

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

**Forest Service Manual 1300 – Management
Zero Code**

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Duration: This amendment is effective until superseded or removed.

Superseded Directive: 1300 zero code, Amendment 1300-2008-3, December 15, 2008

Approved by: Thelma J. Strong, Chief Financial Officer (CFO)

Date approved: September 30, 2013

Responsible Staff:

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

1303: Adds direction to provide emphasis on safety awareness, presentations, and dialogue with employees.

1309.19: Establishes FSH 1309.19, Forest Service Death and Serious Injury Handbook, which provides comprehensive direction and recommended standard operating procedures for responding to fatalities and serious injuries of employees, contractors, and retirees both in-the-line-of-duty and outside-the-line of duty.

Table of Contents

1302 - Objective	3
1303 - Policy.....	3
1309 - Handbooks.....	4
1309.1 - Internal Service-wide Handbooks	4
1309.13 - Forest Service Honor Guard Handbook (FSH)	4
1309.14 - Information Requirements Handbook (FSH)	4
1309.19 - Death and Serious Injury Handbook (FSH)	5

This chapter articulates a broad, people and results-oriented management philosophy that is to guide all Forest Service endeavors. This philosophy is built on the past management success of the Agency and its tradition of excellence. Championed by Forest Service Managers, these policies will enable the Agency to sustain organizational excellence and the high-quality performance of its program and mission.

1302 - Objective

To create and maintain a management climate that encourages people to do their best in carrying out the Agency's mission of caring for the land and serving people.

1303 - Policy

To create and maintain an environment of management excellence, where agency Line and Staff Officers shall direct their energies and day-to-day managerial practices to conform to the following principles:

1. Serve the American People. Focus programs and activities on serving the needs of our customers. Make serving the public foremost in planning and decision making.
2. Produce Results. Focus work efforts on the results to be achieved; and processes for attaining results are secondary.
3. Achieve Quality. Challenge employees to strive for superior, high-quality program results. Set high standards for meeting unit goals; and reject mediocrity and cumbersome procedures.
4. Empower Employees. Empower employees to assume authority and responsibility commensurate with their capabilities, to the fullest extent practicable.
 - a. Encourage and reward responsible risk-taking, creativity, and innovation. Challenge employees to develop new ideas and test improved ways of doing business on a continuous basis.
 - b. Try out new ideas and approaches. If they don't work, treat them as learning experiences, rather than as performance failures.
 - c. Place greater emphasis on guiding, educating, advising, and encouraging employees than on regulating and controlling employee behavior.
 - d. Treat individuals' talents as important organizational assets.
 - e. Provide employees with opportunities and flexibility to exercise independent judgment.

- f. Engage employees in frequent and routine, safety discussions that increase awareness of safety-related matters and encourage dialogue about unsafe conditions.
- 5. Diversify the Workforce. Foster a culturally diverse workforce. In training, workforce management, and day-to-day interaction with employees, accentuate the strengths and new perspectives that people of different ethnic and racial origins, gender, backgrounds, and cultures can bring to the organization.
- 6. Stay Within Legal and Policy Bounds. Ensure that sound management controls and accountability procedures are in place and are appropriate to the scope and impact of the work involved.
 - a. Ensure that innovations and new ideas comply with relevant legal requirements and that experimentation is within the bounds of law, regulation, and agency policies.
 - b. Accomplish work within the limits of funds allocated.
 - c. Meet targets, priorities, and annual program direction set by forest land and resource management plans, unit plans, Congress, and the Administration to the best of the unit's ability.
- 7. Create and maintain an environment focused on the safety of employees, cooperators, and visitors, both indoors and outdoors. Provide opportunities for safety dialogue with employees, whether in groups or as individuals.

1309 - Handbooks

1309.1 - Internal Service-wide Handbooks

1309.13 - Forest Service Honor Guard Handbook (FSH)

This handbook provides guidelines and recommended standard operating procedures for the Forest Service Honor Guard. This direction is set out to assist the Honor Guard in representing the Forest Service with professionalism, dignity, honor, and pride. These are standard operating procedures and therefore may vary from event to event.

1309.14 - Information Requirements Handbook (FSH)

This handbook includes approved service-wide forms, reports, and databases. Information on forms includes the form number, edition date, form title, and supply source. Information on reports includes the report control symbol, report title, the form number(s) of forms used in making the report, the names of units which prepare and receive the report, frequency and due date(s), and authority.

1309.19 - Death and Serious Injury Handbook (FSH)

This handbook is a comprehensive guide for Line and Staff Officers' response to death and serious injury suffered by employees, contractors, cooperators, or retirees, whether in-the-line-of-duty or outside-the-line-of-duty. The direction is a multi-disciplinary approach, including actions required during the first 24 hours after a fatality or serious injury, and information about workers compensation, pay and benefits, payments for surviving families, Safety and Occupational Health, Law Enforcement, and Fire and Aviation Management.