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Description of document: Completed Audiovisual Authorization Requests, form DI-551, in the US Geological Survey (USGS) Office of Communications, 2013-2014

Request date: 19-October-2014

Released date: 06-November-2014

Posted date: 03-August-2015

Source of document: Freedom of Information Act (FOIA) Officer
U.S. Geological Survey
Department of the Interior
5522 Research Park Drive
Baltimore, MD 21228
Fax: (443) 498-5510
Email: foia@usgs.gov

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From: "Freedom of Information Act, GS-GIO"

Date: Nov 6, 2014 5:23:28 PM

Subject: USGS-2015-00017 Final Response to your FOIA Request (Batch 2)

Cc: GS-GIO Freedom of Information Act

Transmitted VIA E-Mail

REF:USGS-2015-00017

This is our second and final response to your Freedom of Information Act request dated October 19, 2014,

Attached are 22 PDF files responsive to item 2 of your FOIA request in which you requested for completed form DI-551, Audiovisual Authorization Request, in the USGS Office of Communications during the last two years.

We do not bill requesters for FOIA processing fees when their fees are less than \$50.00, because the cost of collection would be greater than the fee collected. See 43 C.F.R. § 2.49(a)(1).

Additionally, as part of the 2007 OPEN Government Act FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a nonexclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation.

You may contact OGIS in any of the following ways:

Office of Government Information Services (OGIS)
National Archives and Records Administration
Room 2510
8601 Adelphi Road
College Park, Maryland 20740-6001
Email: ogis@nara.gov

This completes our response under your request. Should you have any questions, please feel free to contact me at foia@usgs.gov.

Thank you for your interest in the U.S. Geological Survey.

Sincerely,
Judy Cearley
Freedom of Information Act (FOIA) Liaison
U.S. Geological Survey
Department of the Interior
foia@usgs.gov
345 Middlefield Road, MS:955
Menlo Park, CA 94025-3591

Enclosures:

1. 22 PDF of completed form DI-551 Audiovisual Authorization Request.

**U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY/OFFICE OF COMMUNICATIONS
WASHINGTON, D.C. 20240**

AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form DI-551 (Audiovisual Authorization Request) is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a DI-551, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

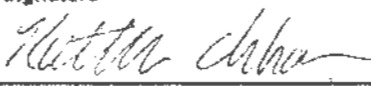

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office NGTOS - Graphics	Date Submitted 2/12/2013	
	Name of Contact & Title Kathy Isham - Geographer	Signature 	Phone 302-202-4419	
	1. Working Title UStops Podcast		2. Production Format Adobe Premier - FLV	3. Distribution Format Website, Youtube
	4. Estimated Running Time N/A	5. Copies Planned Online only	6. How will project be financed? GX13EG-40DW25000	
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)			
	1. Script/Creative Development \$ <u>NA</u>	6. Block \$ <u>NA</u>	7. Talent <u>NA</u>	
2. Equipment <u>NA</u>	8. Post Production <u>NA</u>	9. Audio Post Production <u>NA</u>		
3. Personnel \$ <u>1100.00</u>	9. Audio Post Production <u>NA</u>	10. Duplication <u>NA</u>		
4. Expenses <u>NA</u>	TOTAL ESTIMATED COSTS \$ <u>\$1100.00</u>			
5. Travel & Per Diem <u>NA</u>				
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR  2/22/13		BUREAU DIRECTOR	
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY	
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.	
	Signature	Date	Signature	Date

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WASHINGTON, D.C. 20240**

AUDIOVISUAL AUTHORIZATION REQUEST

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Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio-analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approval. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office North Carolina Water Science Center	Date Submitted 2-14-2013
	Name of Contact & Title DOUGLAS HARNED	Signature <i>Douglas Harned</i>	Phone 919-571-4024 Fax 919-571-4041
	1. Working Title Agriculture - a River Runs Through it	2. Production Format HDV → MP4	3. Distribution Format Web
	4. Estimated Running Time	5. Copies Planned Web	6. How will project be financed? Already made
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only) (no Contractor Costs)		
	1. Script/Creative Development \$ _____	4. Stock \$ _____	7. Talent _____
SECTION C APPROVALS	2. Equipment _____	8. Post Production _____	10. Duplication _____
	3. Personnel _____	9. Audio Post Production _____	TOTAL ESTIMATED COSTS \$ _____
	4. Expenses _____		
	5. Travel & Per Diem _____		
BUREAU PUBLIC AFFAIRS DIRECTOR <i>Anne-Berry Wade</i>		BUREAU DIRECTOR	
TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY	
<input checked="" type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$80,000.00.	
Signature <i>abw</i>	Date 2/15/13	Signature	Date

