

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

**Forest Service Handbook 1309.14 – Information Requirements Handbook
Chapter 20 - Reports**

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Date approved:

Responsible Staff:

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

Posting Notice. Amendments are numbered consecutively by Handbook number and calendar year. Post document in numerical order of chapters (1109.12, sec. 4.32, ex. 01). Remove entire national text of the Handbook and replace with this amendment. DO NOT REMOVE SUPPLEMENTS OR INTERIM DIRECTIVES. Retain this transmittal as the first page of this document.

Reorganizes the entire Handbook to consolidate direction by subject matter (forms, reports, data bases, and public information collection). Revises and clarifies direction throughout each chapter and adds codes for policy, responsibility, and specific subject areas.

10: Renames chapter title Forms. Consolidates direction on forms previously found in chapters 10 and 20. Updates the Service-wide forms listing in section 18.1 (formerly found in sec. 21) and incorporates direction from ID No. 90-1 on electronic forms and the National Forms Automailer.

20: Renames chapter title Reports. Consolidates direction on reports previously found in chapters 30 and 40. Updates the Service-wide reports listing in section 26.1 (formerly found in sec. 41).

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30: Renames chapter title Data Bases. Incorporates direction on data bases previously found in chapter 40. Updates the Service-wide data bases listing in section 39.1 (formerly found in sec. 42).

40: Renames chapter title Public Information Collections. Incorporates direction on public information collections previously found in chapters 10 and 30. Updates and clarifies direction on when approval is needed by the Office of Management and Budget (sec. 41).

This amendment is a reissuance of FSH 1309.14 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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20.1 - Authority

(FSM 1380.1).

20.4 - Responsibility

It is the responsibility of the Regional Foresters, Station Directors, and the Area Director to:

1. Advise the Washington Office when an existing Service-wide report is out of date, or inadequate, or when an existing Service-wide report is needed to replace a local report; and submit Form FS-1100-2, Directive Amendment or Supplement Processing Request, to the Washington Office, Director of Information Systems Staff.
2. Provide data to the Washington Office for reports or systems noted to be optional and to choose whether to use the listed report or system to supply the required information (sec. 26.1).

20.5 - Definitions

This section contains specialized terms, in alphabetical order, used throughout this chapter and their definitions.

Agriculture Department (AD) Report. A report required by one Department of Agriculture agency or staff office to be submitted by one or more other Department of Agriculture agencies or staff offices.

Congressional Report. A report required by Congress and controlled by the General Accounting Office.

Forest Service (FS) Report. A Service-wide report: (1) requiring information whose collection is approved by an Associate Deputy Chief and (2) carrying a Forest Service report number.

Interagency Report. A report required or prepared by an agency outside the Department of Agriculture to be submitted by or to Department of Agriculture agencies or staff offices and controlled by the General Services Administration.

Report. (FSM 1380.5).

Report Analysis. The reports management function in which a report is reviewed to determine: (1) the need for the report; (2) the usefulness of the information; (3) an approach to obtaining and presenting the information while minimizing data collection errors; (4) a way to

ensure that unneeded and unused data is identified and eliminated; and (5) the need for national information requirements review.

Reports Control. The reports management function in which records are maintained to identify and control reports.

Report Management. (FSM 1380.5).

Reporting System. All processes involved in preparing a report, from data collection to preparation of the final report.

Service-wide Report. See Forest Service (FS) Report.

20.7 - References

20.71 - Forms

OF-101, Summary Worksheet For Estimating Reporting Costs. NSN 7540-00-115-0077. To order, follow the instructions in section 16.11 and 16.21.

20.72 - Handbooks and Guides

To order the items in paragraphs 1 and 2, follow the instructions for ordering forms in section 16.22, General Services Administration Forms.

1. Reports Management Handbook (1985).
2. Evaluating Reports Management, Self-Inspection Guide (September 1981).

21 - Reports Numbering System

Use the numbering system coordinated with the Manual Code to identify and control recurring reports. The report number for Service-wide reports consists of the prefix FS, a 4-digit Manual series or title number, and one or more consecutively assigned suffix letters. Region, Station, and Area or unit reports also shall include an additional prefix to identify the using or sponsoring unit. For example:

1. FS-1300-S, a Service-wide information management report.
2. FS-2400-K, a Service-wide timber management report.
3. R1-FS-2200-A, a Region 1 range management report.

