

**Forest Service Manual
National Headquarters - Washington Office
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**Forest Service Manual 1400 – Controls
Chapter 1460 - Cooperative Forestry Assistance Reviews**

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Duration: This amendment is effective until superseded or removed.

Superseded Directive: 1400 Zero Code Contents, Amendment 1400-96-1; 1400 Zero Code, Amendment 1400-96-2; 1410 Contents, Amendment 1400-95-1; 1410-1416 Amendment 1400-95-2; 1417-1418, Amendment 1400-92-3; 1420, Amendment 1400-90-1; 1430, Amendment 1400-90-1; 1440, Amendment 1400-90-1; 1450, Amendment 1400-90-1; 1460, Amendment 1400-90-1; 1470 Amendment 1400-90-1
Approved by: Mike Dombeck, Chief

Date approved: October 31, 2000

Responsible Staff:

Posting Instructions: This is a technical amendment that converts the format and style of this FSM title from Applixware to the current corporate word processing application. Since this amendment replaces all text except Interim Directives (ID's), do not check for the last transmittal received for this title; instead place this transmittal sheet at the front of the title. DO NOT remove ID's when posting this amendment. ID's are not being reformatted at this time.

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

Please read the new posting instructions (above) carefully.

1400: The entire amendment text has been reformatted and replaced, so that the amendment text on the Service-wide Directives Home Page in the Forest Service Web/ Intranet (<http://fsweb.wo.fs.fed.us/directives/index.html>) corresponds with the amendment text on the Forest Service Directives Home Page in the Forest Service World Wide Web/ Internet (<http://www.fs.fed.us/im/directives>).

Although some minor typographical and technical errors have been corrected, substantive direction has not been changed.

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Reviews of State and Private Forestry programs and activities that are not conducted through or with grant recipients are covered in FSM 1410. Human resource program reviews are made jointly with the Department of the Interior and are excluded from this manual direction.

1460.1 - Authorities

Authorities for control of the State-Federal cooperative forestry assistance grant programs are:

1. Office of Management and Budget (OMB) Circular A-95, Part I.
2. OMB Circular A-102, Attachment I.
3. OMB Circular A-110, Attachment H (for State forestry organizations that are part of universities or colleges).
4. The Cooperative Forestry Assistance Act (Public Law 95-313).

1460.2 - Objectives

1. To examine the objectives, coordination of programs, planning, administration, achievement, legislation, staffing, organization, financing, and needs of the programs.
2. To determine the effectiveness of Forest Service and State technical advice and assistance.
3. To monitor performance of States in program implementation.
4. To provide accountability for target accomplishment and program delivery.
5. To identify State concerns and possible solutions.
6. To provide background and input for full-scope audits.

1460.3 - Policy

Plan and conduct reviews needed to meet Forest Service management objectives for the cooperative forestry assistance programs. Civil rights compliance (Title VI) shall be included in all cooperative forestry assistance reviews (FSM 1700).

1460.4 - Responsibility

Area Director and Regional Foresters (except Region 9) shall assure that appropriate cooperative forestry assistance reviews are scheduled and conducted.

1460.5 - Definitions [Reserved]

1461 - Levels of Reviews

1461.1 - Cooperative Management Review (CMR)

Top line officers of the State forestry organization and the Forest Service conduct the CMR review. It is a joint evaluation of the organizational and administrative environment in which the cooperative forestry assistance programs operate, and includes both State and Forest Service managerial processes.

1461.11 - Purpose

Determine whether the State and Forest Service are managing or utilizing resources (personnel, property, funds, etc.) in an economical and efficient manner; and the causes of any inefficiencies or uneconomical practices, including inadequacies in management information systems, administrative procedures, organizational structure, or compliance with Federal laws and Executive Orders.

1461.2 - Cooperative Program Review (CPR)

The Forest Service and State review team examine all cooperatively funded activities that contribute to a single program in the State. See FSM 1580 for program descriptions. CPR's may be conducted of one or more closely related activities within a cooperative forestry assistance program.

1461.21 - Purpose

Determine whether desired program results or benefits are achieved, objectives established by legislation are met, regulations are followed, and whether agencies have considered alternatives which might reduce costs or increase outputs.

1461.22 - Scope

The reviewers cover all levels of the State Forester's organization as well as coordination and communication with program managers in the Forest Service Area or Region. Include coordination with other State and Federal agencies with similar program interests.

1461.3 - Technical Assistance and Service Trips

Service trips and other forms of technical assistance may result from a State request or a perceived need by the Forest Service. They may cover a single activity or an entire program.

Documented service trips, together with CMR's CPR's, and financial audits, fulfill the monitoring requirements in Office of Management and Budget Circular A-102, Attachment I.

1462 - Planning and Organizing Reviews

Forest Service line officers and State Foresters originate proposals for making reviews. In coordination with State Foresters, line officers decide when reviews are needed, what will be covered, who will conduct them, and what follow-up action will be taken. Line officers may conduct cooperative forestry assistance reviews on an "as-needed" basis, except that as a guide CMR's shall be conducted every 5 years in each State.

1462.1 - Review Plan

The reviewers should finalize a review plan at least 30 days prior to the review.

1462.11 - Title VI, Civil Rights Act

Review reports shall include civil rights form 1700-4 and a narrative description and documentation of findings (FSM 1700). Where review of Title VI, civil rights activities is determined to be unnecessary, a statement of reasoning should be included.

Consistent with the type of reviews, narratives backing up conclusions reported on form FS-1700-4 should consider the following areas:

1. Compliance status of rural community fire protection program recipients.
2. Availability of educational programs (Smokey Bear, environmental education) to all schools and groups.
3. Verification that Service Foresters develop clientele waiting lists on a first-come, first-served basis.
4. Adequacy of outreach efforts.
5. Contacts with grass roots organizations.
6. Contacts with minority recipients and potential recipients.
7. Verification of reported numbers of minority landowners assisted.
8. Presence or absence of required USDA civil rights posters.
9. Recommendations for action to be undertaken by the Forest Service and cooperators.

1463 - Conducting Reviews

An actual review consists of three phases:

1. Establish mutual understanding of the issues, objectives, and approach.
2. Mutual identification and analysis of potential or existing problems; formulation and evaluation of alternative courses of action.
3. Discussion of draft report prior to departure from the State.

1464 - Review Reports

The review report documents findings and alternatives developed during problem identification, analysis of cause, and evaluation of alternative courses of action.

1464.1 - Contents

Review reports shall include:

1. Introduction.
2. Summary of review.
3. Commendations.
4. Statement of findings and analysis of alternatives.

1464.2 - Review Report Schedules

Line officers should ensure final cooperative management review reports and conferences are completed within 90 days and cooperative program review final reports issued within 50 days.

1465 - Action Plans

The principal line officers of both the Forest Service and State organizations should use the review report to develop and agree upon an action plan. The action plan is a contract between the State and Forest Service and requires certification that prescribed actions in the plan have been taken. When all actions have been completed, the review is formally closed.