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AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form **DI-551 (Audiovisual Authorization Request)** is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a **DI-551**, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project



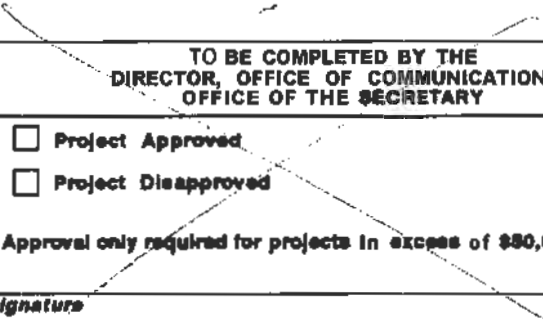
- Working Title** - Actual or working title of the production.
- Production Format** - **Examples:** videotape; motion picture; audio-analog or digital.
- Distribution Format** - **Examples:** 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
- Estimated Running Time** - Length of proposed production.
- Copies Planned** - Actual number of duplicate copies or prints required.
- How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

- Estimated Project Costs** - Estimate the entire cost of producing the production for the agency. include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approval. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office Of the Secretary	Requesting Office <i>Public Affairs Office</i>	Date Submitted <i>2/7/14</i>											
	Name of Contact & Title <i>Alex Demas</i>		Signature 											
			Phone <i>703-648-4421</i>											
			Fax <i>703-648-4466</i>											
	1. Working Title <i>U469 WindFarm Mapper Tutorial</i>	2. Production Format <i>Digital video</i>	3. Distribution Format <i>Digital Video</i>											
	4. Estimated Running Time <i>4:07</i>	5. Copies Planned <i>N/A</i>	6. How will project be financed? <i>In kind</i>											
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)													
	<table style="width:100%; border:none;"> <tr> <td style="width:50%;">1. Script/Creative Development \$ _____</td> <td style="width:50%;">6. Stock \$ _____</td> </tr> <tr> <td>2. Equipment _____</td> <td>7. Talent _____</td> </tr> <tr> <td>3. Personnel _____</td> <td>8. Post Production _____</td> </tr> <tr> <td>4. Expenses _____</td> <td>9. Audio Post Production _____</td> </tr> <tr> <td>5. Travel & Per Diem _____</td> <td>10. Duplication _____</td> </tr> <tr> <td colspan="2" style="text-align:right;">TOTAL ESTIMATED COSTS \$ _____</td> </tr> </table>	1. Script/Creative Development \$ _____	6. Stock \$ _____	2. Equipment _____	7. Talent _____	3. Personnel _____	8. Post Production _____	4. Expenses _____	9. Audio Post Production _____	5. Travel & Per Diem _____	10. Duplication _____	TOTAL ESTIMATED COSTS \$ _____		
1. Script/Creative Development \$ _____	6. Stock \$ _____													
2. Equipment _____	7. Talent _____													
3. Personnel _____	8. Post Production _____													
4. Expenses _____	9. Audio Post Production _____													
5. Travel & Per Diem _____	10. Duplication _____													
TOTAL ESTIMATED COSTS \$ _____														
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR											
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY <i>Director</i>		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY											
	<input checked="" type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.											
	Signature 	Date <i>02/07/14</i>	Signature 	Date										

**U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY/OFFICE OF COMMUNICATIONS
WASHINGTON, D.C. 20240**

AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form DI-551 (Audiovisual Authorization Request) is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a DI-551, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio-analog or digital.
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4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approval. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office <i>Office of Communications and Publishing</i>	Date Submitted <i>2/11/14</i>
	Name of Contact & Title <i>Jessica Robertson Public Affairs Specialist</i>	Signature <i>Jessica Robertson</i>	Phone <i>703 648 6624</i>
	1. Working Title <i>Volcanoes + Beer</i>	2. Production Format <i>Digital</i>	3. Distribution Format <i>USGS Multimedia Gallery, YouTube, Facebook, Twitter</i>
	4. Estimated Running Time <i>2 minutes</i>	5. Copies Planned <i>Online only</i>	6. How will project be financed? <i>In house</i>
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ _____	6. Stock \$ _____	
	2. Equipment _____	7. Talent _____	
	3. Personnel _____	8. Post Production _____	
	4. Expense _____	9. Audio Post Production _____	
	5. Travel & Per Diem _____	10. Duplication _____	
	TOTAL ESTIMATED COSTS \$ _____		
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY <i>Director, OCAH</i>		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
	<input checked="" type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.
	Signature <i>[Signature]</i>	Date	Signature <i>[Signature]</i> Date

