

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

**Forest Service Handbook 1309.14 – Information Requirements Handbook
Chapter 30 - Data Bases**

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Duration: This amendment is effective until superseded or removed.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Superseded Document(s): 1309.14 _Title Page, 00--1 thru 42--4; Amendment 12, February 1987; Amendment 14, December 1988; 1309.14 ID 90-1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).

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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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31 - Data Base Listing

31.1 - Service-wide Data Bases Listing

Exhibit 01 identifies data bases that collect, maintain, or distribute information needed at the national level for decision making.

Exhibit 01 also lists the following information for each data base:

1. System number (FS).
2. System title (form/report number, if any.)
3. Initial input.
4. Unit maintained.
5. Frequency (due date).
6. System location.
7. Remarks.

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31.1 - Exhibit 01

| SYSTEM NUMBER (FS-) | SYSTEM TITLE (Form/Report Number, if any) | INITIAL INPUT | UNIT MAINTAINED | FREQUENCY (DUE DATE) | SYSTEM LOCATION | REMARKS |
|---------------------------|--|------------------|-------------------------|-------------------------|----------------------------------|---|
| 1500-ESA | Environmental Statement & Assessment Tracking System (FS-1900-E) | EC(WO) | EC(WO) | R | DG(WO) | Also posts information from Notices of Intent to Prepare an EIS as published in Federal Register. |
| 1500-LEG | Legislation Information & Status System | LA(WO) | LA(WO) | R | DG(WO) | |
| 1500-WLD | Wilderness Legislation Tracking System | LMP/L/RN (WO) | LA(WO) | R | DG(WO) | |
| 1800-HRP | Job Corps Data Base | | HRP(WO) | | Job Corps Centers | Required System. |
| 1900-AD | Appeal Decision Retrieval Service (FS-1500-1) | SEC/Chief | NFS Deputy Chief Office | R | ITT, DIALCOM (Silver Spring, MD) | Prepares decision letter on the appeal. |
| 1900-LMP | Land Management Planning Data Base | NF | RO | R | DG(RO) | |
| 2200-RGE | FS Range Management Information System (FSRAMIS) | | RGE(WO) | | NCC-FC | Optional system. Can produce FS Reports 2200-A, 2200-B, 2200-J. |
| 2400-QCS | Quarterly Cut & Sold System (FS-2400-49) | NF | TM(WO) | Q | NCC-FC | Part of Service-wide Timber Sale Accounting System, FS-6500-TSA. |
| 2700-FLU | Forest Land Use Report Data Base | NF | L(WO) | A | DG(WO) | |
| 5100-FQS | Interagency Fire Qualifications System | RD | F&AM(WO) | A | NCC-FC | |
| 5100-IFR | Individual Fire Report | RD | F&AM(WO) | S | NCC-FC | |
| 5300-LEM | Law Enforcement Management Reporting System (FS-5300-1, FS-5300-4) | RD | F&PS(WO) | A | NCC-FC/DG (WO) | 18 required data elements. |

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31.1 - Exhibit 01--Continued

| SYSTEM NUMBER (FS-) | SYSTEM TITLE (Form/Report Number, if any) | INITIAL INPUT | UNIT MAINTAINED | FREQUENCY (DUE DATE) | SYSTEM LOCATION | REMARKS |
|---------------------------|--|------------------|--------------------|-------------------------|--------------------|--|
| 5700-ACU | Aircraft Use System (FS-6500-122) | Pilot | F&AM(WO) | R | NCC-FC | "ACUSE" System. |
| 6100-ARP | Re-employment Priority List | Units | P&CR(WO) | R | | Employing Office. |
| 6100-EIS | Employee Information Sharing System | NF | P&CR(WO) | S | DG(WO) | |
| 6100-ETT | Time & Attendance System (AD-321-3) | Units | NFC | Bi-weekly | NFC | T&A's are transmitted electronically. |
| 6100-VAS | Vacancy Announcement System | Units | P&CR(WO) | R | NCC-FC | |
| 6500-ASR | All Service Receipts Data Base | RO | F&PS(WO) | Q | NCC-FC | |
| 6500-CAS | FS Accounting System | | F&PS(WO) | | NFC | FS portion of departmental central accounting system at NFC. Required System. |
| 6500-CLA | Claims Data Base | RO | F&PS(WO) | M | NCC-FC | |
| 6500-FAA | Federal Assistance Application | Units | P&P(WO) | Q | DG(WO) | |
| 6500-MAR | Management Attainment Reporting System | NF | PD&B(WO) | Tri-annually | NCC-FC | |
| 6500-TSA | Timber Sale Accounting System | NF | TM(WO) | R | NCC-FC | |
| 7400-PAS | National Pollution Abatement Data Base | | E(WO) | | RO | Optional System. |