

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

**Forest Service Manual 1200 – Organization  
Chapter 1230 - Delegations Of Authority And Responsibility**

**Amendment:** 1200-2020-2

**Effective date:** August 18, 2020

**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:** 1230, Amendment 1200-2013-1, December 18, 2013

**Approved by:** Tina Terrell, Associate Deputy Chief, NFS

**Date approved:** August 02, 2020

**Responsible Staff:**

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

Technical amendment. The below sections were removed/revised on November 10, 2020.

**1236.11:** Revises language on “Delegation of Authority” which is no longer assigned to the Area Director.

**1230.6:** Removes obsolete direction on “Chain of Command” for Area and Assistant Area Directors as these positions no longer exist.

**1236.3 -1236.34:** Removes obsolete direction on “Delegation of Authority” for Area Director, Assistant Area Director and Area Signing Authorities. Recodes section to better align with Forest Service formatting structure.

**1239.1:** Exhibits 1 and 2 – removes Area and Area Director, respectively, from the tables.

**Effective August 18, 2020-Revisions as listed below to Chapter 30:**

**1236.5:** Changes caption from “Ranger Districts, Nurseries, and Job Corps Centers” to “National Technology & Development Program and Geospatial Technology & Applications Center” and sets forth direction assigning responsibility and delegating authority to the National Technology

& Development Program (NTDP) Director to establish, operate, and maintain an organization, facilities, and equipment in support of the program. Adds a paragraph assigning responsibility and delegating authority to the Geospatial Technology & Applications Center (GTAC) Director to establish, operate, and maintain an organization, facilities, and equipment in support of the program. Sets forth direction to delegate signing authority to the National Technology & Development Program Director and Geospatial Technology & Applications Center Director.

**1236.6:** Recodes this section with direction previously set out in 1236.5.

**1236.61:** Recodes this section with direction previously set out in 236.51.

**1236.62:** Recodes this section with direction previously set out in 1236.52.

**1236.7:** Recodes this section with direction previously set out in 1236.6.

**1236.71:** Recodes this section with direction previously set out in 1236.61.

**1236.72:** Recodes this section with direction previously set out in 1236.62.

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### **1230.1 - Authority**

1. Title 7, Code of Federal Regulations, Part 2 – Delegations of Authority by the Secretary of Agriculture and General Officers of the Department, Subtitle A - General. Sets forth the delegations of authority from the Secretary of Agriculture to general officers and agency heads of the Department.
2. Title 7, Code of Federal Regulations, section 2.7. In this section, the Secretary provides authority to agency heads to delegate and re-delegate authorities and responsibilities to appropriate officers and employees of their agencies (FSM 1232).

### **1230.2 - Objectives**

1. Divide work into manageable parts that can be efficiently accomplished with personnel and other resources available.
2. Assign work in a manner that enhances productivity and achieves management efficiencies.
3. Establish and maintain uniform patterns of delegation within the Forest Service.

### **1230.3 - Policy**

It is Forest Service policy to:

1. Delegate authority and assign responsibility consistent with the established Line and Staff Officer organizational structure and chain of command (FSM 1220; FSM 1230.6).
2. Limit Line Officers the authority to give orders that direct programs and personnel, except as required in special circumstances such as certain personnel, fiscal, and procurement transactions.
3. Decentralize and re-delegate authority and responsibility to the greatest degree practicable consistent with law and policy, employee capability, available resources, program objectives, and effective management principles and practices.
4. Make and document delegations of general and specific authority and responsibility of a continuing nature and affecting more than one unit in the appropriate titles, chapters, and sections of the Forest Service Manual or in the Handbooks.
5. When delegating authority to execute instruments embodying real property transactions, give notice of the delegation in the Federal Register, citing where the delegation is found in the parent text of the Manual or in supplements or interim directives.

## **1230.4 - Responsibility**

1. The Chief reserves the authority to issue delegations or reservations of general authority in FSM chapter 1230 to Line officers who report directly to the Chief and to Washington Office Staff Officers.
2. The Deputy Chief for Business Operations has broad responsibility to monitor and review delegations and to advise the Chief on the appropriateness and adequacy of delegations and on the delegation process. The Director of the Office of Regulatory and Management Services, and the Director of Human Resources Management, and Service-wide Directive Manager, Directives and Regulations Branch, provide staff advice and assistance to the Deputy Chief in carrying out this responsibility.
3. The Associate Chief has the authority and responsibility to serve as the principal source of guidance on whether correspondence should be signed by the Chief or by other Agency or USDA officials.
4. Line and Staff Officers within the Forest Service have the responsibility to carry out the objectives, policies, and standards set forth in this chapter commensurate with the authority and responsibility delegated to them in FSM 1235 and 1236. These officers also have the responsibility to recommend appropriate changes in delegations of authority.

In addition, certain basic authorities and responsibilities are assigned to Line Officers and others to Staff Officers. These are set forth in FSM 1230.41 and 1230.42.

### **1230.41 - Line Officers**

Within the constraints of applicable law, regulation, and policy and the limits of their assignments, Line Officers in the Forest Service are delegated authority and assigned responsibility to:

1. Plan, establish, and evaluate overall policies and programs.
2. Advise superior officers on matters of policy and program administration.
3. Supervise the formulation of, approve, and issue necessary directives, goals, policy, procedure, and standards.
4. Direct and supervise employees under their jurisdiction.
5. Estimate workload and staffing needs of their organizations, allocate personnel and other resources, and expend funds within the limits and authorities established at higher levels.
6. Sign and execute documents within authorities granted by higher levels.

## **1230.42 - Staff Officers**

Staff Officers derive authority from the Line Officers to whom they report. Consistent with their specific assignments, Staff Officers are delegated authority and assigned responsibility for formulating, recommending, and evaluating policy, programs, and procedures and for advising and reporting on them to their superior Line Officers, to other staff, or to Line Officers at lower echelons. In certain limited areas, Line Officer authority and responsibility may be delegated to Staff Officers. Examples include certain personnel management functions and specific procurement, fiscal, and lands transactions. These delegations are made in other titles, chapters, and sections of the Forest Service Manual.

## **1230.5 - Definitions**

Authority. Authority is the power to take action and make decisions. Basic authority for actions taken by Forest Service officials derives from statute, Executive order, regulation, or Department policy.

- a. General Authority. This is the broad authorization granted to an employee to do work, usually by subject matter, broad function or type of position, and/or geographical jurisdiction.
- b. Specific Authority. This is the authorization for an employee to take a specific, discrete action, the authority for which cannot be easily or readily inferred from a general delegation of authority. Examples include such actions as signing contracts, approving particular types of plans, or selling forest products.

Delegation. Delegation is the act of assigning, and thereby sharing, one's own authority or responsibility to subordinate personnel and of authorizing those personnel to take action. A delegation of general authority is a delegation of broad authority and responsibility to the incumbent of one position (for example, to the Associate Chief) or to the incumbents of a type or class of position (for example, to Forest Supervisors). Generally, delegations of authority are made to the title of a position and thus to the present incumbent of that position, rather than to a specific, named individual. Some delegations of authority, however, may require the naming of a particular individual; for example, when a unit head designates an employee to act as the unit head during a specified period of time.

Re-delegation. Re-delegation is the act of reassigning authority one has received from a higher level to subordinate personnel. For example, the Secretary has authorized the Chief to direct and supervise personnel within the Forest Service. The Chief has re-delegated this authority to numerous Line Officers, who, in turn, have re-delegated this authority to lower echelon personnel.

## **1230.6 - Chain of Command**

By virtue of its organization (FSM 1220), employees of the Forest Service perform their work through Line and Staff Officer relationships. A line organization refers to a direct line of command from one designated official to another. In the Forest Service, the direct line of command runs from the Chief to:

1. The Associate Chief and Deputy Chiefs.
  - a. The Director of Civil Rights does not have Line Officer authority and reports to the Associate Deputy Chief in Business Operations.
  - b. The Washington Office, Director of Law Enforcement and Investigations, has line authority and also reports directly to the Chief (para. 5):
2. Regional Forester, to Forest Supervisor, to District Ranger or comparable unit leaders.
3. Station Director, to Assistant Station Director, to Project Leader or Program Manager.
4. Washington Office, Director of Law Enforcement and Investigations, to the Regional Special Agent in Charge, to the appropriate supervisory law enforcement personnel.

## **1231 - Delegation Principles and Process**

Review and make delegations of authority and responsibility in accordance with the policies and principles of this section.

