

Assistance and/or Clearance Request

Note: Each employee is to make certain that his or her statements for any public use are accurate and conform to U.S. Department of Agriculture policy. The district conservationist can clear news releases for local newspapers, radio, television, and talks before local groups. Additional clearance needs to be obtained for all manuscripts, including magazine articles; technical and professional papers; joint publications with other agencies or organizations; and talks, PowerPoint presentations, and poster papers for other than local audiences.

REQUEST INFORMATION

Author _____	Date of Request _____
Job Title _____	Location _____
Phone _____	E-mail _____

Complete the applicable box(es):

MANUSCRIPT, ARTICLE, TECHNICAL AND PROFESSIONAL PAPER, OR JOINT PUBLICATION WITH OTHER AGENCIES OR ORGANIZATIONS

Intended use	Oral	Publication	Both
Purpose/Objective _____			
Oral presentation at	_____		
City/State _____	Date _____		
Publication in _____			
Assistance needed (photography, graphics, etc.) _____			
Date needed _____			

SPEECH, POSTER PAPER, OR POWERPOINT PRESENTATION

Purpose/Objective _____			
Presentation at	_____		
City/State _____	Date _____		
Assistance needed (photos, scanning, etc.) _____			
Date needed _____			

REVIEW AND CLEARANCE

The undersigned certify that the Natural Resources Conservation Service's (NRCS) standards are met for technical accuracy and represent agency and departmental policy. The scope is within NRCS activities and appropriate for the intended audience, the information is complete and accurate, and the procedures described meet applicable standards and specifications. No statements herein conflict with federal, state, or local regulations or laws.

Supervisor	Name _____	Date _____
Management Team Member (if not direct supervisor)	Name _____	Date _____
Technical Reviewer (if needed) and/or Public Affairs Staff	Name _____	Date _____
State Conservationist	Name _____	Date _____

Checklist for NRCS Authors

This checklist is for the author's use only. It need not be attached for review.

GENERAL:

- _____ The subject of the manuscript or presentation comes within the scope of NRCS activities and statements conform to NRCS policy.
- _____ The manuscript or presentation is tailored to the needs of the audience. Organization, word choice, and visual aids are appropriate.
- _____ Style and format conform to guidelines set by the organization for which the manuscript or presentation is intended.
- _____ The abstract, if required, is clear, concise, and representative of the manuscript.
- _____ The author has written permission to use copyrighted material.
- _____ A typed, double-spaced copy with completed Form KS-INF-16 will be sent for review.
- _____ The NRCS nondiscrimination statement is included.

TABLES AND ILLUSTRATIONS:

- _____ Facts and figures have been proofread for accuracy.
- _____ No table duplicates information given in the text or contains any superfluous information.
- _____ Tables are consistent in format.
- _____ Illustrations and maps are functional, necessary, and accurate.

TEXT:

- _____ The purpose of the manuscript is stated clearly and concisely in the introduction.
- _____ Headings are appropriate and concise and are consistent in format.
- _____ Paragraphs have topic sentences and smooth transitions.
- _____ Scientific procedures are suitably referenced or described in enough detail to enable reader to duplicate them.
- _____ Conclusions and recommendations are substantiated.
- _____ Sources have been credited properly.
- _____ If commercial names or brand names must be used, a disclaimer is provided.
- _____ Figure, table, and reference numbers have been cross-checked.
- _____ Use of metric and U.S. customary units conform to style guidelines.
- _____ Text has been proofread for spelling, capitalization, and punctuation.

FOR EDITORIAL HELP CALL:

Public Affairs Staff, Salina State Office
785-823-4571