

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

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

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: 1309.14 ID 1990-1

Superseded Document(s): 1309.14 _Title Page, 00--1 thru 42--4; Amendment 12, February 1987; Amendment 14, December 1988; 1309.14 ID 90-1

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).

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

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.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01

Service-wide Reports Listing

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
1200-A	Forest Service Organizational Directory	RO/STA AO/WO	P&CR (WO)	S <u>1</u> /		<u>1</u> / Due dates specified in P&CR (WO) periodic instructions.
1300-D	Update of Catalog of Federal Domestic Assistance	HRP(WO) R(WO) S&PF(WO) Other <u>1</u> / P&P (WO) OFM (USDA)	P&P (WO) OFM (USDA) OMB	S <u>2</u> / S <u>2</u> / S	PL 95-220, OMB Circular A-89	<u>1</u> / Units with domestic grant programs. <u>2</u> / Due dates specified in P&P (WO) and OFM(USDA) periodic instructions. This report would not be requested, if it were not required by law.
1300-F	Annual Report on Federal Advisory Committees (SF-248, SF-249)	Units <u>1</u> / PAO (WO) OP (SEC, USDA)	PAO (WO) OP (SEC, USDA) GSA Congress	A <u>2</u> / A A	PL 92-463	<u>1</u> / Units with advisory committees or grazing boards. <u>2</u> / Due dates specified by PAO(WO) and OP(USDA) with periodic instructions.
1300-G	Commercial Activity Reviews and Cost	WO/RO STA/AO P&P (WO) P&P (WO)	P&P(WO) OPM (USDA) OMB	A (2/1) A (3/1) A (3/15)	FSM 1312	See OMB Circular A-76 (Revised), Part I, Chapter 4, Exhibit 2 of Supplement.
1300-N	Invention Report (OGC-3)	Inventor OGC (USDA)	P&P(WO) OGC (USDA) PTO (Commerce)	R R R		
1300-Q	Commercial Activity Inventory and Review Schedule	WO/RO STA/AO P&P (WO) P&P (WO)	P&P (WO) OFM (USDA) OMB	A (2/1) A (3/1) A (3/15)	FSM 1310	See OMB Circular A-76 (Revised), Part I, Chapter 4, Exhibit 1 of Supplement.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
1300-R	Committee Control Record (AD-241)	Units <u>1</u> / PAO (WO)	PAO (WO) OP (USDA)	R <u>2</u> /		<u>1</u> / Units with Advisory Committees or grazing boards. <u>2</u> / Will be submitted 15 days after establishment or changes to an advisory committee.
1300-S	Annual Information Collection Budget	WO Staffs RO/STA AO <u>2</u> / InS (WO) <u>2</u> / OIRM (USDA)	InS (WO) OIRM (USDA) OMB <u>3</u> /	A <u>1</u> / (7/15) A (7/27) A (8/1)	PL 96-511, sec. 3504; OMB Bulletin 81-20; FSH 1309.14	<u>1</u> / Due date specified in OMB's annual specified instructions. <u>2</u> / Prepares proposed Service Information Collection Budget (ICB). <u>3</u> / OMB reviews and approves ICB and sets burden hour ceiling for new fiscal year. This report would not be requested, if it were not required by law.
1300-W	Evaluation of Technology Transfer Activities	RO/STA/ AO CF WO)	CF (WO) Commerce	A (10/1)	FSM 1320 PL 96-480	Covers activities during the fiscal year.
1300-X	Chief's Year-end Report on Management Controls <u>1</u> /	WO, RO, STA F&PS (WO)	F&PS (WO) USDA	A A (10/15)	FSM 1410	<u>1</u> / Includes: a. Risk assessment and list of categories. b. Schedule of management reviews performed during year. c. Schedule of management reviews performed for upcoming year.
1300-Y	FS Information Resources Management (IRM) Plan	InS (WO) Assoc. Deputy (ADM)	Assoc. Deputy (ADM) <u>1</u> / OIRM (USDA)	A (6/1) A (7/1)	DR 3110-1 2/	<u>1</u> / Coordinated with CS&T. <u>2</u> / Must be coordinated with ADP portion of OMB Circular A-11 Report.
1400-A	Risk Assessment	RO/STA	F&PS (WO)	R 1/	FSM 1410	1/ Every 5 years.
1500-D	Request for Advance or Reimbursement(SF-270)	1/	RO/STA AO	R 2/	7 CFR 3015.80-.85	<u>1</u> / Grant recipients. <u>2</u> / Submitted as frequently as monthly, but at least annually.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

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1500-F	Annual Foreign Travel Plan 1/	RO/AO/STA/ WO/FPL	IF (WO)	A (7/1)	FSM 1550	1/ Plans are used to develop FS list of foreign travel for the fiscal year.
1600-E	Postproduction Report (SF-202)	PAO (WO) GPA (USDA)	GPA (USDA) NAC (NARS, GSA)	R 1/ R 1/	3 AR 910B; FSH 6409.31 (FPMR 101- 11.1304(b)(2))	1/ Due upon completion of a qualifying audiovisual product.
1600-F	Annual Audiovisual Report (SF-203) 1/	RO/STA AO P&CR (WO) PAO (WO) GPA (USDA)	P&CR (WO) PAO(WO) PAO (WO) GPA (USDA) NAC (NARS, GSA)	A A A 2/ A	3 AR 918; FSH 6409.13 (FPMR 101- 11.1304(b)(3))	1/ And worksheets supporting SF-203. 2/ Due as specified in annual GPA (USDA) letter.
1600-L	Commercial Printing Report (JCP-2)	RO/STA AO PAO (WO) GPA (USDA)	PAO (WO) GPA (USDA) JCP (Congress)	S (4/30, 10/30) S (5/10, 11/25) S	U.S.C. Title 44	This report would not be requested, if it were not required by law.
1600-M	Annual Report of Printing Procured Through GPO Regional Offices (AD-575)	RO/STA AO PAO (WO)	PAO (WO) GPA (USDA)	A (10/30) A (11/10)		
1600-Q	Report of Publications Completed and Summary of Committee Activities	RO/STA AO PAO (WO) GPA (USDA)	PAO (WO) GPA (USDA) OMB	Q (1/15, 4/15, 7/15, 10/15) Q Q	OMB/USDA Publication Control Plan	
1700-A	Racial, Ethnic, and Sex Participation Data Report	RO, STA, AO Rge (WO) CF (WO) HRP (WO) P&CR (WO)	Rge (WO) CF (WO) HRP (WO) P&CR (WO) OEO (USDA)	A A (12/1) A (12/15)	FSH 1709.11, Chapter 80	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
1700-E	Civil Rights Affirmative Action Plan 1/	RO, STA, AO P&CR (WO) OEO (USDA)	P&CR (WO) OEO (USDA) OPM	A (8/1) A (10/1) A	FSM 1710; FSM 1740; EEOC Management Directive 702 FSH 1709.11, Chapter 10	<u>1/</u> Being modified to cover only legally required information.
1700-F	Budget and Activity Report for Program Civil Rights Compliance (EEO only)	RO/STA AO P&CR (WO) OEO (USDA)	P&CR (WO) OEO (USDA) OMB	A (9/20) A (11/1)	OMB Circular No. A-11; FSH 1709.11, Chapter 10	
1700-G	Budget and Activity Report for Program Civil Rights Compliance (Title VI and Direct Programs only)	RO/STA AO P&CR (WO) OEO (USDA)	P&CR (WO) OEO (USDA) OMB	A (9/20) A (11/1)	OMB Circular No. A-11; FSH 1709.11, Chapter 10	
1800-A	Job Corps Manning Tables -- Civilian Conservation Center (MA-5-151) <u>1/</u>	JCCCC NF RO HRP (WO)	NF RO HRP (WO) ETA (Labor)	Q Q (1/2, 4/1, 7/1, 10/1) Q (1/14, 4/14, 7/14, 10/14) Q	FSH 1809.12, 20 CFR 684.133 (g)(4)	<u>1/</u> Being modified to cover only legally required information.
1800-B	Environmental Health and Safety Inspection Report (MA- 6-36, MA-6-37, MA-6-38, MA-6-39) <u>1/</u>	JCCCC <u>2/</u>	ETA (Labor) HRP (WO) <u>3/</u>	Q (1/20, 4/20, 7/20, 10/20)	FSH 1809.12, JCH 330; TS-M; 20 CFR 684.133(c) (1-4)	<u>1/</u> Being modified to cover only legally required information. <u>2/</u> Prepared by State or local health officials. <u>3/</u> Complimentary copy.
1800-C	Semi-Annual Vocational Skills Training (VST) Accomplishment Report (FS- 1800-1)	JCCCC NF RO HRP (WO) <u>1/</u>	NF RO HRP (WO)	S S S (5/1, 11/1)	FSH 1809.12, 20 CFR 684.133 (g)(2)	<u>1/</u> HRP consolidates each JCCCC report into a composite FS report. <u>2/</u> 11/14 report is cumulative for the preceding year.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