### **1231.03 - Policy**

1. Generally, a delegating officer (FSM 1231.05) may delegate authority only to positions or individuals who report directly to that officer. Exceptions exist in certain activities such as personnel management (FSM 6104.1, ex. 01). Check pertinent sections of the Forest Service Manual for specific exceptions.
2. No delegation of authority precludes the officer who made the delegation from performing the duties conferred.
3. A delegating officer has the discretion to withdraw or amend any delegation made by that officer at any time.
4. A delegating officer may modify general delegations until an employee is judged capable of carrying out the full delegation of authority.
5. A delegating officer may limit the level to which an authority may be re-delegated, but should do so only after careful consideration of all the factors in FSM 1231.1 and a conclusion



that further delegation would expose the Agency or its employees to unacceptable risks or liabilities, or result in management inefficiencies.

6. Delegations must be consistent with the authority granted or restricted by pertinent law, order, regulation, or Forest Service Manual and Handbook direction.

7. In making a delegation, a delegating officer may reserve (that is, choose not to delegate) authority to take a particular action or class of actions. Consistent with Forest Service delegations policy and practice (FSM 1230.3), a delegating officer should reserve authority sparingly.

### **1231.05 - Definitions**

Delegating officer. The term "delegating officer" refers to both Line and Staff Officers. While Staff Officers have relatively few opportunities to delegate authority, there are some occasions, such as when assigning acting responsibility. Therefore, the term "delegating officer" has been used for technical accuracy.

### **1231.1 - Determining Level of Delegation**

Base decisions to delegate authority and responsibility on thorough analysis. Consider the following factors:

1. The organizational level at which the decision can logically be made.
2. Legal restrictions.
3. Coordination needs.
4. Availability of qualified personnel.
5. The length of time to which the Forest Service would be committed by a decision.
6. The nature, scope, and impact of the decision (policy, program, technical).
7. The cost of performing the work at that level.
8. The opportunity to streamline operations through avoidance of unnecessary levels of review and concomitant reporting and paperwork burdens and the resulting opportunity to increase program efficiency and productivity.

### **1231.2 - Signing Authority**

The authority to sign correspondence, directives, reports, and other documents is implicit in and derives from the delegation of authority to make the decision, take the action, or approve the course of action that is embodied in that document. For example, if the Chief reserves the

authority to approve a certain type of land transaction, then the corresponding authority to sign and execute a document approving the transaction also is reserved to the Chief.

Agency protocol and practice require that the name of the Agency head or other unit head appear on some letters and reports. For example, the Chief's name and title appear on correspondence to certain key Members of Congress, to other Federal officials, and to Governors. Exhibit 01 through Exhibit 04 provides further guidance on signing authority and protocols.

## **1231.2 - Exhibit 01**

### **WASHINGTON OFFICE SIGNING PROTOCOLS**

The levels at which various types of correspondence are to be signed and the signature block to be displayed in the Washington Office are set out in exhibits 02-04 of this section. The categories in exhibits 02-04 apply to all correspondence prepared in the Washington Office, whether or not the correspondence is controlled through the U. S. Department of Agriculture (USDA) Office of the Executive Secretariat's (OES) correspondence management system.

The Assistant Director, Correspondence Records Management (CRM), Office of Regulatory and Management Services shall apply the criteria and categories in exhibits 02-04 to correspondence assigned to the Forest Service through the OES system and shall indicate the recommended signing official before controlled correspondence is referred to staffs. As new topics and issues arise, CRM shall seek the advice of the Associate Chief or others in the immediate Office of the Chief on whether or not the Chief will sign controlled correspondence on these new topics. Questions on appropriate signing levels of other types should first be referred to CRM for advice and then, if necessary, referred to the Associate Chief, or, in the absence of the Associate Chief, to the Acting Chief or staff in the immediate Office of the Chief.

## **1231.2 - Exhibit 02**

### **USE OF CHIEF'S NAME AND TITLE ON CORRESPONDENCE AND OTHER DOCUMENTS**

The Chief's name and title may appear only on the following:

1. Ceremonial certificates, letters, and plaques of congratulations or appreciation, and award presentations to Agency employees or partners who are being recognized for outstanding performance or significant contributions.
2. Letters of concern, sympathy, and condolence to employees and their families, especially when employees are seriously injured or killed in the line of duty.
3. Letters dealing with topics of keen interest to employees on which the interest and support of the Chief is deemed especially important -- such as employment issues (civil rights, workforce diversity, grievances, and so forth), or catastrophic events (floods, earthquakes, fires, terrorist actions, and so forth) affecting resources, employees, and Agency operations.
4. Letters designating Acting Deputy Chiefs, Acting Regional Foresters and Directors, or other key "acting" assignments when these positions are vacant.
5. Letters announcing initiation of major programs, activities, or new or modified policies, that advance the Chief's key messages and priorities.
6. Memorandums to the Under Secretary, Deputy Secretary, or Secretary on major policy issues or controversies, especially those to be coordinated with other cabinet Secretaries or cleared with the Executive Office of the President.
7. Major budget or strategic planning initiatives.
8. Replies to correspondence in which a Member of Congress, Governor, senior Federal official, or leader of a major interest group personally urges the Chief to adopt a particular policy position or to otherwise personally become involved in an issue.
9. Letters to key Congressional Committee and Subcommittee Members or Chairpersons on Committee/Subcommittee matters or other policy issues.

**1231.2 - Exhibit 03**

**CORRESPONDENCE TO BE SIGNED OVER THE NAME AND TITLE  
OF THE ASSOCIATE CHIEF**

The following correspondence should display the Associate Chief's name and title and be signed by the Associate Chief, or in the absence of the Associate Chief, by the Acting Chief over the Associate Chief's name and title:

1. Letters to Members of Congress, elected officials, or organizational officials that cross deputy areas or that otherwise need to be handled at the level of the Office of the Chief, but which are not designated for the Chief's review and signature.
2. Internal correspondence to Regional Foresters and Directors (RF&Ds) and Washington Office staff on administrative or program matters that cross Deputy areas.
3. Memorandums to Department officials that are not designated for the Chief's review and signature.
4. Responses to Freedom of Information Act appeals filed with the Chief.

## 1231.2 - Exhibit 04

### **USE OF NAME AND TITLE OF DEPUTY CHIEFS AND ASSOCIATE DEPUTY CHIEFS ON CORRESPONDENCE AND RELATED DOCUMENTS**

1. The following correspondence should be prepared for signature by a Deputy Chief and over the Deputy Chief's name and title:

- a. Correspondence to Members of Congress within the Deputy Chief's assigned program responsibilities and authority, especially on topics or issues of some sensitivity. Responses to congressional correspondence related to constituent service issues carry the signature block of the appropriate Deputy Chief but typically are signed by an Associate Deputy Chief or a Staff Director.
- b. Letters related to appeal procedures or appeal decision letters, when the Deputy Chief is the appeal reviewing/deciding officer.
- c. Day-to-day operational or interpretative policy letters to their field Line Officers and Washington Office Staff Directors.
- d. Letters delegating acting authority, such as assigning the Acting Deputy Chief responsibility for the year.

2. An Associate Deputy Chief may sign the following correspondence but shall do so over the Deputy Chief's name and title:

- a. Any correspondence to Members of Congress when serving as Acting Deputy Chief or as otherwise agreed to by the Deputy Chief.
- b. Internal correspondence to Regional Foresters and Directors on matters within the Deputy's assigned program jurisdiction and authority.

3. Associate Deputy Chiefs may sign the following over their own names and titles:

- a. Correspondence to Washington Office Staff Directors about programs assigned to the Associate Deputy Chief.
- b. Letters related to appeal procedures or appeal decision letters when the Associate Deputy Chief is the appeal reviewing/deciding officer.
- c. Acting assignments in the absence of the Associate Deputy Chief.

4. Staff Directors may continue to sign routine correspondence related to constituent service issues to Members of Congress. Deputy Chiefs and Staff Directors need to ensure that personnel who are designated to act for them have the necessary experience and judgment to make informed and appropriate decisions about whether they should sign a particular letter or refer the letter to the next higher level.

### **1231.3 - Acting Authority**

Heads of organizational units are frequently not available for periods of time. Positions also become vacant. In either event, the responsible officer shall designate, in writing, an individual to act for, or as, the unit head. The designation of an "acting" must include the duration of the assignment.

Employees designated as "actings" automatically assume and have the power to exercise all the authority delegated to the officer for whom they are acting, unless the written designation specifically limits the exercise of certain authorities. For example, a Line Officer designating an "acting" may be specifically prohibited from allowing an "acting" to exercise a particular authority.