Every Service-wide recurring report must cite the report number on the face of the document. If a Service-wide form is used to collect information for a Service-wide report, the report number must appear underneath the form title with the directive reference. The report number must always appear just before the report title.

22 - Numerical Report Historical File

The Washington Office, Information System Staff, and field units responsible for reports management must establish a historical record file organized by number of the report. Each numerical report historical file must contain a copy of each report that a unit or staff originates.

Store these files in either separate folders or on a magnetic or microfilm media. Divide the file between current and obsolete reports. Each individual report file must contain a copy of the following:

1. Current form prescribed for making the report, or in the case of a narrative report, a copy of a typical report;
2. Completed Form FS-1100-2, Directive Amendment or Supplement Processing Request or FS-1100-2a, Interim Directive Processing Request; and
3. Clearance form and supporting documents, if external clearance is necessary.

To aid in disposal of the material, divide the obsolete or superseded file into fiscal years. The Records Management Handbook, FSH 6209.11, sets forth the retention period for obsolete report history files. However, reports filed with correspondence shall have the same retention period established for the correspondence.

23 - Reports Analysis and Design

See FSM 1390 for direction pertinent to analysis of new and revised Service-wide information requirements.

23.03 - Policy

(FSM 1380.3). Comply with the guidelines and procedures for developing reports and reporting systems, as established by the General Services Administration Reports Management Handbook (sec. 20.72).

23.1 - Reports Analysis

Reports management units shall analyze all new proposed reports and existing reports needing revision (FSM 1380.4) following the guidelines in this section. See sections 20.71 and 20.72 for useful resources.

1. Considerations.

- a. Is the data in a usable form?
- b. Is the information being collected still useful? Does the data provide managers with the kind of information they need for making decisions, reviewing status, or for planning and controlling programs?
- c. Are respondents having difficulty collecting and properly presenting the data?

2. Benefits of Report Analysis. Good reports analysis, development, and design can save employee time and provide decision-makers with information they need. Consider these ways to improve reports:

- a. Streamline the total number and complexity of processing steps where possible.
- b. Reduce the amount of time needed to complete reports by standardizing data elements.
- c. Encourage use of computers in processing and compiling reports.
- d. Reduce the number of errors and the amount of time spent in correcting errors made in preparing reports.
- e. Reduce the amount of time devoted to filing, retrieving, and tabulating data.
- f. Clarify procedural instructions on what data to collect and how to report that data.
- g. Encourage validating data by use of computers.

23.2 - Automated Reports Design

Reports design is based on requirements for information and management's need for this information. Since these vary greatly, there is little general information published on how to design an automated report. Most of the forms design standards apply to electronic reports

(sec. 13.2 and 14.1). However, review each automated information system individually and design input and output reports specifically to take advantage of the computer system's hardware and software requirements.

24 - Report Clearance

24.04 - Responsibility

It is the responsibility of the Washington Office Director, Information Systems Staff to manage the report program.

24.1 - Service-wide Reports

Use Form FS-1100-2, Directive Amendment or Supplement Processing Request or FS-1100-2a, Interim Directive Processing Request to propose a modification or a new Service-wide information requirement.

24.2 - Interagency Reports

1. The sponsoring unit submits a complete clearance package to the Washington Office Reports Manager, Information Systems Staff. The package consists of:

- a. Four copies each of Form SF-360, Request for Clearance of an Interagency Reporting Requirement, and justification statement.
- b. Two copies each of the latest submission of the report and the directives requiring its submission.

2. The Washington Office, Information Systems Staff, shall forward this information to the Departmental Office of Information Resources Management (OIRM). The OIRM then submits the package to the General Services Administration.

3. The Washington Office Reports Manager informs the sponsoring unit after receiving approval or disapproval.

25 - Field Unit Report Reviews

25.04 - Responsibility

25.04a - Washington Office

It is the responsibility of the Washington Office Director, Information Systems Staff to forward to the appropriate Associate Deputy Chief (FSM 1390) proposed changes or enhancements to Service-wide reports requested by field units.

25.04b - Field Units

It is the responsibility of Regional Foresters, Station Directors, and the Area Director to review field unit reports at least annually based on the standards in section 25.1.

25.1 - Review Standards

The following standards apply to all field units when reviewing their reports:

1. Eliminate those reports no longer needed.
2. Identify and eliminate unneeded or redundant data elements.
3. Consolidate and standardize reports.
4. Reduce reporting frequency to the minimum required by law, regulation, management need, or the actual use of the report.
5. Increase or decrease the number of copies or change the method of distribution depending on use.

