

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

**Forest Service Handbook 1109.12 – Directive System Handbook  
Chapter 40 - Access, Distribution, and Maintenance**

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**Responsible Staff:**

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

**40:** Makes minor editorial, formatting, and technical changes throughout chapter 40.

**45:** Removes reserved exhibit 06, "Posting Instructions for FSH 6109.41 – Departmental Personnel Manual."

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Follow the direction in this chapter for making directives available to employees and external users. Refer to FSM 1130 for further direction on the authority, objective, policy, and responsibility governing directive distribution and maintenance.

### **40.3 - Policy**

The Forest Service shall meet internal and external users' needs for directives by providing users with online access to the Forest Service Manual (FSM) and Handbooks (FSHs) via the FSWeb Portal (Intranet), or the World Wide Web (WWW/Internet).

Directive managers shall encourage external users to obtain directives through online access. If the user wants the agency to provide a paper copy, assess fees in accordance with section 41.22b of this handbook.

### **40.4 - Responsibility**

#### **40.41 - Servicewide Directives**

The Washington Office, Directives and Regulations Branch, Office of Regulatory and Management Services, is responsible for managing online access to Forest Service directives for employees and the public and for managing the distribution of the servicewide handbook amendments, interim directives, and supplements to Washington Office staffs, regions, forests, districts (as requested), stations, the Area, and the Institute by:

1. Notifying internal units about new directives that have been issued.
2. Shipping internal and external directives issued in paper form only to field units.
3. Holding a limited amount of shelf stock of specific current internal and external directives that are issued only in paper form to meet servicewide and public needs.
4. Providing uniform instructions to guide issuing units in establishing Directives Home Pages on the Forest Service Web Portal (FSWeb Portal/Intranet) and the World Wide Web (WWW/Internet).

#### **40.42 - Regions, Stations, Area, and the Institute**

Region, station, Area, and the Institute directive managers have the responsibility to:

1. Promptly post directives issued by the region, station, Area, or Institute to the unit's paper master set, the unit's Forest Service Web Portal Directives Home Page (FSWeb Portal/Intranet), and the unit's Directives Home Page on the World Wide Web (WWW/Internet).

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Promptly retrieve copies of servicewide directives from the FSWeb Portal/Intranet and post them in the unit paper master set.

2. Regularly notify their units about new directives that have been issued.
3. Stock limited copies of current paper copy only amendments and supplements to meet unit needs and fill small requests.
4. Notify the servicewide directive manager of address changes for distribution lists (sec. 41).

#### **40.43 - Forests**

Forest directive managers have the responsibility to:

1. Post all unit directives promptly on the FSWeb Portal/Intranet and World Wide Web (WWW/Internet).
2. Regularly notify units about new directives that have been issued.
3. Promptly retrieve copies of directives from the Forest Service Web Portal (FSWeb Portal/Intranet) or make machine copies of selected directive pages to fill local external requests. (For direction on copying charges, see section 41.22b.)
4. Coordinate all forest and district distribution matters and refer them to the regional directive manager.
5. Notify the regional directive manager of address changes for distribution lists (sec. 41).

#### **40.5 - Definitions**

Directive Manager. The employee designated and assigned the authority to assist the line officer in meeting objectives and policies of the directive system pursuant to FSM 1104.22, 1104.42, 1114.41, 1122.04b, 1130.43, and 1130.44b, and to provide leadership in the use and maintenance of the directive system.

Issuing Unit. An organizational entity that has the authority to approve and issue directives.

## **41 - Distribution of Directives**

Directive managers shall distribute in paper form only when:

1. Nonstandard Size Distribution. Nonstandard size distributions are handbooks in a size other than the standard 8-1/2 x 11, and are distributed in paper form by the entire handbook. Similarly, a holder will receive all amendments, interim directives, or supplements to these handbooks.
2. Completely Revised Manual by Series. This is not a frequent occurrence, however, when the entire servicewide manual series is revised, the directive manager shall arrange for the shipment of printed copies to all units based on a specific distribution. Future amendments are issued electronically (FSM 1131).
3. Specialized Handbooks. These handbooks contain exhibits of tables, graphics, or photographs that are not available electronically.

### **41.1 - Directive Distribution Lists**

Directive managers at each unit that distributes or redistributes directives shall maintain a distribution list for paper and/or electronic distribution of directives, organized by manual title and handbook code, which shows the number of copies of each manual title or handbook currently maintained by each unit (FSM 1131.3). Maintain entries in internal unit distribution lists by unit name or position title, not by the name of individual employees.

#### **41.11 - External Holders**

The servicewide and field unit directive managers are no longer required to maintain listings of external holders of paper copy directives. Provide paper copies only if requesters are unable to obtain directives through online access.