### **1231.31 - Continuing Acting Authority**

A unit head may designate an employee to act on a continuing basis but only when the unit head is absent. For example, the Chief annually designates the Deputy Chiefs to serve as "Acting Chief" on a monthly rotation basis when the Chief and Associate Chief are not available. Position descriptions of employees who are expected to routinely act in the absence of a unit head generally reflect this authority and responsibility also.

### **1231.32 - Vacancy in Line or Primary Staff Positions**

When any position listed in FSM 1235 or FSM 1236 becomes vacant, the immediate superior Line Officer shall appoint an acting until the position is filled. Employees acting in this situation shall sign documents as "Acting"; for example, Acting Director, Acting Forest Supervisor, Acting Regional Forester. Refer to FSM 6130 for direction on duration of employees named as "actings" in vacancies.

### **1231.4 - Continuity of Operations (COOP)**

For detailed instructions on orders of succession and delegation of authority during a continuity of operations (COOP) event, see the Washington Office COOP Plan maintained by the Office of Occupational Safety and Health.

### **1232 - Delegations of Authority to Under Secretary for Natural Resources and Environment**

The Secretary has delegated authority related to Forest Service programs to the Under Secretary for Natural Resources and Environment. These program authorities are set forth in Title 7, Code of Federal Regulations, Subtitle A, Part 2, Subpart C, section 2.20 (7 CFR 2.20) <http://www.ecfr.gov>.

### **1233 - Delegations of Authority to Chief of Forest Service**

The Chief of the Forest Service has been delegated authority related to Forest Service programs by the Under Secretary for Natural Resources and Environment. These are set forth in Title 7, Code of Federal Regulations, Subtitle A, Part 2, Subpart J, section 2.60 (7 CFR 2.60) (<http://www.ecfr.gov/>). See FSM 1234 for certain authorities related to the Forest Service that have been reserved to the Under Secretary (7 CFR 2.60(b)).

### **1234 - Reservations of Authority Related to Forest Service**

The Under Secretary for Natural Resources and Environment has reserved certain authorities related to the Forest Service. These reserved authorities are set forth in Title 7, Subtitle A, Code of Federal Regulations, Part 2, Subpart J, section 2.60(b) (7 CFR 2.60(b)) (<http://www.ecfr.gov/>).

### **1235 - Delegations of Authority to Washington Office Line and Staff Officers**

The delegations of general authority set forth in this section include general signatory authorities assigned to Line and Staff Officers in the Washington Office. Specific delegations, including specific signatory authority, are set forth in other pertinent titles, chapters, and sections of the Forest Service Manual.

#### **1235.1 - Reservations of Authority by Chief**

The Chief reserves authority to make decisions and sign documents related to important or broad policy matters on which no recent decision has been made, decisions which involve complex or sensitive interpretation of existing policies, or decisions that are likely to be highly controversial or have strong repercussions for the Agency as a whole, for the Department, or for the President.

Specific reservations of authority by the Chief occur throughout the Forest Service Manual. Examples include notices and proposed regulations published in the Federal Register (FSM 1010); various appeal and litigation-related decisions (FSM 1570; FSM 6270); land and resource management planning documents and actions (FSM 1920); law enforcement and investigation activities (FSM 5304.1); environmental and accompanying decision documents dealing with proposed actions for which the Chief has reserved authority in various sections of the Manual; and certain personnel actions (FSM 6127).

The Chief has authority to act as the Nonprocurement Debarring and Suspending Official. The Chief has also re-delegated the authority to serve as Forest Service Nonprocurement Debarring and Suspending Official to the Deputy Chief and Associate Deputy Chiefs for the National Forest System (2 CFR 180.930 and 180.1010; 2 CFR 417.930 and 417.1010); (FSM 2400, FSM 2716, FSH 1509.11).



### **1235.11 - Acting Chief Authority**

Except as provided at FSM 1230.4, when both the Chief and Associate Chief are absent or unavailable, an Acting Chief has full authority to act for the Chief on any matter specifically reserved to the Chief, unless one of the following conditions applies:

1. The Chief or Associate Chief directs otherwise in writing, or
2. The Chief is prohibited by law, order, regulation from delegating a specific authority (for example, see FSM 5404); in this latter case, the matter would be elevated to the Under Secretary for Natural Resources and Environment.

Officers serving as Acting Chief shall sign all correspondence over the Acting Chief title, not over their own titles, and not "for" the Chief; for example, John A. Smith, Acting Chief, would be the correct signature block.

### **1235.2 - Associate Chief**

The Associate Chief of the Forest Service is delegated authority to perform all duties and to exercise all functions vested in the Chief (FSM 1233), unless the incumbent Chief specifically reserves the authority to take a particular action or make a certain decision or unless the Chief is prohibited by law, order, or regulation from re-delegating an authority (FSM 5404).

### **1235.21 - Chief of Staff**

The Chief of Staff to the Chief and Associate Chief of the Forest Service is delegated authority for the following duties:

1. To sign routine correspondence to disseminate information on the budget, organization, and business processes for the Washington Office;
2. Approve personnel actions for the Chief's Office;
3. Sign correspondence on National and Executive Leadership Team meetings, activities and schedules; and
4. Concur on controlled correspondence, legislative reports, enrolled bill reports and testimony statements for the Agency.

The Chief of Staff also has the authority to represent the Chief and Associate Chief on critical Agency issues with the Office of the Under Secretary, Natural Resources and Environment of the U.S. Department of Agriculture. In the absence of the Chief, Associate Chief, and Deputy Chiefs, the Chief of Staff is authorized to serve in the capacity of Acting Chief.

### **1235.3 - Chief Financial Officer**

The Chief Financial Officer is delegated line officer authority for direction and leadership of the following programs: budget and finance; audits & assurance; financial management systems, financial policy; conference planning and reporting; financial reporting and reconciliation; financial policy; and Resource Information Manager (RIM).

The Chief Financial Officer also, serves as the Senior Accountable Travel Official, and acts as a liaison and coordinates reports with the USDA Office of the Inspector General (OIG) and Office of the Chief Financial Officer (OCFO).

### **1235.4 - Deputy Chiefs**

1. The Deputy Chiefs coordinate and carry out Forest Service programs at the National level. The Deputy Chiefs share jointly in assisting the Chief in policy, program, and budget development. Each is delegated Line Officer authority to perform all duties and to exercise all powers and functions vested in the Chief in their assigned program area(s) subject to the reservations at FSM 1235.1. In carrying out this authority as it relates to strategic planning, Deputy Chiefs must take the following action:

- a. Involve Staff Directors in selecting issues to be addressed in the Forest Service Strategic Plan.
- b. To ensure effective implementation of the Forest Service Strategic Plan, involve Staff Directors in development of integrated strategies to address goals of the Strategic Plan.
- c. Annually seek advice of Staff Directors regarding priority commitments for out-year budgets.
- d. Upon receipt of appropriations, consult Staff Directors concerning national commitments and the allocation of funds to Agency units for the current year through the annual Program Direction.

2. Each Deputy Chief has the following broad signing authorities within the areas of their assignments subject to policy direction and guidance by the Chief:

- a. Correspondence giving line direction.
- b. Correspondence to Members of Congress (FSM 1231.2).
- c. Correspondence to Assistant Secretaries and Staff Officers of the Department.
- d. Correspondence to heads of other departments and agencies.
- e. Correspondence referred from the President and the Secretary of Agriculture.

- f. Documents necessary to assert the deliberative process privilege in litigation.

#### **1235.41 - Deputy Chief for Business Operations**

The Deputy Chief for Business Operations is delegated Line Officer authority for the following programs: financial management, accounting; financial reports and reconciliation; financial management systems; financial policy and analysis; program and budget development, execution, and analysis; liaison and report coordination with the Office of the Inspector General and General Accounting Office; regulatory and management services, including Freedom of Information Act and Privacy Act implementation and data quality requirements; general administrative management and services; acquisition management; human resources management; senior, youth, and volunteer programs; occupational safety and health; computer sciences and telecommunications; information resources management; and special organizational studies and reviews. The Deputy Chief for Business Operations is also responsible for administrative support and oversight for operational programs of the Civil Rights Staff, including Title VI.