The Reports Manager shall initiate this review and assign it a report control symbol. In conducting reviews, units shall consult with their local Reports Managers.

26 - Reports Listing

At least annually, but preferably more frequently, each unit authorizing reports must prepare and maintain a listing of authorized reports. Service-wide and Washington Office reports are listed in exhibit 01 of section 26.1. Field units shall issue reports list at section 26.2. All lists must display the data elements defined in section 26.05.

26.04a - Washington Office. [Reserved]

26.05 - Definitions

The following is a list of words and abbreviations used in the reports list:

Authority. Usually a reference to the Forest Service Manual (FSM) or to a Forest Service Handbook (FSH) which establishes and describes the reporting requirement. Whenever the reporting requirement is not explained in the FSM or FSH, the next best reference is given. For example, an Office of Management and Budget directive or a public law.

Due Date. The date(s) by which the report must be submitted.

Form Number. The form number(s) of forms used in preparing the report.

Frequency. How often the report is prepared.

Prepared by. The organization(s) which prepares and/or forwards the report.

Remarks. Any significant additional information about the report. For example, Office of Management and Budget clearance information.

Report Number. The unique number assigned to a report to identify it.

Report Title. The name of the report.

Submitted to. The organization(s) to which the report is submitted as the final recipient, or for forwarding to another organization. (See section 20.06b for an explanation of abbreviations used.)

26.06 - Abbreviations and Acronyms

This section sets forth the abbreviations and acronyms used in the reports listing in section 26.1, exhibit 01.

26.06a - Acronyms For Form Numbers

AD. United States Department of Agriculture Department-wide form.

DI. Department of the Interior form.

FS. Forest Service Service-wide form.

EPA. Environmental Protection Agency form.

GSA. General Services Administration form.

JCP. Joint Committee on Printing form.

NIH. National Institutes of Health form.

NSF. National Science Foundation form.

OF. Optional Form. Available for optional use Government-wide.

OPM. Office of Personnel Management form.

OSHA. Occupational Safety and Health Administration form.

SE. Standard Form. Available for mandatory use Government-wide.

26.06b - Abbreviations and Acronyms for Organizations

AID. Agency for International Development (State)

AO. Area Office (FS)

APHIS. Animal and Plant Health Inspection Service (USDA)

ARMY. Department of the Army (DOD)

ASCS. Agriculture Stabilization and Conservation Service (USDA)

BIFC. Boise Interagency Fire Center (FS)

BLM. Bureau of Land Management (Interior)

C. Chief's office (FS)

CEQ. Council on Environmental Quality

CF. Cooperative Forestry Staff (FS)

Commerce. Department of Commerce

Coop. R. Cooperative Research (SEA, USDA)

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CS&T. Computer Sciences and Telecommunications Staff (FS)

DEA. Drug Enforcement Administration

DOD. Department of Defense

DOE. Department of Energy

DOT. Department of Transportation

E. Engineering Staff (FS)

EC. Environmental Coordination Staff (FS)

EDC. Equipment Development Center (FS)

EEOC. Equal Employment Opportunity Commission

EPA. (Sec. 26.06a).

ESS. Economics and Statistics Service (USDA)

ETA. Employment and Training Administration (Labor)

F&AM. Fire and Aviation Management Staff (FS)

F&PS. Fiscal and Public Safety Staff (FS)

FAS. Foreign Agricultural Service (USDA)

FER. Forest Environment Research Staff (FS)

FFASR. Forest Fire and Atmospheric Sciences Research Staff (FS)

FHWA. Federal Highway Administration (DOT)

FIDR. Forest Insect and Disease Research Staff (FS)

FPDC. Federal Procurement Data Center (GSA)

FPHR. Forest Products and Harvesting Research Staff (FS)

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FPL. Forest Products Laboratory (FS)

FPM. Forest Pest Management Staff (FS)

FRER. Forest Resources Economics Research Staff (FS)

FS. Forest Service (USDA)

GAO. General Accounting Office

GPA. Office of Governmental and Public Affairs (USDA)

GSA. (Sec. 26.06a).