#### **41.12 - Checking Shipments of Paper Copies Against Distribution Lists**

When a shipment of paper copies of servicewide or unit directives is received, the unit directive manager must compare the number of copies received to the mailing label and to unit distribution lists. The mailing label shows the number of copies sent, the directive code, and the address. Immediately report discrepancies to the servicewide directive manager by electronic mail. Return large overages to the mailing unit if it is cost-effective to do so.

#### **41.13 - Reconciliation of Distribution Lists**

1. Periodically, the servicewide directive manager shall furnish regions, stations, Area, and Institute directive managers with a paper copy distribution list of handbook codes that their units receive.

2. Field unit directive managers shall review the list and return an updated list.
3. Field unit directive managers should also send address corrections to the servicewide directive manager on an ongoing basis so changes can be made as soon as they occur.

## **41.2 - Requests for Paper Copies of Directives**

### **41.21 - Internal Requests**

#### **41.21a - Evaluation and Approval**

Before approving a request for an entire manual title or handbook, the directive manager should weigh the need against maintenance costs. Encourage joint use of paper copies by units and staffs, if possible, and encourage them to retrieve copies electronically through online access.

Do not approve multiple copy requests of entire chapters for training, meetings, and so forth. Instead, requesters should meet such needs through local duplication.

#### **41.21b - Procedures for Requesting Directives**

For copies of servicewide directives not available on the Forest Service Web Portal (FSWeb Portal/Intranet) or to change distribution needs, send requests to the servicewide directive manager through the directive manager at region, station, Area, and Institute locations. Requests may be submitted on Form FS-1100-6, Directives Request, or via an electronic message.

1. Form FS-1100-6, Directives Request. Obtain a copy of this form from the Forms Home Page on the FSWeb Portal/Intranet. Follow the instructions on page 2 of the form.
2. Electronic Mail. Send requests to: *wo\_directives@fs.fed.us*.

Field units are responsible for retrieving and printing servicewide directives unless the directive is available only in paper form (sec. 40.42, 40.43, and 41).

### **41.22 - External Requests**

#### **41.22a - Procedures for Requesting Directives**

1. Directives Available Electronically. Encourage requesters to access directives from the World Wide Web (WWW/Internet) at:

<http://www.fs.fed.us/im/directives/>

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From this site requesters can access servicewide and field unit directives. For charges associated with obtaining paper copies of directives, see section 41.22b.

2. Directives Available in Paper Form. Nonstandard size handbooks are only available in paper form. To obtain copies of nonstandard size handbooks send requests to:

[wo\\_directives@fs.fed.us](mailto:wo_directives@fs.fed.us).

#### **41.22b - Directives Charges to External Users**

1. FOIA Fees Not Applicable to Directives. As explained in Section 200.6 (d) of Title 36 of the Code of Federal Regulations (36 CFR 200.6(d)), Forest Service Freedom of Information Act fees (7 CFR part 1, subpart A, appendix A; FSH 6209.13) do not apply to directives. Instead, units must charge for paper directives in accordance with this section.
2. Electronic Access. Unit directive personnel should be careful to explain the charges, if any, to requesters. Encourage requesters, whenever possible, to use the online World Wide Web (WWW/Internet) to view and research directives to reduce printing and copying charges (sec. 40.3).
3. Standard Charge for Directives. The standard charge to most external requesters for directive material is 20 cents per printed page. A page printed on both sides would cost 40 cents. Compute charges and bill requesters beginning from the first page, but do not collect for bills totaling \$35 or less (175 pages or less). It is important to note that when the charge for directives exceeds \$35 (176 pages or more), the full amount is due, not just the amount over \$35; that is, if the charge equals \$35.20, bill the requester for the full amount and do not subtract the \$35 from the amount due. Units should furnish only one copy per requester. Bill requesters, using the Bill for Collection created by the Financial Management Staff. The Bill for Collection informs the requester how and whom to pay.
4. Binders and Tabbed Dividers Not Included. Units may not provide binders or tabbed dividers to external requesters.

#### **41.22c - Other Federal, State and Local Agencies**

Provide one copy of a directive to Federal, State, and local agencies that cooperate with the Forest Service, if the directive is available only in paper form or is a specialized handbook (sec. 40.42 and 40.43). Encourage other Federal agencies to retrieve copies electronically through the World Wide Web (WWW/Internet).



#### **41.22d - Colleges and Universities**

Provide one copy of a directive to schools of forestry, related schools of natural resource studies, and their libraries, if the directive is available only in paper form or is a specialized handbook (sec. 40.42 and 40.43). Encourage colleges and universities to retrieve copies electronically through the World Wide Web (WWW/Internet).