#### **1235.42 - Deputy Chief for National Forest System**

The Deputy Chief for the National Forest System is delegated Line Officer authority for management of the National Forest System. Specifically, the Deputy Chief provides program direction and leadership for the following programs: forest management; rangeland management; forest health; wildlife and fisheries, watershed, soils and air management; minerals and geology; recreation, heritage and volunteer services management; wilderness and wild and scenic rivers management; lands and realty management; ecosystem management coordination; engineering (including the technology development and geospatial and remote sensing centers); national partnership office; coordination on fire-related strategies and activities that involve National Forest System lands; and overall National Forest System coordination with other Agency programs.

The Chief has re-delegated the authority to serve as Forest Service Nonprocurement Debarring and Suspending Official to the Deputy Chief for the National Forest System (2 CFR 180.930 and 180.1010; 2 CFR 417.930 and 417.1010); (FSM 2400, FSM 2716, FSH 1509.11).

#### **1235.43 - Deputy Chief for Programs and Legislation**

The Deputy Chief for Programs, Legislation, and Communication is delegated Line Officer authority for the following programs: policy analysis; strategic planning and resource assessment; Government Performance Results Act implementation; legislative affairs operations and support; and communications, which includes the Office of Communication and the Press Officer.

#### **1235.44 - Deputy Chief for Research and Development**

The Deputy Chief for Research and Development is delegated Line Officer authority for the following research programs: vegetation management and protection research; wildlife, fish, watershed, and atmospheric sciences research; resource valuation and use research; and science policy, planning, inventory, and information research.

#### **1235.45 - Deputy Chief for State and Private Forestry**

The Deputy Chief for State and Private Forestry is delegated Line Officer authority for all State and Private Forestry activities and programs of the Forest Service and for overall program direction and leadership in the following: cooperative forestry; cooperative fire prevention and control; fire and aviation management; urban and community forestry; conservation education; Tribal government relations; forest health protection; coordination with the Deputy Chief for National Forest System for the National Fire Plan; coordination with the Director of International Programs for sustainable development; and overall coordination with other Agency programs.

#### **1235.5 - Associate Deputy Chiefs**

Associate Deputy Chiefs have the authority to perform all duties and functions within their areas of assigned responsibility subject to general direction and supervision by the Deputy Chiefs. Associate Deputy Chiefs have signing authority within their areas of assigned responsibility comparable to that of the Deputy Chief.

Where two or three Associate Deputy Chiefs report to a Deputy Chief, each serves, in the absence or unavailability of the other, as a full alternate to the Deputy Chief and thus has authority to exercise all functions and responsibilities assigned to the absent Associate Deputy Chief. The Deputy Chief shall establish specific written procedures of a continuing nature to guide the exercise of this authority for those circumstances when the absent Associate Deputy Chief has designated an "acting."

#### **1235.51 - Associate Deputy Chiefs for National Forest System**

The Chief has re-delegated the authority to serve as Forest Service Nonprocurement Debarring and Suspending Official to the Associate Deputy Chiefs for the National Forest System (2 CFR 180.930 and 180.1010; 2 CFR 417.930 and 417.1010); (FSM 2400, FSM 2716, FSH 1509.11).

## 1235.6 - Staff Directors

1. Washington Office Staff Directors. All Washington Office Staff Directors are delegated authority by the Chief and Deputy Chiefs to plan, develop, administer, monitor, and evaluate assigned programs. In carrying out this authority as it relates to strategic planning, Staff Directors shall:

- a. Work with the Chief and the Deputy Chief in selecting issues to be addressed in the Forest Service Strategic Plan.
- b. Upon completion of the Forest Service Strategic Plan, create integrated, as well as, program-specific strategies to ensure effective implementation of the Strategic Plan and continued mission delivery, in consultation with staff, Strategic Planning and Resource Assessment staff, and field representatives.
- c. Review, modify, and administer an effective performance oversight/accountability process to include reviews of strategy and program implementation, and systematic reviews of support functions to ensure effectiveness and efficiency.
- d. Work with the Chief and the Deputy Chief during the conduct of performance oversight reviews to ensure effective integration as well as unit and individual accountability for achieving the Agency's Strategic Plan and annual Program Direction.
- e. Base advice and recommendations concerning allocation of appropriations on results of performance oversight reviews and analyses of performance measure accomplishment.
- f. Where oversight reviews suggest that the existing organizational model, structure, or culture is hindering program delivery and attainment of the Agency mission, propose organizational adjustments to the Chief through the Deputy Chief.

2. All Staff Directors Other Than the Directors of Law Enforcement and Investigations and Civil Rights. All other Washington Office Staff Directors are delegated authority by their Deputy Chiefs (except for the Director of Civil Rights and the Director of Law Enforcement and Investigations, who report directly to and are delegated authority by the Chief) to plan, develop, administer, monitor, and evaluate assigned programs. This includes recommending policies and activities in their program areas. These Staff Directors do not have line authority to field units (FSM 1206).

Staff director signing authorities include:

- a. Routine correspondence of a technical, procedural, or informational nature in connection with programs and activities assigned to their technical direction and supervision.

b. Routine correspondence to Members of Congress and routine referrals from the President and Secretary. Specific procedures on format for signing are included in the Correspondence Handbook, FSH 6209.12.

3. Director of Law Enforcement and Investigations. The Washington Office, Director of Law Enforcement and Investigations, coordinates and carries out the Forest Service law enforcement program at the national level. The Director, Law Enforcement and Investigations is delegated limited Line Officer authority to perform all duties related to coordinating and conducting the Service-wide law enforcement program. The Director, Law Enforcement and Investigations assists the Chief in policy, program, and budget development as it relates to Service-wide law enforcement activities and operations. The Director, Law Enforcement and Investigations has the following broad signing authorities subject to policy direction and guidance by the Chief:

- a. Correspondence giving line direction to subordinate law enforcement units or personnel.
- b. Routine correspondence of a technical, procedural, or informational nature in connection with programs and activities assigned to their technical direction and supervision.
- c. Routine correspondence to Members of Congress and routine referrals from the President and Secretary. Specific procedures on format for signing are included in the Correspondence Handbook, FSH 6209.12.

4. Director of Civil Rights. The Washington Office Director of Civil Rights has the same signing authorities as other staff directors as described in paragraph 2a and 2b. The Staff Director of Civil Rights does not have line authority to field units.

5. Job Corps National Director. The Job Corps National Director carries out the Forest Service Job Corps Program. The Job Corps National Director has designated Line Officer authority to perform all duties related to coordinating and conducting the Forest Service Job Corps Program. The Job Corps National Director has broad signing authorities subject to policy direction and guidance by the Deputy Chief of Business Operations for the following:

- a. Correspondence giving line direction to subordinate Job Corps Civilian Conservation Center Directors and giving technical, procedural, or informational guidance in connection with all Job Corps Program activities.
- b. Authority for all budgetary requirements to and from Department of Labor Job Corps and all other responsibilities as specified in the Interagency Agreement between the Department of Labor and the USDA Forest Service.
- c. Direct supervisory authority for all Job Corps Assistant Directors.

## **1235.61 - Director for International Programs**

The Director for International Programs is delegated Line Officer authority for the following: international science and technology exchange; international assistance and technical cooperation program; international education and training programs; foreign visitors program, signing agreements between the Forest Service and the Department of State and the U.S. Agency for International Development (USAID); and support to international organizations. Assigned responsibilities include providing program direction and leadership for: the analysis, development, and coordination of forest management initiatives to address the principles of global human well-being; a healthy global environment; sound forest conservation practices; and support for the overall foreign policy objectives of the United States. This includes the collection and maintenance of timely information on major forestry issues; providing for technical, managerial, and administrative assistance to other nations; advancement of forest science and technology; education and training of foreign nationals; and developing the skills of career Forest Service employees to enhance their effectiveness when providing technical assistance and cooperation.

## **1235.7 - Signing Authority Below Washington Office Staff Director Level**

The signing of most correspondence and documents below the Staff Director level in the Washington Office involves cases where the individual is functioning under a specific delegation; examples are Contracting Officer, Certifying Officer, Property Management Officer, Budget Officer, and Apportionment Officer.

Staff Directors may also delegate signing authority to personnel such as Assistant Staff Directors or group leaders on an individual basis. Limit such delegations to the following items:

1. Replies to requests for routine information and routine correspondence when based on established, published operating procedures.
2. Replies to requests for copies of documents, such as directives, circulars, and publications.
3. Routine recurring reports and related correspondence, not including requests for additional or new reports.
4. Routine discussions on technical questions with professional peers.

