

OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS
PUBLICATION PLANNING AND CLEARANCE REQUEST

SEE PAGE 3 OF THIS FORM FOR INSTRUCTIONS

PROJECT ID NO.: _____

CSD REC'D: _____

1. PUBLICATION TITLE: _____

2. AGENCY: _____ PROGRAM/CONTACT: _____

CONTACT PERSON: _____ TELEPHONE: _____

ADMINISTRATIVE CODE: _____

3. CATEGORY OF PUBLICATION:

a. PAMPHLET BOOKLET PERIODICAL
BROCHURE FLYER POSTER
MANUAL OTHER (Explain): _____

b. NEW REPRINT REVISION

DATE OF ORIGINAL PRINTING: _____ DATE OF LATEST PRINTING: _____

c. SINGLE ISSUANCE SERIES OR PART OF SERIES

TOTAL NUMBER IN SERIES: _____ FREQUENCY OF SERIES: _____

d. SPECIFICALLY DESCRIBED IN AND MANDATED BY LAW?: YES NO

If yes, cite the specific Public Law and sections of that law: _____

4. TARGET AUDIENCES (list all): _____

5. TRANSLATION: YES NO LANGUAGE: _____

6. DISTRIBUTION METHODS (describe): _____

7. RECOMMENDATION FOR SALE VIA SUPERINTENDENT OF DOCUMENTS, GPO?: YES NO

ESTIMATED NUMBER OF SALE COPIES: _____

8. SPECIFICATIONS:

a. NUMBER OF COPIES: _____ NUMBER OF DOUBLE-SPACED MANUSCRIPT PAGES: _____

NUMBER OF PRINTED PAGES: _____ OR (if folded) NUMBER OF PANELS: _____

b. TRIM SIZE: _____

c. COVER: SELF SEPARATE

**OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS
PUBLICATION PLANNING AND CLEARANCE REQUEST**

d. PAPER STOCK AND WEIGHT: COVER: _____ TEXT: _____

e. NO. OF INK COLORS: _____

f. SELF-MAILER: YES NO

g. ILLUSTRATION: HALFTONES DUOTONES TABLES
CHARTS DRAWINGS

h. MAIL: FIRST CLASS THIRD CLASS FOURTH CLASS

PIECE RATE @ \$ _____ EACH OR BULK RATE @ \$ _____ OTHER: _____

9. JUSTIFICATION (*see instructions and use page 3 or a separate sheet of paper*):

10. PROPOSED PUBLICATION DATE: _____

11. PUBLICATION PRODUCTION, PRINTING, AND DISTRIBUTION COSTS WILL BE CHARGED TO FISCAL YEAR: _____

APPROPRIATION CODE: _____

12. PRODUCTION COSTS:	IN-HOUSE	PROCURED
a. RESEARCH, WRITING, EDITING	_____	_____
b. GRAPHICS	_____	_____
c. PHOTOGRAPHY	_____	_____
d. COMPOSITION (<i>typesetting</i>)	_____	_____
e. PRINTING	_____	_____
f. MAILING	_____	_____
g. OTHER DISTRIBUTION/PROMOTION	_____	_____
TOTALS	_____	_____
GRAND TOTAL	_____	_____
UNIT COSTS	_____	_____

13. CONTRACT JUSTIFICATION (*Attach the OASPA-approved request for contract and scope of work*):

14. APPROVALS:	TITLE	SIGNATURE	DATE
AGENCY:	_____	_____	_____
OP/DIV:	_____	_____	_____
OASPA:	_____	_____	_____

OASPA: EVALUATION FORM 615A REQUIRED?: YES NO

A signed copy of this form must be submitted with the Printing Requisition. Printing Officers will not accept requests for composition and/or printing unless accompanied by an OASPA-approved form HHS-615.

INSTRUCTIONS FOR COMPLETING PUBLICATION PLANNING AND CLEARANCE FORM 615

This form is to be used for the production of any publication (as defined in the Public Affairs Management Manual). OASPA approval of this form is mandatory before print production may proceed. OASPA will determine, at the time of approval, whether or not the completion of the Publication Evaluation Form 615A will be required. For periodicals, this form (HHS 615) must be submitted annually to OASPA, during the first quarter of the fiscal year, and no later than December 15, to reflect any new costs.

PROJECT I.D. NUMBER

Use the Identification Number assigned to this project by OASPA when it was submitted for concept review. This number appears on the copy of the Concept Review Form (HHS 676) returned to you by OASPA.

1. Self-explanatory
2. Self-explanatory
3. (b) The term "Reprint" indicates that no changes are to be made to the existing publication.
4. If the target audience is "general public," the term "general public" is defined as an individual, group, or organization outside of the Department of the HHS. Contractors, grantees, and intermediaries, whether funded or not funded by the Government, are considered to be "general public."
5. Self-explanatory
6. Examples might be: meetings, mail, exhibits, public publication racks, etc.
7. Do not include the number of recommended sales copies with the number your organization plans to print for free distribution.
8. If you cannot answer all the questions, seek help from your printing officer and postal representative.
9. Justification must include;
 - (a) Clear statement of purpose
 - (b) Evidence of need
 - (c) Clear statement of utility (how the recipient is expected to use the publication)
 - (d) Evidence that publication clearly supports a mandatory program, Departmental initiative, or public law.
 - (e) Evidence that publication is not duplicative of another public/private sector communication effort.
 - (f) Evidence that the publication is cost-effective and/or cost-beneficial.
 - (g) Justification for the number of free copies and justification as to why intended recipients cannot or should not be required to purchase copies.
10. Self-explanatory
11. Approvals normally will not be made for fiscal year funds not yet appropriated.
12. In-house production costs should be expressed in terms of salaries and benefits or portions of salaries and benefits.
13. Self-explanatory
14. Signatures of persons with approval authority only.