Print Form

Form DI-551
(Rev. 4/98)

U.S. DEPARTMENT OF THE INTERIOR
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AUDIOVISUAL AUTHORIZATION REQUEST

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Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office Core Science Systems - Core Science Analytics and Synthesis		Date Submitted 03/13/2014	
	Name of Contact & Title Natalie Latysh, Physical Scientist			Signature <i>Natalie Latysh</i>		Phone 303-202-4637
						Fax 303-202-4710
	1. Working Title ScienceBase ArcGIS Service		2. Production Format mp4		3. Distribution Format USGS YouTube	
	4. Estimated Running Time 5:53		5. Copies Planned 1		6. How will project be financed? ScienceBase funding	
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)					
	1. Script/Creative Development \$ _____	2. Equipment _____	3. Personnel _____	4. Expenses _____	5. Travel & Per Diem _____	6. Stock \$ _____
					7. Talent _____	
					8. Post Production _____	
					9. Audio Post Production _____	
					10. Duplication _____	
					TOTAL ESTIMATED COSTS \$ 0, produced in-house	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY		
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation: _____ <input type="checkbox"/> Project Disapproved			<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.		
	Signature <i>[Signature]</i>		Date 05/20/14	Signature		Date

Form DI-551
(Rev. 4/98)

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INSTRUCTIONS

Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
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4. Estimated Running Time - Length of proposed production.
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Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office Core Science Systems - Core Science Analytics and Synthesis		Date Submitted 03/13/2014												
	Name of Contact & Title Natalie Latysh, Physical Scientist			Signature <i>Natalie Latysh</i>	Phone 303-202-4637												
					Fax 303-202-4710												
	1. Working Title What is ScienceBase, how does it relate to geospatial data		2. Production Format mp4		3. Distribution Format USGS YouTube												
SECTION B COST ESTIMATES	4. Estimated Running Time 1:07:45		5. Copies Planned 1		6. How will project be financed? ScienceBase funding												
	7. Estimated Project Costs (Contractor Costs Only)																
<table border="0" style="width: 100%;"> <tr> <td>1. Script/Creative Development \$ _____</td> <td>6. Stock \$ _____</td> </tr> <tr> <td>2. Equipment _____</td> <td>7. Talent _____</td> </tr> <tr> <td>3. Personnel _____</td> <td>8. Post Production _____</td> </tr> <tr> <td>4. Expenses _____</td> <td>9. Audio Post Production _____</td> </tr> <tr> <td>5. Travel & Per Diem _____</td> <td>10. Duplication _____</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL ESTIMATED COSTS \$ 0, produced in-house</td> </tr> </table>						1. Script/Creative Development \$ _____	6. Stock \$ _____	2. Equipment _____	7. Talent _____	3. Personnel _____	8. Post Production _____	4. Expenses _____	9. Audio Post Production _____	5. Travel & Per Diem _____	10. Duplication _____	TOTAL ESTIMATED COSTS \$ 0, produced in-house	
1. Script/Creative Development \$ _____	6. Stock \$ _____																
2. Equipment _____	7. Talent _____																
3. Personnel _____	8. Post Production _____																
4. Expenses _____	9. Audio Post Production _____																
5. Travel & Per Diem _____	10. Duplication _____																
TOTAL ESTIMATED COSTS \$ 0, produced in-house																	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR													
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY													
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation: _____ <input type="checkbox"/> Project Disapproved			<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.													
	Signature <i>[Signature]</i>			Signature													
Date 03/13/2014			Date														

Form DI-551
(Rev. 4/98)

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office Core Science Systems - Core Science Analytics and Synthesis	Date Submitted 03/13/2014	
	Name of Contact & Title Natalie Latysh, Physical Scientist		Signature <i>Natalie Latysh</i>	
			Phone 303-202-4637	
			Fax 303-202-4710	
	1. Working Title Using Shapefiles and Rasters in ScienceBase	2. Production Format mp4	3. Distribution Format USGS YouTube	
	4. Estimated Running Time 7:21	5. Copies Planned 1	6. How will project be financed? ScienceBase funding	
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)			
	1. Script/Creative Development \$ _____	6. Stock \$ _____		
	2. Equipment _____	7. Talent _____		
	3. Personnel _____	8. Post Production _____		
	4. Expenses _____	9. Audio Post Production _____		
	5. Travel & Per Diem _____	10. Duplication _____		
	TOTAL ESTIMATED COSTS \$		0, produced in-house	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR	
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY	
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.	
	Signature <i>Natalie Latysh</i>		Date 03-13-2014	Signature _____

