

**Forest Service Manual
National Headquarters - Washington Office
Washington, DC**

**Forest Service Manual 1600 – Information Services
Chapter 1630 - Publishing and Related Activities**

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Approved by: Tina Terrell, Associate Deputy Chief, NFS

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Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by title and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this title was 1600-2020-1 to FSM 1600 Zero Code.

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

1630.42b: Changes caption from “Forest Supervisors and Assistant Station Directors for Research and Development” to “Forest Supervisors and Assistant Station Directors for Research and Development, National Technology & Development Program Director and Geospatial & Technology Applications Center Director” and sets forth direction for internal publishing and posting authority for the National Technology & Development Program Director and Geospatial Technology & Applications Center Director.

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1630.1 - Authority

1630.11 - Printing, Publications, and Information Dissemination

1. Public Printing and Documents Law. Title 44, United States Code (U.S.C), parts 501 and 502 (44 U.S.C. 501-502) stipulates how and where the Federal Government shall accomplish the printing, binding, distribution, and sale of Government documents. The law also establishes the depository library program and the remedial powers of the Congressional Joint Committee on Printing.
2. Government Printing and Binding Regulations, Joint Committee on Printing, Congress of the United States, 1990. The Joint Committee on Printing Government Printing and Binding Regulations (JCP regulations) define printing and duplicating, list equipment necessary to these functions, set forth provisions for implementing the law, and list authorized printing plants.
3. U.S. Department of Agriculture Departmental Regulations (DR) 1410, 1420, 1430, and 1470. These administrative regulations establish information and publications policy, authority, responsibilities, and functions of the Department and its agencies and give further guidelines for implementing the public printing law as it applies to publications and administrative documents and their printing and distribution.
4. U.S. Department of Agriculture Departmental Regulation (DR) 1400-1, Information Policies. This regulation establishes policies and procedures for USDA and its agencies concerning information activities in printed, audiovisual, graphic, electronic, and other media forms. It includes guidance on the appropriate approval procedures for multimedia information campaigns.

1630.12 - Copyright

The Copyright Act of 1976 (Public Law 94-553; 90 Stat. 2541; 17 U.S.C. Chapters 1-13) sets forth the subject matter and media that are covered by copyright and describes the scope and limitations of exclusive rights.

1630.13 - Visual Management and Design

The U.S. Department of Agriculture (USDA) Visual Standards Guide, January 2013, provides direction regarding the use and application of the USDA symbol, as well as detailed direction regarding USDA Signature Lockups and a standardized signature model.

1630.14 - Equal Opportunity Policy, Public Notification, and Section 508 Compliance

USDA Departmental Regulation 4300-3 (DR-4300-3), Equal Opportunity Public Notification Policy, establishes policy for ensuring positive and continuing notification of USDA equal opportunity policy to the public and USDA employees. See DR-4300-3 for the complete wording and required use of the nondiscrimination statement on all material produced by

USDA and its agencies for public information, public education, or public distribution.

Section 508 of the Rehabilitation Act of 1973, as amended ([Pub. L. 93-112, Stat. 355] [29 U.S.C. 794]), requires Federal agencies to provide disabled employees and members of the public access to information that is comparable to access available to others.

1630.15 - Plain Language

The Plain Writing Act of 2010 requires Federal agencies to use “clear Government communication that the public can understand and use.” According to the Act, the term “plain writing” means writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience.”

1630.2 - Objectives

1. To provide effective, useful Forest Service publications and administrative documents that describe the management, protection, use, and restoration of the Nation’s forest and rangeland resources.
2. To ensure the timely information transfer of research and development results to sustain the body of knowledge related to natural resources and to ensure that natural resource management is based upon the best available science.
3. To further the practice of forestry within the Forest Service, by the forest industry, and among natural resource practitioners and private landowners.

1630.3 - Policy

1. Determine that all publications fill a definite need and are necessary to the official business of the Forest Service and the USDA.
2. Ensure that all publications meet high standards of usefulness, production efficiency, and economy and that they receive the widest possible distribution consistent with provisions of existing law and regulation.
3. Manage distribution of publications in an effective and economical manner, considering the needs of users and limitations established by USDA (DR 1410-1 and 1420-1).
4. Include nondiscrimination or equal opportunity statements in Forest Service publications. In both text and graphics, ensure that the Forest Service is represented as an inclusive organization that mirrors America’s diverse society.
5. Ensure that authors obtain formal, advance approval of proposed Forest Service publications.

