_\_\_

9. Estimated date to be printed

\*Attach additional sheets, if necessary

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**Section D – Format and Specifications**

1. Size	2. Number of pages	3. Number of illustrations	4. Binding
5. Paper stock Cover _____ Text _____		6. Inks (colors) Cover _____ Text _____	

**Section E – Responsible Individuals**

1. Signature of Program/Project Officer	Phone	Date
2. Signature of Publications Coordinator	Phone	Date
3. Signature of Policy Review Official or Regional Director	Phone	Date
4. Signature of Editorial Review Official	Phone	Date
5. Signature of Technical Accuracy Review Official	Phone	Date

**Section F – Washington Office Approvals**

1. Signature of Printing Officer	Date
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Proposed Publication, Approved     Proposed Publication, Approved, except as noted     Proposed Publication Disapproved

Comments:

2. Signature Chief, Office of Public Affairs	Date
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Proposed Publication, Approved     Proposed Publication, Approved, except as noted     Proposed Publication Disapproved

Comments:

Service messages included in this publication:

The U.S. Fish and Wildlife Service is a Federal agency whose mission, working with others, is to conserve fish and wildlife and their habitats for the continuing benefit of people.

The Service helps protect a healthy environment for people, fish, and wildlife.

The Service helps Americans conserve and enjoy the outdoors.

3. Signature Assistant Director External Affairs	Date
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4. Signature of Assistant Secretary – FNP (required if over \$10,000.00 dollars)	Date
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