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1800-D	Youth Conservation Corps Annual Report	HRP (WO) 1/	President Congress 2/	A (4/1)		1/ Joint report with Interior. Published in YCC at Work, The (CY) Program Year. 2/ House Committee on Education and Labor. Senate Committee on Interior and Insular Affairs.
1800-G	Senior Community Service Employment Program -- Quarterly Progress Report (ETA-5-140)	RD NF RWU RO/STA AO HRP (WO)	NF RO STA HRP (WO) Labor	Q Q Q (1/20, 4/20, 7/20, 10/20) Q (1/30, 4/30, 7/30, 10/30)	29 CFR 89.60	
1800-I	Annual Vocational Skills (VST) Project Proposals(FS- 1800-1a, FS-1800-1b)	JCCCC NF RO ETA (Labor) RO HRP (WO)	NF RO ETA (Labor) 1/ HRP (WO) ETA (Labor)	A A A A A (4/25) A (5/1)		
1800-J	Annual Fiscal Plan Capital Outlay Budget (MA-2-222, JC-78)	JCCCC NF RO HRP (WO)	NF RO HRP (WO) ETA (Labor)	A A A (5/1) A (5/15)	FSH 1809.12, secs. 070, 411, 412;20 CFR 684.131	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
1800-AA	Serious Incidents Report	JCCCC	ETA (Labor) <u>1</u> / P&CR (WO) HRP (WO)	R <u>2</u> /	FSH 1809.12, sec. 171	<u>1</u> / Designated regional office. <u>2</u> / Initial report by TWX or telephone. Supplemental and final reports due as soon as possible. (Supplemental and final reports are submitted through chain-of- command to P&CR(WO) and HRP (WO)).
1800-AG	Senior Community Service Employment Program - Quarterly Report of Cumulative Obligations	RD NF RWU RO/STA AO <u>1</u> / HRP (WO)	NF RO STA HRP (WO) Labor	Q Q Q (1/25, 4/25, 7/25, 10/25) Q (1/30, 4/30, 7/30, 10/30)	FSH 6509.11k (formerly 6509.11a) 29 CFR 89.59	<u>1</u> / Reconcile financial statements with PAMARS report.
1800-AS	Senior Community Service Employment Program Quarterly Report of Cumulative Contributions	RD NF RWU RO/STA AO HRP (WO)	NF RO STA HRP (WO) Labor	Q Q Q (1/25 4/25 7/25 10/25) Q (1/30, 4/30, 7/30, 10/30)	FSH 6509.11k (formerly 6509.11b) 29 CFR 89.59	
1900-A	The Nations Renewable Resource--An Assessment	NF RWU <u>1</u> / States <u>2</u> / RO/STA AO RPA (WO) OBPA (USDA)	RO STA AO <u>3</u> / RPA (WO) SEC <u>4</u> / (USDA) OBPA (USDA) President Congress <u>6</u> /	R R R <u>5</u> / R <u>7</u> /	PL 93-378, sec. 3(a), (c) thru (e) 16 U.S.C. 1601	<u>1</u> / Project Leaders. <u>2</u> / State Forester or equivalent. <u>3</u> / Area office prepares for Region 9. All other Regions submit their own information. <u>4</u> / Secretary of Agriculture and Assistant Secretary for National Resources and Environment. <u>5</u> / Due every 10 years. <u>6</u> / House Committee on Agriculture; Senate Committee on Agriculture, Nutrition, and Forestry. <u>7</u> / Due every 10 years.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
1900-B	A Recommended Renewable Resource Program	NF RWU <u>1</u> / States <u>2</u> / RO/STA AO/WO <u>4</u> / RPA (WO) OBPA (USDA)	RO STA AO <u>3</u> / RPA (WO) SEC <u>5</u> / (USDA) OBPA (USDA) President Congress <u>7</u> /	R R R <u>6</u> / R <u>8</u> /	PL 93-378, sec. 4, 16 U.S.C. 1601	<u>1</u> / Project Leader. <u>2</u> / State Forester or equivalent. <u>3</u> / Area office prepares for Region 9. All other Regions submit their own information. <u>4</u> / All WO except P&P, P&CR, CS&T, F&PS, and LA. <u>5</u> / Assistant Secretary for Natural Resources and Environment. <u>6</u> / Due every 5 years. <u>7</u> / House Committee on Agriculture; Senate Committee on Agriculture, Nutrition, and Forestry. <u>8</u> / Due every 5 years.
1900-C	Report of the Forest Service <u>1</u> /	WO PD&B (WO) OBPA (USDA)	PD&B (WO) OBPA (USDA) Congress <u>2</u> /	A (12/15) A (2/15)	16 U.S.C. 1606	<u>1</u> / Fulfills requirements of RPA Annual Evaluation Report. <u>2</u> / House Committee on Agriculture; House Committee on Appropriations; Senate Committee on Agriculture, Nutrition and Forestry; Senate Committee on Appropriations.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

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1900-E	Environmental Impact Statement (EIS)	Units 1/ P&L (WO) 2/	EPA P&L (WO) 2/	R	FSH 1909.15; National Environmental Policy Act (PL 91-190); CEQ regulations	<u>1/</u> Units which propose a project, program, or activity with potential significant impact on the environment. An EIS is filed with EPA by responsible officials. <u>2/</u> Environmental Coordinator. <u>3/</u> House Committee on Interior and Insular Affairs; House Committee on Agriculture; Senate Committee on Energy and Natural Resources. Receive EIS involving the following: (1) Wilderness proposals; (2) Wild and Scenic Rivers; and (3) Rare II further planning areas. International copies on EIS are also sent to Congressional delegations for specific actions within their State or district.
1900-H	Status of the Tongass National Forest, Alaska	R1O TM (WO) SEC (USDA)	TM (WO) Congress 2/	R R 1/	PL 96-487, sec. 706(b); 94 STAT 2420	<u>1/</u> First report due 12/85 and future reports due every 2 years thereafter. <u>2/</u> House Committee on Interior and Insular Affairs; House Committee on Merchant Marine and Fisheries; and Senate Committee on Energy and Natural Resources.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
2100-A	Pesticide Use Report for National Forest System Lands (FS-2100-1) <u>1/</u> <u>2/</u>	RO/STA/AO	FPM (WO)	A (11/1)	FSM 2150, FSH 2109.11; PL 94-588	<u>1/</u> Report on the amount of pesticides used during preceding fiscal year. <u>2/</u> Included in Report FS-1900-C, Report of the Forest Service.
2100-D	Pesticide Accident and Incident Report	<u>1/</u> IPMWG S&PF (WO)	IPMWG S&PF (WO) <u>3/</u> SEC (USDA) EPA <u>5/</u> USGC <u>6/</u> (DOT)	R <u>2/</u> R R	FSM 2150; FSH 2109.12, secs. 51-53	<u>1/</u> Pesticide Application Supervisor. <u>2/</u> Report to IPMWG initially by telephone or telegraph; follow-up with written report. <u>3/</u> Written report sent to Deputy Chief. <u>4/</u> IPMWG submits report to Regional EPA Office or State Pesticide Coordinators if requested by EPA or States. <u>5/</u> S&PF (WO) reports significant incidents only to SEC (USDA) and EPA (WO). <u>6/</u> S&PF (WO) reports to U.S. Coast Guard if a reportable quantity is discharged into or upon water courses, adjoining shorelines, into or upon the contiguous zone.
2100-E	Pesticide Assessment Report	TAG <u>1/</u> SEC (USDA)	SEC (USDA) EPA	R R <u>2/</u>		<u>1/</u> Technical Advisory Group (TAG) Assessment team. <u>2/</u> Due within USDA/EPA negotiated time frame.
2100-L	Certified Forest Service Applicator Report <u>1/</u> (FS-2100-4)	RO/STA/AO	FPM (WO)	A (11/1)	FSM 2158	<u>1/</u> Contains number of certified applicators for current fiscal year.
2200-A	Range Allotment Management Status Report (FS-2200-120) <u>1/</u>	NF RO	RO Rge (WO)	A A (10/15)	FSH 2209.15 (formerly 2209.12)	<u>1/</u> Input document to report FS-1900-C. Only data needed for FS-1900-C are mandatory. Fiscal Year report. (Automated Partially: FS RAMIS)