6. Ensure that any statement made in a Forest Service manuscript conforms to established Forest Service policy.
7. Do not use cooperators or grantees as primary sources of Government printing (JCP, para. 36-2; FSM 1630.11, para. 2).
8. Ensure that agency publications are written in the appropriate plain language (Plain Writing Act of 2010).
9. Ensure that publications provided in electronic media deliver information in a manner that disabled employees and members of the public can access and in a format that is comparable to access available to others and is considered section 508 compliant (29 U.S.C. 794).

1630.4 - Responsibility

1630.41 - Washington Office

1630.41a - Director, Office of Communication

It is the responsibility of the Director, Office of Communication, to:

1. Issue and distribute publications on a national scale, or those that cover more than one region, station, or jurisdiction.
2. Oversee the management, coordination, and control of publishing, printing, and information distribution in the Washington Office.
3. Provide quality control to maintain Forest Service and U.S. Department of Agriculture (USDA) standards of editing and publishing.
4. Offer assistance in processing manuscripts proposed by Regions, Stations, the Area, and the Institute for issuance by the Washington Office and USDA.
5. Establish the Publications Control Committee, serve as the permanent chair, and appoint the Publications Control Officer.
6. Approve or disapprove manuscripts for publication, except for those publications exempt from formal publications review (FSM 1631.11, ex. 01, and 1631.13).

1630.41b - Publications Control Committee

The Publications Control Committee is comprised of: The National Publications Editor; Director, Office of Communications; and the Deputy and Assistant Directors for the various Office of Communications programs. It is the responsibility of the Publications Control Committee to:

1. Review proposals for the creation, revision, or reprinting of all national agency publications in the Forest Service and Departmental series. In this review, the committee considers civil rights aspects of proposals, the extent to which the proposed information duplicates or supplements information already available, timeliness, size of audience, cost of printing and distribution, and alternative methods of communicating the information; and
2. Approve manuscript, as appropriate, or, if necessary, obtain additional information.

1630.41c - Publications Control Officer, Office of Communication

The Publications Control Officer, Office of Communication, is the liaison between the Forest Service and the USDA Office of Communications (USDA-OC) in matters related to publishing Forest Service documents. The Publications Control Officer may delegate these authorities, as appropriate. The Publications Control Officer has the responsibility to:

1. Ensure that the program staff obtains and provides the appropriate approvals, including USDA Office of the Secretary/Under Secretary for Natural Resources and Environment (NRE) clearance;
2. Screen all manuscripts before they are submitted to USDA-OC for review, clearance, and final printing or duplicating to ensure that information is consistent with USDA policy;
3. Certify, on an appropriate transmittal form, memorandum, printing requisition, or approval form, that each new or revised publication meets all requirements for publishing (FSH 1609.11, section 13);
4. Certify, on an appropriate transmittal form, memorandum, printing requisition, or approval form, the accuracy and timeliness of any publication or administrative document for reprinting (FSH 1609.11, section 13.22);
5. Obtain approval from the lead writer/editor in USDA-OC, Brands, Events, Exhibits, and Editorial Review for national publications for the use of single color and multicolor printing and duplicating specifications that deviate from USDA and Government Publishing Office (GPO) standards (see FSM 1633.13 for policy on printing approvals); and
6. Approve the use of single color and multicolor printing for field publications and duplicating specifications that deviate from USDA and GPO standards.

1630.41d - Publications Clearance Officer, Office of Communication

The Publications Clearance Officer has the authority and responsibility to:

1. Determine the need for formal clearance of manuscripts by other USDA agencies and notify the submitting staff who to contact for that approval; and
2. Review and clear manuscripts by other USDA agencies when USDA-OC has determined the need for Forest Service review.

1630.41e - Staff Directors

It is the responsibility of the Washington Office Staff Directors to:

1. Review the need for all administrative documents and publications proposed in their areas of responsibility, including those of detached units, such as the Technology and Development Centers, the National Interagency Fire Center, and the Forest Health Technology Enterprise Team;
2. Review the content of manuscripts generated by their respective staffs;
3. Review Region, Station, Area, and Institute manuscripts approved for national publication in Forest Service or USDA series, as well as review articles prepared for inclusion in journals, magazines, books, and other non-Forest Service publications that contain information within their area of responsibility; and
4. Obtain and provide the appropriate manuscript approvals, including USDA Office of the Secretary/Under Secretary for NRE clearance. See FSM 1631.15 of this chapter for more information on coordinating efforts with the Publications Control Officer.

