

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

**Forest Service Manual 2400 – Timber Management  
Zero Code**

**Amendment:** 2400-2021-1

**Effective date:** October 29, 2021

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Tina Johna Terrell, Associate Deputy Chief, NF

**Date approved:** October 26, 2021

**Responsible Staff:**

**Last Change:**

**Superseded Document(s):**

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

**2400:** Makes minor editorial and formatting changes throughout the chapter.

**2401:** Updates principal statutes and regulations governing the sale and disposal of timber and other forest products.

**2402:** Updates objectives for managing forest resources and incorporates material formerly in FSM 2430.

**2403:** Updates policies pertaining to the forest management program and incorporates material formerly in FSM 2430.

**2404:** Updates and clarifies responsibilities of line officers for Forest Management Programs including commercial timber sales, stewardship projects, and projects implemented using good neighbor authorities. Incorporates authorities formerly in other manual and handbook chapters.

**2404.18:** Establishes code, caption and sets forth direction for “Contracting Officer Responsibilities for Presale Preparation”. Includes responsibilities formerly in FSM 2432.04d.

**2404.21:** Adds authority to act as an agent of the Forest Service to approve stewardship and good neighbor agreements.

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**2404.22:** Clarifies authority and procedures for designating a Contracting Officer during short term absence of the designated Contracting Officer.

**2404.24:** Adds authority of Regional Foresters to redelegate authority to dispose of timber or forest products in good neighbor authority agreements.

**2404.28:** Updates 2404.28 - Exhibit 01, Delegated Authority to Sell and Dispose of National Forest Timber and Forest Products. Increased authority of Forest Supervisors, District Rangers, and Station Directors for integrated resource timber contracts, integrated resource service contracts, and stewardship agreements. Adds good neighbor authority agreements, administrative free use, and free use for federally recognized Tribes to the exhibit.

**2409.12b:** Adds Timber and Forest Products Trespass/Theft Procedures Handbook.

**2409.18a:** Adds Timber Sale Debarment and Suspension Procedures Handbook.

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## 2401 - Authority

The authority for managing National Forest System timber derives from laws enacted by Congress. Various laws authorize the Secretary of Agriculture to administer the National Forests for multiple purposes and to issue necessary regulations. The Chief's authority to manage and dispose of timber and forest products is derived from delegations of authority from the Secretary to the Under Secretary for Natural Resources and Environment, and from the Under Secretary to the Chief. Title 7, Code of Federal Regulations, sections 2.20 and 2.60 (FSM 1233 and 1234).

Principal statutes governing the sale and disposal of timber and other forest products on National Forests include:

1. The Organic Administration Act of 1897 (16 U.S.C. 473-475, 477-482, 551).
2. Twenty-Five Percent Fund Act of May 23, 1908 (16 U.S.C. 500; as amended).
3. Act of August 11, 1916, as amended (16 U.S.C. 490) (Brush Disposal) and the Granger-Thye Act of April 24, 1950 (16 U.S.C. 490, 504a, 555, 557, 571c, 572, 579, 580c-l, 581i-l).
4. The Knutson-Vandenberg Act of 1930 (K-V)(16 U.S.C. 576, 576a-576b), as amended.
5. Bankhead-Jones Farm Tenant Act of July 22, 1937, as amended (7 U.S.C. 1010-1012).
6. The Small Business Act of 1953, as amended (15 U.S.C. 631-657).
7. The Multiple-Use, Sustained-Yield Act of 1960 (16 U.S.C. 528-531).
8. The National Forest Roads and Trails Act of 1964 (16 U.S.C. 532-538).
9. The National Environmental Policy Act (NEPA) of 1970, as amended (16 U.S.C. 4321, *et seq.*).
10. The National Forest Management Act (NFMA) of 1976, as amended (16 U.S.C. 472a).
11. The Forest Resources Conservation and Shortage Relief Act of 1990, as amended (16 U.S.C. 620, *et seq.*).
12. Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. 104-134; 16 U.S.C. 1611).
13. The Healthy Forests Restoration Act (HFRA) of 2003 (Pub. L. 108-148, as amended).
14. Agricultural Act of 2014, Pub. L. 113-79, (16 U.S.C. 2113a) (2014 Farm Bill), as amended by Pub. L. 115-141 - Good Neighbor Authority, and the Agricultural Act of 2018 (Pub. L. 115-334).

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Many of these statutes have been amended in a manner that changes, adds, or deletes authorities since they were originally enacted. These statutes may be amended in the future and new statutes affecting timber management enacted. For those reasons a summary of specific authorities granted by these statutes is not included here. Detailed information about the current status of the statutes listed above and new statutes as they are enacted can generally be found by searching online at [www.govinfo.gov](http://www.govinfo.gov) or through the Office of Legislative Affairs, Washington Office.