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

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2200-B	Range Improvement Accomplishment Report (FS-2200-127) 1/	RD NF RO	NF RO Rge (WO)	A A A (10/15)	FSH 2209.15 (formerly 2209.12)	1/ Input document to report FS-1900-C. Only data needed for FS-1900-C are mandatory. Fiscal Year report. (Automated Partially: FS RAMIS or ADP)
2200-E	Wild and Free Roaming Horses and Burros on Public Lands Report 1/	NF 2/ RO Rge (WO) SEC (USDA) SEC (Interior) 3/	RO Rge (WO) SEC (USDA) SEC (Interior) Congress 4/	A A (10/15) A B (6/30)	PL 92-195, sec. 11; FSH 2209.15 (formerly 2209.12)	1/ Fiscal Year report. 2/ Units with wild horse and burro territories. 3/ BLM (Interior) combines Forest Service and BLM reports into a single report and publishes it 4/ Interior and Insular Affairs Committee (House); Energy and Natural Resources Committee (Senate).
2200-J	Annual Grazing Statistical Report 1/ (FS-2200-22, FS-2200-130, FS-2200-130A, or FS-2200- 134) 2/	RD NF RO 3/	NF RO Rge (WO) 4/	A A A (8/1)	FSH 2209.15 (formerly 2209.12)	1/ Fiscal Year report. 2/ Input document to report FS-1900-C. Only data needed for FS-1900-C are mandatory. 3/ Forms FS-2200-22, FS-2200-130, and FS-2200-130A are used. Data keyed at RO as input documents to computer- based Range Management Information System (FS RAMIS). Form FS-2200-134 is used if a Forest does not have (FS RAMIS). 4/ Rge(WO) publishes data in "Annual Grazing Statistical Report " series and Report FS-1900-C, Report of the Forest Service.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

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2300-A	RIM Recreation-Use Information Update (FS-2300- 1) (Optional) 3/	RD NF 1/ RO 2/	NF	A A A (10/15)	FSH 2309.11	<u>1/</u> Form FS-2300-1 data reviewed annually by NF. After initial submission, NF sends form to RO only when changes occur. <u>2/</u> Form FS-2300-1 data keypunched at RO as input to computer based recreation information management (RIM) system. Input transmitted electronically from RO to NCC-FC (USDA). (FSM 2272-2272.1). <u>3/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2300-B	RIM Basic Address Update (FS-2300-2) (Optional) 3/	RD NF <u>1/</u> RO <u>2/</u>	NF RO NCC-FC (USDA)	A A A (2/1)	FSH 2309.11	<u>1/</u> Form FS-2300-2 data reviewed annually by NF. After initial submission, NF sends form to RO only when changes occur. <u>2/</u> Form FS-2300-2 data keypunched at RO as input to computer-based recreation information management (RIM) system. Input transmitted electronically from RO to FCCC (USDA). (FSM 2272-2272.1). <u>3/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

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26.1 - Exhibit 01--Continued

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2300-C	RIM Facility-Condition Update (FS-2300-6) (Optional) 8/	RD 1/ NF RO 3/ NCC-FC (USDA) NCC-FC4/ (USDA) Rn (WO) 7/	NF RO NCC-FC (USDA) Rn (WO) Rn (WO) RO 5/ RO	A 2/ A 2/ A (7/15) A (7/15) A 6/ A	FSH 2309.11	<p><u>1/</u> Submits a Form FS-2300-6, for each new site or area and for each one changed.</p> <p><u>2/</u> Submitted in June.</p> <p><u>3/</u> RO edits, keypunches, and transmits Form FS-2300-6 data to computer-based recreation information management (RIM) system for updating the file.</p> <p><u>4/</u> New Form FS-2300-6 records are printed and microfilmed.</p> <p><u>5/</u> RO receives updated Forms FS-2300-6 and Rn (WO) receives microfilm records.</p> <p><u>6/</u> Distributed in September.</p> <p><u>7/</u> Rn (WO) maintains microfilm master file and sends a micro- film copy to RO of appropriate records.</p> <p><u>8/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.</p>

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
2300-D	RIM Directory-Information Update (FS-2300-3) (Optional) 3/	RD NF 1/ RO 2/	NF RO NCC-FC (USDA)	A A A (2/1)	FSH 2309.11	<u>1/</u> Form FS-2300-3 data reviewed annually by NF. After initial submission, NF sends form to RO only when changes occur. <u>2/</u> Form FS-2300-3 data keypunched at RO as input to computer-based recreation information management (RIM) system. Input transmitted electronically from RO to NCC-FC (USDA) (FSM 2272-2272.1). <u>3/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2300-E	Annual Wilderness Report	NF RO Rn (WO) USDA 1/ President	RO Rn (WO) USDA President Congress 2/	A A (11/15) A A A 3/	FSM 2327.1; Public Law 88-577, sec. 7	<u>1/</u> Prepared jointly with Interior. <u>2/</u> House Committee on Agriculture; House Committee on Interior & Insular Affairs; Senate Committee on Agriculture, Nutrition & Forestry; Senate Committee on Energy & Natural Resources. <u>3/</u> Due at beginning of each session of Congress.
2300-M	Cultural Resource Management Accomplishment Report 1/ (FS-2300-8) 2/	NF RO Rn (WO) Interior	RO Rn (WO) 3/ (Interior) Congress	A A (6/1) A (9/1)	PL 93-291	<u>1/</u> Fiscal year report. <u>2/</u> Being modified to cover only legally required information. <u>3/</u> Consulting Archeologist.
2300-N	Annual Interpretive Association Annual Acceptance Report (FS-2300-5)	NF RO	RO Rn (WO)	A (4/15) A (5/15)	FSM 2390	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
2400-A	Report of Timber Sale (FS-2400-17 & FS-2400-19)	NF <u>1</u> / RO <u>2</u> /	RO TM (WO)	R R <u>3</u> /		<u>1</u> / Responsible for obtaining SBA and EEOC clearances. <u>2</u> / Form FS-2400-17 data keypunched at RO as input to Timber Sale Reporting System, computer-based Timber Management Information System (TMIS). <u>3</u> / Due within 15 days after bid opening, but not later than 1/20, 4/20, 7/20, or 10/20 for bids opened within each quarter.
2400-B	Quarterly Report of Timber Cut and Sold (FS-2400-49)	NF RO <u>1</u> /	RO TM (WO)	Q (2/15, 5/15, 8/15, 11/15)		<u>1</u> / Form FS-2400-3 information keypunched at RO as input to Timber Sale Reporting System, computer-based Timber Management Information System (TMIS).
2400-C	Annual Free-Use Timber Report (FS-2400-47)	RD NF RO TM (WO) P&CR (WO)	NF RO TM (WO)	A A A (11/1)	FSH 1709.11, Chapter 80	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
2400-D	Silvicultural Accomplishments Report (FS-2400-32)	RD or NF RO 1/	RO 1/	Q (1/15, 4/15, 7/15, 10/15)	FSM 2490; FSH 2409.14, NFMA	1/ Form FS-2400-32 data keypunched at RO (except as delegated to NF or RD) as input to TM-SILVA data base, computer-based Timber Management Information System (TMIS). Other reported documents (tables, etc.) submitted thru chain-of- command to TM(WO) annually by 11/15. Some report information used as input to Report FS-3200-D, Annual Tree Planting and Seeding Report. This information is also used for the attainment and accomplishment report.
2400-F	Periodic Timber Sale Accomplishment Report	NF RO	RO TM (WO)	M M 1/	FSM 2493; FSH 2409.14, sec. 44	1/ Due 1/15, 4/15, 7/15, 8/15, 9/15, 10/15 and 12/15 only.
2400-G	Nursery and Seed Extractory Report	1/ RO 2/	RO TM (WO)	A A (11/15)	FSM 2490 NFMA	1/ Each nursery and seed extractory 2/ Submitted with Report FS-2400-D, Silvicultural Accomplishment Report. (Automated: NMIS)

