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fsM 1500 – EXTERNAL RELATIONS

chapteR 1510 – LEGISLATIVE AFFAIRS

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| Approved: donna M. carmical  Acting Associate Chief | **Date Approved:** 12/28/2010 |

Posting Instructions: Interim directives are numbered consecutively by title and calendar year. Post by document at the end of the chapter. Retain this transmittal as the first page(s) of this document. The last interim directive was 1560-2010-1 to FSM 1560.

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| **New Document** | id\_1510-2011-1 | 9 Pages |
| **Superseded Document(s) (Interim Directive Number and Effective Date)** | None |  |

Digest:

1517 - Removes direction and caption “State Legislative Activities” and recodes caption and direction to section 1518. Establishes caption “Legislative Maps” and sets forth new direction for preparing legislative maps requested by members of Congress in support of legislation impacting National Forest System lands.

1518 - Establishes code and recodes to this section caption and direction previously set out in section 1517.

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# 1517 - LEGISLATIVE MAPS

The Forest Service is often asked to prepare maps to support congressional consideration of legislation impacting National Forest System lands. All maps are produced by regions and must comply with Agency standards and protocols. No map prepared to support congressional consideration of legislation is to be disseminated outside of the Agency or revised without the concurrence of the Washington Office, Director, Legislative Affairs. A map associated with legislation pending before Congress may be revised only with the concurrence of the Legislative Affairs Director or designee. A request from a congressional office to prepare a map in connection with proposed legislation should be treated confidentially.

### 1517.02 - Objectives

Prepare and distribute timely and authoritative maps or other projections of National Forest System land ownership, rights, and long-term land uses through standardized and recognizable maps to support congressional consideration of legislation or to answer inquiries of the Congress or other executive branch agencies.

### 1517.03 - Policy

Each map prepared by the Forest Service to support congressional consideration of legislation must comply with the procedures set forth in this directive and the content, form, and standards established in the Legislative Map Tool and the identification protocol developed by the Washington Office Legislative Affairs staff. The preparation or revision of any map to be used to support congressional consideration of legislation is to be treated confidentially and no such map is to be disseminated outside of the Agency without the concurrence of the Washington Office, Director, Legislative Affairs staff.

### - Responsibility

1. The Washington Office Director of Land and Reality Management shall:

a. Provide access to the Legislative Map Tool and necessary technical support for its use by regional staff.

b. Maintain the Legislative Mapping Tool contemporary with evolving Forest Service enterprise data architecture.

c. Ensure necessary data from the Forest Service Land Status Records System are readily available in electronic format to prepare all needed Legislative Maps.

d. Ensure that each Legislative Map is prepared through the Legislative Map Tool.

e. After enactment of legislation referencing a Legislative Map, ensure public and Agency availability of such a map through appropriate archival and automated systems.

2. The Washington Office, Director of Legislative Affairs must:

a. Provide timely notification to appropriate Washington Office staffs and regions that preparation of a Preliminary Map or Legislative Map is necessary as well as timely notification to appropriate unit staff regarding requests for revisions to a Preliminary or Legislative Map.

b. Coordinate with Washington Office Lands and regional points of contacts to ensure that each original and subsequent revision of a Preliminary or Legislative Map are available when needed in the legislative process or as requested.

c. Coordinate with Washington Office Lands Director to implement a process that provides secure and confidential access to Legislative Maps and revisions to Congress and other executive branch agencies. No other Forest Service unit may submit a Preliminary Map or Legislative Map to Congress or other executive branch agencies nor direct revisions to an original Legislative Map without the concurrence of the Washington Office Legislative Affairs Director or designee.

d. Provide Washington Office Lands Director and regional points of contact the process and standards for making and identifying revisions to Legislative Maps in response to requests from congressional offices or committees.

e. After legislation becomes Public Law requiring a Final Map, notify the Washington Office Lands Director of this requirement, and that a Final Map is required to be properly archived for public and agency use.

f. Upon receipt of the designated number of bound and electronic copies of the Final Map and Boundary Description from the region, the Washington Office Legislative Affairs Director shall transmit either hard bound copies or digital copies of the Final Map and Boundary Description to the appropriate House and Senate congressional Committees as specified in the appropriate Public Law or the Wilderness Act of 1964.

3. Each regional forester must:

a. Designate a point of contact responsible for coordination of the Legislative Map Tool and preparation and any subsequent revisions of Preliminary and Legislative maps.

b. Ensure that the regional point of contact oversees the development of maps necessary to support legislation and provides copies to Washington Office Legislative Affairs. Following consultation with the Washington Office Legislative Affairs Director or designee, only the regional point of contact may direct revisions to a Preliminary Map or Legislative Map.

c. Ensure that:

(1) Each Preliminary Map, Legislative Map, and Final Map is prepared to agency standards through the Legislative Map Tool.

(2) The content of the legislative maps are an accurate and reliable depiction of land ownership, rights, and long-term land uses prior to the Legislative Map being provided to a congressional office or committee.

(3) That any subsequent revision of a Legislative Map is numbered and tracked consistent with the protocol developed by the Legislative Affairs Director.

(4) Any map prepared in response to a congressional request is treated confidentially and is not disseminated outside of the agency without the concurrence of the Legislative Affairs Director.

d. Maintain a working electronic copy of the Legislative Map at the regional office, and provide access for the Washington Office Legislative Affairs, Wilderness and Wild and Scenic Rivers, Lands and Realty Management, other staff groups, other executive branch agencies, and congressional offices and committees as appropriate.

e. Prior to passage of legislation by the Congress, ensure that the accompanying Legislative Map is reviewed by a state-licensed professional land surveyor to verify that proposed boundaries can be legally described and marked as necessary.

f. After enactment of legislation, prepare a Final Map with the review and approval of a state-licensed Forest Service land surveyor who shall coordinate the Final Map production with any required land survey and the boundary description required in the legislation.

g. After the region has prepared the Final Map and Boundary Description, the designated number of bound copies, or electronic copies of the Final Map and Boundary Description package to Washington Office Legislative Affairs, Washington Office Lands Director and, in the case of legislation designating units of the Wilderness Preservation System or the Wild and Scenic River System, the Washington Office Wilderness and Wild and Scenic Rivers Director.

h. Make any necessary revisions to the Land Status Records System upon the enactment of legislation requiring a Legislative Map or affecting land ownership status.