HCRS. Heritage Conservation and Recreation Service (Interior)

HHS. Department of Health and Human Services

HRP. Human Resource Programs Staff (FS)

IECD. Internal Energy Conservation Division (O&F, USDA)

IF. International Forestry Staff (FS)

InS. Information Systems Staff (FS)

Interior. Department of the Interior

JCCCC. Job Corps Civilian Conservation Center (FS)

Justice. Department of Justice

L. Lands Staff (FS)

LA. Legislative Affairs Staff (FS)

Labor. Department of Labor

LMP. Land Management Planning Staff (FS)

LRAS. Legislative, Regulatory and Automated Systems (OBPA, USDA)

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M&G. Minerals and Geology Staff (FS)

Mgmt. Staff. Management Staff (SEC, USDA)

NAC. National Audiovisual Center (NARA)

NAL. National Agricultural Library (SEA, USDA)

NARA. National Archives and Records Administration

NCC-FC. National Computer Center at Fort Collins, Colorado

NE. Northeastern Forest Experiment Station

NF. All National Forests (FS)

NFC. National Finance Center (USDA)

NFS. National Forest System (FS)

NIH. National Institute of Health (HHS)

NOAA. National Oceanic and Atmospheric Administration (Commerce)

NPS. National Park Service (Interior)

NSF. National Science Foundation

NRC. Nuclear Regulatory Commission

OAE. Office of Advocacy and Enterprise (USDA)

OAS. Office of Administrative Systems (USDA)

OBPA. Office of Budget and Program Analysis (USDA)

OCED. Office of Comprehensive Employment Development Programs (Labor)

OEO. Office of Equal Opportunity

OFM. Office of Finance and Management (USDA)

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OGC. Office of the General Counsel (USDA)

OIG. Office of Inspector General (USDA)

OIRM. Office of Information Resources Management (USDA); Office of Information Resources Management (GSA)

OMB. Office of Management and Budget

OMPA. Office of Management Planning and Analysis (FS)

OO. Office of Operations

OP. Office of Personnel (USDA)

OPM. (Sec. 26.06a).

OSHA. (Sec. 26.06a).

P&L. Programs and Legislation (FS)

PA. Policy Analysis Staff (FS)

PAO. Public Affairs Office (FS)

PD. Procurement Division (OO, USDA)

PD&B. Program Development and Budget Staff (FS)

P&CR. Personnel and Civil Rights Staff (FS)

P&P. Procurement and Property Staff (FS)

PTO. Patent and Trademark Office (Commerce)

R. Research Staff (FS)

RD. All Ranger Districts (FS)

RERWU. Resources Evaluation Research Work Unit (FS)

Rge. Range Management Staff (FS)

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Rn. Recreation Management Staff (FS)

RO. All Regional Offices (FS)

RPA. Resources Program and Assessment Staff (FS)

RSS. Research Support Services (FS)

RWU. Research Work Unit (FS)

S&PF. State and Private Forestry Staff (FS)

SBA. Small Business Administration

SEC. Office of the Secretary (USDA)

SCS. Soil Conservation Service (USDA)

SO. Southern Forest Experiment Station (FS)

SRD. Statistical Research Division (ESS, USDA)

STA. All Stations (FS)

STATE. Department of State

TM. Timber Management Staff (FS)

TMR. Timber Management Research Staff (FS)

Treasury. Department of the Treasury

TVA. Tennessee Valley Authority

USDA. United States Department of Agriculture

USPS. United States Postal Service

WL. Wildlife Management Staff (FS)

WO. Washington Office (FS)

WS&A. Watershed and Air Management Staff (FS)

YACC. Young Adult Conservation Corps Centers and Projects (FS)

YCC. Youth Conservation Corps Centers (FS)

26.06c - Abbreviations For Units of Time

B. Biennial (every 2 years).

A. Annual.

S. Semiannual.

Q. Quarterly.

BM. Bimonthly.

M. Monthly.

W. Weekly.

R. As required, based on the occurrence of an event, a situation, and so forth.

26.1 - Service-wide Reports Listing

Exhibit 01 lists all recurring Service-wide Forest Service reports.

Optional reports or systems contain data elements required for the Management Attainment Report (MAR) and/or the Annual Report of the Forest Service, FS-1900-C. Therefore, reports identified as optional are optional only with regard to how field units provide the required data. Field units may choose whether to use the listed report or the identified system to supply the required data to the Washington Office. However, field units may elect not to report the required data in optional reports.

26.1 - EXHIBIT 01 IS A SEPARATE DOCUMENT.

26.2 - Field Unit Reports Listing

Use this code to list any field unit reports (sec. 26.04b).