

**U.S. Fish & Wildlife Service**

# Publications Approval Request and Control Document

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

<b>To:</b> Chief, Office of Public Affairs	<b>From:</b> Region 2, Regional Publications Coord.	<b>Date Submitted</b> 10/9/09
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**Section A – Proposed Publication**

<b>1. Title</b> Partners for Fish and Wildlife Region 2	<b>2. Total Estimated Cost</b> \$3,500.00	
<b>3. Category</b> <input checked="" type="checkbox"/> General Information <input type="checkbox"/> Scientific/Technical <input type="checkbox"/> Report/Plan <input type="checkbox"/> Newsletter <input type="checkbox"/> Other _____	<b>4. Format</b> <input checked="" type="checkbox"/> Brochure/Pamphlet <input type="checkbox"/> Book <input type="checkbox"/> Poster <input type="checkbox"/> Fact Sheet <input type="checkbox"/> Web Only <input checked="" type="checkbox"/> Other <u>Web</u>	<b>2a. Estimated Design/Layout Cost</b> <input checked="" type="checkbox"/> In-house/Staff <input type="checkbox"/> Contract _____ <b>2b. Estimated Printing Cost</b> \$3,500.00 <b>2c. Funding</b> <input checked="" type="checkbox"/> FWS <input type="checkbox"/> Other (specify entity & amount) _____

**5. Current Status of Project?** Camera-ready

**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\***

Provide information to prospective partners about the mission of the Service and the benefits of the Partners Program.

**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)\***

Prospective landowners partners in key habitat areas.

**Section C – Distribution**

**1. Have distribution and promotion plans been developed?**  Yes  No (explain)\* Web and person-to-person distribution

**2. Recommended sales**  Yes  No (explain)\* Sales is not part of the Partners Program

**3. Does the publication require mailing?**  Yes  No

**4. 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)** No

**7. Quantities for free distribution**

DOI Employees	<u>Web</u>	Stock	_____
General Public	<u>5000</u>	Other	_____
Organizations	<u>Web</u>	Libraries (Not Depository)	_____

Total Copies 5000

**8. Printing to be accomplished by:**

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

**9. Estimated date to be printed** 10-10-09

\*Attach additional sheets, if necessary

**Section D – Format and Specifications**

1. Size 6x8	2. Number of pages Eight	3. Number of illustrations 24	4. Binding Saddle
5. Paper stock Cover 80lb litho      Text 80lb litho		6. Inks (colors) Cover 4/4      Text 4/4	

**Section E – Responsible individuals**

1. Signature of Program/Project Officer	Phone	Date
2. Signature of Editorial Review Official <i>[Signature]</i>	Phone 505-248-6681	Date 10-8-09
3. Signature of Publications Coordinator <i>[Signature]</i>	Phone 505-248-6822	Date 10/5/09
4. Signature of Policy Review Official or Assistant Regional Director <i>[Signature]</i>	Phone 505-248-6909	Date 10/8/09

**Section F – Washington Office Approvals**

1. Signature of Printing Officer <i>[Signature]</i>	Date 10/13/09
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Proposed Publication, Approved     Proposed Publication, Approved, except as noted     Proposed Publication Disapproved

Comments:

2. Signature of Chief, Office of Public Affairs <i>[Signature]</i>	Date 10-13-09
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Proposed Publication, Approved     Proposed Publication, Approved, except as noted     Proposed Publication Disapproved

Comments:

3. Signature of Assistant Director External Affairs <i>[Signature]</i>	Date 10/14/09
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