#### **41.22e - Residents of Foreign Countries**

The Washington Office Servicewide Directive Manager, Directives and Regulations Branch, Office of Regulatory and Management Services, coordinates requests from residents of foreign countries with the International Programs Staff to determine if the requester is a participant in an official training program or is known to have a professional need for the information. Encourage residents of foreign countries to retrieve copies electronically through the World Wide Web (WWW/Internet).

#### **41.22f - Private Individuals**

Charges and fees apply when private individuals request paper copies. In this case, bill the requester and ensure that payment is received before distributing the directive. Encourage private individuals to retrieve copies electronically through the World Wide Web (WWW/Internet). See sec. 41.22b, para. 3, for billing instructions.

#### **41.23 - Requests for Copies of Directives Retired to Federal Records Centers**

Forward requests to the directive manager at the appropriate unit or the Washington Office for copies of directives retired to Federal Records Centers. The directive manager coordinates requests with the records manager; makes copies of the directive record material to fill the request; and ensures the return of the original directive record material to the Federal Records Center. (Further direction on making requests for documents from the Federal Records Center is in FSH 6209.11, section 36; the responsibility of directive managers for aiding in the research and retrieval of record copies is in FSM 1104.4; and direction on maintenance of record copies of directives is in section 25.)

#### **41.24 - Requests for Copies of Directives Transferred to National Archives and Records Administration (NARA)**

Directives are designated as permanent records of the Forest Service. Twenty-five years after the date of issuance, directives are transferred from Federal Record Centers to the custody of the National Archives and Records Administration (NARA). All requesters, including private citizens, must follow NARA's procedures for retrieving and copying paper copy records.

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1. Nationwide Facilities. For information concerning facility addresses, business hours, service policies, and directions go to:

<http://www.archives.gov/locations/>

2. Information for Researchers. For information concerning security procedures, planning a research visit, accessibility, customer service standards, regulations for using the National Archives, and inquiries go to:

<http://www.archives.gov/research/start/plan-visit.html>

3. Records Management. For information concerning major initiatives, policy and guidance, communications, resources (records schedules), and services go to:

<http://www.archives.gov/records-mgmt/>

## **42 - Maintenance and Access for Electronic Directives**

### **42.04 - Responsibility**

#### **42.04a - Directive Manager**

It is the responsibility of directive managers to ensure that all directives are available to users on the Forest Service Web (FSWeb Portal/Intranet) and World Wide Web (WWW/Internet).

#### **42.1 - Electronic Document Structure**

1. Forest Service Web (FSWeb Portal/Intranet). Directives filed on the FSWeb Portal must be MSWord documents. All new issuances must be issued using the MSWord templates. These templates are filed in the Directive System on the FSWeb Portal under user aids.

Go to the category, "Planning and Submitting"/"Directive Formats," and select the applicable template.

2. World Wide Web (WWW/Internet). Directives on the WWW must be in MSWord, ASCII, HTML, or other format compatible with the WWW.

#### **42.2 - Online Access to and Maintenance of Directives**

(See FSM 1132 for direction on maintaining, posting, and accessing directives.) The Forest Service Manual (FSM) and Handbooks (FSHs) are maintained electronically on the Forest Service Web (FSWeb Portal/Intranet) and the World Wide Web (WWW/Internet) as well as in each issuing unit's official file repository.

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1. The directives folder in the official repository of each issuing unit's corporate electronic filing structure has three folders:
  - a. FSM,
  - b. FSH, and
  - c. User Aids.
2. Documents also must be available on the WWW at the unit's home page directives site. Internet directives home pages include only those user aids, if any, needed to help the public understand the Forest Service directive system.
3. To ensure integrity of directive issuances, access to the directive production file set should be limited to the directive manager and only a few others in the unit responsible for issuing, producing, and distributing directives.
4. The agency provides external requesters online access to FSM and FSH directives via the WWW (<http://www.fs.fed.us/im/directives/>).

#### **42.3 - Field Directives Home Pages**

To ensure that the FSM and FSHs are viewed as a uniform system, the servicewide directive manager shall issue technical instructions and provide formats to be used by all units in establishing unit directives pages on the Forest Service Web Portal (FSWeb Portal/Intranet) and posting their unit directives on the Forest Service Directives Home Page on the World Wide Web (WWW/Internet).

#### **42.4 - Updates**

Each directive manager shall file new issuances online immediately after they are finalized, but at least weekly.

#### **42.5 - Required User Aids**

1. Weekly Directive Issuance Report. The servicewide and regional directive managers must prepare a weekly issuance report and file the report on the Forest Service Web Portal (FSWeb/Portal Intranet) and World Wide Web (WWW/Internet).

The station, Area, Institute, and forest directive managers must prepare and file issuance reports for the weeks they issue directives. The report lists issuances for the previous week or indicates that no directives were issued. Maintain back issues for at

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least 3 months. See section 45, exhibits 01 and 02 for the required format and data elements.

