

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

**Forest Service Handbook 1109.12 – Directive System Handbook
Zero Code**

Amendment: 1109.12-2001-2

Effective date: August 14, 2001

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 1109.12 Zero Code, Amendment 1109.12-91-1, March 28, 1991

Approved by: Clyde Thompson, Deputy Chief for Business Operations

Date approved: August 02, 2001

Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by Handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this Handbook was 1109.12-2001-1 to 1109.12,50.

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

08: Adds an entry to the References section for a text by the American National Standards Institute (ANSI) (para. 1). Revises information for ordering copies of the Council of Biology Editors Style Manual (para. 2). Updates information for the current edition of the United States Government Printing Office Style Manual (para. 4).

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02 - Objective

To prepare, type, clear, distribute, and maintain directives efficiently and in accordance with applicable standards in FSM 1100 and this Handbook.

03 - Policy

Directive writers, coordinators, managers, and typists as well as those who review, approve, distribute, and maintain directives shall comply with the applicable instructions in this Handbook.

08 - References

Helpful texts on clear writing and other aids include:

1. American National Standards Institute. American National Standards for Bibliographic References: ANSI Z39.29-1977 (FSH 1609.11, sec. 16).
2. Council of Biology Editors, Inc. 1983. CBE style manual. 5th ed. Bethesda, MD: Council of Biology Editors. 324 p. [Available from: Council of Biology Editors, Inc., East Wacker Drive, Suite 200, Chicago, Illinois 60601; telephone 312-616-0800]
3. Strunk, William Jr.; White, E. B. 1971. The elements of style. 3d ed. New York: Macmillan. 92 p.
4. United States Government Printing Office. 2000. Style manual. Washington, DC: U.S. Government Printing Office. 326 p. [Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; telephone of GPO Bookstore, 202-512-1800]