The Code of Federal Regulations (CFR) Title 36, Part 223, Subparts A-I encompass the primary regulations pertaining to the sale and disposal of National Forest System timber and other forest products. Users of these regulations should note implementation of Subpart G – Special Forest Products and Subpart H – Forest Botanical Products has been delayed indefinitely since June 1, 2009. The following regulations, including those implemented by other federal agencies, also pertain to the sale and disposal of timber:

1. Title 2 CFR Part 180 - OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement), provides a Government-wide system of debarment and suspension for non-procurement programs and activities (FSM 2433).
2. Title 2 CFR Part 417 - Non-procurement Debarment and Suspension, supplements 2 CFR 180 as the (USDA) policies and procedures for non-procurement debarment and suspension specific to USDA and the Forest Service (FSM 2433).
3. Title 4, CFR, Part 21 - Bid Protest Regulations, specifies the procedures and processes for protests of bids for timber sales.

### 2402 - Objectives

In accordance with laws addressed in section 2401, specific objectives for managing forest resources on National Forest System lands include:

1. Improve and protect the forests for the purpose of securing favorable conditions of water flows, and to furnish a continuous supply of timber for the use and necessities of citizens of the United States (Organic Administration Act of 1897).
2. Provide an orderly program at each National Forest for timber sales managed in a cost-efficient manner with planning, management, and use of other National Forest System resources in accordance with the Forest's land management plan.
3. Offer the allowable sale quantity or projected wood sale quantity specified in Forest land management plans, using appropriate sale methods and authorities, subject to available legal appropriations or other constraints affecting implementation.
4. Utilize all available authorities and tools to plan and conduct cost-effective timber sales and other timber management activities. Refer to the "Forest Restoration – Best Tool Decision Tree" in FSM 2432.32.

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5. Manage and provide for regeneration of tree stands following timber harvest and natural disturbances. Provide for timber stand improvement as appropriate to maximize timber outputs within the constraints of fulfilling other resource management objectives.
6. Maintain a diversity of forest vegetation types, age classes, structural stages and resources consistent with Forest land management plans.
7. Conduct hazardous fuels reduction projects on National Forest System lands aimed at protecting communities, watersheds, and certain other at-risk lands from catastrophic wildfires, and enhance efforts to protect watersheds and address threats to forest and rangeland health, including catastrophic wildfire, across the landscape, and for other purposes.
8. In implementing timber sale programs, ensure the government only conducts business with responsible persons in a manner that protects the interests of both the government and the public.

### **2403 - Policy**

The following policies pertain to procedures for the sale and disposal of National Forest System timber and forest products addressed in subsequent chapters of this manual.

#### **2403.1 - Timber Ownership**

To avoid unauthorized disposal of timber, the line officer initiating an action or project must determine the status and ownership of the lands involved, including the timber thereon. This includes review of any titles held by the United States, encumbrances on those titles, use restrictions imposed by the Forest Service or other agencies of Government, and restrictions imposed by laws, Executive Orders, or other legal instruments transferring lands to the stewardship of the Forest Service.

#### **2403.2 - Forest Resource and Project Planning**

1. Determine the size of the forest management program on a given National Forest through the forest land management planning process (FSM 1920).
2. Select, design, and implement timber project-level activities in an economically efficient manner, consistent with the objectives and guidance of the Forest land management plan and responsive to economic cycles, catastrophic events, community dependency and resource coordination needs.
3. Conduct and document environmental analysis and subsequent decisions in accordance with direction in FSM 1950.
4. Integrate the requirements of environmental analysis and documentation (FSM 1950) into timber sale planning, programming, and implementation process. Ensure contracts



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contain the provisions and specific information needed to be consistent with the environmental analysis and the Forest land management plan, recognizing that the language of the contract governs all questions pertaining to operations under a contract.

**2403.3 - Information Systems**

Use accurate, consistent, systematically stored, and reliably retrieved data from established systems (FSM 2490) to manage and report on the forest management program.

**2403.4 - Cost Effectiveness**

1. Ensure the environmental analysis process considers cost effectiveness when planning individual timber sales and stewardship projects. Address contractual procedures and requirements that decrease costs or increase revenues in the analysis of alternatives.
2. Ensure the timber sale program on an individual National Forest reflects present and anticipated future market conditions within the flexibility provided in the Forest land management plan.
3. Develop a mix of sale sizes to meet local industry and resource needs, including programs with the Small Business Administration (SBA), while maintaining the economic viability of the program.
4. Do not select alternative courses of action primarily because of the greatest dollar return or the greatest unit output but seek to ensure total benefits equal or exceed total costs over time.
5. Use an appropriate mix of authorities including timber sales, stewardship and good neighbor to achieve forest management objectives, considering cost effectiveness as well as local needs and capacity.