2. Codes and Captions List. Directive Managers must maintain and post a current list of unit handbooks, by code and title.
3. User Instructions for Online Access to FSM and FSH.
  - a. Employees. Each unit issuing directives must have beginner-level instructions for employees on how to access the FSWeb Portal Directives Home Page (sec. 42.2).
  - b. External users. At a minimum, each unit posting directives on its WWW Directives Home Page must have a link to this page from their unit WWW home page.

#### **42.6 - Conversion of Issuances to Corporate Electronic Platform**

1. Current Directive Issuances and User Aids. For any directive that is currently not available to users from the Forest Service Web (FSWeb Portal/Intranet) and World Wide Web (WWW/Internet):
  - a. Convert issuances and user aids to MSWord, HTML, ASCII, or another format compatible with the Intranet and Internet. If the content of the directive needs to be revised, follow the directions set forth in paragraph 2.
  - b. File documents in the issuing unit's official file repository by manual title and handbook code, along with any user aids necessary to assist authors and users in preparing, clearing, or researching unit directives.
  - c. Ensure all directives issued by that unit are accessible online through the FSWeb Portal and WWW.
  - d. Link the unit's directives home pages to the Washington Office Servicewide Directives Home Pages.
2. New Directive Issuances and User Aids.
  - a. Use the applicable directive template for creating the directive as an MSWord document. These formats are available on the FSWeb Portal/Intranet under user aids.

Go to the category, "Planning and Submitting"/"Directive Formats," and select the applicable template.

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- b. File documents in the issuing unit's official file repository by manual title and handbook code, along with any user aids necessary to assist authors and users in preparing, clearing, or researching unit directives.
- c. Ensure all directives issued by the unit are accessible on line through the FSWeb Portal and WWW. Ensure user aids on preparation, clearance, and research are accessible from the FSWeb Portal and those on research are accessible to the public on the WWW.
- d. Link the unit's directives home pages to the Washington Office Servicewide Directives Home Pages.

### **43 - Maintenance and Posting of Paper Master Sets of Directives**

Post amendments, supplements, and interim directives in the manual and handbooks promptly and carefully. Only someone trained in and thoroughly familiar with the directive system structure should do this task. Improper posting can result in programs and activities being conducted contrary to current authorities, objectives, policies, responsibilities, or instructions. For requirements on maintenance of paper master sets at various organizational levels, see FSM 1131.

#### **43.1 - Posting Internal Forest Service Directives**

See section 45, exhibit 03 for the posting order of paper master sets of directives.

##### **43.11 - Check Previous Issuance Number**

Compare the issuance number on the transmittal sheet with the number on the last transmittal sheet received. If the numbers are consecutive, post the new issuance. If they are not consecutive, retrieve the directive electronically from the Forest Service Web Portal (FSWeb Portal/Intranet) or request missing paper copy only of servicewide issuances from the Washington Office, Directives and Regulations Branch, Office of Regulatory and Management Services. Do not post the latest issuance until all previous issuances to a manual title or handbook have been posted.

##### **43.12 - Remove Previous Directive**

1. Remove and discard superseded pages and insert new pages or documents as directed on the transmittal sheet by the issuing unit as follows:
  - a. Remove original or amended text by amendment.
  - b. Remove supplement text by supplement.

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c. Remove interim directives by amendment, supplement, or interim directive, or at the expiration date (generally 18 months from the date of issuance), whichever comes first.

The pages and documents listed as "Superseded" are replaced by the pages and documents listed as "New." Also, note under "Superseded" any interim directives that are to be removed. Use the format provided in the directive template; for example:

<b>New Document</b>		xx Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>		xx Pages

2. Post issuances in numerical sequence--lowest number or oldest date first. Ensure that superseded material is discarded and never substituted for new material.
3. Post interim directives and supplements to paper copies at the end of each chapter, title, or zero code by color in the order listed in section 45, exhibits 03 and 04. See chapter 30 for direction on placement of directive documents in the electronic environment.
4. Recheck each page taken out or added against related information on the transmittal sheet to be sure posting is done correctly.

#### **43.13 - File Transmittal Sheet**

1. For each Forest Service handbook issued in paper form only, retain the last transmittal sheet to ensure that the latest amendments and supplements are maintained. File the sheet at the front of the manual title or handbook. Holders of separate desk-reference manual chapters should follow similar procedures for chapters maintained.
2. Issuing offices shall retain in sequence one copy of each transmittal sheet by manual title and handbook code for directives they issue to serve as a ready aid for research and identification of prior issuances.

#### **43.14 - Remove Expired Interim Directives**

At a minimum, check each month all interim directives still in the manual and handbooks. Remove all those that have expired or have been superseded. A current list of expiring interim directives is maintained electronically on the Directives Home Page on FSWeb Portal/Intranet.

