

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

**Forest Service Handbook 1909.13 – Program Development and Budgeting Handbook**

**Chapter 50 - Accountability**

**Amendment:** 1909.13-2012-5

**Effective date:** September 11, 2012

**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:** 1909.13, 50 Contents, Amendment No. 1909.13-94-1, September 30, 1994; 1909.13, 50, Amendment No. 1909.13-94-1, September 30, 1994

**Approved by:** Thelma J. Strong, Acting, Chief Financial Officer (CFO)

**Date approved:** September 07, 2012

**Responsible Staff:**

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

**Posting Instructions:** Amendments are numbered consecutively by handbook number 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 handbook was 1909.13-2012-4 to 1909.13\_contents.

**50:** Changes chapter caption from “Attainment” to “Accountability” and revises chapter in its entirety. Adds new codes and captions where applicable for new or revised direction. Removes obsolete codes, captions, and direction.

## Table of Contents

<b>50.1 - Authority .....</b>	<b>3</b>
<b>50.4 - Responsibility.....</b>	<b>3</b>
<b>50.41 - Washington Office .....</b>	<b>3</b>
<b>50.41a - Deputy Chiefs.....</b>	<b>3</b>
<b>50.41b - Directors .....</b>	<b>4</b>
<b>50.41c - Director of Strategic Planning, Budget, and Accountability .....</b>	<b>4</b>
<b>50.42 - Field Units .....</b>	<b>5</b>
<b>50.42a - Regional Foresters.....</b>	<b>5</b>
<b>50.42b - Forest Supervisors.....</b>	<b>5</b>
<b>50.5 - Definitions .....</b>	<b>5</b>
<b>51 - Agency Performance Reporting.....</b>	<b>6</b>
<b>51.1 - Performance Target Maintenance .....</b>	<b>6</b>
<b>51.2 - Accomplishment Recording Frequency .....</b>	<b>6</b>
<b>51.3 - Accomplishment Recording Period .....</b>	<b>6</b>
<b>51.4 - Recording Partnership Accomplishments.....</b>	<b>7</b>

## **50.1 - Authority**

1. Government Performance and Results Act (GPRA) of 1993 (Pub. L. 103-62). Sections 1115 and 1116 require agencies to prepare annual performance plans and reports. These requirements are further defined by the Office of Management and Budget (OMB) in Circular A-11 direction to agencies.
2. The Government Performance and Results Modernization Act of 2010 (Pub. L. 111-352). This act updated the original GPRA requirements; including a requirement for quarterly reporting of key agency metrics (as defined by the agency in consultation with OMB).

## **50.4 - Responsibility**

(See responsibility in 1930.4).

### **50.41 - Washington Office**

#### **50.41a - Deputy Chiefs**

It is the responsibility of the Deputy Chiefs to:

1. Develop and maintain performance measure sets and ensure performance measures are:
  - a. Realistic.
  - b. Measurable.
  - c. Outcome-oriented.
  - d. Necessary for management decision-making.
  - e. Capture the results and contributions to the strategic goals of the Agency.
2. Review the annual final accomplishment reports and ensure the review is documented with a certification which includes the following statements:
  - a. The system owners within my organization have followed a procedure that proactively monitors performance reporting to resolve identified issues in a timely fashion throughout the year, per FSM 1490.3.
  - b. National program specialists have reviewed their annual performance data for quality, accuracy, and completeness.

#### **50.41b - Directors**

It is the responsibility of Directors to:

1. Make sure performance measures ensure source data collection and reporting standards that are well defined and documented in Metrics Management. This ensures consistent interpretation and use of definitions and reporting protocols.
2. Use performance data to make decisions on program funding and management.
3. Utilize performance data to provide decision analysis and resulted savings through efficiency of funds.

#### **50.41c - Director of Strategic Planning, Budget, and Accountability**

It is the responsibility of the Director of Strategic Planning, Budget, and Accountability to:

1. Establish, maintain, and document agency accountability controls to include:
  - a. Annual Deputy Chief and Regional Forester certifications.
  - b. Washington Office oversight reviews.
  - c. Annual self-reviews.
  - d. Measure change control.
2. Support Deputy Chiefs and their staff to:
  - a. Develop new measures.
  - b. Conduct measures obsolescence reviews.
  - c. Revise existing performance measures.
  - d. Set targets during the Program direction process.
3. Maintain the Metrics Management (MM) application and database used to manage and document agency performance measures and targets.
4. Present the Agency's accomplishments, through the Annual Performance Report, to the Chief for submission to Congress.