**2403.5 - Integration with Other Resources**

1. Ensure Forest land management plan components, including salvage needs, guide timber management and other associated resource programs during project design and implementation.
2. Use the timber sale program and other forest management activities to enhance timber and other forest resource values and benefits over time. The timber sale program can provide many benefits including but not limited to:
  - a. Improve fish and wildlife habitat.
  - b. Construct and maintain roads providing access for recreation, fire control, and management of timber stands.
  - c. Decrease hazardous fuels and associated risks of catastrophic wildfire.

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- d. Improve health and resiliency of forest stands to disturbances and changing climate.
- e. Improve and protect the forests for the purpose of securing favorable conditions of water flows.
- f. Restore healthy and resilient landscapes by maintaining a diversity of forest vegetation types and resources consistent with Forest land management plans.

**2403.6 - Sale Preparation**

- 1. Delegate to local line officers and designated individuals the authority to carry out individual sales of timber commensurate with the skills and resources available to them in accordance with the Forest land management plan, applicable regulations and FSM 2404.
- 2. Emphasize use of the salvage sale fund (SSF) where there are opportunities for salvage sales (FSM 2435).
- 3. Offer timber and forest products for sale in accordance with standard sale procedures using the following permit and contract forms available electronically for internal use at <http://fsweb.wo.fs.fed.us/fm/contracts/> and for the public to view at <https://www.fs.fed.us/forestmanagement/products/contracts.shtml>.
  - a. FS-2400-1 Forest Products Removal Permit and Cash Receipt.
  - b. FS-2400-2 Contract For Sale of Decked Timber.
  - c. FS-2400-3S Timber Sale Contract (Applicable to sales to be scaled after felling).
  - d. FS-2400-3T Timber Sale Contract (Applicable to sales to be measured before felling).
  - e. FS-2400-3P Forest Products Contract (Applicable to sale of nonconvertible products).
  - f. FS-2400-4 Forest Products Contract and Cash Receipt.
  - g. FS-2400-6 Timber Sale Contract (Applicable to sales to be scaled after felling).
  - h. FS-2400-6T Timber Sale Contract (Applicable to sales to be measured before felling).
  - i. FS-2400-13 Integrated Resource Timber Contract (For measurement of products after harvest).
  - j. FS-2400-13T Integrated Resource Timber Contract (For measurement of products before harvest).
- 4. Designation by prescription may be used in the sale and disposal of timber in accordance with the policy in FSM 2440.

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5. All reporting of timber volume offered for sale, sold, and harvested must be in cubic volume. Weight scale, Scribner scale and other methods of measuring must be converted to cubic measurement units (hundred cubic feet or CCF) for reporting.
6. When designating cutting unit boundaries and either cut trees or leave trees within a cutting unit by paint, ensure only tree marking paint containing registered tracer(s) is used following the procedures in FSH 2409.12.

### **2403.7 - Debarment and Suspension**

Promptly refer all cases to the non-procurement Suspending and Debarring Official (SDO) when information concerning existence of a cause for suspension or debarment becomes known. Failure to comply with this requirement usurps the authority of the SDO to decide whether to suspend or debar an individual.

Comply with regulations at 2 CFR Parts 180 and 417; 36 CFR Part 223, Subpart C (export); USDA Departmental Regulation 2280-001 (January 16, 2013); and FSH 2409.18A for procedures to follow when existence of a cause for suspension or debarment becomes known.

### **2404 - Responsibility**

#### **2404.1 - Timber Management Program**

##### **2404.11 - Chief**

Responsibilities of the Chief include:

1. Overall authority and responsibility for the forest management program including commercial timber sales, stewardship projects, and projects implemented using the good neighbor authority.
2. Maintain relationships with the public and organizations that have concerns about forest resource management on a national basis. Keep abreast of nationwide public attitudes and desires regarding the Agency's forest management program.
3. Act as a Suspending and Debarring Official (FSM 1235.1). The Chief has re-delegated the authority to serve as Forest Service non-procurement Suspending and Debarring Official to the Deputy Chief and Associate Deputy Chiefs for the National Forest System (2 CFR 180.930 and 180.1010; 2 CFR 417.930 and 417.1010); (FSH 2409.18a, sec. 04); (FSM 1235.1).
4. Pursuant to 36 CFR part 223, Subpart C, is responsible for debarring individuals, organizations, or other entities for causes specified at 36 CFR 223.137(g) (FSM 2455.4).
5. Establish minimum stumpage rates for species and products pursuant to 36 CFR 223.61.