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Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office National Wetlands Research Center	Date Submitted 03/19/2014
	Name of Contact & Title Karen L. McKee/Scientist Emeritus		Signature Karen L. McKee <small>Digitally signed by Karen L. McKee DN: cn=Karen L. McKee, o=U.S. Geological Survey, ou=National Wetland Research Center, email=kmckee@usgs.gov, c=US Date: 2014.03.19 12:56:45 -0600</small>
	1. Working Title Communication Tools and Strategies for the 21st Century	2. Production Format Digital video	3. Distribution Format WWW
	4. Estimated Running Time 1 hour	5. Copies Planned 1	6. How will project be financed? No additional costs anticipated
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ _____	8. Stock \$ _____	9. Audio Post Production _____
	2. Equipment _____	7. Talent _____	10. Duplication _____
	3. Personnel _____	6. Post Production _____	
	4. Expenses _____		
	5. Travel & Per Diem _____		
	TOTAL ESTIMATED COSTS \$ _____		
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.
	Signature	Date	Signature
		Date	

**U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY/OFFICE OF COMMUNICATIONS
WASHINGTON, D.C. 20240**

AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form DI-551 (Audiovisual Authorization Request) is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a DI-551, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office USGS, Alaska Science Center, Geology	Date Submitted 4/21/2014
	Name of Contact & Title Evan Thoms, Geologist		Signature EVAN THOMS <small>Digitally signed by EVAN THOMS DN: cn=US, o=US Government, ou=Department of the Interior, ou=Geological Survey, ou=USGS, postalCode=99508, st=AK, email=etoms@usgs.gov, ou=1, cn=EVAN THOMS</small>
			Phone 907-786-7409
			Fax 907-786-7401
	1. Working Title Propagation of seismic waves, Atwood Building, oblique	2. Production Format mpg4	3. Distribution Format online, youtube
4. Estimated Running Time 26 sec	5. Copies Planned none	6. How will project be financed? project has been completed	
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ _____	8. Stock \$ _____	
	2. Equipment _____	7. Talent _____	
	3. Personnel _____	6. Post Production _____	
	4. Expenses _____	9. Audio Post Production _____	
	5. Travel & Per Diem _____	10. Duplication _____	
	TOTAL ESTIMATED COSTS \$		0.0
	BUREAU PUBLIC AFFAIRS DIRECTOR		
	BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
<input type="checkbox"/> Project Approved		<input type="checkbox"/> Project Approved	
<input type="checkbox"/> Project approved with the following stipulation. _____		<input type="checkbox"/> Project Disapproved	
<input type="checkbox"/> Project Disapproved		Approval only required for projects in excess of \$50,000.00.	
Signature _____		Signature _____	
Date _____		Date _____	

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office USGS, Alaska Science Center, Geology	Date Submitted 4/21/2014	
	Name of Contact & Title Evan Thoms, Geologist		Signature EVAN THOMS <small>Digital signed by EVAN THOMS DN: cn=EVAN THOMS, o=U.S. Department of the Interior, ou=Geological Survey, email=EVAN_THOMS@USGS.gov, c=US</small>	
	1. Working Title Propagation of seismic waves, Atwood Building, top view		2. Production Format mpg4	Phone 907-786-7409
	4. Estimated Running Time 26 sec		5. Copies Planned none	Fax 907-786-7401
SECTION B COST ESTIMATES	3. Distribution Format online, youtube			
	6. How will project be financed? project has been completed			
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)			
	1. Script/Creative Development \$ _____	6. Stock \$ _____		
	2. Equipment _____	7. Talent _____		
	3. Personnel _____	8. Post Production _____		
	4. Expenses _____	9. Audio Post Production _____		
	5. Travel & Per Diem _____	10. Duplication _____		
	TOTAL ESTIMATED COSTS \$		0.0	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR	
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY	
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.	
	Signature	Date	Signature Date	