## **1236 - Delegations of Authority to Field Positions**

### **1236.1 - Regions**

#### **1236.11 - Regional Foresters**

The Regional Forester is the Line Officer responsible to the Chief for administration of National Forest System lands; State and Private Forestry programs; and related activities, including

administration of the working capital fund. The Chief delegates specific authority to Regional Foresters commensurate with their assigned responsibilities through issuance of pertinent titles, chapters, and sections of the Forest Service Manual and Handbooks. Personnel authorities are delegated in accordance with FSM 6104.1.

Pursuant to 36 CFR 261.50 and 261.70, each Regional Forester may issue orders and regulations closing or restricting uses of certain areas. This authority may not be re-delegated except to a Deputy; however, it may be performed by a designated acting when the Regional Forester position is vacant.

#### **1236.12 - Deputy and Assistant Regional Foresters**

Deputy Regional Foresters are assigned as Line Officers for their functions. They are responsible to the Regional Forester for day-to-day operating activities within their deputy areas, for establishing Regional policy, for formulating program plans, for allocating funds and personnel, for providing coordinated program direction to Regional staff directors, and for serving as the primary management link with Forest Supervisors and external clientele on broad operational and administrative matters.

Where only a single individual is assigned as a Deputy Regional Forester, the Deputy is delegated authority to perform all duties and to exercise all functions vested in the Regional Forester, unless the Regional Forester specifically reserves the authority to take a particular action or make a certain decision.

Where there are Assistant Regional Foresters, the incumbents of these positions may exercise limited Line Officer authority in specified areas as assigned by the Regional Forester and subject to the overall policy and coordination direction of the Regional Forester. Assistant Regional Foresters are a part of the Regional Forester's immediate staff.

#### **1236.13 - Regional Staff Directors**

Staff Directors are the immediate staff of the Regional Forester. They furnish the specialized assistance and advice to support line activities but do not have line authority over field units. They report directly to the Regional Forester, Deputy Regional Forester, or Assistant Regional Forester as determined by approved organization plans. They have delegated authority to plan, develop, and administer technical aspects of assigned functional activities within the limits of

1. National and Regional policies,
2. Their assigned functions, and
3. Specific authorizations or reservations of authority.



## **1236.14 - Regional Signing Authorities**

Regional Foresters shall delegate broad signing authorities as supplements to this code and delegate specific signing authorities or reservations of authority as supplements to the pertinent titles, chapters, and sections of the Forest Service Manual. The policies and procedures for signing correspondence originating in a Region must parallel those established in the Washington Office (FSM 1235) and must be consistent with the policies and principles of this chapter. Regions should adapt and follow instructions provided for Washington Office personnel in preparing Regional supplements to this code.

For Regional Special Agents in Charge, see FSM 5300 and FSH 5309.11 for delegated authorities and responsibilities.

## **1236.2 - Stations and Institute**

### **1236.21 - Station Directors and Institute Director**

The Station Directors and Institute Director are the Line Officers responsible to the Chief for assigned research activities. The Chief delegates specific authority to Station Directors and the Institute Director commensurate with their assigned responsibilities through issuance of pertinent titles, chapters, and sections of the Forest Service Manual and Handbooks.

Pursuant to 36 CFR 261.50, each Station Director may issue orders closing or restricting uses of certain areas. This authority may not be re-delegated, except to a Deputy or to an acting when the Station Director position is vacant.

### **1236.22 - Deputy Station and Institute Directors**

Deputy Station and Institute Directors have Line Officer responsibility to assist the Station and Institute Director in exercising all delegated authorities and responsibilities. They are responsible to the Director for day-to-day operating activities, including program direction and coordination.

### **1236.23 - Assistant Station and Institute Directors**

Assistant Station and Institute Directors have both line and staff responsibility. They serve as Staff Officers to the Station and Institute Director and the Deputy. They also serve as Line Officers to their Station office staff and field unit staff for assigned functions and responsibilities. Assistant Station Directors have the general responsibility and authority to coordinate, direct, and control specific Station research programs within the limits of:

1. Established policies,
2. Other assigned activities, and

3. Specific authorizations and reservations of authority.

#### **1236.24 - Station and Institute Signing Authorities**

The Station Directors and Institute Director shall delegate broad signing authorities as supplements to this code and specific signing authorities or reservations of authority as supplements to the pertinent titles, chapters, and sections of the Forest Service Manual. The policies and procedures for signing correspondence originating in a Station and the Institute must parallel those established in the Washington Office (FSM 1235) and must be consistent with the policies and principles of this chapter. Stations shall adapt and follow instructions provided for Washington Office personnel in preparing Station supplements to this code.

#### **1236.25 - Research Project Leaders**

Each line Research Work Unit constitutes a specific subject-matter assignment made to a unit with a Project Leader responsible for carrying out the approved research program. The Project Leader has delegated line authority to assign, direct, and control personnel and facilities; and to make technical determinations and decisions within the limits of approved project programs and plans.

The Project Leader may delegate signing authority following the principles outlined for Stations and the Institute.

#### **1236.3 - National Forests**

##### **1236.31 - Forest Supervisors**

A Forest Supervisor is the Line Officer responsible to the Regional Forester for management, protection, development, and administration of a National Forest. As such, the Forest Supervisor has responsibility for the work and activity of all staff and line personnel assigned to the National Forest and has authority to direct and control their activities.

A Deputy Forest Supervisor performs all duties and exercises all functions vested in the Forest Supervisor, subject to any reservations of authority by the Forest Supervisor.

##### **1236.32 - Forest Staff Officers**

Forest Staff Officers are primary staff delegated authority for technical and procedural activities in assigned programs. They do not have line authority except when designated as acting or within certain specific limited areas. They have delegated authority from the Forest Supervisor to prescribe technical methods and procedures for the guidance of District Rangers.

### **1236.33 - National Forest Signing Authorities**

The policies and procedures for signing correspondence originating on a Forest must parallel those established in the Washington and Regional Offices (FSM 1235) and must be consistent with the policies and principles of this chapter.

Forest Supervisors shall delegate broad signing authorities in supplements to this code and specific signing authorities or reservations of authority as supplements to the pertinent titles, chapters, and sections of the Forest Service Manual.

### **1236.4 - National Technology & Development Program and Geospatial Technology & Applications Center**

The National Technology & Development Program (NTDP) Director is delegated authority to maintain an organization, facilities, and equipment for providing Forest Service employees and partners with practical, science-based solutions to resource management and conservation challenges. The NTDP Director has authority to work with other agencies, departments, States, domestic and foreign governments, and public and private partners to evaluate, design, and develop new technologies, products, and systems for resource management.

Responsibilities include providing program direction and leadership for analysis, application, and coordination of technology development to achieve natural resource management and conservation objectives; and cooperating with Forest Service International Programs in addressing international problems related to human well-being, healthy environments, and sound forest and rangeland conservation practices.

NTDP provides and supports innovative technical solutions and assistance to Forest Service units and other agencies, departments, and governments. NTDP advances natural resource management and conservation through application of science, technology transfer, and technical capability. NTDP supports Forest Service natural resource management and conservation efforts and goals at all levels through development of technology transfer and training products.

The Geospatial Technology & Applications Center (GTAC) Director is delegated authority to maintain an organization, facilities, and equipment for providing Forest Service employees and partners with emerging technologies to demonstrate their application in land and resource management. GTAC provides solutions to inform decision making and builds capacity to support the agency mission through the application of new geospatial science, technology, and methods to meet business requirements.

The NTDP Director and GTAC Director have signing authority for correspondence (internal and external), reports, other documents, contracts, agreements, and instruments originating from and related to the operation and mission of their respective programs. The NTDP and GTAC Directors shall delegate signing authority as supplements to this code and delegate specific

signing authorities or reservations of authority as supplements to the pertinent titles, chapters, and sections of the Forest Service Manual.

The policies and procedures for signing correspondence originating from NTDP and GTAC must conform to those established in the Washington Office (FSM 1235) and must be consistent with the policies and principles of this chapter. Follow instructions provided for Washington Office personnel in preparing supplements to this code.

## **1236.5 - Ranger Districts, Nurseries, and Job Corps Centers**

### **1236.51 - District Rangers**

A District Ranger is the Line Officer authorized by the Forest Supervisor to execute all resource management and general administration activities on a Ranger District.

General delegations of responsibility and authority for the execution of resource management and general administration on Land Utilization Projects and National Grasslands are similar to those for Ranger Districts.

The District Ranger or the head of a comparable unit, or an authorized acting, signs the correspondence issued by the unit.