1630.42 - Field Units

1630.42a – Regional Foresters, Station Directors, Area Director, and Institute Director

It is the responsibility of Regional Foresters, Station Directors, Area Director, and Institute Director to:

1. Approve publications; publish, print, and distribute information at field headquarters; and report these activities. These Line Officers may delegate these authorities to the Regional Director, Office of Communication, or to one or several persons who function as the unit's Publications Control Officer, Printing Officer, or Distribution Officer (FSM 1633.04).
2. Appoint a Publications Control Committee to review proposals for new publications as well as revisions and reprints of existing ones in their respective areas of responsibility. These committee members shall be representative of program, administrative, and information areas, and shall have the same functions and authorities as those outlined for the Washington Office

Publications Control Committee (FSM 1630.41b) in making appropriate recommendations to the approving Line Officer.

3. Provide for professional writing, editing, and illustrating of publications needed in their respective areas of responsibility. The Line Officer retains responsibility for publishing until a publication is issued, even if the author transfers to another duty station.
4. Review manuscripts related to their respective area of responsibility and originated by field personnel or by contractors to be published by the USDA, the Forest Service, or cooperators or to be published in commercial or private journals, magazines, books, and other external publications.

1630.42b - Forest Supervisors and Assistant Station Directors for Research and Development, National Technology & Development Program Director and Geospatial & Technology Applications Center Director

1. Forest Supervisors. It is the responsibility of Forest Supervisors to plan publications that are needed on their Forests, to arrange for technical review of manuscripts, and to distribute publications through various methods of distributions to users as needed.
2. Assistant Station Directors for Research and Development. It is the responsibility of Assistant Station Directors for Research and Development to plan the publications needed to report results of research and to formally review manuscripts.
3. National Technology & Development Program (NTDP) and Geospatial & Technology Applications Center (GTAC) Directors. It is the responsibility of the NTDP and GTAC Directors to review and approve publications and post or publish information that is intended for internal and external dissemination.

1630.42c - Research Project Leaders

It is the responsibility of project leaders to supervise the writing of planned manuscripts and to ensure the objective review of these manuscripts. (Refer to FSM 4070 for more information related to the formulation and documentation of Research and Development projects).

1630.43 - Authors

It is the responsibility of research scientists, field specialists, and program and resource specialists in the Washington Office and field units to prepare factually accurate, readable, concise, and timely reports that can be produced as publications, and to obtain objective peer and administrative reviews of these reports.

1630.5 - Definitions

1. Administrative Document. Written material that is edited and designed in finished form, and that is intended for use by Forest Service employees and official cooperators who need the

information to carry out their program responsibilities and day-to-day agency business. Administrative documents may be reproduced in multiple copies or placed on the Intranet. (For more direction when an administrative document becomes a publication, see FSM 1631.12 of this chapter).

2. Printing. The processes of digital printing, as well as composition, platemaking, offset presswork, duplicating, silk-screening, binding, and microform, and the end products of such processes.

3. Publication. Any written material that is edited and designed in finished form and reproduced in multiple copies or posted on the Internet that is intended to meet specific needs of the public, other agencies and departments, and cooperators, as well as the needs of the Forest Service. (Refer to FSM 1631.11 for further guidance Forest Service publications.)

1630.6 - References

USDA Visual Information Standards: Generic Standards, Summer 2002. This document provides generic specifications common to all visual information.

Section 508 Standards for Electronic and Information Technology, available at <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards>, provides links to related text published in the Federal Register on December 21, 2000, as well as links to guidance on meeting the requirements. The Web Content Accessibility Guidelines (WCAG) 2.0, December 2008, available at <http://www.w3.org/TR/WCAG20/>, covers a wide range of recommendations for making Web content, including electronic publications, more accessible.

The Forest Service Section 508 Compliance Guidelines for Electronic Documents provides guidelines, explanations, and remediation steps for making documents accessible in a variety of formats.

1631 - Publications Management

1631.1 - Publications Review Requirements

1631.11 - Documents Subject to Formal Publications Review

Unless exempted from formal publications review by direction in this section (exhibit 01) or FSM 1631.13, Forest Service publications listed in this section must be proposed to an established Publications Control Committee for review and must be approved for publication. Regions, Stations, the Area, the Institute, the Washington Office, or the Department issue publications in established series or as miscellaneous items. See FSH 1609.11, section 34, for a list of the publication's series used in the Forest Service.

The items in exhibit 01 are considered to be publications if their intended distribution includes

external audiences or if they are posted on the World Wide Web (WWW)/Internet. Exhibit. 01 also provides direction on whether such publications are subject to formal publications review.