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INSTRUCTIONS

Section A - Project

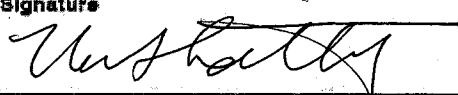
1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office USGS Leetown Science Center	Date Submitted 25 April 2014	
	Name of Contact & Title Nathaniel P. Hitt, Research Fish Biologist	Signature 	Phone 304-724-4463	
			Fax	
	1. Working Title Leetown Science Center Experimental Stream Lab	2. Production Format Youtube video	3. Distribution Format USGS Youtube channel	
4. Estimated Running Time 1 minute	5. Copies Planned	6. How will project be financed? Pro bono assistance from USFWS		
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)			
	1. Script/Creative Development \$ _____	6. Stock \$ _____		
	2. Equipment _____	7. Talent _____		
	3. Personnel _____	8. Post Production _____		
	4. Expenses _____	9. Audio Post Production _____		
	5. Travel & Per Diem _____	10. Duplication _____		
	TOTAL ESTIMATED COSTS \$		0	
	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR	
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY	
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.	
Signature _____		Signature _____		
Date _____		Date _____		

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Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office Western Geographic Science Center	Date Submitted 23 May 2014											
	Name of Contact & Title Dennis Dye, Research Geographer		Signature Dennis G. Dye <small>Digitally signed by Dennis G. Dye DN: cn=Dennis G. Dye, o=USGS, email=ddye@usgs.gov, c=US Date: 2014.05.23 13:24:36 -0700</small>											
	1. Working Title Diurnal Change in Atmospheric Conditions and Smoke f		2. Production Format digital video file (no sound)	Phone 928-556-7029 Fax 928-556-7169										
	4. Estimated Running Time 43 seconds	5. Copies Planned N/A	3. Distribution Format MP4 digital file 6. How will project be financed? already created as product of USGS research project											
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)													
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Script/Creative Development \$ 0</td> <td style="width: 50%;">8. Stock \$ 0</td> </tr> <tr> <td>2. Equipment 0</td> <td>7. Talent 0</td> </tr> <tr> <td>3. Personnel 0</td> <td>6. Post Production 0</td> </tr> <tr> <td>4. Expenses 0</td> <td>9. Audio Post Production 0</td> </tr> <tr> <td>5. Travel & Per Diem 0</td> <td>10. Duplication 0</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL ESTIMATED COSTS \$ 0</td> </tr> </table>	1. Script/Creative Development \$ 0	8. Stock \$ 0	2. Equipment 0	7. Talent 0	3. Personnel 0	6. Post Production 0	4. Expenses 0	9. Audio Post Production 0	5. Travel & Per Diem 0	10. Duplication 0	TOTAL ESTIMATED COSTS \$ 0		
1. Script/Creative Development \$ 0	8. Stock \$ 0													
2. Equipment 0	7. Talent 0													
3. Personnel 0	6. Post Production 0													
4. Expenses 0	9. Audio Post Production 0													
5. Travel & Per Diem 0	10. Duplication 0													
TOTAL ESTIMATED COSTS \$ 0														
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR											
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY											
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.											
	Signature _____	Date _____	Signature _____	Date _____										

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INSTRUCTIONS

Section A - Project


1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office <i>USGS-SBSC-GCMRC</i>	Date Submitted <i>6/9/14</i>
	Name of Contact & Title <i>CAROL FRITZINGER LOGISTICS OP. SP.</i>	Signature 	Phone <i>928-556-7207</i> Fax <i>928-556-7193</i>
	1. Working Title <i>Partners in Science</i>	2. Production Format <i>HD Digital</i>	3. Distribution Format
	4. Estimated Running Time <i>4-6 min.</i>	5. Copies Planned <i>digital dist.</i>	6. How will project be financed? <i>Contract</i>
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only) <i>[see attached sow]</i>		
	1. Script/Creative Development \$ _____	8. Stock \$ _____	9. Talent _____
	2. Equipment _____	7. Talent _____	8. Post Production _____
	3. Personnel _____	6. Post Production _____	9. Audio Post Production _____
	4. Expenses _____	9. Audio Post Production _____	10. Duplication _____
	5. Travel & Per Diem _____	10. Duplication _____	TOTAL ESTIMATED COSTS \$ <i>24,770</i>
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
	<input type="checkbox"/> Project Approved	<input type="checkbox"/> Project approved with the following stipulation. _____	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved
	<input type="checkbox"/> Project Disapproved		Approval only required for projects in excess of \$50,000.00.
	Signature _____	Date _____	Signature _____ Date _____

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- Working Title** - Actual or working title of the production.
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- Estimated Running Time** - Length of proposed production.
- Copies Planned** - Actual number of duplicate copies or prints required.
- How will project be financed? - **Include** appropriation account number.

