

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

**Forest Service Handbook 1609.11 – Publications Management Handbook
Chapter 20 - Distribution**

Amendment: 1609.11-Amendment 17

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Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by:

Date approved:

Responsible Staff:

Explanation of changes:

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21 - Distribution of Publications

Field units that issue publications are required to make specific distributions directly to various offices in Washington. Do not send a single package of publications to the Public Affairs Office for remailing. Certain requirements for distribution of publications issued by the Washington Office are also set forth in sections that follow.

21.1 - To WO Public Affairs Office

1. Regions, Stations, and the Area shall send one (1) copy of each Forest Service publication they issue to the Washington Office, Public Affairs Office (WO-PAO), under file designation 1630. (Do not send copies of journal or magazine articles.) Note on the publication cover the total number of copies printed.

2. Send six (6) copies of each internal newsletter issued in the Regions and by the Stations or the Area, to the WO-PAO, Current Information Group under file designation 1650.

21.2 - To WO Staffs

Regions, Stations, and the Areas shall send five (5) copies of each publication issued by them and five (5) copies of each purchased reprint to the WO staff most concerned with the subject matter. Use the full Staff name and file designation in addressing the mailing label.

21.3 - To USDA Office of Governmental and Public Affairs

Regions, Stations, and the Area shall send eight (8) copies of each Forest Service publication, either monthly or as issued, to:

USDA Publications Stockroom
Office of Governmental and Public Affairs
Agriculture South Building
3rd Wing Sub-basement
Washington, DC 20250

These copies are for redistribution to the Library of Congress and to the National Agricultural Library (acquisitions) as well as to selected USDA officials for information. Write the total number of copies printed on the cover of one of the eight copies.

21.4 - To National Agricultural Library

1. Regions, Stations, and the Area shall send two (2) copies of each publication issued by them and one (1) copy of each purchased reprint to:

USDA, National Agricultural Library
Selection Section
Acquisition Division
Beltsville, MD 20705

These copies are for use in the cataloguing and indexing record system (CAIN) data base and Agricultural On-Line Access (AGRICOLA).

2. Regions, Stations, and the Area shall send two (2) copies of each journal article or professional paper published outside USDA to:

USDA, National Agricultural Library
Resources Development Division
Beltsville, MD 20705

21.5 - To Government Printing Office

1. Regions, Stations, and the Area shall send two (2) copies of each publication issued by them to:

U.S. Government Printing Office
Monthly Catalog
Superintendent of Documents
Library Division
Washington, DC 20402

2. Regions, Stations, and the Area shall submit seventeen (17) copies of each publication issued by them for filing in the GPO depository in Maryland. File copies are submitted automatically by printers under general usage contracts. Specify in print orders under term or direct-handle contracts, under DISTRIBUTION, that the printer is to send 17 copies to the Maryland address. Send 17 copies of publications produced in-house or commercially (under \$500) directly to:

U.S. Government Printing Office
Receiving Section
GPO, Laurel Complex
8610 Cherry Lane
Laurel, MD 20707

21.6 - To Depository Libraries

Regions, Stations, the Area, National Forests, and the WO must provide all new or revised publications (including environmental impact statements, visitor maps, recreations folders, and so forth) for the GPO Superintendent of Documents Depository Libraries Program (44, U.S.C. 1901-1903).

21.61 - Field Offices

1. Notify the Superintendent of Documents (SupDocs) of all forthcoming depository publications with the original and one copy of Form GPO-3868 (R 5-86), Notification of Intent to Publish, attached to the printing requisition that goes to the GPO Regional Printing Procurement Office for printing and binding under general usage contracts or for establishing term or direct-handle contracts. Add to each requisition the notation: "GPO will ride for Depository copies." If the publication has been offered for sale (see sec. 24), attach to the printing requisition a copy of form GPO-3868 with the notation: "Offered to SupDocs for sale on (date)."

Obtain copies of form GPO-3868 from the GPO Regional Printing Procurement Office.

2. Copies of form GPO-3868 are not needed for individual field office publications produced under term or direct-handle contracts, but copies of publications so produced must be provided for Depository Libraries. To determine how many copies of a publication to have a printer send to the SupDocs for Depositories, telephone the GPO Library Program Service, Washington, DC, (202) 275-1071. Add this quantity to the printing request, show they are to be billed to GPO, and instruct the printer to send them to:

U.S. Government Printing Office
Depository Receiving Section
STOP: SSMC
Washington, DC 20402

3. Provide Depository Libraries with publications produced through authorized non-GPO channels (in-house duplicating or commercial purchase of less than \$500). To determine how many copies of a publications to send to the SupDocs for Depositories, telephone the GPO Library Program Service, Washington, DC, (202) 275-1071. Send these copies to:

U.S. Government Printing Office
Depository Receiving Section
Jackson Alley
Room A-150
Washington, DC 20402

21.62 - Washington Office

The WO must notify the SupDocs, at least 30 days prior to ordering printing, of a forthcoming publication by submitting the original and one copy of Form GPO-3868, Notification of Intent to Publish, directly to:

U.S. Government Printing Office
Documents Control Branch
STOP: SSMC
Washington, DC 20402

A copy of form GPO-3868 shall be attached to the WO requisition submitted thru the Department's Printing Division to GPO for printing and binding.

21.7 - To Federal Records Center

Regions, Stations, the Area, and the WO shall submit, to the appropriate local Federal Records Center, one (1) copy each of all the Forest Service publications they issue each calendar year. These copies are to be submitted as the file accumulates to 1 cu. ft. or after the close of the calendar year, whichever occurs first. Refer to FSH 6209.11, section 34, Records Management Handbook, for the local Federal Records Center address.

22 - Distribution of Maps

Regions shall send fifteen (15) copies of each Forest visitor map issued by them to:

Distribution Officer, WO-PAO
Room 3107, USDA South Building
Washington, DC 20250

These copies are for administrative use by the Washington Office.

23 - Forest Service Mailing Lists

The WO Public Affairs Office uses the following "key" mailing lists: State Foresters, foreign exchange libraries, forestry school libraries, agricultural college libraries, State Extension publication distribution officers, State agricultural experiment station directors, and the WO staff. Regions, Stations, and the Area should not mail to these users information copies of any publications issued by the WO.

24 - Distribution Through Sales

Except for several categories of maps, Forest Service publications may be sold only by the Superintendent of Documents, (SupDocs), by the National Technical Information Service (NTIS), and by private interpretive associations under special arrangements consistent with P.L. 94-148 (FSM 1633.23, FSM 2390.1, FSM 2393.03, .5, FSM 6531.15b, paragraph 5b.).

Forest Service offices shall recommend to the SupDocs those publications they issue and believe qualified for sale. At least 30 days prior to submitting the printing requisition, recommend a sales item by sending the original and one copy of form GPO-3868 (R 5-86) to:

U.S. Government Printing Office
Documents Control Branch
STOP: SSMC
Washington, DC 20402

If the SupDocs declines to "ride" the print order for sales copies, see FSM 1633.23 for guidance.

To offer scientific and technical publications to NTIS for sale, send 11 printed copies or 11 copies of the approved, cleared manuscript in camera-copy form with Form NTIS-79, Accession Notices, and Form OF-272, Report Documentation page, to:

Input Branch, NTIS
5285 Port Royal Road
Springfield, VA 22161

Copies of form NTIS-79 are available from the above address.