1631.11 - Exhibit 01

Publications	Requirements for Formal Publications Review
1. Booklets, flyers, fact sheets, leaflets, folders, pamphlets, brochures, and posters with narrative.	Subject to Formal Publications Review
2. Single-sheet maps that include text other than legends, such as National Forest visitor maps and special designated area maps.	Subject to Formal Publications Review
3. Newsletters, instructor's aids, field interpretive guides, textbooks, and stand-alone narratives that can be used with visual presentations.	Subject to Formal Publications Review
4. Articles in Forest Service or USDA periodicals, such as "Fire Management Today" and "Tree Planters Notes."	Subject to Formal Publications Review
5. Official articles, speeches, book reviews, abstracts, chapters, or sections for publication in non-Government periodicals, books, encyclopedias, and proceedings.	Not Subject to Formal Publications Review
6. Articles, leaflets, pamphlets, brochures, and booklets usually prepared cooperatively with State agencies, foundations, industrial associations, conservation organizations, or academic institutions.	Not Subject to Formal Publications Review
7. Annual reports required by statute (FSM 1631.13).	Subject to Formal Publications Review
8. Environmental impact statements, National Forest land and resource management plans, and other land and resource management decision-making or related documents required by law or regulation (FSM 1631.13).	Not Subject to Formal Publications Review

1631.12 - Administrative Documents Exempt from Formal Review

Administrative documents are exempt from formal proposal/review/approval procedures but must conform to all other applicable rules and regulations as noted in Departmental Regulation 1410-001.

1. The following are considered administrative documents:
 - a. Documents published in the Federal Register, administrative announcements, financial advice, hearing and appeal notices and decisions, specifications and bid notices, and internal reports and documents required to conduct day-to-day agency business;
 - b. Environmental impact statements, Forest plans, or other similar documents required by law or regulation;
 - c. Directives and policies made available on the Forest Service Website;
 - d. Preliminary drafts of publications subject to formal review that are reproduced in limited quantity for review or temporarily posted on the Internet. These drafts should be clearly marked "Review Draft - Not for Publication" and should be replaced on the Internet with the final official publication when published;
 - e. Training documents and meeting handouts; and
 - f. Forms, schedules, agendas, and similar printed items; posters without narrative; signs; tags; posted public notices; and maps and charts without accompanying text.
2. An administrative document becomes a publication when distribution to the public is planned; when the document becomes available for public sale; or (except for agency directives, or documents associated with rulemaking and policy issuances published in the Federal Register) when the document is put on the World Wide Web (WWW)/Internet (FSM 1630.5 (3)).
3. The number of permissible copies that may be printed is relatively low, generally under 1,000 copies. Justification for additional copies may be required. Administrative documents may be posted on the Forest Service Web (FSWeb/Intranet).

1631.13 - Other Exemptions

In addition to administrative documents identified in FSM 1631.12, the following items are exempt from formal proposal/review/approval procedures:

1. Manuscripts submitted by Forest Service employees to non-Forest Service journals, magazines, proceedings, encyclopedias, and books by Regions, Stations, the Area, the Institute, and Washington Office Staffs;
2. Informational materials that are necessary to protect public health and safety and prevent resource damage, such as signs or notices of fire danger, road closures, avalanche warnings, and temporary restrictions of National Forest System access and use;
3. News media releases and background materials for media use;
4. Speeches that will not be published;
5. Visual aids, lecture notes, and presentation materials;
6. Scripts and closed captioning for videos; and
7. Text on Forest Service World Wide Web/Internet pages and social media outlets.

1631.14 - Processing Proposals for Publication

The Washington Office, Office of Communication is authorized to issue and distribute publications that are national (covering more than one geographical region or station jurisdiction). Regions, Stations, the Area, and the Institute are authorized to issue and distribute publications relevant to their assigned missions and geographical jurisdictions. Washington Office staffs or subunits of the Regions, Stations, the Area, or the Institute may propose new publications and reprints of existing ones. Forward proposals for publications and reprints to the responsible Publications Control Officer for review by the appropriate Publications Control Committee. Submit proposals as early as possible in the publication planning process.

1631.15 - Formal Publication Review

1631.15a - Field Formal Publication Review

In the pre-publication processing of official manuscripts designed for publication, Line Officers must ensure that authors:

1. Solicit written comments from at least two peers competent in the subject matter;
2. Solicit statistical review when appropriate; and
3. Supply the Line or Staff Officer, who is to perform the final review, with a revised manuscript, along with reviewer comments and any reasoning for the rejection of any reviewer comments.

Upon receipt of an approved manuscript, the Publications Control Officer ensures that the program staff obtains and provides the appropriate approvals.

1631.15b - National Formal Publication Review

In the pre-publication process, authors of national publications should consult with the designated Publications Control Officer and submit a publication proposal.