Section B - Cost Estimates

- Estimated Project Costs** - Estimate the entire cost of producing the production for the agency. include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approval. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office USGS, WRD, NAWQA		Date Submitted 7/02/2014	
	Name of Contact & Title Carise Barbour, Program Analyst			Signature <i>Carise Barbour</i>	Phone 703-648-5716	
					Fax 703-648-6693	
	1. Working Title PAHs, Coal-Tar-Based Pavement Sealant, and Environmental and Human Health		2. Production Format MP4		3. Distribution Format Video - Youtube	
4. Estimated Running Time 43:28		5. Copies Planned 1		6. How will project be financed? GX14DH00CRJ0100		
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)					
	1. Script/Creative Development \$ _____	2. Equipment _____	3. Personnel _____	4. Expenses _____	5. Travel & Per Diem _____	6. Stock \$ _____
					7. Talent _____	
					8. Post Production 107.50	
					9. Audio Post Production _____	
					10. Duplication _____	
					TOTAL ESTIMATED COSTS \$ 107.50	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY		
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved			<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.		
	Signature _____			Date _____		

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4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office USGS, Climate and Land Use Change	Date Submitted 7/14/14											
	Name of Contact & Title Gregory L Stensaas	Signature GREGORY STENSAAS <small>Digitally signed by GREGORY STENSAAS DN: cn=GREGORY STENSAAS, o=U.S. DEPARTMENT OF THE INTERIOR, ou=Department of the Interior, mail=Gregory.Stensaas@ios.doi.gov, c=US</small>	Phone 605 594-4579											
	1. Working Title Requirement Capabilities & Analysis for Earth Observatio	2. Production Format Electronic	3. Distribution Format Electronic											
	4. Estimated Running Time 3 videos at 3 min. each	5. Copies Planned 2 copies each DVD format	6. How will project be financed? USGS LRS Program, NLIR Project											
	7. Estimated Project Costs (Contractor Costs Only)													
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Script/Creative Development \$ 12,000</td> <td style="width: 50%;">8. Stock \$ 0</td> </tr> <tr> <td>2. Equipment 0</td> <td>7. Talent 0</td> </tr> <tr> <td>3. Personnel 18,000</td> <td>9. Post Production 14,000</td> </tr> <tr> <td>4. Expenses 0</td> <td>10. Audio Post Production 0</td> </tr> <tr> <td>5. Travel & Per Diem 4,000</td> <td>10. Duplication 0</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL ESTIMATED COSTS \$ 48,000</td> </tr> </table>		1. Script/Creative Development \$ 12,000	8. Stock \$ 0	2. Equipment 0	7. Talent 0	3. Personnel 18,000	9. Post Production 14,000	4. Expenses 0	10. Audio Post Production 0	5. Travel & Per Diem 4,000	10. Duplication 0	TOTAL ESTIMATED COSTS \$ 48,000		
1. Script/Creative Development \$ 12,000	8. Stock \$ 0													
2. Equipment 0	7. Talent 0													
3. Personnel 18,000	9. Post Production 14,000													
4. Expenses 0	10. Audio Post Production 0													
5. Travel & Per Diem 4,000	10. Duplication 0													
TOTAL ESTIMATED COSTS \$ 48,000														
SECTION B COST ESTIMATES	BUREAU PUBLIC AFFAIRS DIRECTOR													
	BUREAU DIRECTOR													
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY													
	TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY													
SECTION C APPROVALS	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.											
	Signature	Date	Signature											

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- Copies Planned - Actual number of duplicate copies or prints required.
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Section B - Cost Estimates

- Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office Office of Diversity and Equal Opportunity		Date Submitted 8/13/14	
	Name of Contact & Title John Szemraj			Signature On File		Phone (703) 648-7761
	1. Working Title LGBT Event at DOI June 2014			2. Production Format HD		3. Distribution Format HD
	4. Estimated Running Time 1:58:31		5. Copies Planned None		6. How will project be financed? Completed	
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)					
	1. Script/Creative Development \$ _____	2. Equipment _____	3. Personnel _____	4. Expenses _____	5. Travel & Per Diem _____	6. Stock \$ _____
					7. Talent _____	8. Post Production _____
					9. Audio Post Production _____	10. Duplication _____
					TOTAL ESTIMATED COSTS \$ 0	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY		
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved			<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.		
	Signature _____		Date _____	Signature _____		Date _____

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Form DI-551
(Rev. 4/98)

