

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
--	-------	----------------

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"/> Web Only <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 – Justification1. 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 (check all boxes that apply)

- Video Internet Intranet
 Display Exhibit Other _____

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

- Yes No (If "yes" specify)*

5. Primary audience (be specific)*

Section C – Distribution1. 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

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 Editorial Review Official	Phone	Date
3. Signature of Publications Coordinator	Phone	Date
4. Signature of Policy Review Official or Assistant Regional Director	Phone	Date

Section F – Washington Office Approvals

1. Signature of Printing Officer	Date
----------------------------------	------

Proposed Publication, Approved Proposed Publication, Approved, except as noted Proposed Publication Disapproved

Comments:

2. Signature of Chief, Office of Public Affairs	Date
---	------

Proposed Publication, Approved Proposed Publication, Approved, except as noted Proposed Publication Disapproved

Comments:

3. Signature of Assistant Director External Affairs	Date
---	------