## **43.2 - External Handbooks Incorporated In FS Directive System**

External handbooks are Forest Service handbooks incorporating direction issued by other agencies. Several handbooks from other Government agencies or interagency organizations have been assigned handbook codes and incorporated in the Forest Service directive system for ease of supplementation. Section 45, exhibit 05 lists these external handbooks and summarizes information on the issuing agency, type of issuance, ordering, and distribution.

### **43.21 - Posting External Handbooks**

Procedures for posting to external handbooks are similar to those in sections 43.1 through 43.13. However, the organization, coding, and naming of issuances and transmittals vary widely among the different external handbooks. These handbooks often contain information on their organization and coding in one of the first chapters or other divisions of the directive. See section 45, exhibit 04 for general guidelines on the posting order in external handbooks. Section 45, exhibit 05 summarizes issuance information about current external handbooks.

In posting to external handbooks, it is particularly important to follow instructions on the parent text transmittals. For some handbooks, the Forest Service transmittal contains standard posting instructions, which are displayed in section 45, exhibits 06 and 07.

## **44 - Currency of Directives**

For further direction on requirements to maintain the currency of the directive system, see FSM 1114. A list of current directives issuances is maintained electronically on the Directives Home Page on the FSWeb Portal/Intranet.

### **44.1 - Codes and Captions in Directive System**

See section 51, exhibit 01, for the listing of current codes and captions for manual series, titles, and chapters and for handbook titles. See section 51.1, exhibit 01, for the listing of current codes and captions for unit handbook titles. A current list of codes and captions is maintained electronically on the Directives Home Page on the FSWeb Portal/Intranet and the WWW/Internet.

## **45 - Exhibits**

The following exhibits illustrate formats, instructions, or other information relevant to posting and maintaining directives:

1. Exhibit 01 - Servicewide Directives Weekly Issuance Report (Sample for Week When Directives Are Issued). Exhibit 01 is a sample of a weekly issuance report for a week when directives are issued.

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2. Exhibit 02 - Servicewide Directives Weekly Issuance Report (Sample for Week When Directives Are Not Issued). Exhibit 02 is a sample of a weekly issuance report for a week when no directives are issued.
3. Exhibit 03 - Posting Order of Paper Master Sets of Directives. Exhibit 03 displays the sequence of posting internal directives by level and type of issuance.
4. Exhibit 04 - Page Posting Order for Forest Service Handbooks Incorporating External Directives. Exhibit 04 displays the sequence of posting external directives by level and type of issuance.
5. Exhibit 05 - Summary of External Handbooks Incorporated into Forest Service Directive System. Exhibit 05 lists external handbooks that have been incorporated into the directive system.
6. Exhibit 06 - Posting Instructions for FSH 6309.32, Federal Acquisition Regulation. Exhibit 06 provides direction for posting directives to FSH 6309.32.
7. Exhibit 07 - Posting Instructions for FSH 6509.33, Federal Travel Regulation. Exhibit 07 provides direction for posting directives to FSH 6509.33.



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**45 - Exhibit 01**

**SERVICEWIDE DIRECTIVES WEEKLY ISSUANCE REPORT  
WASHINGTON OFFICE  
(Sample for Week When Directives Are Issued)  
APRIL 18-22, 2011**

- **FSM 5300 – LAW ENFORCEMENT**  
Chapter 5370 – Suitability Requirements, Training, and Standards  
[wo 5370](#)
- **FSM 5300 – LAW ENFORCEMENT**  
Chapter 5380 – Law Enforcement Equipment  
[wo 5380](#)
- **FSM 6500 – FINANCE AND ACCOUNTING**  
Chapter 6500 - Zero Code  
[wo 6500 zero code](#)

**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 02**

**SERVICEWIDE DIRECTIVES WEEKLY ISSUANCE REPORT**  
**WASHINGTON OFFICE**  
**(Sample for Week When Directives Are Not Issued)**  
**FEBRUARY 21-25, 2011**

No directives were issued this week.