National publications that are approved by the Publications Control Committee for publication must be cleared by the USDA Office of the Secretary/Under Secretary for NRE, as well as USDA-OC, Brands, Events, Exhibits, and Editorial Review.

After obtaining appropriate review and clearance by related program staff, Washington Office authors must obtain clearance from the sponsoring staff director, appropriate Deputy Chief, Forest Service Chief of Staff, and the USDA Office of the Secretary/Under Secretary for NRE.

The designated Publications Control Officer will edit the manuscript, ensure that it is consistent with USDA policy, and submit it for clearance to USDA-OC, Brands, Events, Exhibits, and Editorial Review. The designated Publications Controls Officer will ensure all national publications are submitted for clearance, conform to standards of design established by USDA-OC, and are printed or duplicated consistent with USDA and GPO policy.

The designated Publications Clearance Officer determines the need for formal clearance of manuscripts by other USDA agencies and notifies the submitting staff of whom to contact for that approval.

1631.2 - Standards for Publishing

Individuals developing publications shall perform the following:

1. Comply with the standards and procedures set out in the USDA Visual Standards Guide and FSH 1609.11 for all agency publications and administrative documents. Indicate the appropriate publication number (FSH 1609.11, section 34.1) and the month and year of issuance on all agency publications and administrative documents;
2. Identify the publication as a product of the U.S. Department of Agriculture, Forest Service, and the issuing unit. Field units may establish additional standards as necessary through supplements to this chapter or to FSH 1609.11. Forest Service scientific and technical publications shall conform to units of measure specified in FSH 1609.11, section 15.11.

1631.3 - Newsletters

Regional Foresters, Station Directors, the Area Director, the Institute Director, and Washington Office Staff Directors may issue internal newsletters for their respective areas of responsibility in accordance with FSH 1609.11, section 62. Submit justifications describing the newsletter's objective, frequency, audience, whether electronic or printed format, and quantity to be

printed to the Washington Office Publications Control Officer to forward to the Department. The lead writer/editor of the USDA-OC, Brands, Events, Exhibits, and Editorial Review Section approves the creation of a newsletter.

1631.4 - Authorship and Acknowledgments

1631.41 - Authorship

Authors are responsible for indicating individual authorship on all technical and research and development publications and on other classes of publications when practical. Authors' names may not be printed on covers of summaries, bibliographies, surveys (other than resource surveys), collective works of several individuals or groups, papers compiled by an editor, proceedings of meetings, or other similar publications. Identify compilers of collective works, including bibliographies, on the publication's title page.

If more than one employee contributes to the preparation of a publication, assign authorship status on the basis of the employee's degree of participation. If an author has left the Forest Service, note in the publication the author's current status.

A publication may list a non-Departmental employee as the sole, senior, or junior author, depending on their level of participation.

If the author is not a Federal employee, obtain a release from the author acknowledging that he or she is aware that the publication will be in the public domain and that the Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use and authorize others to use the work for Government purposes.

1631.42 - Payments to Authors

Articles or manuscripts prepared as part of an employee's official duties are the property of the Government. Authors may not accept payment for such articles or manuscripts published in non-Governmental journals, magazines, newspapers, or books.

1631.43 - Personal Manuscripts

Personal manuscripts are those written by employees on their own time. Employees may not do typing, graphics, photographic, editorial, or production work for personal manuscripts on official time or incur any expense to the Government for personal manuscripts.

Employees who wish to do personal writing utilizing, presenting, or otherwise transcribing information gained in their official Government capacity shall:

1. Submit for prepublication approval any personal manuscript that mentions in any way the policies of the U.S. Department of Agriculture or the work of other Government departments and agencies through the Washington Office, Office of Communication, to the USDA-OC.

2. Submit for review by appropriate staff specialists any personal article that deals in any way with Forest Service activities or that identifies the author by an official or operating Forest Service title. Reviewers must ensure that technical material is accurate and that it agrees with Forest Service policy, thus avoiding possible embarrassment to the Forest Service and ensuring that the public does not consider the manuscript to be an official statement of the Forest Service.
3. Adhere to the limitations prescribed in 5 CFR Part 2635 for all kinds of personal work done with the expectation of pay.
4. Not use in their personal manuscripts Forest Service information that is unavailable to the general public.

1631.44 - Acknowledgments

Authors shall appropriately acknowledge those who have made significant contributions in the preparation of a publication (FSH 1609.11, section 17.1). Such contributions include original scientific graphics, freehand art or illustrations, photographs, outstanding editing, checking of statistical material, indexing, or design and layout. It is preferable to mention the specific work performed that merits acknowledgment rather than to use titles such as compiler, coordinator, and so forth, since titles do not always accurately describe the contribution.