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
2400-H	Programmed Harvest Statement (FS-2400-27) (Optional) <u>3</u> /	NF	RO <u>1</u> /	R <u>2</u> /	FHS 2409.14, Sec. 44	<u>1</u> / Form FS-2400-27 data keypunched at RO (except as delegated to NF) as input to the TM-PHS data base, computer-based Timber Management Information System (TMIS). <u>2</u> / Updated annually by 9/15 for the program sell, tentative, or final. Updated upon receipt of the final budget and within 15 days after the end of each quarter. The final budgeted program sell including all adjustments and supplements and the final sell by 11/15 annually. <u>3</u> / This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2400-I	Timber Inventory Adjustments Report (FS-2400-29) (Optional) <u>1</u>	NF	RO	S (4/20, 7/20)	FSH 2409.14, sec. 32.3	<u>1</u> / This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2400-K	Annual Reforestation and Timber Stand Improvement Needs Report <u>1</u> /	RO TM (WO) OBPE (USDA)	TM (WO) OBPE (USDA)	A (11/15) A	FSM 2490 NFMA	<u>1</u> / Being modified to cover only legally required information. <u>2</u> / Included in Report FS-1900-C, Report of the Forest Service. <u>3</u> / House Committee on Agriculture; House Committee on Interior and Insular Affairs; Senate Commit tee on Agriculture, Nutrition, and Forestry; Senate Committee on Energy and Natural Resources.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
2400-M	Plantation Survival Report	RO	TM (WO)	A (1/30)	FSM 2490 NFMA	
2400-P	Timber Land Use Classification (FS-2400-2)	NF	RO <u>1/</u>	R <u>2/</u>	FSH 2409.14, sec. 42.2	<u>1/</u> Form FS-2400-2 data keypunched at RO (except as delegated to NF) as input to the TM-LUC data base, computer-based Timber Management Information System (TMIS). <u>2/</u> Due within 30 days of any approved changes in the timber/and use classification of the timber management plan
2400-Q	Annual Potential Yield Statement (FS-2400-5)	NF	RO <u>1/</u>	R <u>2/</u>	FSH 2409.14, sec. 43.2	<u>1/</u> Form FS-2400-5 data keypunched at RO as input to TM-PYS data base, computer- based Timber Management Information System (TMIS). <u>2/</u> Updated within 30 days from the time a timber management plan is initially approved or when the potential yield is revised.
2400-R	Special Unit (FS-2400-28) (Optional) <u>3/</u>	NF	RO <u>1/</u>	R <u>2/</u>	FSH 2409.14, sec. 43.3	<u>1/</u> Form FS-2400-28 data keypunched at RO (except as delegated to NF) as input to TM-SU data base, computer-based Timber Management Information System (TMIS). <u>2/</u> Updated within 30 days of enactment of any law which creates new, or changes existing, special areas. <u>3/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
2400-Z	Timber Supply and Demand in South-eastern Alaska	R1O TM (WO) SEC (USDA)	TM (WO) SEC (USDA) Congress 1/	A A A	PL 96-487, sec. 706(a); 94 STAT 2420	<u>1/</u> House Committee on Interior and Insular Affairs and Senate Committee on Energy and Natural Resources.
2400- AB	Summary of Timber Domestically Processed and Exported	1/ NF RO 3/	NF 2/ RO TM (WO)	S (1/31, 7/31) S S (2/28, 8/31)	36 CFR 223.10	<u>1/</u> Timber sale purchasers complete form FS-2400-46. <u>2/</u> National Forests only in Regions 1 thru 6. <u>3/</u> Regions 1 thru 6 summarize data from previous 6 months.
2400-AC	Results of Bid Monitoring	NF RO	RO	A (11/1)	FSH 2409.18	
2500-O	Inventory of Municipal- Supply Watershed (Optional) <u>2/</u>	NF 1/	NCC-FC (USDA)	R		<u>1/</u> Data keypunched at NF as input to computer-based Municipal Watershed Master File. Data transmitted electronically to NCC-FC (USDA). <u>2/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2500-P	Watershed Improvement Needs (WIN) Inventory (Optional) <u>1/</u>	NF RO	RO FCCC	A (1/1)	<u>1/</u>	<u>1/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
2700-A	Long-Term Land Uses Report (FS-2700-2) (Optional) 2/	NF	RO 1/	R	FSM 2790	1/ Form FS-2700-2 information key punched at RO as input to computer- based Forest Land Use Report (FLUR) system. (FSM 2790). 2/ This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2700-B	Short-Term Land Uses Report (FS-2700-2) (Optional) 2/	NF	RO 1/	A (10/1)	FSM 2791.13	1/ Form FS-2700-2 information key-punched at RO as input to computer-based Forest Land Use Report (FLUR) system. (FSM 2791-2791.11). 2/ This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
2800-A	Semi-annual Lease Status Report	RO	*WO (M&G)	S (3/31, 9/30)	FSM 2820 FSH 2809.14	This report consists of: (1) Existing leases in Congressionally Designated Wilderness. (2) Existing leases in Wilderness Study Areas RARE II Recommended Wilderness and RARE II further areas. (3) Pending proposals in Congressionally Designated Wilderness, Wilderness Study Areas, RARE II Recommended Wilderness and RARE II Further Planning Areas. (4) Leasing Status Report on all NFS lands. *M&G (WO) sends call letter out with a format enclosed for submitting this report.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
3000-C	Forest Insect and Disease Management Accomplishment Report (FS-3400-5) <u>1/</u>	NF States <u>2/</u> Interior <u>4/</u> RO AO	RO <u>3/</u> AO	A	FSH 3409.11; 3090.11, secs. 26-26.3	<u>1/</u> Input document to FS-1900-C. Only data needed for FS-1900-C are mandatory. <u>2/</u> State Forester or equivalent. <u>3/</u> Except R-9. <u>4/</u> Interior reports by letter. <u>5/</u> Form FS-3400-5 data key-punched at FPM (WO) as input to computer-based State and Private Accomplishment Reporting System.
3000-D	Cooperative Forestry Accomplishment Report (FS-3200-6)	States <u>1/</u> RO <u>2/</u> AO <u>3/</u>	RO <u>2/</u> AO	A	FSH 3090.11, chapter 20	<u>1/</u> State Forester or equivalent. <u>2/</u> Except R-9. <u>3/</u> Form FS-3200-6 forwarded to WO after review by RO's and AO.
3000-E	Flood Prevention and Small Watershed Programs Accomplishment Report (FS-3500-5)	NF States <u>1/</u> RO <u>2/</u> AO	RO <u>2/</u> AO/RO CF (WO)	A A (11/10)	M 3510; FSH 3090.11, sec. 22; PL 83-566 PL 78-534	<u>1/</u> State Forester or equivalent. <u>2/</u> R-9 report thru AO. AO submits summary report to CF(WO).
3000-F	Resource Conservation and Development Accomplishment Report	NF States <u>1/</u> RO <u>2/</u> AO	RO <u>2/</u> AO	A	FSM 3620; FSH 3090.11, sec. 22; PL 97-98	<u>1/</u> State Forester or equivalent. <u>2/</u> R-9 report thru AO.
3000-G	Annual Wildfire Report (FS-3100-8) (Optional) <u>4/</u>	States <u>1/</u> RO/AO Interior TVA	RO <u>2/</u> AO F&AM (WO) <u>3/</u>	A A (1/31)	FSM 3180	<u>1/</u> State Forester or equivalent. <u>2/</u> Except R-9. <u>3/</u> Information published by F&AM (WO) in Annual Wildfire Report. <u>4/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
3000-H	Planning Assistance Program (S&PF) Annual Accomplishment Report <u>1/</u>	RO/ Area	CF (WO)	A (11/1)	FSM 3900	<u>1/</u> Input document to FS-1900-C. Only data needed for FS-1900-C is mandatory. To record progress in attaining program goals.
3000-I	NCP Priorities Impact Data for Conservation Programs	(FERS) (CF) PD&B	CF/SCS	A (12/1)	PL 95-192 1910 RPA (AP&D)	Budget authority for soil and water programs current and projected for 3-year period.
3000-J	Accomplishments of National Soil and Water Conservation Program	(FERS) (CF) AP&D	CF/SCS (WO) WO	A (12/1)	PL 95-192 1910 RPA (AP&D)	Accomplishments reported in dollars for State and Private lands only for columns headed soil erosion and other only. Targeted funds shown only when appropriate.
3100-K	Fire-Job Qualifications Experience and Training Record (SF-227)	States	RO/AO	R		
3400-A	Detection Report - Forest Insect and Disease Damage (FS-3400-1)	RD States RO/AO	RO/AO STA	R	FSM 3410	<u>1/</u> Supplies feedback on identification and necessary evaluation of pest damage.
3400-E	Forest Pest Management Project Proposal (FS-3400-2)	Interior DOD <u>1/</u> RO/AO RO/AO <u>3/</u>	RO/AO	A (8/31)	FSM 3450	<u>1/</u> Identifies pest problems involving non-National Forest System Land. <u>2/</u> Prepares a synopsis of all proposals not previously identified and needing funds for new fiscal year. <u>3/</u> Completes and submits Form FS-3400-2 when requested.
3400-I	Annual Report on the Impact of Gypsy Moth Damage	S&PF (NA) FPM (WO) APHIS (USDA)	FPM (WO) APHIS (USDA) <u>1/</u> Congress- <u>2/</u> EPA	A A A (1/1)	House Committee on Appropriation Report Nos. 95-1251	<u>1/</u> Prepared jointly with APHIS. <u>2/</u> House Committee on Appropriations; House Committee on Interior and Insular Affairs; Senate Committee on Agriculture, Nutrition, and Forestry.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
3400-Y	Annual National Pest Conditions Report	RO/AO <u>1/</u> FPM (WO) <u>2/</u>	FPM (WO) PAO (WO)	A (1/31) A (4/1)	FSH 3409.11, chapter 40	<u>1/</u> Submit a narrative and tabular report on major forest pest conditions for the past calendar year. <u>2/</u> Assembles and edits RO/AO reports into a consolidated report and publishes it. Derives data also from computerized Forest Insect and Disease Management Information System (FIDIS). FIDIS provides data on status of major forest insects and diseases on forest lands.
3400-Z	Five-Year National Pest Conditions Report <u>1/</u>	FPM (WO)	PAO (WO)	R <u>2/</u>	FSH 3409.11, Chapter 40	<u>1/</u> This report is based on 5 previous annual submissions of Report FS-3400-Y. <u>2/</u> Due every 5 years beginning 1984.
3400-AA	Forest Insect and Disease Management Accomplishment Report (FS-3400-5) (Optional) <u>1/</u>	RO/AO	PM (WO)	F	A (11/1)	<u>1/</u> This report or system contains data elements for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
3500-A	Report of Field Investigations-- -Emergency Flood Prevention Programs	RO <u>1/</u> AO	SCS <u>2/</u> (USDA) CF (WO)	R <u>3/</u>		<u>1/</u> R-9 report thru AO. <u>2/</u> State Conservationist that emergency funds will be requested.