**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 03**

**Posting Order of Paper Master Sets of Directives**

<b>Sequence of Posting</b>	<b>Level and Type of Issuance</b>	<b>Color of Issuance</b>
1	Parent Text Amendments	White
2	Washington Office Supplements	Buff
3	Servicewide Interim Directives	Pink
4	Region, Station, Area, or Institute Supplements	Blue
5	Region, Station, Area, or Institute Interim Directives	Pink
6	Forest Supplements	Green
7	Forest Interim Directives	Pink

**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 04**

**Page Posting Order for Forest Service Handbooks  
Incorporating External Directives<sup>1</sup>**

<b>Sequence of Posting</b>	<b>Level and Type of Issuance</b>	<b>Color of Issuance</b>
1	Parent Text	White
2	USDA Supplements	Yellow
3	Servicewide Forest Service Supplements	Buff
4	Servicewide Forest Service Interim Directives	Pink
5	Region, Station, Area, or Institute Supplements	Blue
6	Region, Station, Area, or Institute Interim Directives	Pink
7	Forest Supplements	Green
8	Forest Interim Directives	Pink

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<sup>1</sup> For example, Federal Travel Regulation (FSH 6509.33) and Federal Acquisition Regulation (FSH 6309.32); exhibit 05 contains a list of external directives incorporated as Forest Service Handbooks.

**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 05**

**Summary of External Handbooks Incorporated into Forest Service Directive System**

**NOTE:** Electronic copies of servicewide IDs and some supplements also are available from the FSWeb Portal Directives Home Page (Intranet) and the Forest Service Home Page on the World Wide Web (Internet).

EXTERNAL FSH CODE	TITLE	ISSUING AGENCY	TYPE OF ISSUANCE/COMMENTS	PAPER COLOR	ORDERING AND DISTRIBUTION
5109.31	Wildfire Cause Determination Handbook (NWCG Handbook 1) Pocket-size	<b>NWCG</b> <sup>1</sup> FS-WO FS-WO	Amendment Servicewide Supplement Servicewide Interim Directive (ID)	White Buff Pink	* PARENT TEXT: NWCG, NIFC <sup>2</sup> - Initial printing: ORMS coordinates consolidated order for WO & field; FIN <sup>3</sup> & FAM <sup>4</sup> forward order to NIFC. Publication available at: <a href="http://www.nwcg.gov/">http://www.nwcg.gov/</a> - Additional copies: Order directly from NIFC.
5109.32a	Fireline Handbook (NWCG Handbook 3) Pocket-size	<b>NWCG</b> FS-WO FS-WO	Amendment  Servicewide Supplement Servicewide ID	Multi-color Buff Pink	* PARENT TEXT (same as FSH 5109.31).
5109.34	Interagency Incident Business Management Handbook (NWCG Handbook 2) Half-size	<b>NWCG</b> FS-WO FS-WO	Amendment Servicewide Supplement Servicewide ID	White Buff Pink	* PARENT TEXT (same as FSH 5109.31).
6309.32	Federal Acquisition Regulation (FAR) (48 CFR)	<b>GSA</b> <sup>5</sup>	Fed. Acquisition Circular (FAC) Agric. Acquisition Regulation (AGAR) Servicewide Supplement (FSAR) Servicewide ID	White Yellow Buff Pink	* PARENT TEXT: Publication available at: <a href="http://www.gsa.gov/">http://www.gsa.gov/</a> * USDA AGAR: Publication available at: <a href="http://www.dm.usda.gov/procurement/">http://www.dm.usda.gov/procurement/</a>

1 NWCG - National Wildfire Coordinating Group

2 NIFC - National Interagency Fire Center

3 FIN - Financial Management Staff, WO

4 FAM - Fire and Aviation Management Staff, WO

5 GSA - General Services Administration

**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 05--Continued**

**Summary of External Handbooks Incorporated into Forest Service Directive System**

EXTERNAL FSH CODE	TITLE	ISSUING AGENCY	TYPE OF ISSUANCE/COMMENTS	PAPER COLOR	ORDERING AND DISTRIBUTION
6409.31	Federal Property Management Regulations (FPMR) (41 CFR 101)	<b>GSA</b> USDA FS-WO FS-WO	Amendment Amendment (AGPMR) Servicewide Supplement (FSPMR) Servicewide ID	White Yellow Buff Pink	* PARENT TEXT: Publication available at: <a href="http://www.gsa.gov/">http://www.gsa.gov/</a> * USDA AGPMR: Publication available at: <a href="http://www.dm.usda.gov/pmd/">http://www.dm.usda.gov/pmd/</a>
6509.33	Federal Travel Regulation (FTR) (41 CFR 101)	<b>GSA</b> USDA FS-WO FS-WO FS-WO	Amendment (FTR) Amendment (AGTR) Transmittal Servicewide Supplement Servicewide ID	White Yellow Buff Buff Pink	* PARENT TEXT: Publication available at: <a href="http://www.gsa.gov/">http://www.gsa.gov</a> * USDA AGTR: Publication available at: <a href="http://www.usda.gov/">http://www.usda.gov/</a>

**45 - Exhibit 06**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6309.32, Federal Acquisition Regulation**



**FSH 6309.32 – FEDERAL ACQUISITION REGULATION**

**CHAPTER 4G01 – FOREST SERVICE ACQUISITION REGULATION SYSTEM**

**Supplement No.:** 6309.32-2009-8

**Effective Date:** May 18, 2009

**Duration:** This supplement is effective until superseded or removed.

**Approved:** DONNA M. CARMICAL  
Chief Financial Officer (CFO)

**Date Approved:** 04/20/2009

**Posting Instructions:** Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this supplement. Retain this transmittal as the first page(s) of this document. The last supplement to this handbook was 6309.32-2009-7 to FSH 6309.32\_4G01.

