

Example of Optional Outline for Level 1 Action or Issue Elevation

Forest/District (Action Location): _____ Date: _____

Action Name: _____ Type of Activity: _____

I. Background:

II. Specific Issues Being Elevated:

A.

B.

III. Alternatives Recommended (If any):

A.

B.

C.

D.

IV. Enclosures:

V. Recommended Response Date From Level 2:

VI. Level 2 Team: Forward to:

VII. Level 1 Team:

1. /s/ _____

2. /s/ _____

3. /s/ _____

4. /s/ _____

VIII. Manager/Supervisor Comment. (If the elevation is at the request of the Manager or Supervisor.)

Example of Optional Outline for Level 2 Response to Level 1 Elevation

Forest/District (Action Location): _____ Date: _____

Action Name: _____ Type of Activity: _____

I. Direction to Level 1 Team for Action/Issue Resolution:

II. Rationale for the Decision:

III. Level 2 Team signatures:

1. /s/ _____

2. /s/ _____

3. /s/ _____

4. /s/ _____