3500-B	Field Cost Estimate-- Watershed Projects (SCS-WS-207)	RO <u>1/</u> AO	SCS <u>2/</u> (USDA)	A (7/15)	FSM 3510	<u>1/</u> R-9 report thru AO. <u>2/</u> State Conservationist.
3500-C	Project Completion Report-- Public Law 566 Watershed Project	RO <u>1/</u> AO	SCS <u>2/</u> (USDA) CF (WO)	R	FSM 3510 PL 83-566	<u>1/</u> R-9 report thru AO. <u>2/</u> State Conservationist.
3500-D	Report on Accomplishments-- Emergency Flood Prevention Programs	RO <u>1/</u> AO	SCS <u>2/</u> (USDA) CF (WO)	R <u>3/</u>		<u>1/</u> R-9 report thru AO. <u>2/</u> State Conservationist. <u>3/</u> Submit as soon as feasible after approved work which involves Forest Service is completed.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
4000-B	Research Work Unit Description, Resume, and Classification for Current Research Information System (FS-4000-1, AD-416, AD-417)	RWU 2/ 6/ ADR R (WO) STA R (WO) R (WO) 6/	ADR R (WO) 3/ STA R (WO) 4/ Coop./R (SEMS, USDA) 5/ Coop. R	R R R R R	FSM 4070	<u>1/</u> Being modified to cover only legally required information. <u>2/</u> RWU prepares AD-416, AD-417, and FS-4000-1. <u>3/</u> And appropriate staffs. <u>4/</u> And interested research agencies (USDA). <u>5/</u> AD-416 and AD-417 data keyed at SEMS-CR (USDA) as input to computer- based Current Research Information Systems (CRIS). <u>6/</u> Submit AD-416 when a Research Work Unit's life is extended up to an extra year. Notify Cooperative Research within 30 days of extension.
4000-B	Research Work Unit Description, Resume, and Classification for Current Research Information System (FS-4000-1, AD-416, AD-417)	RWU 2/ 6/ ADR R (WO) STA R (WO) R (WO) 6/	ADR R (WO) 3/ STA R (WO) 4/ Coop./R (SEMS, USDA) 5/ Coop. R	R R R R R	FSM 4070	<u>1/</u> Being modified to cover only legally required information. <u>2/</u> RWU prepares AD-416, AD-417, and FS-4000-1. <u>3/</u> And appropriate staffs. <u>4/</u> And interested research agencies (USDA). <u>5/</u> AD-416 and AD-417 data keyed at SEMS-CR (USDA) as input to computer- based Current Research Information Systems (CRIS). <u>6/</u> Submit AD-416 when a Research Work Unit's life is extended up to an extra year. Notify Cooperative Research within 30 days of extension.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
5100-A	Incident Status Summary (ICS 209)	RD <u>1</u> / NF <u>1</u> / RO <u>2</u> / NIFCC <u>3</u> /	NF RO NIFCC F&AM (WO)	R R R R	FSM 5180	<u>1</u> / Report by 2100 daily, all Class D and larger fires (unless primarily grass type, in which case for Class E and larger fires). <u>2</u> / Report by teletype or facsimile. <u>3</u> / Form ICS 209 information entered at NIFCC as input to computer-based system. See also Report FS-3100-I, Report on Critical or Unusual Fire Situation.
5100-D	Annual Regional Fire Report (FS-5100-8 and FS-5100-9) <u>1</u> /	RO <u>2</u> /	F&AM (WO)	A (1/31)	FSM 5180	<u>1</u> / Input document to an approved data base, FS-5100-IFR. Includes forms FS-5100-8, FS-5100-9 and summary of data from forms FS-5100-29.
5100-E	Annual National Forests Fire Report <u>1</u> /	RO <u>2</u> / NCC-FC (USDA)	NCC-FC (USDA) F&AM (WO)	A (1/25) A (1/31)	FSM 5180	<u>1</u> / Input document to an approved data base, FS-5100-IFR. <u>2</u> / Ensure that Regional data for preceding calendar year, com-piled from Individual Fire Reports, are prepared, edited and entered in the National Fire Occurrence Data Library at the National Computer Center at Fort Collins no later than January 31.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
5100-K	Fire Situation Report <u>1/</u>	NF <u>2/</u> RO <u>4/</u> AO NIFCC	RO NIFCC <u>5/</u> RO F&AM (WO)	R <u>3/</u> R <u>3/</u> R <u>6/</u>	FSM 5120; FSM 5180; National Fire Mobilization Guide, Chapter 20	<u>1/</u> Also referred to as the Interagency Situation Report. <u>2/</u> Can be transmitted by tele phone or by computer via NCC-FC (USDA) to RO. <u>3/</u> Prepared daily during wildfire or prescribed fire season. <u>4/</u> Consolidates and summarizes NF reports into a regional report. RO sends report via telecopier to NIFCC. <u>5/</u> Data is entered into Administrative Forest Fire Information and Retrieval Management System (AFFIRMS). <u>6/</u> Report only during fire season.
5100-L	Daily Weather Report	NF <u>1/</u>	RO National Weather Service (NOAA, Commerce) <u>3/</u>	Daily <u>2/</u>	FSM 5120; User's Guide to AFFIRMS GTR INT-82	<u>1/</u> Data entered at NF or automatically through RAWS as input to computer-based Administrative Fire Information and Retrieval Management System (AFFIRMS). Data entered by 2:00 p.m.; output by 4:00 p.m. <u>2/</u> Report during fire season: R-1 thru R-6, R-10 (May thru December); R-8 and R-9 (all year). <u>3/</u> Enters weather forecasts and can access AFFIRMS.
5100-M	Individual Fire Report (FS-5100-29) <u>1/</u>	RD NF	NF RO <u>2/</u>	R R	FSM 5180; 1, FSH 5109.14	<u>1/</u> Input document to an approved data base, FS-5100-IFR. <u>2/</u> Entered as input to the National Fire Occurrence Data base. Data used to prepare Reports FS-5100-D and FS-5100- E, Annual Fire Reports.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
5100-P	Personnel Employed on Fire Control Activities (FS-5100-8) 1/	NF	RO 2/	A		1/ Input document to an approved data base, FS-5100-IFR. 2/ Report information used to prepare Report FS-5100-D, Annual Regional Fire Report.
5100-Q	Land Ownership Protection Report (FS-5100-9) 1/	NF	RO 2/	A		1/ Input document to an approved data base, FS-5100-IFR. 2/ Report information used to prepare Report FS-5100-D, Annual Regional Fire Report.
5300-B	Violation Notice (FS-5300-4)	RD	NF 1/	R	FSM 5340; FSH 5309.11, sec. 712	1/ Form FS-5300-4 data key- punched at NF as input to computer-based Law Enforcement Management Reporting System (LEMARS).
5300-H	Case Report	NF RO	RO OGC (USDA) U.S. Attorney or U.S. Magistrate	R	FSM 5340; FSH 5309.11, Chapter 30	
5300-J	Report of Application for Award	Units 1/	RO, STA, or AO	R	36 CFR 262.1	1/ Prepared by unit with jurisdiction. Submitted thru channels to appropriate RO, STA, or AO. Award payment procedures are discussed in FSM 5323.15b and FSH 6509.13b.
5400-D	Annual Summary of Excess Cost Balances	R-1 R-4	L (WO)	A (2/1)	FSM 5460	1/ Each Region which has cost share road agreements.
5400-E	Appalachian Trail--Right- of-Way Tract Acquisition Progress Report (Optional) 1/	R-8 R-9	L (WO)	A (10/20)		1/ This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
5400-F	Pacific Crest Trail--Right- of- Way Tract Acquisition Progress Report (Optional) <u>1/</u>	R-5 R-6	L (WO)	A (10/20)		<u>1/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.
5400-G	Appraisal Report	Units <u>1/</u>	L (WO)	R		<u>1/</u> Report may be prepared at RD, NF or RO.
5400-H	Litigation Report	RO L (WO) OGC (USDA)	L (WO) OGC (USDA) Justice	R <u>1/</u> R R	FSM 5450	<u>1/</u> Due whenever a request is received from OGC(USDA) or Justice.
5400-J	Condemnation Report	RO L (WO) Sec. (USDA)	L (WO) Sec. (USDA) Justice	R <u>1/</u> R R	FSM 5480	<u>1/</u> Due whenever Regional Forester recommends condemnation to the Chief.
5400-K	Condemnation Trial Report	Assigned observer	L (WO)	R <u>1/</u>	FSM 5480	<u>1/</u> Due within 30 days of end of each condemnation trial.
5400-P	Notice of Intention to Interchange Lands	L (WO) SEC (USDA)	SEC (USDA) Congress <u>1/</u>	R R <u>2/</u>	16 U.S.C. 505a	<u>1/</u> House Committee on Armed Services; Senate Committee on Armed Services; Speaker of the House; President of the Senate. <u>2/</u> Due 45 days before transfer.
5400-Q	Relocation Assistance Report	L (WO)	OMB	R		
5400-R	Request for Waiver of Secretary's Rules and Regulations	RO	L(WO)	R <u>1/</u>	FSM 5470	<u>1/</u> Due when a waiver is requested.
5400-S	Title Claim and Encroachment, Sale, and Grant Report	NF RO	RO L (WO)	R R	FSM 5450; FSH 5409.16, sec. 13.11	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	<u>REMARKS</u>
5400-U	Trespass Report	NF RO	RO OGC <u>1</u> / (USDA)	R		<u>1</u> / Local office.
5400-V	Indian Settler Allotment Report	NF RO	RO L (WO)	R R		
5400-AB	Payments in Lieu of Taxes Act, Section 3 <u>1</u> / 	L (RO) L (WO) <u>2</u> / 	L (WO) BLM Interior) 	A (10/31) A		<u>1</u> / Report includes both a listing of acreage being acquired by the Federal Government and acreage being returned to private ownership. <u>2</u> / Summarizes each RO feeder report into a national report.
5400-AC	Maps and Legal Descriptions of Changes in Land Management Status Effected by the Alaska National Interest Lands Conservation Act	R-10 L (WO) SEC (USDA) SEC (Interior) SEC (USDA)	L (WO) SEC (USDA) SEC <u>1</u> / (Interior) Congress <u>2</u> / SEC (USDA) Congress <u>2</u> / 	R R R R R	PL 96-487, sec. 103(b); 94 STAT 2377	<u>1</u> / Sent to Interior when its lands are affected. Report may need to be cleared with BLM, Fish & Wildlife Service, and National Park Service. <u>2</u> / House Committee on Interior and Insular Affairs; House Committee on Merchant Marine and Fisheries; and Senate Committee on Energy and National Resources.
5400-AD	Notification of Minor Boundary Adjustments for National Forest System Lands in Alaska	R-10 L (WO) SEC (USDA) SEC (Interior) SEC (USDA)	L (WO) SEC (USDA) SEC <u>1</u> / (Interior) Congress <u>2</u> / SEC (USDA) Congress <u>2</u> / 	R R R R R	PL 96-487, sec. 103(b); 94 STAT 2377	<u>1</u> / Sent to Interior when its lands are affected. Report may need to be cleared with BLM, Fish & Wildlife Service, and National Park Service. <u>2</u> / House Committee on Interior and Insular Affairs; House Committee on Merchant Marine and Fisheries; and Senate Committee on Energy and National Resources.
5400-AF	Proposed Land Purchase (FS-5400-9)	Units	L (WO)	R		