AUDIOVISUAL AUTHORIZATION REQUEST

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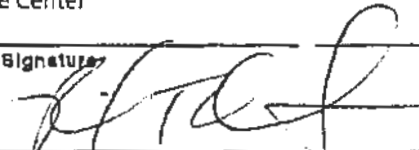
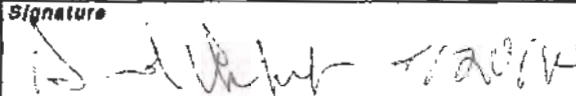
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4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office Great Lakes Science Center		Date Submitted 19 Aug 14	
	Name of Contact & Title Rich Quintal, Web Manager			Signature 		Phone 734-214-9319
						Fax 734-994-8780
	1. Working Title R/V Kaho Commissioning Ceremony		2. Production Format digital video		3. Distribution Format YouTube	
4. Estimated Running Time approximately 90 seconds		5. Copies Planned 0, online only		6. How will project be financed? No added cost except MiniDV cassettes.		
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)					
	1. Script/Creative Development	\$ 0	8. Stock	\$ 0		
2. Equipment	0	9. Talent	0			
3. Personnel	0	10. Post Production	0			
4. Expenses	0	11. Audio Post Production	0			
5. Travel & Per Diem	0	12. Duplication	0			
			TOTAL ESTIMATED COSTS \$ 0			
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY		
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation: <input type="checkbox"/> Project Disapproved			<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.		
	Signature 			Signature Date		

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OFFICE OF THE SECRETARY/OFFICE OF COMMUNICATIONS
WASHINGTON, D.C. 20240**

Form DI-551
(Rev. 4/98)

AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form DI-551 (Audiovisual Authorization Request) is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a DI-551, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio-analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office Great Lakes Science Center	Date Submitted 19 Aug 14
	Name of Contact & Title Rich Quintal, Web Manager	Signature 	Phone 734-214-9319 Fax 734-994-8780
	1. Working Title Suzette Kimball Visits Tunison Laboratory of Aquatic Sci	2. Production Format digital video	3. Distribution Format YouTube
	4. Estimated Running Time approximately 60 seconds	5. Copies Planned 0, online only	6. How will project be financed? No added cost except MiniDV cassettes.
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ 0	8. Block \$ 0	2. Equipment 0
3. Personnel 0	7. Talent 0	4. Expenses 0	
5. Travel & Per Diem 0	8. Post Production 0	9. Audio Post Production 0	
		10. Duplication 0	TOTAL ESTIMATED COSTS \$ 0
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation: <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.
	Signature 	Date 8/20/14	Signature

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Section C - Approvals

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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office <i>Office of Communications</i>	Date Submitted <i>9-10-14</i>
	Name of Contact & Title <i>Jessica Robertson Public Affairs Specialist</i>	Signature 	Phone <i>703-648-6624</i> Fax
	1. Working Title <i>Earthquake Tips from Students</i>	2. Production Format <i>Digital</i>	3. Distribution Format <i>USGS YouTube, Comcast and MultiMedia Frame.</i>
	4. Estimated Running Time <i>7 minutes</i>	5. Copies Planned <i>online only</i>	6. How will project be financed? <i>In House</i>
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ _____	6. Stock \$ _____	7. Talent _____
	2. Equipment _____	8. Post Production _____	9. Audio Post Production _____
	3. Personnel _____	10. Duplication _____	TOTAL ESTIMATED COSTS \$ _____
	4. Expenses _____		
	5. Travel & Per Diem _____		
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY <i>Director</i>		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
	<input checked="" type="checkbox"/> Project Approved	<input type="checkbox"/> Project Approved	<input type="checkbox"/> Project Disapproved
	<input type="checkbox"/> Project approved with the following stipulation. _____	Approval only required for projects in excess of \$50,000.00.	
	<input type="checkbox"/> Project Disapproved		
	Signature 	Date <i>09/10/14</i>	Signature _____ Date _____

