

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

Forest Service Handbook 1609.11 – Publications Management Handbook

Chapter 60 - Publishing Procedures In Field

Offices Amendment: 1609.11-Amendment 17

Effective date: March 1987

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by:

Date approved:

Responsible Staff:

Explanation of changes:

Table of Contents

61 - Reports.....	3
61.1 - Quarterly Report of Publications Completed and Summary of Publications Committee Activities	3
61.2 - Annual Report on Government Publications	4
61.3 - Semiannual Commercial Printing Report (FS-1600-L).....	4
61.4 - Annual Printing Report (Report FS-1600-M)	4
62 - Internal Newsletters	5
62.1 - Content and Distribution	5
62.2 - Justification and Evaluation	5

Publishing procedures at the various field offices are sufficiently different that it would be impractical, if not impossible, to write Service-wide procedures that would be applicable to even the majority of them. All Publications Control Officers are governed by FSM Title 1600-- Information Services and shall implement these directives in a manner suited to local conditions and resources. Field offices should issue needed supplements to FSM 1630 or this handbook for authors, typists, and others involved in producing publications.

61 - Reports

FSM 1635 describes the primary reports of publishing and printing activities in field units that are required by USDA, the Joint Committee on Printing, and the Office of Management and Budget. These reports may be submitted electronically via the Data General provided they conform to established formats. Ad hoc reports on publishing and printing activities are required occasionally also.

61.1 - Quarterly Report of Publications Completed and Summary of Publications Committee Activities

Regions, Stations, and the Area shall submit this report (FS-1600-Q) only in the format shown below (file designation 1630):

Quarterly Report of Publications Completed

(Name of Unit)
(Region, Station, Area)

<u>Title</u>	<u>Number of Copies</u>	<u>Production Copies</u>
Summary of Publications Committee Activities		
Number of Committee meetings held during the period		_____
Number of Proposals considered		_____
Number of Proposals approved by (Regional Forester) (Director)		_____
for new publications		_____
for reprints or revisions		_____
Estimated average number of copies of publications approved		_____
Estimated average total cost of publications approved		_____

Incorporate series numbers and other identifiers in the title of the publication--do not add them in separate columns. This report is due in the WO 30 days after the end of each quarter.

61.2 - Annual Report on Government Publications

Update the Annual Report on Government Publications for all periodicals, internal newsletters, annual reports, and other recurring publications as required. Formal requests and justifications for new periodicals, internal newsletters, and annual reports are to be included. The Office of Management and Budget issues annual reporting instructions through OGPA which are transmitted to the WO. The WO provides annual instructions and due dates to field units.

61.3 - Semiannual Commercial Printing Report (FS-1600-L)

Submit the Semiannual Commercial Printing Report on all printing and composition procured commercially and costing less than \$500 per job. Submit this report on JCP form 2 or on Data General to the WO Printing Section (file designation 1630). It is due two times each year: April 30 and October 31. Copies of the printed form are available from the Printing Section, WO.

61.4 - Annual Printing Report (Report FS-1600-M)

Submit the Annual Printing Report on all printing and composition procured through GPO Regional Printing Procurement Offices. Submit this report on Form AD-575, Annual Report of Printing Procured Through GPO Regional Offices, or on the Data General, to the WO Printing Section (file designation 1630). It is due October 31 of each year. Printed copies of this form are available from the Printing Section, WO.

62 - Internal Newsletters

Regional Foresters, Station Directors, the Area Director, and WO Staff Directors may issue internal newsletters for their respective areas of responsibility, in accordance with OMB Circular A-3 (Revised) 1985, and the following provisions.

62.1 - Content and Distribution

Content of internal newsletters must be newsworthy, attributable to official sources, and relate solely to agency policy and administrative needs, including incentive awards, safety, training, announcements, or similar subjects aimed at stimulating management improvement. Internal newsletters must exclude nonofficial business, such as personal and social items, humor columns and cartoons, poetry and jokes, and "filler" text and illustrations. Distribution is to employees and those cooperators, retirees, and employees on leave of absence as designated by the responsible line officer to receive copies.

62.2 - Justification and Evaluation

Initial justification of internal newsletters is approved by the Director of the Office of Management and Budget, who also performs annual evaluation and reapproval.