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01—Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
5400-AG	Proposed Land Exchange (FS-5400-10, FS-5400-11)	Units	L (WO)	R		
5500-AI	Small Tracts Report (FS-5500-3)	R	RO	R	FSM 5500	
5700-B	Parachute Malfunction and Injury Report (FS-5700-9)	1/ RO	2/ 3/	R A 4/		1/ Jumper or jumper foreman. 2/ Smokejumper base. 3/ F&AM (WO) or BIFC. 4/ Due at end of fire season.
5700-C	Aircraft Incident Initial Report (FS-5700-14)	1/ NF RO	NF RO BIFC F&AM (WO)	R R R	FSM 5721.2; FSH 5709.11, sec. 12.1	1/ Aircraft user.
6100-B	Incentive Awards Program 1/ Annual Report (OPM 1465)	RO/STA/AO P&CR (WO) OP (USDA)	P&CR (WO) OP (USDA)	A (10/15) A (10/19)	FSH 6109.41 (AGPM451, Subch. 2, sec. 2-2, item g(6) (c)); FSM 1340	1/ Each office authorized to approve awards below the RO, STA, or AO level shall forward a copy of each form AD-287- 2.
6100-I	Quarterly Report of Precomplaint Counseling (CRG-1 and CRG-2)	RO/STA/ AO/WO P&CR (WO)	P&CR (WO) OEO (USDA)	Q Q		1/ Interagency Report Control No. 0288- EEO-SA.
6100-J	Certification of Agency Quarterly Review of Expert and Consultant Appointments	P&CR (WO) OP (USDA)	OP (USDA) OPM	Q (1/15, 4/15, 7/15, 10/15) Q	FSH 6109.41 (AGPM 304, app. A, sec. A-4; FSPM 304, app. A, sec. A-4); PL 96-304 1/	1/ This report would not be required, if it was not required by law.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6100-AB	Classification Review Activity Report (AD-775)	RO/STA AO P&CR (WO)	P&CR (WO) OP (USDA)	A (9/30) A (10/31)	FSH 6109.41 (AGPM 511, subch. 4, sec. 4-5, item a (5) (e); FSPM 511, subch. 4)	
6100-AE	Notification of Office of Personnel Management Issuance of Certificate of Classification.	RO/STA/ AO P&CR (WO)	P&CR (WO) OP (USDA)	R 1/ R	FSH 6109.41 (FSPM 511, subch. 5, sec. 5-3)	<u>1/</u> Due within 3 days of receipt of the certificate.
6100-AF	Annual Report on Federal Employee Health and Counseling Programs. (OPM- 1210)	RO/STA/AO P&CR (WO) OSHM (USDA)	P&CR (WO)	A (3/31)		
6100-AG	Annual Report of Training Activities (OPM-1186, OPM- 1190, OPM-1191, OPM-1306)	RO/STA/AO P&CR (WO) OP (USDA)	P&CR (WO) OPM	A (11/1) A	FSH 6109.41 (Annual FPM Bulletin issued to 410 series)	
6100-AI	Report on Statements of Employment and Financial Interest	RO/STA/AO P&CR (WO)	P&CR (WO)	R 1/		<u>1/</u> Due 5/15 and subsequent months as necessary. <u>2/</u> Due 5/30 and subsequent months as necessary.
6100-AN	Status of Accomplishment of Goals and Objectives	P&CR (WO)	OP (USDA)	A (10/31)	FSH 6109.41 (AGPM 250, subch. 3, sec. 3-5, item a.)	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6100-AP	Annual Report of Employment of Students Enrolled in Cooperative Education (graduate, baccalaureate, and associate) and Federal Junior Fellowship Programs.	NF/ RWU RO/STA P&CR (WO)	RO/ STA P&CR (WO) OP (USDA)	A A (10/1) A (11/19)	PL 88-210 PL 94-482; FSH 6109.41; FPM 308, Appendix A; subchapter 2; FSPM, subch. 2-18.	This report would not be required, if it were not required by law.
6100-AT	Annual Upward Mobility Program Activity Report (OP- 523CD-A, OP-523CD-B)	NF RWU RO/STA AO P&CR (WO) OP (USDA)	RO STA P&CR (WO) OP (USDA) OPM	A (9/15) A (9/30) A	FSH 6109.41 (AGPM 413, subch. 1, exhibit 1; PL 85-507; PL 92-261; PL 95-454	This report would not be required, if it were not required by law.
6100-BZ	Part-time Employment Program Report	RO/STA/AO P&CR (WO) OP (USDA)	P&CR (WO)	S (4/15, 10/15)	FSH 6109.41, (AGPM 340, subch. 1, secs. 1-6) 1/ PL 95-437	<u>1</u> / Personnel bulletin issued semi-annually as further authority. This report would not be required, if it were not required by law.
6100-CA	Quarterly Report on Agency Out-placement Progress	P&CR (WO)	OP (USDA)	Q (1/15, 4/15, 7/15, 10/15)		
6100-CB	Quarterly Reduction-in- Force Report	Units 1/ RO/STA/ AO P&CR (WO)	RO/STA/ AO P&CR (WO) OP (USDA)	R R R		<u>1</u> / Each appointing office.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6200-E	Freedom of Information Act Annual Report	Units RO/STA InS (WO) OGC (USDA)	RO/STA InS (WO)	A A (1/15)	FSH 6209.13, sec. 16 PL 93-502	This report is required by law.
6200-F	Privacy Act Annual Report	Units RO/STA/AO InS (WO) GPA (USDA)	RO/STA InS (WO) OMB Congress	A A (1/15) A	FSH 6209.13, sec. 273 PL 93-579	This report is required by law.
6200-H	Classified Information Annual Report <u>1/</u>	RO, STA, AO, WO <u>2/</u> InS (WO) <u>3/</u> OP (USDA)	InS (WO)	A (8/20)	DM 3440-1	<u>1/</u> Report period is August 1 to June 30. <u>2/</u> Report must be submitted in writing. Negative report is required. <u>3/</u> Negative report is required.
6300-C	Semiannual Labor Enforcement Report (FS- 6300-2)	NF <u>1/</u> RO/STA <u>1/</u> P&P (WO) PD (O&F, USDA)	RO P&P (WO) Labor	S S (4/20, 10/20) S	Sec. 5.7(b),29 CFR Subtitle A, Part 5;	<u>1/</u> Units with contracting authority only.
6300-K	Report of Individual Procurement (AD-760)	NF/RO/ STA P&P(WO) PD (OO, USDA)	PD (OO, USDA) OMB	R <u>1/</u> R	FSH 6309.32; AGAR 404.601; DR 5010-1	<u>1/</u> Due within 7 days of contract award.
6300-L	FPDS - Summary of Contract Actions of \$10,000 or Less and Subcontract Data on Selected Prime Contracts (SF-281)	RD NF/ RSS RO/STA P&P (WO)	NF RO STA P&P (WO) PD (OO, USDA)	Q Q Q (1/15, 4/15, 7/15, 10/15) Q (1/31, 4/30, 7/31, 10/30)	O&F Letter dated 1/5/79; Notice O&F AS-7 supp. 3, AS, Procurement Division	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6300-N	Procurement Preference Program Goals	NF RO/STA P&P (WO) OSDBU (USDA)	RO P&P (WO) OSDBU (USDA) SBA	A A (7/1) A (8/1) A	PL 95-507; FSH 6309.32; (AGAR 419. 201-72); (FSAR 4G19. 201-72)	
6300-O	Procurement Preference Short Fall Report <u>1/</u>	RO/STA	P&P (WO)	A (11/10)	FSH 6309.32; AGAR 419.201-73 (c); FSAR 4G19.201- 73(c)	<u>1/</u> Requirement applies to RO/STA that fail to meet one or more of the assigned Procurement Preference Program Goals contained in Report FS-6300-N.
6300-P <u>1/</u>	Summary Subcontract Report (SF-295)	Contractor Contracting Officer P&P (WO) OSDBU (USDA)	Contracting Officer P&P (WO) FPDC (GSA)	Q <u>2/</u> Q (1/28, 4/28, 7/28, 11/1) Q	PL 95-507; FSH 6309.32 (AGAR 419.201-73(b))	<u>1/</u> This report is required on all contract awards which contain Approved Individual Subcontract Plans. Contracting Officers should advise contractors of this report requirement in the contract award letter. <u>2/</u> Due 25 calendar days following the close of the FY quarter. This report would not be request-ed, if it were not required by law.
6300-Q <u>1/</u>	Summary Subcontract Report (SF-295)	Contractor NF RO/STA P&P (WO) OSDBU (USDA)	NF RO P&P (WO) OSDBU (USDA) FPDC (GSA)	A <u>2/</u> A <u>2/</u> A A A	PL 95-507; FSH 6309.32; (AGAR 419.201- 73(b)); FSAR 4G19.201- 73(b)	<u>1/</u> This report is applicable to contracts which contain Approved Commercial Products Annual Subcontract Plans. Contracting Officers should advise the contractor of this report requirement in the award letter. <u>2/</u> Due 25 calendar days following the close of the period stated in the plan. This report would not be requested, if it were not required by law.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6400-A	Quarterly Report of Real Property Owned By or Leased to the United States (GSA-1166; GSA 1209)	NF RO/STA/ AO P&P (WO) OO (USDA)	RO P&P (WO) GSA	Q Q (1/25, 4/27, 7/25, 10/22) Q	FSH 6409.31 (FPMR 101- 3.200; 101- 3.4901- 1166(I); 101- 3.4901- 1209(I); AGPMR 104- 3.206 <u>1</u> /	<u>1</u> / Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended. This report would be required even if a law did not require it.
6400-K	Semi-Annual Consolidated Report to GSA on Activities Generating Precious Metals (SF-291)	RO/STA P&P (WO) OO (USDA)	P&P WO) OO (USDA)	S (4/20, (10/20) S (5/1, 11/1)	FSH 6409.31; FPMR 101- 42.301-1; AGPMR 104- 42.301-1; FSPMR 104G- 42.302-2	
6400-L	Annual Report of Utilization and Disposal of Excess and Surplus Personal Property (SF-121) (Optional) <u>1</u> /	NF RO/STA/AO P&P (WO) OO (USDA)	RO P&P (WO) GSA	A A (11/1) A	FSH 6409.31 (FPMR 101- 44.4701(a); FSPMR 104G- 43. 4701(a); AGPMR 104- 43.102; 104- 43.4701)	<u>1</u> / Report prepared by NFC through PMIS/PROP System, except NA for FEPP Property.
6400-N	Annual Report of Personal Property Furnished to Non-Federal Recipients	RO/STA/AO P&P (WO) OO (USDA)	P&P (WO) OO (USDA) GSA	A (12/1) A A	FSH 6409.31 (AGPMR104- 43.4701; FSPMR 104G- 43. 4701(c); FPMR 101- 43.4701	Industry FEPP acquired for loan to State Foresters.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6400-P	Exchange and Sale of Personal Property for Replacement Purposes (Optional) <u>1/</u>	NF RO/STA/AO P&P (WO) OO (USDA)	RO P&P (WO)	A A (12/1)	FSH 6409.31 (FPMR 101-46.407, AGPMR 104-46.407, FSPMR 104G-46.407)	<u>1/</u> This report or system contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional. Report prepared by NFC through PMIS/PROP System.
6400-T	Physical Inventory of Non-expendable Property (PMIS/PROP-350)	<u>1/</u> NF RO P&P (WO)	<u>1/</u> RO P&P WO)	A A A (3/15)	FSH 6409.31; FSPMR 104G- AGPMR 104- 51.208;51.208	<u>1/</u> Certified by Accountable Property Officers and submitted to Property Management Officers (PMO). Includes Inventory of snow-avalanche weapons and accountable accoutrements). Job Corps Center reports shall be submitted by PMO to P&P(WO). <u>2/</u> Automated (PMIS/PROP System) Report.
6400-U	Government Quarters Inventory (FS-6400-1) <u>1/</u>	Units <u>2/</u> RO/STA	RO/STA AM (WO)	R <u>3/</u> R <u>3/</u>	FSM 6440; FSH 6409.11; OMB Circular A-45	<u>1/</u> Being modified to cover only legally required information. <u>2/</u> Units which have rental housing. <u>3/</u> Due every five years or as established in FSM 6445.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6400-AG	Report of Excess Real Property (SF-118)	Units RO/STA P&P (WO) OO (USDA)	RO/STA P&P (WO) OO (USDA) GSA	R R R R	FSH 6409.31; (FPMR 101-47.202, 101-47.4902; AGPMR 104-47.202, 104-47.4902; FSPMR 104-47.202)	
6400-AI	Work Space Management Plan	RO/STA/AO P&P (WO) USDA	P& P (WO) USDA GSA	A (4/15) A (5/15)	FSH 6409.31	
6500-H	Statement of Transactions (SF-224)	RO/STA/FPL <u>1/</u>	F&PS (WO) Treasury	M (3rd)		<u>1/</u> Letter of Credit Transactions only.
6500-AD	Statement of Commitments and Contingencies (FS-6500-29) <u>1/</u>	RO/STA WO F&PS (WO) NFC (USDA)	F&PS (WO) NFC (USDA) Treasury	A (10/25) A A		<u>1/</u> Fiscal year report.
6500-AI	Payments made under Cooperative Arrangements to States, Counties, and other Non-Federal Governmental Subdivisions	RO/WO F&PS (WO)	F&PS (WO) Treasury	A (10/22) A		
6500-CD	Financial Status Report (SF-269)	<u>1/</u> <u>1/</u> RO/STA/ AO	RO/STA/AO RO/STA/AO S&PF (WO)	Q (1/30, 4/30, 7/30, 10/30) A <u>2/</u> (1/1)	FSH 1509.11, sec. 12, ex. 1 6509.13c, sec. 42	<u>1/</u> Grant recipients. <u>2/</u> Final report due 90 days after end of fiscal year or 90 days after project is terminated.
6500-CG	Report to GAO of Uncollectible Debts	NF/STA/ AO F&AM (RO)	F&PS (RO) GAO	R <u>1/</u> R	4 CFR 105.1 (FSM 6572.06)	<u>1/</u> Due as soon as possible after determination of uncollectibility is made.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6500-CJ	Acres by County in the Olympic National Park <u>1/</u>	Interior	R-6	A	16 U.S.C. 253	<u>1/</u> Interagency Report Control No. 1451-DOA-AN.
6500-DE	Federal Cash Transactions Report (SF-272)	<u>1/</u>	RO/STA/AO	Q (1/15, 4/15, 7/15, 10/15)	FSH 1509.11, sec. 12, ex. 3	<u>1/</u> Grant recipients.
6500-DG	Imprest Fund-Verification of Cash Balances and Audit Report (AD-358, AD-359)	Verifier or Auditor	NFC	R 1/	FSH 6509.13b, secs. 1008.2, 1008.3; FSH 6509.31, sec. 6.153 E and F.	<u>1/</u> Varsity at least 5 times each year, with a minimum of 1 verification in each calendar quarter. Audit annually each caschier within 120 days after designation.
6500-DI	Imprest Fund Audit Irregularity Report (AD-358)	Auditor	F&PS (RO)	R 1/	FSH 6509.13b, secs. 1008.34, 0505	<u>1/</u> Report immediately by telephone; follow up with written confirmation.
6500-DZ	Report to Taxing Authorities of Payments Made (Treasury Forms IR-1096, IR-1099) <u>1/</u>	Units	Treasury <u>2/</u>	A (2/28)		<u>1/</u> Prepare Treasury Form IR-1099 for each individual providing services and receiving payments totaling \$600 or more during the calendar year for rent, fees, commissions, salaries, or other gains or profits. <u>2/</u> Submit each form IR-1099 with Treasury Form IR-1096 to the local Treasury Revenue Service Center.
6500-ED	Report of Accounts Receivable	Units <u>1/</u> NCC-FC (USDA) NFC (USDA)	NCC-FC (USDA) NFC (USDA) Treasury	M M M	FSH 6509.11k, secs. 52.11, 62.4	<u>1/</u> Data keyed into Accounts Receivable computer data file at NCC-FC.
6500-EE	Report of Undeposited Cash	Units <u>1/</u> NCC-FC (USDA) NFC (USDA)	NCC-FC (USDA) NFC (USDA) Treasury	M M M	FSH 6509.11k, secs. 52.12, 62	<u>1/</u> Data keyed into undeposited cash computer data file at NCC-FC.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6500-EF	Report of Unpaid Obligations	Units 1/ NCC-FC (USDA) NFC (USDA)	NCC-FC (USDA) NFC (USDA) OMB	M M R	FSH 6509.11k, secs. 52.12, 62	<u>1/</u> Data keyed into Unpaid Obligations computer data file at NCC-FC.
6500-EK	Federal Deposits in Cities that Have Minority Financial Institutions	1/ RO/STA F&PS (WO)	RO 2/ F&PS (WO)	Q Q (1/20 4/20, 7/20, 10/20)	FSH 6509.11k, secs. 35.4,	<u>1/</u> See sec. 35.4 for a listing of FS offices that are required to report. 2/ NF reports should be accumulated at the RO and the RO then submits them together.
6500-EL	Report to OIG on Claims Arising from Audit	RO/STA F&PS (WO)	F&PS (WO)	S (4/10, 10/10)	DR 1720-1, sec. 6b(2)(g)	
6500-EM	Status of Accounts and Loans Receivable, Due from the Public (Schedule 9, SF- 220)	NF RO NFC USDA; Treasury	RO NFC 1/ USDA; Treasury OMB	Q (1/12, 4/12, 7/12, 11/2)	DR 2130-2; Treasury Bulletin 82-18	<u>1/</u> Original to NFC and copy to WO (F&PS).
6600-B	Annual Report of ADP Ser vice Provided to Another Agency or Obtained from a Commercial Service (GSA- 2068A)	RO/STA/WO CS&T (WO) OIRM (USDA)	CS&T (WO) OIRM (USDA) GSA	A A A (11/30) <u>1/</u>	FSH 6409.31 (FPMR 101-36. 4701-1; FPMR 101-36.4902- 2068A); FPMR Temporary Regulation F-499	<u>1/</u> Report of ADP sharing is due by 11/30 annually. Report of ADP services obtained from a commercial source is due annually as specified in a GSA call letter.
6600-F	Telephone Station Equipment Survey	RO, STA, AO, WO	CS&T (WO)	A (6/1)	FSM 6241.21; FSH 6409.31 (FPMR 101- 37.307; AGPMR 104- 35.307)	