4. Each Forest Supervisor shall:

a. Validate the content of the Legislative Map and ensure its accurate and reliable depiction of land ownership, rights, and long-term land uses prior to the Legislative Map being provided to Washington Office Legislative Affairs Director for subsequent transmission to a congressional office or committee; and

b. Ensure that any necessary revisions to the Land Status Records System are made upon the enactment of legislation requiring a Legislative Map or affecting land ownership status.

### 1517.05 - Definitions

Constituent Map. A map that is prepared by an entity outside the Forest Service that may be used for preliminary discussions of legislation impacting National Forest System lands. These maps may not meet agency data requirements and may not have been prepared by the entities using the Legislative Mapping Tool.

Preliminary Map. A map that is prepared by the Forest Service or at the official request of a congressional office to support congressional consideration of legislation or to answer inquiries of the Congress or Administration. This map meets the agency’s formal electronic data requirements and is prepared using the Legislative Mapping Tool clearly documenting the date of production and including the words “Preliminary Map” in the map title block.

Legislative Map. A map that has been prepared and revised by the Forest Service or at the request of a congressional office to support congressional consideration of legislation. This map is dated, references specific legislation that has been introduced in either the House or Senate, and includes the words “Legislative Map” in the map title block. A legislative map may be revised after the legislation has been introduced and prior to enactment by Congress.

Final Map. A map that is prepared by the Forest Service after legislation has been signed into law by the President. This map is prepared as directed by the legislation and is in agreement and consistent with the Legislative Map.

Hearing Map. A map prepared by the Forest Service to provide additional lands status and land management information to support Departmental or Agency testimony before a congressional committee. This map is prepared using the Legislative Mapping Tool clearly documenting the date of production and including the words “Prepared at the request of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Committee” in the map title block.

## 1517.1 - Map Naming Protocol

Maps produced to support congressional consideration of legislation should follow this naming protocol:

1.Preliminary map. This map should include information as follows: name of the area, exchange, wilderness designation, and so forth\_Sponsoring organization, Senator or Representative\_Version[1,2,3, and so forth]\_day-month-year.

2. Legislative map. This map should include as follows: Congress\_Bill #\_day-month-year. If the map is revised following a hearing: Congress\_Bill#\_Committee\_Version  
[1,2,3, and so forth]\_day-month-year (this would include changes made through floor debate on the bill).

a. As passed by the original House of Congress: Congress\_Bill#\_House or Senate\_day-month-year (the date the bill was passed)

b. If the bill is revised by the other House of Congress: Congress\_Bill#\_  
Committee\_Version [1,2,3, and so forth]\_day-month-year (this would include changes after committee markup through floor debate). A bill can be referred to more than one committee in the House and Senate so there could be three or more committee versions of the map.

c. As passed by the second body: Congress\_Bill#\_Senate or House\_day-month-year (the date the bill was passed)

d. If the map is revised in a House-Senate conference: Congress\_Bill#\_Conference\_Version[1,2,3, and so forth]\_day-month-year.

3. Final map. The last version of the House-Senate conference becomes the final map when the bill becomes law. Congress\_Bill #\_Final\_day-month-year (the date the bill is signed by the President).

Exhibit 01 displays how the naming protocol could look for the proposed Wild Horse Wilderness Area under consideration by Senator Hart:

**1517 – Exhibit 01**

**Map Naming Protocol**

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| **Map Type** | **Naming Protocol** |
| *Preliminary Map* | Wild Horse\_SenHart\_Version1\_12-03-2010 |
| *Legislative**Map* |  |
| Bill introduced | 112\_S 344\_01-03-2011 |
| Map Changes by Senate Agriculture Committee\* | 112\_S 344\_SAg\_Version1\_03-03-2011 |
| Map as passed by the Senate | 112\_S 344\_Senate\_05-03-2011 |
| Map changes by House Agriculture Committee\* | 112\_S 344\_HAg\_Version1\_07-03-2011 |
| Map as passed by the House | 112\_S 344\_House\_08-03-2011 |
| Map changes by House-Senate conferees\* | 112\_S 344\_Conference\_Version1\_09-03-2011 |
| *Final Map* |  |
| The date the bill is signed by the President | 112\_S 344\_Final\_10-03-2011 |

\* -- if the Senate and House committees make no changes to the original map, committee versions would not be necessary and the Senate-passed and House-passed versions could be created by simply changing the name. In that circumstance, there would be five maps associated with this bill (preliminary, bill, Senate-passed version, House-passed version, final).”

# 1518 - STATE LEGISLATIVE ACTIVITIES

Occasionally, Forest Service personnel in field offices are requested to testify at hearings on State legislative proposals. Regional foresters, station directors, or the Area Director may testify or may authorize their personnel to testify at State legislative hearings, if the subject matter of such hearings is clearly related to Forest Service activities. Unit personnel must prepare and obtain advance approval of proposed testimony from their regional forester, station director, or the Area Director.

Confine testimony at a State legislative hearing to information and facts helpful to the State body. When an official position on proposed State legislation is required, that position must be cleared by the Washington Office Deputy Chief for Programs and Legislation prior to the hearing.