

Publication REVIEW form EXTERNAL PEACE CORPS AUDIENCE

This form is needed for all new or revised Peace Corps publications that are targeted to an audience outside of Peace Corps. An external audience includes but is not limited to Returned Peace Corps Volunteers, State Department counterparts, Embassy officials, Agency for International Development counterparts, Congressional members, Non-Governmental Organization counterparts, Private Sector Partners, and the general public. An external audience does not include Peace Corps headquarters staff, regional recruiting office staff, overseas staff, Volunteers/Trainees, invitees, nominees, or applicants-of-record.

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Forward this form, along with draft copy of publication, to the Publications Manager.

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Date Submitted to Pub. Mgr. Project Manager Name, Phone Number, & Department

Type of Publication <small>(newsletter, book, brochure, etc.)</small>	Frequency <small>(number of issues per year)</small>	Quantity of Order	Goal Date to Printer	Intended to go on the Internet?
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Purpose of Publication	Target Audience of Publication
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Expedited Review Needed

Provide Explanation for Expedited Review	Date of Final Approval
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Publication Sign-off

	Please sign the signature line, date both lines, and check the appropriate box.	Reviewed and Approved	Approved with Changes	See changes, Return for Approval	Not Approved	
Must be Returned to Publications Manager by:	Date Received	Date Signed				
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Requesting Office Supervisor (approval)					
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Publications Manager (style & grammar)					
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Director of Communications (agency message)					
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office of General Counsel (legal considerations)					
	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Office of the Director/Chief of Staff (final review)					