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
6600-I	ADP Security Plan	RO/STA AO	CS&T (WO)	A	FSH 6409.31 (FPMR 101- 37.4901; (AGPMR 104- 32.5002); FSH 6609.31 (11 AR 4601); FSH 6609.33 (ch. 6, item 6.5)	
6600-O	Incoming Inter-city Toll-Free Telephone Service	CS&T 1/ (WO) RO/STA/AO/ WO CS&T (WO) OIRM (USDA)	RO/STA/AO/ WO CS&T (WO) OIRM (USDA) OIRM (GSA)	A A (9/23) A (9/30)	FSH 6409.31; FPMR 101- 37.312	<u>1/</u> Submits a call letter containing
6700-L	Report of Pesticide Incident or Accident (CA-1, CA-2) 1/	Supervisor Next Level	Next Level P&CR (WO) NFC (USDA)	R R		<u>1/</u> If illness or injury. If a spill, then see FSM 2140-verbal.
7100-B	Geometronics Annual Report (Optional) 2/	RO GSC 1/	E (WO)	A (12/1)	FSH 7109.13a, ch. 300	<u>1/</u> Geometronics Service Center. <u>2/</u> This report contains data elements required for the management attainment report and/or FS-1900-C. Use of this report or system to supply the required data to the WO is optional.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
7100-D	Annual Motor Vehicle Report- Forest Service Owned (SF- 82) <u>1/</u>	STA/AO/NF <u>2/</u> RO SE SO RM FPL <u>3/</u> E (WO) <u>4/</u> OO (USDA)	RO E (WO) OO (USDA) GSA	A A (11/15) A (12/1) A	FSM 7130; FSH 6409.31 (FPMR 101- 38.102); FSH 7109.19, sec. 81 31 U.S.C. 1343	<u>1/</u> All forms submitted to E (WO). <u>2/</u> Includes all stations except SE and SO. <u>3/</u> Also submit letter requests for passenger-carrying vehicle authorization requirements for 2 years in the future. Due date is set annually by USDA letter. <u>4/</u> SF 82 submitted to OO (USDA). Automated (Equipment Management Information System)
7100-F	Unsatisfactory Equipment Report (SF-368)	<u>1/</u>	RO SE SO RM FPL E (WO) GSA	R <u>2/</u>		<u>1/</u> Individual assigned vehicles. <u>2/</u> Due whenever vehicles have deficiencies.
7100-H	Geodetic Control Project Notification	RO E (WO)	E(WO) FGCC <u>2/</u> (NOAA, Commerce)	R <u>1/</u> R		<u>1/</u> Due prior to beginning operations. <u>2/</u> Federal Geodetic Control Committee.
7100-M	Geographic Name Report (FS-7100-48, FS-7100-49)	<u>1/</u> NF RO <u>2/</u> E (WO)	NF RO E (WO) <u>3/</u>	R R R	FSH 7109.14, sec. 2.12c, item 3, and sec. 2.3	<u>1/</u> Investigator. <u>2/</u> Submit to E (WO) only when Board on Geographic Names decision is necessary <u>3/</u> Board on Geographic Names.
7100-T	Aerial Photography Requirements	<u>RO</u>	E (WO) ASCS (USDA) <u>1/</u>	A (6/1)		<u>1/</u> Aerial Photography Field Office (AFPO), Salt Lake City, Utah.

