

**Forest Service Manual
National Headquarters (WO)
Washington, DC**

Forest Service Manual 1700 – Civil Rights

Chapter 1720 - Public Notification

Amendment: 1700-2003-2

Effective date: February 03, 2003

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 1720, Amendment 1700-90-1, June 1, 1990

Approved by: Irving W. Thomas, Associate Deputy Chief for Business Operations

Date approved: January 24, 2003

Responsible Staff:

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

Posting Instructions: Amendments are numbered consecutively by title and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this title was 1700-2003-2 to 1700_contents.

1720.3: Adds underserved persons to the publics who should receive Forest Service public notification, public relations, and outreach efforts.

1720.5: Adds a definition of "Underserved Customers, Populations, and Communities."

Table of Contents

1720.1 - Authority.....	3
1720.2 - Objectives	3
1720.3 - Policy	3
1720.4 - Responsibility	4
1720.41 - Washington Office	4
1720.5 - Definition	4

For further direction regarding public notification requirements and procedures, see FSM 1620 and FSH 1709.11, chapter 20.

1720.1 - Authority

Requirements for notification of the public about agency programs, services, and benefits are at Title 7, Code of Federal Regulations, part 15 (7 CFR part 15) and Departmental Regulation (DR) 4300-3.

1720.2 - Objectives

1. To ensure that all eligible persons, including women, minorities, persons with disabilities, and low-income and underserved persons and communities, are encouraged to participate in Forest Service programs, activities, services, and benefits and are adequately informed of Forest Service nondiscrimination programs, activities, and policies, pursuant to Federal and Department of Agriculture nondiscrimination policies set forth in Title VI of the Civil Rights Act of 1964; Executive Order 13166 - Improving Access to Services for Persons with Disabilities; and USDA Departmental Regulation 4300-3, regarding improving the access to Forest Service Federally assisted programs and activities by all individuals, including those with disabilities, limited English proficiency (LEP), and so on.

2. To ensure that all eligible persons are adequately informed of procedures for filing complaints of discrimination related to both employment and programs.

1720.3 - Policy

Forest Service officers shall develop strategic communication plans for public notification and outreach (formerly, public notification plans) in accordance with FSM 1620 and FSH 1709.11, chapter 20, aimed at maximizing participation by all persons in Forest Service programs and activities. The public notification measures in these plans shall:

1. Increase public notification, public relations, and outreach efforts to nontraditional and underserved publics, such as women, minorities, and persons with disabilities.

2. Enhance career opportunity awareness to persons both inside and outside the Forest Service.

3. Develop formal and informal information exchange networks with grassroots and community-based organizations.

4. Ensure that all affected publics are notified of projected and/or impending program changes or new initiatives.

5. Provide for other public notification activities, as needed, to ensure that all civil rights related programs are conducted in accordance with the direction in FSM 1700 and FSH 1709.11.

1720.4 - Responsibility

1720.41 - Washington Office

For direction on responsibilities of Forest Service officers in the Washington Office and field offices, see FSM 1625.04.

1720.5 - Definition

Underserved Customers, Populations, or Communities. Individuals, groups, populations, or communities that have not been effectively protected, supported, or promoted in the delivery of programs and services on a fair and equitable basis. Examples of underserved customers, populations, or communities include minority groups (such as American Indians and Alaska Natives), persons below the poverty level, and persons with disabilities.