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Section A - Project

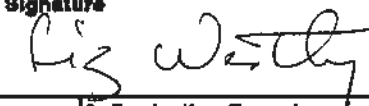
1. Working Title - Actual or working title of the production.
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4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office USGS-Cascades Volcano Observatory	Date Submitted 09/22/2014											
	Name of Contact & Title Liz Westby, Education/Outreach Specialist	Signature 	Phone 360.993.8979											
	1. Working Title Mount St. Helens 2004-2008 Eruption: A Volcano Reawakens	2. Production Format Video (digital file) for web release	3. Distribution Format Web/online (YouTube)											
	4. Estimated Running Time 4 min 37 seconds	5. Copies Planned 1	6. How will project be financed? CVO education/outreach budget											
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)													
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Script/Creative Development \$ 0.00</td> <td style="width: 50%;">6. Stock \$ 29.95</td> </tr> <tr> <td>2. Equipment 0.00</td> <td>7. Talent 0.00</td> </tr> <tr> <td>3. Personnel in-house</td> <td>8. Post Production 0.00</td> </tr> <tr> <td>4. Expenses 0.00</td> <td>9. Audio Post Production 0.00</td> </tr> <tr> <td>5. Travel & Per Diem 0.00</td> <td>10. Duplication 0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL ESTIMATED COSTS \$ 29.95</td> </tr> </table>	1. Script/Creative Development \$ 0.00	6. Stock \$ 29.95	2. Equipment 0.00	7. Talent 0.00	3. Personnel in-house	8. Post Production 0.00	4. Expenses 0.00	9. Audio Post Production 0.00	5. Travel & Per Diem 0.00	10. Duplication 0.00	TOTAL ESTIMATED COSTS \$ 29.95		
1. Script/Creative Development \$ 0.00	6. Stock \$ 29.95													
2. Equipment 0.00	7. Talent 0.00													
3. Personnel in-house	8. Post Production 0.00													
4. Expenses 0.00	9. Audio Post Production 0.00													
5. Travel & Per Diem 0.00	10. Duplication 0.00													
TOTAL ESTIMATED COSTS \$ 29.95														
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR											
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY											
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.											
	Signature	Date	Signature											
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- Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals: Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office <i>USGS / Volcano Science Center ALASKA</i>		Date Submitted <i>9/24/14</i>	
	Name of Contact & Title <i>JACOB LOWENSTERN</i>			Signature <i>[Signature]</i>	Phone <i>650-329-5238</i>	
					Fax <i>5203</i>	
	1. Working Title <i>An Illustrated Guide to Interpreting Seismograms</i>		2. Production Format <i>Video 1080p</i>		3. Distribution Format <i>Internet</i>	
4. Estimated Running Time <i>4 min 4:20 20 sec</i>		5. Copies Planned <i>1</i>		6. How will project be financed? <i>Project funds</i>		
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)					
	1. Script/Creative Development \$ <i>✓</i>		8. Stock \$ _____		9. Post Production <i>✓</i>	
2. Equipment _____		7. Talent _____		10. Duplication _____		
3. Personnel <i>✓</i>		8. Post Production <i>✓</i>		9. Audio Post Production <i>✓</i>		
4. Expenses _____		10. Duplication _____		TOTAL ESTIMATED COSTS \$ <i>2000</i>		
5. Travel & Per Diem _____						
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY		
	<input type="checkbox"/> Project Approved			<input type="checkbox"/> Project Approved		
	<input type="checkbox"/> Project approved with the following stipulation. _____			<input type="checkbox"/> Project Disapproved		
<input type="checkbox"/> Project Disapproved			Approval only required for projects in excess of \$50,000.00.			
Signature _____			Date _____			
Signature _____			Date _____			

JLowstern@usgs.gov

DI-551 Attachment

September 24, 2014

Program Working Title:

An Illustrated Guide to Interpreting a Seismogram

1. Completed Form 1
2. Program Details:
 - a. The program will present a tutorial on how to read the seismogram displays that the USGS hosts on its websites.
 - b. The program will educate the public about a USGS monitoring product that is of great interest for volcanology and seismology.
 - c. Audience: The General Public
 - d. Venue: The Internet
 - e. Format: HD
 - f. Information Resources: Yes
 - g. Relevant Visual Materials: Outside sources are relied upon.
 - h. Graphics will be included.
 - i. Travel not necessary

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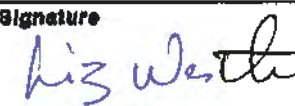
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SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office USGS-Cascades Volcano Observatory	Date Submitted 10/07/2014
	Name of Contact & Title Liz Westby, Education/Outreach Specialist		Signature 
			Phone 360.993.8979
			Fax
	1. Working Title The US-Columbia Bi-national Exchange	2. Production Format Video	3. Distribution Format Web/Online
	4. Estimated Running Time 10 minutes	6. Copies Planned Electronic release only	8. How will project be financed? CVO education/outreach budget
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ _____	6. Stock \$ _____	
	2. Equipment _____	7. Talent _____	
	3. Personnel _____	8. Post Production _____	
	4. Expenses _____	9. Audio Post Production _____	
	5. Travel & Per Diem _____	10. Duplication _____	
	TOTAL ESTIMATED COSTS \$ 0.00		
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
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