Clearly indicate the nature and extent of the cooperation when acknowledging contributions by cooperators. Obtain the approval of the State Agricultural Experiment Station Director for printing any publication that acknowledges the cooperation of a State Agricultural Experiment Station.

1631.44a - Bylines

Confine bylines for Government employees to authors and photographers. These bylines shall be carried with the text or photographs.

1631.44b - Publication Mastheads

Mastheads of Forest Service publications shall name the U.S. Department of Agriculture, Forest Service, and the issuing office, together with the name of the Secretary of Agriculture, the Chief of the Forest Service, and the head of the issuing office. Additional names shall be limited to those of the executive or managing editor, feature editor, sports editor, photo editor, and art editor, or their editorial equivalent by whatever title they are identified.

1631.44c - Courtesy Credits and Copyright Notices

Courtesy lines are permitted for uncopyrighted material contributed or loaned from private sources for use in agency publications. Courtesy lines and copyright notices are required for copyrighted materials (FSH 1609.11, section 15.14).

1631.5 - Copyright

Materials produced by Federal employees as part of their official duties are in the public domain and cannot be copyrighted; therefore, anyone may reproduce Federal Government publications without permission, including articles written by Federal employees on official time that appear in a private, copyrighted publication. To avoid misunderstanding, advise private publishers of this legal requirement.

Contracts that may result in a Government publication, administrative document, or directive shall stipulate that no one may copyright such documents based on the contractor's work. Grants and cooperative arrangements may permit an author or recipient organization to copyright items developed in the course of the work, except that the agency shall reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes (FSH 1609.11, section 45.16).

Government publications that quote or use illustrations from a copyrighted publication must acknowledge written permission from the copyright holder--usually the publisher.

1631.6 - Disclaimers

1. When submitting manuscripts to private, copyrighted journals or magazines, provide a disclaimer statement to declare the material part of the public domain (FSH 1609.11, section 17.2).
2. Do not include names of specific commercial enterprises or brand names of commercial products in publications, except when it is necessary to mention or use photographs of commercial enterprises or products. Include a disclaimer statement in a publication that names commercial firms or products (FSH 1609.11, section 17.2).

Manuscripts that make direct or implied suggestions or recommendations for using chemical pesticides or that report research involving pesticides must include precautionary disclaimer statements (FSH 1609.11, section 17.3).

1632 - Cooperative Publishing and Production

1632.03 - Policy

No employee of the Forest Service, in their official capacity, may agree to or participate in any publication arrangement with a non-Federal cooperator or grantee without prior approval in an effort to avoid clearance through proper agency channels or to avoid printing by the Government Publishing Office of material that the Forest Service is responsible for publishing (JCP, paras. 35 & 36). The Publications Control Officer reviews arrangements for cooperative publication.

Material prepared for non-Governmental publication by a Forest Service employee within the scope of that employee's official duties that treats a subject that interprets the policies of the Forest Service or deals with sensitive areas of any program must be submitted by the originating office through the Director, Office of Communication, Washington Office to the USDA–OC for review and clearance. Please refer to FSM 1631.11, exhibit. 01 for a list of publication requirements based upon publication type.

1632.1 - Forest Service as Publisher

Results of cooperative research, resource management, engineering, or administrative studies must be published by the Forest Service when:

1. The Forest Service has contributed the major share of cooperation (as determined by the responsible Line Officer), or
2. The cooperative results become part of a larger Forest Service publication.

Use formal cooperative arrangements (FSM 1580 & FSH 1509.11) to help clarify and document roles and responsibilities among both Federal and non-Federal cooperators and grantees when publishing will be accomplished within the Federal Government.

1632.2 - Cooperator or Grantee as Publisher

1. The Government Printing and Binding Regulations (JCP, paras. 35 & 36) set out requirements regarding the inclusion of printing within contracts and grants.
2. Results of research, resource management, engineering, or administrative studies with cooperators or grantees may be published by a non-Federal cooperator or grantee when:
 - a. The Forest Service determines that the cooperator or grantee contributed the major share of cooperation and that publication by the cooperator or grantee can ensure adequate dissemination of the information; or
 - b. The Forest Service considers the material not sufficiently applicable to warrant Forest Service publishing or declines to do so.
3. When a non-Federal cooperator publishes material, the Forest Service may finance, by written agreement, part of the publication cost. The Forest Service may supply financing by direct sharing of normal printing costs or by purchasing quantities of the original edition sufficient only for Forest Service internal use and for the minimal administrative distribution necessary to disseminate the contents.