### **1236.52 - Nursery Superintendents**

A nursery superintendent is responsible for and is authorized by a Forest Supervisor to conduct assigned nursery operations. This general delegation is subject to reservations by the Regional Forester needed to coordinate planting plans and tree production plans.

A nursery superintendent, or an authorized acting, signs correspondence originated at that level.

## **1236.6 - Job Corps Program**

Job Corps Civilian Conservation Centers are residential centers associated with national forests or grasslands and operated by the Forest Service under an interagency agreement between the USDA Forest Service and the Department of Labor.

The Job Corps Program National Director is responsible for the Job Corps Program and is delegated authority from the Deputy Chief for Business Operations.

### **1236.61 - Job Corps Assistant Directors**

Job Corps Assistant Directors have the responsibility for oversight of the assigned Job Corps Civilian Conservation Centers.

## **1236.62 - Job Corps Civilian Conservation Center Directors**

Job Corps Civilian Conservation Center Directors are Line Officers and are responsible to the assigned Job Corps Assistant Director. The Job Corps Civilian Conservation Center Director, or an authorized acting, shall sign correspondence issued by the Center.

## **1237 - Delegations of Authority to Other Federal Officials**

The delegations in this section of FSM 1230 are necessary to carry out joint Forest Service, Bureau of Land Management (BLM), National Park Service (NPS), and U.S. Fish and Wildlife Service (FWS) "Service-First" projects.

### **1237.01 - Authority**

#### **1. Authority To Enter into Service First Projects and To Issue Reciprocal Delegations.**

a. Section 330 of the Act Making Appropriations for the Department of the Interior and Related Agencies for Fiscal Year 2001 (Pub. L. 106-29; October 11, 2000 and amendments). This section of the act authorizes the Secretaries of Agriculture and the Interior to make reciprocal delegations of their respective authorities in support of Service First to promote customer service, and efficiency in the management of public lands and National Forest System lands, and to improve operational efficiencies. This statute makes explicit that this authority does not alter, expand, or limit the applicability of existing public laws or regulations administered by the BLM, the NPS, the FWS, or the Forest Service. This authority is permanent (Pub. L. 112-74; December 23, 2011).

b. Title 7, Code of Federal Regulations, Part 2 - Delegations of Authority by the Secretary of Agriculture and General Officers of the Department (7 CFR part 2). The regulations at 7 CFR 2.20 delegate authority from the Secretary of Agriculture to the Under Secretary for Natural Resources and Environment to enter into projects with the BLM, FWS, and NPS, U.S. Department of the Interior, and to delegate to BLM, NPS, and FWS employees the authority to perform Forest Service duties in support of Service First to promote customer service, and efficiency in the management of public lands and National Forest System lands, and to improve operational efficiencies. This authority is further delegated from the Under Secretary to the Chief at 7 CFR 2.60.

3. Authority To Test Agency-wide Joint Permitting and Leasing Programs. Section 330 of the Act Making Appropriations for the Department of the Interior and Related Agencies for Fiscal Year 2001 (FSM 1237.01 authorizes the Secretaries of Agriculture and of the Interior to pilot Agency-wide joint permitting and leasing programs subject to annual review by Congress, and to promulgate special rules as needed to test the feasibility of issuing unified permits, applications, and leases.

### 1237.03 - Policy

This section represents how the Forest Service chooses to implement the statutory and regulatory direction for granting reciprocal delegations to BLM, NPS, and FWS employees and extends the procedures to Forest Service employees who receive delegations from BLM, NPS, and FWS officials.

1. Forest Service Delegations to BLM, NPS, and FWS Employees. Forest Service officials may delegate authority to BLM, NPS, and FWS officials only when a Service First project has been established by written agreement between the two agencies. (See FSM 1237.1 for criteria to consider in establishing joint projects, whether local or nation-wide.)

The written agreement for each project should identify the specific authorities that one agency intends to delegate to employees of the other agency to accomplish the project. The written agreement describing the scope of the joint project and its objectives cannot serve as a delegation of authority to BLM, NPS, FWS or Forest Service employees. See paragraph 2, which follows, for documenting delegations. The written agreement must make clear that, when exercising Forest Service authorities, the BLM, NPS, or FWS employee shall comply with all laws, regulations, policies, and labor-management agreements applicable to National Forest System lands and to Forest Service employees. Also, in carrying out the Forest Service duties, the BLM, NPS, and FWS employee may utilize only those legal authorities available to the Forest Service.

2. Documentation of Delegations. Any delegation of Forest Service authority to a BLM, NPS, or FWS employee must be documented through official correspondence to the specific, named BLM, NPS, or FWS employee who will exercise the authority being delegated. The letter must specify the authorities being delegated, the discrete duties being assigned, the name of the organizational unit, the duration of the authority, and, if a National Forest System position, the lands over which the BLM, NPS, or FWS official will exercise authority.

a. Delegation of Full Authority. If a BLM, NPS, or FWS employee is to be delegated authority to exercise all duties and responsibilities of a Forest Service line or staff officer position, the delegation letter must designate the named BLM, NPS, or FWS employee as an "acting" (for example, "Acting District Ranger" or "Acting Lands and Minerals Staff Officer"). In this case, the delegation letter also must require the BLM, NPS, or FWS employee to sign all documents required to conduct Forest Service business using the Forest Service acting position title.

b. Partial Delegations. In contrast to the appointment of a BLM, NPS, or FWS employee to act in a Forest Service position (as described in preceding para. a), a Forest Service official may delegate to a BLM, NPS, or FWS employee a limited subset of responsibilities, such as serving as authorized officer for issuing and administering Forest Service grazing permits.

c. Mandatory Delegation Text. The letter of delegation to a BLM, NPS, or FWS employee pursuant to this section must contain the following statement:

**In taking any action or making any decision pursuant to the authority being delegated, you must comply with all relevant Forest Service policies and procedures. The primary source of Forest Service administrative practice and procedure is the Directive System, consisting of the Forest Service Manual and Handbooks. Forest Service regulations are codified in Title 36 of Chapter II, Parts 200-299 of the Code of Federal Regulations.**

3. Notice of Delegations.

a. Public Notice. The Forest Service delegating official shall ensure public notice of any delegation of Forest Service authority to a BLM, NPS, or FWS employee who will have substantial interaction with the citizens, organizations, or State, county, local, or Tribal government officials. Effective notice includes, but is not limited to,

(1) Prominent posting of the letter of delegation at all National Forest System offices affected by the delegation,

(2) Issuance of a press release,

(3) Distribution of a letter from the delegating official to interested and affected individuals and organizations, or

(4) Publication in newspapers of general circulation in the area where the delegations will be exercised.

b. Notice to Forest Service Employees Affected by the Delegation. Forest Service employees who will work with or report to a BLM, NPS, or FWS employee to whom Forest Service authority is delegated are to receive prompt written notice of the delegation, including a description of the scope of the authority delegated and the duration of the delegation.

4. Acceptance of BLM, NPS, or FWS Delegations. Forest Service employees may accept a delegation of authority from a BLM, NPS, or FWS official only under the following conditions:

a. The delegation is authorized by written agreement.

b. The delegation is documented in official BLM, NPS, or FWS correspondence to the named Forest Service employee.

c. The delegation meets the same standards and requirements as Forest Service delegations to BLM, NPS, or FWS employees pursuant to the requirements of this section and relevant law or regulation.

## **1237.04 - Responsibility**

1. General Delegation. Where Forest Service and BLM, NPS, or FWS officials have agreed to establish a Service First project to promote customer service, improve land management efficiencies, and/or improve operational efficiency (FSM 1237.1), Regional Foresters and Directors of Forest and Range Experiment Stations may delegate to BLM, NPS, or FWS employees all or part of the duties and responsibilities assigned to the Forest Service. Such delegations are subject to the policy requirements of FSM 1237.03. Regional Foresters may re-delegate this cross-delegation authority to Forest Supervisors.

2. Limitations on Cross-agency Delegations. In delegating Forest Service authority to BLM, NPS, or FWS employees, the Forest Service delegating official is bound by the same principles, practices, and restrictions that would apply if the receiving official were a Forest Service employee (FSM chapters 1220 and 1230 and title 6100). If a directive in the Forest Service Manual or a Forest Service Handbook prohibits re-delegation of a specific, discrete authority or function below a certain organizational level, this prohibition also applies to delegation of authority to a BLM, NPS, or FWS employee in an equivalent position.

a. Only a Regional Forester may delegate to a BLM, NPS, or FWS employee the full authority to execute all duties and exercise all authorities of a Forest Supervisor. The Regional Forester's concurrence is required prior to any delegation by a Forest Supervisor of the duties of a District Ranger or any of the duties assigned to the Supervisor.

b. Following consultation and concurrence of the Regional Forester, a Forest Supervisor may delegate to a BLM, NPS, or FWS employee the full authority to act as a District Ranger. A Forest Supervisor may also delegate to a BLM, NPS, or FWS employee the authority to carry out a discrete set of duties assigned to personnel who report to the Forest Supervisor or even some of the Supervisor's responsibilities.