Forest Service Handbook 1309.14 – Information Requirements Handbook

Chapter 20 – Reports

Amendment: 1309.14-1991-1

Effective date: October 01, 1991

26.1 - Exhibit 01--Continued

REPORT NUMBER (FS)	REPORT TITLE (Form Number, if any)	PREPARED BY	SUBMITTED TO	FREQUENCY (due date)	AUTHORITY	REMARKS
7100-Z	Annual Motor Vehicle Report-Department of Labor Owned (SF82) 1/	STA/AO/ NF 2/ RO, SE, SO, RM FPL 3/ E (WO) 4/ OO (USDA)	RO E (WO) OO (USDA) GSA	A A (11/15) A (12/1) A	FSM 7130 31 U.S.C. 1343	1/ All forms submitted to E(WO). 2/ Includes all stations except SE and SO. 3/ Also submit letter requests for passenger-carrying vehicle authorization requirements for 2 years in the future. Due date is set annually by USDA letter. 4/ SF 82 submitted to OO (USDA). Automated (Equipment Management Information System).
7400-D	Bacteriological Monitoring Schedule Worksheet and Summary (Report 160)	NF 1/ RO	RO 1/ EPA (RO) or State	M 2/ M (10th)	FSM 7420; FSH 7409.11, secs. 91.2 - 91.21	1/ Report 160 used as input to computer- based Potable Water Supply Management Program. 2/ Due as soon as possible after receipt of laboratory reports for individual systems, but in no case less than once each month.
7400-F	Potable Water Supply (Inorganic, Organic and Radiological Contaminants)	NF RO	RO EPA (RO) or State	R R 1/		1/ Due initially on June 24, 1977 or June 24, 1979. Subsequent reports due every 1 or 3 years depending on criteria specified in FSM 7421.24a.
7400-G	Disinfectant Testing Report	NF RO	RO State	R R		
7400-H	National Pollutant Discharge Elimination System Report	NF RO	RO EPA (RO) or State	Q Q (3/1, 6/1, 9/1, 12/1)	FSM 7440	
7400-I	Potable Water Supply Turbidity Report (FS-7400-3)	NF 1/ RO	RO EPA (RO) or State	M M (10th)	FSH 7409.11, secs. 91.3- 91.31	1/ In some cases, NF submits report directly to EPA(WO) or State.