## **50.42 - Field Units**

### **50.42a - Regional Foresters**

It is the responsibility of Regional Foresters to:

1. Ensure local processes and procedures are established for allocating targets and for reporting accomplishments within the requirements established by the Chief.
2. Ensure forests provide proper, complete, and accurate reporting of accomplishments against all reportable measures, as defined in the annual program direction and Metrics Management.
3. Ensure annual reviews of final reports will be documented by a certification which includes the following statements:
  - a. "The region followed a procedure that proactively monitors performance reporting to resolve identified issues in a timely fashion throughout the year, per FSM 1490.3."
  - b. "Annual performance reviews were completed, per FSM 1414."
  - c. "Regional program specialists have reviewed their annual performance data for quality, accuracy, and completeness."

### **50.42b - Forest Supervisors**

It is the responsibility of Forest Supervisors to ensure accomplishments are reported in compliance with measure definitions, data collection protocols, and supporting documentation standards.

## **50.5 - Definitions**

Metrics Management. The database used to manage and document agency performance measures and targets.

Workplan. A standardized tool to be used by all organizational levels which support development and required execution of a unit's fiscal year program of work. This system provides capability to plan work, track performance, and report.

## **51 - Agency Performance Reporting**

The Forest Service addresses accountability through field accomplishment reports utilizing a defined set of performance measures. To ensure transparency to the public, this accountability information is included in the annual Congressional budget justification and in the annual performance report of the Forest Service. Forest Service performance reports must include the following data sources:

1. Performance measure data set defined in Metrics Management.
2. Planned accomplishments sourced from workplan.
3. Performance targets sourced from Metrics Management.
4. Actual accomplishments sourced from the authoritative data source as specified in Metrics Management.

### **51.1 - Performance Target Maintenance**

Accomplishment reports provide increased accountability when reported against targets. Deputy Chief representatives enter the required national and regional performance targets through the Metrics Management application. Regional Forester representatives shall also allocate forest performance targets in Metrics Management to provide comprehensive enterprise-wide target management. Corresponding performance targets are documented in the annual program direction.

### **51.2 - Accomplishment Recording Frequency**

Forest Service Line Officers shall ensure a timely and accurate record of accomplishment data in the authoritative data source (previously called “system of record” (SOR)) for each measure as identified in Metrics Management. Actual accomplishments are recorded when completed, but not less than quarterly. Accomplishments for a given quarter should be reported no later than one month following the last month of the quarter being reported. Timely reports are essential for the agency to track progress toward annual targets, and to report progress to key stakeholders including USDA, OMB, and the Congress.

### **51.3 - Accomplishment Recording Period**

Unless otherwise specifically stated in the measurement definition, Forest Service employees shall record accomplishments in the authoritative data source as follows:

1. Performance measure data set defined in Metrics Management.
2. Planned accomplishments sourced from Workplan.

3. Performance targets sourced from Metrics Management.

Actual accomplishments must be sourced from the authoritative data source as specified below:

1. When work is performed by force account, record in the period in which the work is performed, and within the fiscal year the work is done.
2. When work is by contract or agreement using Forest Service funding, record in the period in which the contract is awarded and funds are obligated.
3. When donated or paid for by a partner, record in the period in which the work is completed.

#### **51.4 - Recording Partnership Accomplishments**

When the Forest Service work is accomplished in cooperation with a partner, accomplishments are reported in the authoritative data source using the following rules:

1. When there is more than incidental participation with funding, materials, supplies, labor, or services in a project by both the Forest Service and partner(s), the accomplishment is to be reported as 50 percent core (Forest Service) and 50 percent partnership.
2. When there is only incidental contribution from a partner(s), accomplishment is reported as 100 percent core.
3. When there is only incidental participation from the Forest Service, accomplishment is reported as 100 percent partnership.