For example, a Forest Supervisor may re-delegate to a BLM, NPS, or FWS employee the authority to act as Range Conservationist for the Forest or a District or the authority to serve as the Authorized Officer for issuing and administering grazing permits.

## **1237.05 - Definitions**

Cross-delegation of authority. The delegation of authority by one agency to an employee of another agency; also referred to as a "reciprocal delegation."

### **1237.1 - Criteria for Establishing Service First Projects**

1. Factors To Be Considered. In determining whether to establish or continue a Service First project, the Forest Service Line Officer (FSM 1220) must consider the following:

a. What are the objectives/desired outcomes of the Service First activity?



- b. How does the design of the Service First project reflect lessons learned from previous or other ongoing Service First projects?
- c. What is the organizational structure of the Service First project? Which authorities need to be cross-delegated? What are the effects of the cross-delegations or changes in organization on local workforce planning? Which agency is charged the Full Time Equivalency (FTE) position?
- d. How much of the Service First project will be funded by each agency?
- e. Are there any adverse impacts on employees? Can these be mitigated? Is a Civil Rights Impact Analysis (FSM 1730) necessary?
- f. How will success or failure of the Service First project be measured? What should be included in a monitoring plan for the project?
- g. If the unit is a bargaining unit, have consultation and collaboration with the union occurred?

2. Minimum Requirements for Establishing Service First Projects. In order to establish or continue a Service First joint project, the responsible official shall find that the joint project meets each of the following criteria:

- a. The activity improves (or will improve) customer service at the same cost as currently expended by both agencies for this activity or the activity provides (or will provide) the same level of customer service at a reduced cost.
- b. The activity complies with all relevant laws, regulations, labor-management agreements, or other authority.
- c. The activity furthers (or will further) the mission accomplishment of the Forest Service, BLM, NPS and/or the FWS.

## **1239 - Summary of Delegations of Specific Authority**

### **1239.02 - Objectives**

Units may issue summaries of delegations of specific authority to:

- 1. Provide employees a ready source for checking delegations, the source of delegations, and the limits of re-delegation.
- 2. Provide an easy means for reviewing patterns of delegations prior to revising or issuing new delegations.

### **1239.03 - Policy**

Issuance of summaries of delegations of authority is optional. However, units that issue such summaries shall adhere to the following policies:

1. Do not use a summary exhibit of delegations to effect a delegation of authority. Make and issue delegations of specific authority of a continuing nature affecting more than one unit in the appropriate titles, chapters, and sections of the Manual and Handbooks (FSM 1230.3).
2. Issue a simultaneous change to a summary of delegations, or supplement thereto, each time a new or revised delegation of authority is made elsewhere in the Directive System.

### **1239.1 - Minimum Standards for Summary Exhibits**

Issue summaries of delegations of specific authority at this code. Design and format such summaries to best meet the unit's needs and to facilitate ease of reference, revision, or supplementation.

Any summary of delegations of specific authority issued at this code must display the following information:

1. The specific authority delegated.
2. The citation to the law, order, regulation, and/or Forest Service Manual or Handbook section where the authority is granted and delegated.
3. The level to which the authority may be delegated; use approved position titles (FSM 1220) not names of incumbents.

Exhibit 01 displays one possible format for delegation summaries.

## 1239.1 - Exhibit 1

### Sample Format for Summary of Specific Delegations of Authority

X = May re-delegate to the unit head of the next lower organizational level. O = Delegation limited to the unit head of the organizational level. # = May be delegated to specified position.							
FSM/FSH Reference	Activity	Authority delegated to					
		Secretary	Chief	Region, Forest	Station Director	Institute Director	Staff Director
1020 - LAWS, REGULATIONS, AND ORDERS							
1023.31 (7 CFR 2.60(b) (1))	Authority to issue regulations, except as provided in 36 CFR 261.70	0					
1023.32 (36 CFR 200-299)	Authority to amend existing Forest Service Federal Regulations	0					
1023.4 (36 CFR 261.70)	Pursuant to 7 CFR 2.60, each Regional Forester is delegated the authority to issue regulations authorized by 36 CFR 261.70			0			
1030	Forest Service objectives and policy		0				
1100 – DIRECTIVES							
1104	Authority to issue directives.			X	0	0	
1200 - ORGANIZATION							
1220	Approval of organizational changes.						
1234 (7 CFR 2.60 (b))	Authorities reserved by Under Secretary	0					
1233 (7 CFR 2.60 (a))	Authorities delegated from Under Secretary to Chief of Forest Service		0				
1235	Authorities delegated from Chief to Associate Chief and Deputy Chiefs		0				

## 1239.1 - Exhibit 2

### Summary of Specific Delegations of Authority for the Director, National Technology & Development Program (NTDP) and the Director, Geospatial Technology and Applications Center (GTAC) (Reference FSM 1239.1)

X = May re-delegate to the unit head of the next lower organizational level.

O = Delegation limited to the unit head of the organizational level.

FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
Footnotes (see below): <sup>1</sup> Authority of the NTDP and GTAC Directors is limited to administration and operation of the National Technology and Development Program and Geospatial Technology and Applications Center, respectively. <sup>2</sup> Authority is limited to organizational changes that do not increase the salary cost of the NTDP or GTAC organizations. The NTDP and GTAC Directors may approve temporary positions not eligible for conversion, notwithstanding the preceding limit.					
1100 – DIRECTIVES					
1104.22	The NTDP and GTAC Directors have authority to issue directives and other guidance pertaining to the operation of NTDP and GTAC.	O <sup>1</sup>	O <sup>1</sup>		
1200 - ORGANIZATION					
1236.5 1239.1	<p>The NTDP Director has the responsibility and authority to:</p> <ul style="list-style-type: none"><li>• Maintain an organization, facilities, and equipment for providing Forest Service employees and partners with practical, science-based solutions to resource management and conservation challenges.</li><li>• Provide program direction and leadership for analysis, application, and coordination of technology development to achieve natural resource management and conservation objectives; and cooperate with Forest Service International Programs in addressing international problems related to human well-being, healthy environments, and sound forest and rangeland conservation practices.</li></ul> <p>The GTAC Director has the responsibility and authority to:</p> <ul style="list-style-type: none"><li>• Maintain an organization, facilities, and equipment for providing Forest Service employees and partners with emerging technologies to demonstrate their application in land and resource management.</li></ul>	O	O		

FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
	<p>The NTDP Director and GTAC Director have signing authority for:</p> <ul style="list-style-type: none"> <li>Correspondence (internal and external), reports, other documents, contracts, agreements, and instruments originating from and related to the operation and mission of their respective programs.</li> </ul> <p>The NTDP Director and GTAC Director shall:</p> <ul style="list-style-type: none"> <li>Delegate signing authority as supplements to this code and delegate specific signing authorities or reservations of authority as supplements to the pertinent titles, chapters, and sections of the Forest Service Manual.</li> </ul>				
<b>1500 – EXTERNAL RELATIONS</b>					
1580.41i	<p>The NTDP and GTAC Directors have signing authority for grants, cooperative agreements, and other agreements for programs under the NTDP and GTAC Directors’ jurisdiction. This authority is re-delegable to NTDP and GTAC Assistant Directors, respectively. The Washington Office Director of AQM has the responsibility to establish procedures and policies as needed for the award, administration, and close-out of grants, cooperative agreements, and other agreements.</p>	X	X	O	O
	<p>The NTDP Director has the authority to enter into agreements with other agencies or academic institutions that have Institutional Review Board (IRB) approval to conduct research involving human subjects, in accordance with Department of Health and Human Services Federal-Wide Assurance, per 45 CFR Part 46.114. This is re-delegable to NTDP Assistant Directors.</p>	X		O	
<b>1600 – INFORMATION SERVICES</b>					
1604.34	<p>The NTDP and GTAC Directors have the authority to lead, plan, coordinate, and execute public information and public involvement activities and programs related to the mission of NTDP and GTAC. This authority is re-delegable to NTDP and GTAC Assistant Directors.</p>	X	X	O	O
1630.42b	<p>The NTDP and GTAC Directors have the authority to review and approve publications and post or publish information that is intended for internal and external dissemination.</p>	O	O		

FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
1660.04e	<p>The NTDP and GTAC Directors have the responsibility and authority to:</p> <ul style="list-style-type: none"> <li>• Designate and support unit content contributors.</li> <li>• Authorize and build an interdisciplinary team—including recreation, Geographic Information System, fire, and natural resources—on districts and forests to strategically provide content for Agency websites and social media.</li> <li>• Provide the necessary resources to support Forest Service web and social media programs.</li> <li>• Ensure compliance with Federal, USDA and Forest Service web and social media policies.</li> </ul>	O		O	
<b>1900 – PLANNING</b>					
1930.44b	<p>The NTDP and GTAC Directors have the responsibility and authority to:</p> <ul style="list-style-type: none"> <li>• Provide budget information consistent with forest land management plans in the manner required by the Regional Forester, Station Director, and International Institute of Tropical Forestry (IITF) Director.</li> <li>• Prepare supporting data for requesting Washington Office approval on reprogramming funds requests.</li> <li>• Manage available finances in accordance with Washington Office and the Regional Forester’s direction, approved budgets, and agency policy to accomplish the approved targets and program of work.</li> <li>• Establish performance goals and objectives, and distribute available funds for all subunits, and other operating units within the framework of allocations and in accordance with agency policy.</li> <li>• Monitor and report accomplishments.</li> <li>• Develop work and financial plans based on available funds, performance goals, and the Chief’s direction contained in the program direction from the Regional Forester.</li> <li>• Establish operating plans for all allocations and ensure that obligation is limited to available allocations.</li> <li>• Execute Washington Office, USDA, and Congressional intent.</li> </ul>	O	O		

FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
5700 – AVIATION MANAGEMENT					
5704.61	The NTDP Director has the authority and responsibility to: <ul style="list-style-type: none"><li>Develop, test, and evaluate aviation equipment and operating procedures for the U.S. Forest Service at the request of the WO Fire and Aviation Management. NTDP will coordinate test and evaluation procedures with Regional Aviation Officers.</li><li>Ensure that projects and activities involving the use of aircraft and associated systems are planned and fully coordinated in advance by qualified personnel.</li><li>Develop and authorize the use of Supplemental Type Certificates (STCs).</li><li>Fire and Aviation Management (FAM) has the final authority for aviation operations.</li></ul>	O			
5720.48a	The NTDP Director has the authority to develop, annually update, and approve an aviation mishap response plan (AMRP) for operations involving parachute testing, rappel testing, retardant drop testing and other aviation operations undertaken by NTDP and not covered by Forest, Regional, or National AMRPs.	O			
6100 – PERSONNEL MANAGEMENT					
6104.1 (Exhibit 1)	Revised the table to include the National Technology and Development Program (NTDP) Director and Geospatial Technology and Applications Center (GTAC) Director’s delegated decision authorities.	O	O		
6133.04a	The NTDP and GTAC Directors have the responsibility and authority to: <ul style="list-style-type: none"><li>Ensure the work environment promotes the recruitment, retention, and development of persons with disabilities.</li><li>Provide reasonable accommodation for persons with disabilities (FSM 6133.1).</li><li>Provide access to facilities for persons with disabilities (FSH 7309.11, sec. 34.16).</li></ul>	O	O		
6161.04g	The NTDP and GTAC Directors have the authority to implement, manage, and evaluate the Telework Program for NTDP and GTAC.	O	O		
6200 – OFFICE MANAGEMENT					
6272.4	The NTDP and GTAC Directors have the authority to sign responses to Privacy Act requests for records in the custody of NTDP and GTAC.	O	O		

FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
6400 –PROPERTY MANAGEMENT					
6447.04e	<p>The NTDP and GTAC Directors have the authority and responsibility to:</p> <ul style="list-style-type: none"><li>• Ensure the acquisition of leased and GSA-assigned office space meets the objectives of the Forest Service and was considered in the preliminary project analysis (PPA) (FSM 7310.42).</li><li>• Manage activities, including planning, programming, design, construction, safety and health, maintenance, and operations associated with government-owned and Forest Service-leased facilities (FSM 7310.42).</li><li>• Review proposed Exception Requests for any Forest Service-owned, -leased, and GSA-assigned office space that cannot meet the criteria described in sec. 6447.03.</li></ul>	O	O		
6500 – FINANCIAL MANAGEMENT					
6510.42 6510.42c	<p>The NTDP and GTAC Directors have the authority to:</p> <ul style="list-style-type: none"><li>• Ensure that use and control of appropriations complies with legal requirements and Forest Service policy.</li><li>• Obtain appropriation use guidance through the following channels, in order: the local Budget Officer, the Washington Office Senior Program Specialist, and the Washington Office Chief Financial Officer. In cases where the issue is not normal practice and requires higher level clarification and/or interpretation, the Washington Office Director of Financial Policy is the official agency source on appropriation use guidance.</li><li>• Ensure timely submission of claims documentation to the Albuquerque Service Center-Budget &amp; Finance Claims Branch to ensure due process of claims and adjudication of related claims settlements.</li></ul> <p>This authority is re-delegable down to NTDP and GTAC supervisory personnel, respectively.</p>	X	X	X	X
6530.42	<p>The NTDP and GTAC Directors have the authority and responsibility to provide for the safekeeping of receipts and the safety of personnel involved in collections. This authority may be re-delegated to NTDP and GTAC programs or staff assigned to collection functions.</p>	X	X	X	X



FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
6700 – SAFETY					
6704.2	<p>The NTDP and GTAC Directors have the authority and responsibility to:</p> <ul style="list-style-type: none"><li>• Direct, provide resources for, and evaluate the Safety and Occupational Health Program.</li><li>• Ensure that Safety and Occupational Health requirements are integrated into projects, programs, directives, training instruments, and guides.</li><li>• Ensure that Safety and Occupational Health criteria are incorporated into critical performance standards and are evaluated within performance reviews for all Supervisors, Managers, and Senior Executive Service personnel.</li><li>• Integrate Safety and Occupational Health requirements into functional activities.</li><li>• Ensure Supervisors inform employees of safety and health hazards associated with their jobs or workplaces</li><li>• Ensure employees, including all those in non-traditional positions, are included in all aspects of the local Safety and Occupational Health Program.</li><li>• Appoint qualified and trained individuals to manage unit Safety and Occupational Health Programs consistent with Federal Occupational Safety and Health Administration, Section 1960.25(a) of Title 29 of the Code of Federal Regulations requirements.</li><li>• Approve the use of prescription medication (refer to FSM 6723, Prescription Medications) required for emergency response, field first-aid, and other requirements not associated with an individual employee’s personal use medication. For example, prescription Epinephrine may be authorized when purchased for field first-aid kits, consistent with State law, but may not be purchased for specific employees with known allergies who have been prescribed personal-use Epinephrine.</li></ul>	O	O		

FSM/FSH Reference	Activity	Authority delegated to			
		Director, NTDP	Director, GTAC	Assistant Director, NTDP	Assistant Director, GTAC
	<ul style="list-style-type: none"> <li>Appoint teams to investigate and review accidents and near misses. Examine and facilitate any lessons learned and share results to minimize similar mishaps.</li> <li>Direct responses to emergency situations or other unintended events occurring on the local unit.</li> <li>Ensure a Check-In/Check-Out Program with clear protocols is established and implemented in compliance with National direction.</li> </ul>				
<b>7100 – ENGINEERING OPERATIONS</b>					
7120.44	<p>The NTDP and GTAC Directors have the authority and responsibility to:</p> <ul style="list-style-type: none"> <li>Maintain a Project Management System consistent with best practices in government and industry.</li> <li>Maintain a technology and development program that is national in scope and available to other agencies, departments, and governmental entities.</li> <li>Obtain needed delegations of authority from the Washington Office.</li> </ul>	O	O		
<b>7600 – ELECTRICAL ENGINEERING</b>					
7610.43	<p>The NTDP Director has the authority and responsibility to:</p> <ul style="list-style-type: none"> <li>Provide planning and program information for electrical systems and related facilities to support the unit's mission consistent with Forest plans.</li> <li>Conduct preliminary needs analysis on all electrical systems to be acquired.</li> <li>Provide construction administration and engineering management for all Forest Service-owned and leased electrical systems and related facilities used by the unit.</li> <li>Administer all special-use facilities authorized on the unit (FSM 7611.4).</li> </ul>	O			