Forest Service authors should use a formal cooperative arrangement or memorandum of understanding (FSM 1580 & FSH 1509.11) to specify that a non-Federal cooperator or grantee is the publisher and is responsible for distribution of published results of studies conducted cooperatively.

In order for the Cooperator/Recipient to use the Forest Service insignia on any printed publication, they must submit a written request via their Forest Service Region/Station/Area or WO program staff contact to the Office of Communication (FSH 1509.11).

1632.3 - Joint Publication

In addition to following the required nomenclature (FSH 1609.11, section 18.21), the cover of a cooperatively produced Forest Service publication should show references to the cooperative work, as specified in the U.S. Department of Agriculture Visual Standards Guide Manual (FSM 1630.13). Joint sponsorship is permitted only if the cooperator has contributed substantially to the contents or to actual preparation of the publication. Acknowledge financial aid on the title page (FSH 1609.11, section 17.5).

1633 - Printing and Distribution

1633.03 - Policy

1. Make paper copies of publications available to the general public at no cost in only limited quantities.
2. Make electronic copies of publications available to the general public whenever possible.
3. Refer public requests for publications known to be for sale to the Superintendent of Documents or the National Technical Information Service and cooperate in every way possible to promote the sale of Forest Service publications from these outlets.
4. In compliance with 44 U.S.C. 501-502, submit publications and administrative documents to the Government Publishing Office (GPO) for printing and binding, or to other sources of printing authorized by the Department or the Joint Committee on Printing.
5. The Government Printing and Binding Regulations limit the free distribution of any Federal publication to any private individual or private organization to not more than 50 copies without prior approval of the Joint Committee on Printing. This limitation does not apply when the production cost of the publication to be distributed is less than \$100 (JCP, para. 39-1).
6. Pursuant to 44 U.S.C. 1901-1903 all Federal publications, except those determined to be strictly administrative or operational in purpose, must be provided to GPO, Superintendent of Documents, Depository Library Program; Forest Service procedures are described in FSH 1609.11, section 21.6. Such publications covered by this requirement include environmental impact statements, Forest plans, other publications required by law, visitor maps, and recreation folders.
7. Only the Superintendent of Documents, the National Technical Information Service, and private interpretive associations working under special agreements in accordance with Title 44

U.S.C. may sell Forest Service publications, except for certain kinds of maps (FSH 1609.11, section 24, FSM 2390.1, FSM 6531, and FSM 7149.11).

1633.04 - Responsibility

1. The designated Printing Officer at the Washington Office, Regions, Stations, Area, and Institute has the responsibility to coordinate the procurement of printing and binding for the unit.
2. The designated Distribution Officer in the Washington Office, Regions, Stations, Area, and Institute has the responsibility to coordinate distribution of publications and administrative documents for the unit.
3. The Publications Control Officer for the Washington Office; Regions; Stations, Area; and Institute has the responsibility to:
 - a. Certify, on an appropriate transmittal form, memorandum, printing requisition, or approval form, that each new or revised publication or administrative document meets all requirements for publishing (FSH 1609.11, sec. 13.21 and sec. 13.23).
 - b. Certify the accuracy and timeliness of any publication or administrative document for reprinting (FSH 1609.11, sec. 13.22).
4. In addition to the responsibilities set out at paragraph 4, the Publications Control Officer in the Office of Communication, Washington Office, is responsible for obtaining approval of multicolor printing for all national Forest Service documents (FSM 1633.13) from the head of the USDA Editorial Policy and Review. (For further direction on the responsibilities of the Publications Control Officer, see FSM 1630.41c.)

1633.1 - Printing

Refer to the most recent issue of the Joint Committee on Printing (JCP) regulations for definitions of printing, binding, and major restrictions and constraints on printing.

Do not send any communications about printing and publications directly to the JCP. Clear any major policy questions about printing or equipment through the Washington Office, Office of Communication. The Publications Control Officer or Printing Officer will confer with the USDA Office of Communications, as appropriate. Regions, Stations, the Area, and the Institute may request advice from personnel in the Government Publishing Office (GPO), Regional Printing Procurement Offices.

1633.11 - Duplicating and Copying

Refer to JCP regulations for definitions on duplicating and copying. Duplicating and copying services must be procured through GPO unless the materials are of an administrative nature, are not repetitive, and will be used internally within that Forest Service or USDA location

making the procurement. Commercial procurement of duplicating services not meeting the preceding description requires a waiver from GPO.