<b>New Document</b>	6309.32_4G01	42 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	6309.32_4G01 (Supplement 6309.32-2009-7, 04/29/2009)	44 Pages

**Digest:**

4G01 - This is a technical supplement to correct the chapter name, which was issued incorrectly in supplement 6309.32-2009-7. No change was made to the text.

**45 - Exhibit 06--Continued**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6309.32, Federal Acquisition Regulation**

1. Federal Acquisition Regulation (FAR) Organization. (For further direction on the organization and posting of FAR parent text (white pages), see Part 1 of the FAR.)

The FAR is issued as Chapter 1 of Title 48, Code of Federal Regulations (CFR). Subsequent chapters are reserved for agency acquisition regulations that implement or supplement the FAR; at 48 CFR chapter 4 the Department of Agriculture issues policies and procedures that supplement the FAR. A loose-leaf version of the FAR is printed for ease of agency supplementation.

The FAR is divided into subchapters, parts, subparts (if applicable), sections, and paragraphs. The digits to the left of the decimal point represent specific parts of Title 48 of the CFR. The numbers to the right of the decimal point and to the left of the dash represent, in order, the subpart (one or two digits) and the section (two digits). The number to the right of the dash represents the subsection. Subdivisions may be used at the section and subsection level to identify individual paragraphs.

For example, 25.108-2 refers to:

FAR:	Part	Subpart	Section	Subsection
	25	1	108	2

Pages within each part are numbered consecutively at the bottom outside edge of the page. Each page number is preceded by the part number; for example, the third page of Part 1 is numbered 1-3. Revised pages issued by a Federal Acquisition Circular (FAC) carry the FAC number on the bottom of the page, preceding the page number. Individual pages also are identified by headers displaying the beginning section at the top left edge for left-hand pages, and the ending section at the top right edge for right-hand pages.

2. Agriculture Acquisition Regulation (AGAR) Organization. (For further direction on the organization and posting of AGAR parent text (white pages), see Part 401 of the AGAR.)

The AGAR is issued as Chapter 4 of Title 48, Code of Federal Regulations (CFR), to implement and supplement the FAR in Chapter 1. Parts 400 through 499 have been assigned to USDA for the AGAR. The AGAR and its subsequent changes are published in:

- Daily issues of the Federal Register;
- Cumulative form in the CFR, and
- Loose-leaf form for distribution within USDA.



**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 06--Continued**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6309.32, Federal Acquisition Regulation**

The most recent edition of the entire loose-leaf AGAR was printed on white paper and distributed in 1996, with an effective date of November 14, 1996. The AGAR is intended for posting in a separate binder.

The AGAR parallels the FAR's organization, except that subdivisions below the section and subsection levels may not always correlate directly to FAR paragraphs and subparagraphs.

For example, 401.602-3 refers to:

AGAR:	Part	Subpart	Section	Subsection
	401	6	602	3

This AGAR subsection 401.602-3 supplements the FAR subsection 1.602-3.

Pages within each part are numbered consecutively at the bottom outside edge of the page. Each page number is preceded by the part number; for example, the third page of AGAR Part 401 is numbered 401-3.

3. Forest Service Acquisition Regulation (FSAR) Organization. (For further direction on the organization and posting of FSAR supplements (buff pages), see Part 4G01 of the FSAR.)

The FSAR provides Forest Service guidance and procedures to supplement the FAR and AGAR. The FSAR is printed on buff paper in a loose-leaf version for ease of agency supplementation and for interleaving with FAR parent text pages.

The FSAR parallels the FAR and AGAR organization, except that FSAR subdivision numbering follows the AGAR where it departs from the FAR.

To distinguish the FSAR, a "G" is added after the "4" in the AGAR part number. For example, 4G01.603-1 refers to:

FSAR:	Part	Subpart	Section	Subsection
	4G01	6	603	1

FSAR subsection 4G01.603-1 supplements FAR subsection 1.603-1 and AGAR subsection 401.603-1.

**45 - Exhibit 06--Continued**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6309.32, Federal Acquisition Regulation**

**4. Posting Instructions.**

Transmittals. Transmittals accompany FAR parent text issued by Federal Acquisition Circulars (FACs), Department AGAR supplements, and Forest Service FSAR supplements. File transmittals for the FAR and FSAR at the front of the FSH 6309.32 in numerical sequence with the highest amendment or supplement number first; file AGAR transmittals issued since the 1996 edition at the front of the separate AGAR binder.

