

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

**Forest Service Manual 1900 – Planning**

**Chapter 1990 - Special Plans and Studies**

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**Superseded Directive:** Entire Title Except ID's, 1900--1 thru 1991.4

**Approved by:** F. Dale Robertson, Chief

**Date approved:**

**Responsible Staff:**

**Explanation of changes:**

## Table of Contents

<b>1991 - Administrative Studies .....</b>	<b>3</b>
<b>1991.01 - Authority .....</b>	<b>3</b>
<b>1991.02 - Objective .....</b>	<b>3</b>
<b>1991.03 - Policy.....</b>	<b>3</b>
<b>1991.04 - Responsibility .....</b>	<b>3</b>
<b>1991.05 - Definitions .....</b>	<b>5</b>
<b>1991.1 - Plans .....</b>	<b>5</b>
<b>1991.2 - Approval .....</b>	<b>6</b>
<b>1991.3 - Coordination .....</b>	<b>6</b>
<b>1991.31 - In Service .....</b>	<b>6</b>
<b>1991.32 - Cooperators.....</b>	<b>7</b>
<b>1991.4 - Distribution of Results .....</b>	<b>7</b>

## **1991 - Administrative Studies**

### **1991.01 - Authority**

The authority to conduct administrative studies, which is part of the Chief's general authority to accomplish the Forest Service mission, is delegated to the Regional Foresters.

### **1991.02 - Objective**

To improve current action programs of the Forest Service by using available research information and technology to resolve problems.

### **1991.03 - Policy**

Forest Service policy is to conduct studies--either cooperatively, by contract, or in-house--to resolve local problems on National Forest System lands. Administrative studies can cover a broad range of applications as long as they adhere to the definition provided in FSM 1991.05.

The following specifically are not included as administrative studies:

1. Management Studies (FSM 1348).
2. Equipment Development and Testing (FSM 7120).
3. Pilot Control Studies (FSM 5285.1).
4. Research Studies (FSM 4051.21f).
5. Routine inventories, performance checks, monitoring, and analyses of program activities.

### **1991.04 - Responsibility**

1. Regional Foresters shall:
  - a. Plan, administer, complete, and distribute the results of all administrative studies.
  - b. Coordinate studies with the Area Director, appropriate Station Directors, and adjacent Regional Foresters to avoid duplication of efforts and to share study results.
  - c. Approve the annual program plan for administrative studies.
  - d. Approve administrative study plans involving more than one forest.

e. Appoint the National Forest System and State and Private Forestry members to a standing Regional Committee for Administrative Studies (RCAS). The Regional Forester shall also designate the chairperson for the RCAS.

2. The chairperson for the RCAS shall:

a. Submit a program plan each year to the Regional Forester for review and approval. The program plan recommends studies for the next fiscal year, sets priorities among studies, sets minimum standards for studies, identifies funding and personnel needs to meet the study schedule, including data analyses and written reports.

3. Station Directors shall:

a. Appoint a research member to the RCAS.

b. Identify research scientists to advise or assist the Region in preparing study plans, statistical analyses, and interpretation of results.

4. Forest Supervisors shall:

a. Prepare administrative study proposals for review by the RCAS (FSM 1991.1).

b. Review and approve the study plans for studies selected for the annual program plan by the Regional Forester.

c. Review final reports for administrative studies and submit them to the Regional Forester for approval.

5. District Rangers shall:

a. Identify problem areas for study.

b. Prepare study plans for the approved annual program.

c. Execute approved study plans, prepare progress reports, and prepare the final written report.

## 1991.05 - Definitions

The following definitions clarify the differences between administrative studies and research studies.

1. Research Studies. Studies conducted to increase scientific knowledge or technology that are financed from the Forest Research budget (FSM 4040). Research studies have no tenure limitation.

2. Administrative Studies. Studies limited to the extension of research study results and the application of existing knowledge for resolving of local problems on National Forest System lands. Administrative studies are usually financed from the Protection and Management appropriation but also may be funded from other specific appropriations, such as the Cooperative Work Fund Forest Service (Knutson-Vandenberg). Administrative studies are generally short term (less than 5 years), but there are no specific prohibitions against longer studies.

## 1991.1 - Plans

a. Program Plan. The purpose of a program plan is to (1) to obtain agreement and commitment on needs, manpower, and funds; (2) to establish priorities; (3) to avoid duplication; and (4) to ensure the completion and reporting of results.

b. Study Plan. Prepare a detailed administrative study plan for every proposal on the approved annual program. Include collaboration with a research scientist appointed by a Station Director. A suggested plan format and content follow:

### 1. Title Page.

- a. Study title.
- b. Principal investigators.
- c. Names of performing organizations.
- d. Dates of submission.
- e. Signature of Forest Supervisor and collaborating researcher.

2. Background. Describe research findings that will be tested for local application, and include a brief review of pertinent literature. Compare current practice with new alternatives.

3. Justification. Explain the need for, and expected benefits to be derived from, the study.

4. Cooperators. Identify agencies and/or companies involved in the study, and describe the extent to which each will be involved.

5. Questions. List the specific questions the study will answer. (Do not use objectives because they are too general.)

6. Methods. Describe the details of the study and assign responsibility for each of the following:

- a. Installation procedures.
- b. Maintenance requirements.
- c. Statistical design.
- d. Treatment activities.
- e. Data collection.
- f. Data analyses.

7. Cost and Funding. Describe funding details by unit and fiscal year.

8. Reporting. Prepare a timetable with specific assignments that can be used for progress reporting. The timetable should include the planned publications that are to disseminate meaningful results from administrative studies to the user-public. Use "Tree Planter's Notes," "Research Station Notes," or other periodicals that can be similarly tracked through time via literature reviews to publish study results.

9. Followup. Provide for continuation, termination, or followup if appropriate.

## **1991.2 - Approval**

(FSM 1991.04)

## **1991.3 - Coordination**

### **1991.31 - In Service**

Annually, Regional Foresters, the Area Director, and Station Directors shall evaluate the merit of continuing each administrative study.

### **1991.32 - Cooperators**

Regional Foresters and the Area Director shall confer with the appropriate Station Director before making commitments for cooperative studies or study contracts. Cooperative studies require a formal agreement among all parties concerned and must adhere to the specific limitations for cooperative agreements (FSM 4040 and 1580). Negotiate contracts in accordance with Federal Procurement Regulations (FSH 6309.31).

### **1991.4 - Distribution of Results**

Report the results of each study when it is completed. Annual progress reports are mandatory for studies that last more than 1 year. Distribute reports and other useful information to all concerned personnel and units.