1633.12 - Printing Approvals

1. Color Printing. The Washington Office Publications Control Officer must obtain approval from the lead writer/editor of the in USDA-OC, Brands, Events, Exhibits, and Editorial Review Section in advance of all multicolor printing for any Forest Service unit in the Washington Office. The Washington Office Printing Officer must approve multicolor printing (including two-color printing, which can be one color plus black) by any field unit in advance of publishing. To aid the evaluation of multicolor printing requests, include a written description of the proposed use of color with each request for approval.

a. This restriction does not apply to National Forest visitor maps, special designated area maps, and other cartographic maps that need more than one color of ink to delineate areas.

b. This restriction does apply to color printing of photographs, drawings, sketches, headings, and tint blocks that appear with cartographic maps.

2. Nonstandard Specifications. Obtain advance approval from the Washington Office Publications Control Officer for all printing and duplicating specifications that deviate from USDA and GPO standards, including separate covers on publications of 32 pages or less; specialized bindings; use of special printing papers not listed in the GPO catalog; and variations from the USDA Visual Standards Guide (FSM 1630.13).

1633.2 - Distribution

1. Because Government publications are paid for with public funds to fulfill public purposes, no report, document, or publication of any kind may be sent to any individual with a notice that it is sent with the “compliments” of any officer of the Government.

2. Forest Service employees shall not furnish publications free to a non-Government organization or private individual who intends to sell them to the public. In distributing publications, give preference to libraries, educational and scientific institutions, the press, major indexing and abstracting services, State and Federal officials, and private individuals and organizations connected with forestry and agriculture. Limit the number sent to an individual to one copy, and apply strict limits on requests from organizations, even though the requester is cooperating with the Forest Service on a definite project and the publications are necessary to the project.

3. The Publications Control Officer is responsible for keeping free administrative distribution of publications to a minimum. Determine free administrative distribution for each publication. It is not permissible to establish a single standard list for free administrative distribution for all publications.

4. Make publications available electronically whenever feasible. Copies may be electronically mailed to the requester when appropriate.

1633.22 - Mailing Lists

Administer and classify all publication mailing lists with care to ensure that each person or organization receives only the specific type of information requested. Contact each addressee on an established mailing list at least once a year to determine whether the addressee wishes to continue receiving the publications and delete from the mailing list those who fail to respond within three months.

1633.23 - Publications Sales Outlets

1. Offer publications to GPO's Superintendent of Documents (SupDocs) for sale with the requisition for printing as prescribed in FSH 1609.11, section 24. If SupDocs declines to "ride" the print order for sales copies, the publication is exempt from sales and is available for unlimited free public distribution. SupDocs, not the Forest Service, determines which publications will be sold.

2. See FSM 7149.11c for the direction on the sale of Forest visitor maps and special designated area maps.

1633.24 - Distribution of Purchased Reprints

Purchase reprints of articles prepared by Forest Service employees and appearing in non-Federal Government journals in the minimum quantities necessary to achieve adequate dissemination in furthering Forest Service work.

Forest Service employees may also purchase publications issued by commercial, educational, or private publishers for internal distribution to conduct official business. (See FSM 1632.2 for direction on the purchase of cooperative publications.)

1634 - Categories and Publications

1634.1 - Research and Development Publications

See FSH 1609.11, section 34 for the categories and descriptions of Forest Service research and development publications produced by Stations, the Forest Products Laboratory, the Institute, and the Washington Office.

1634.2 - National Forest System and State and Private Forestry Publications

See FSH 1609.11, section 34, for the categories and descriptions of the National Forest System and State and Private Forestry publications produced by Regions and the Area.

1634.3 - International Institute of Tropical Forestry Publications

These publications are produced by the Institute.

1635 - Reports

The Department, the Office of Management and Budget, and the Joint Committee on Printing require regular reports of publishing and printing activities. These entities also often require ad hoc reports on such activities.

1635.1 - Printing Reports

Submit an annual report to the Director, Office of Communication, Washington Office at the end of the fiscal year for all printing (including procured with an SF-1, by Simplified Purchase Agreement, and by GPO Express) and binding procured through Government Publishing Office Regional Printing Procurement Offices. In addition, submit a semiannual report of field printing procured directly from commercial sources only (FSH 1609.11, sec. 61.3 and sec. 61.4).

1636 - Information Campaigns

All public information, education, or awareness campaigns using more than one communication media and costing more than \$25,000 must be approved in writing by the Director, USDA-OC (DR 1497-001). Submit proposals for USDA-OC, to the Forest Service Washington Office, Director, Office of Communication, and include proposed costs, campaign message, target audience, and the type of information techniques that will be used.