Group the transmittals at the front of FSH 6309.32 in the following order by issuing agency and unit level (except for AGAR transmittals, which are posted at the front of the separate AGAR binder):

- Federal Acquisition Circular (FAC) (white transmittals);
- Forest Service Acquisition Regulation (FSAR) Supplements (buff transmittals);
- Region, Station, Area, or Institute Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the FAR parent text (white pages) at the end of each part (for example, at the end of part 4.1, 4.2, and so on) by color in the following order:

- Forest Service Acquisition Regulation (FSAR) supplements (buff pages);
- Washington Office IDs (pink pages);
- Region, Station, Area, or Institute Supplements (blue pages);
- Region, Station, Area, or Institute IDs (pink pages);
- Forest Supplements (green pages); and
- Forest IDs (pink pages).

The AGAR text is posted in the separate binder.

**45 - Exhibit 07**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6509.33 - Federal Travel Regulation**



**FOREST SERVICE HANDBOOK  
NATIONAL HEADQUARTERS (WO)  
WASHINGTON, DC**

**FSH 6509.33 - FEDERAL TRAVEL REGULATION**

**CHAPTER 300 - GENERAL**

**Supplement No.:** 6509.33-2009-1

**Effective Date:** March 10, 2009

**Duration:** This supplement is effective until superseded or removed.

**Approved:** CHARLES L. MYERS  
Deputy Chief

**Date Approved:** 02/13/2009

**Posting Instructions:** Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this supplement. Retain this transmittal as the first page(s) of this document. The last supplement to this handbook was 6509.33-2008-1 to chapter 301-74.

<b>New Document</b>	6509.33_300	29 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	6509.33_300 (Supplement 6509.33-2007-2, 04/25/2007)	10 Pages

**Digest:**

300 - Revises entire chapter. Makes technical and editorial changes throughout the chapter.

**Forest Service Handbook 1109.12 – Directive System Handbook**  
**Chapter 40 - Access, Distribution, and Maintenance**  
**Amendment: 1109.12-2011-1**  
**Effective date: July 14, 2011**

**45 - Exhibit 07--Continued**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6509.33 - Federal Travel Regulation**

300-1.3 - Establishes policy for signing of travel authorization requests and reimbursements, planning and scheduling travel, using eTravel Service, possession of a travel charge card, executing the Travel Card Management Plan, use of the travel charge card, audits, user IDs and passwords, maintaining travel documents in GovTrip, non-refundable fares and use of government city pairs contracts for discounted airfares.

300-1.41 - Changes caption from “Forest Service Chief Financial Officer” to “Chief” and sets forth responsibilities for the Chief of the Forest Service. Recodes caption and responsibilities for the Chief Financial Officer to section 300-1.42.

**45 - Exhibit 07--Continued**

**Transmittal and Posting Instructions for External Handbook,  
FSH 6509.33 - Federal Travel Regulation**

(For further direction on organization and posting of parent text (white pages) see the Foreword to the Federal Travel Regulation beginning on page i.)

ORGANIZATION. The Federal Travel Regulation (FTR) is divided into chapters, parts, subparts (if applicable), sections, and paragraphs. The numbers 301, 302, 303, and 304 connote specific chapters of Title 41 of the Code of Federal Regulations (CFR). The number before the decimal point indicates the part within each chapter; the number after the decimal point indicates the section. For example 301-1.1 refers to:

Chapter	Part	Section
301-	1.	1

Pages within each part are consecutively numbered beginning with Arabic number 1. Each page number is preceded by the part number; for example, the third page of Part 301-2 is numbered 2-3. Individual pages are identified by chapter in the running header.

TRANSMITTALS. Transmittals accompany parent text, Department supplements, and Forest Service supplements. File transmittals at the front of the handbook in numerical sequence with the highest amendment or supplement number first. Group the transmittals in the following order by issuing Agency and unit level:

- Federal Travel Regulation (FTR) (white transmittals);
- Agriculture Travel Regulations (ATR) supplements (yellow transmittals);
- Forest Service Travel Regulations (FSTR) supplements (buff transmittals);
- Region, Station, or Area Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the parent text of the Federal Travel Regulation (white pages) at the end of each part (for example, at the end of part 301-1, 301-2, and so on) by color in the following order:

- Agriculture Travel Regulations (ATR) supplements (yellow pages);
- Forest Service Travel Regulations (FSTR) supplements (buff pages);
- Washington Office IDs (pink pages);
- Region, Station, or Area Supplements (blue pages);
- Region, Station, or Area IDs (pink pages);
- Forest Supplements (green pages); and
- Forest IDs (pink pages)