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6. Approve timber sales for 10 or more years in duration pursuant to 36 CFR 223.31.
7. Approve advertisement of timber sales exceeding the Regional Forester's authority.
8. Designate Contracting Officers for timber sales approved under the Chief's authority.
9. The Chief or Chief's designee may cancel or partially cancel contracts:
  - a. To prevent environmental degradation or resource damage, including, but not limited to, harm to habitat, plants, animals, cultural resources, or cave resources (36 CFR 223.40 and 223.116).
  - b. To ensure consistency with land management plans or other documents prepared pursuant to the National Environmental Policy Act (NEPA) (42 U.S.C. 4321, *et seq.*).
  - c. To conduct environmental analysis, including, but not limited to, engaging in consultation pursuant to the Endangered Species Act (16 U.S.C. 1531, *et seq.*).
  - d. Due to administrative appeal or litigation, regardless of whether required by a court order or a particular contract, is named in such a proceeding (36 CFR 223.40).
  - e. Due to extraordinary market conditions (36 CFR 223.116(a)(2)).
10. Cooperative and Federal Sustained Use Areas (FSM 2468), the Chief reserves the authority to:
  - a. Approve Federal sustained-yield unit policy statements.
  - b. Approve amendments to agreements upon recommendation of the Regional Forester.
  - c. Terminate Federal sustained-yield units upon recommendation of the Regional Forester.

**2404.12 - Deputy Chief for National Forest System**

Responsibilities of the Deputy Chief for the National Forest System include:

1. Direct allocation of the forest management program budget and targets to respond to changing market conditions, improve returns on timber investments, and meet national, social, economic, and environmental needs.
2. Maintain relationships with the public and organizations that have concerns about forest resource management on a national basis. Keep abreast of nationwide public attitudes and desires regarding the Agency's forest management program.
3. Provide direction, leadership, and administration of service-wide forest management programs, policies, procedures, and advise the Chief of current national timber-related issues.

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4. Formulate, coordinate, and implement broad policies for administration of national forest management programs and stewardship contracting.
5. Review, advise on, and approve or disapprove policies, programs, and regulations proposed by the Washington Office, Director, Forest Management.
6. Serve as Forest Service non-procurement Suspending or Debarring Official (FSM 1235.42).
7. Refer to FSM 2409.19, chapter 50 for responsibilities pertaining to the Timber Sale Pipeline Restoration Fund.
8. Refer to FSM 2409.19, chapter 70 for responsibilities pertaining to the Salvage Sale Program.

**2404.13 - Associate Deputy Chief for National Forest System**

Responsibilities of the Associate Deputy Chief for the National Forest System with the functional responsibility for forest management include:

1. Serve as Forest Service non-procurement Suspending or Debarring Official (FSM 1235.51).
2. Maintain relationships with the public and organizations that have concerns about forest resource management on a national basis. Keep abreast of nationwide public attitudes and desires regarding the Agency's forest management program.
3. Provide guidance for and supervision of the Washington Office, Director, Forest Management, in administering National Forest management programs, including Healthy Forests Restoration Act (HFRA) projects, stewardship end results projects and projects implemented using good neighbor authority.
4. Review, advise, and approve or disapprove policies, programs, and regulations proposed by Washington Office, Director, Forest Management, as directed by the Deputy Chief for the National Forest System.

**2404.14 - Washington Office, Director, Forest Management**

In addition to the responsibilities addressed at FSM 1235.6, responsibilities of the Washington Office, Director, Forest Management include:

1. Maintain relationships with the public and organizations that have concerns about forest resource management on a national basis. Keep abreast of nationwide public attitudes and desires regarding the Agency's forest management program.
2. Maintain coordination with other Washington Office Directors overseeing programs that may affect or be affected by forest management activities.

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3. Maintain coordination among the Regions for major forest management activities, including HFRA, stewardship projects, and the good neighbor authority, through national meetings, committees, correspondence, and staff advice.
4. Approve timber sales and stewardship contracts exceeding the authority of the Regional Forester.
5. Assist Regions in clearly identifying needs and opportunities for the management of forest resources including the use of new authorities and tools as they become available.
6. Recommend, as appropriate, objectives and priorities for Regional forest management activities, stewardship projects, and good neighbor authority projects.
7. Authorize advertisement of a timber sale contract when the NEPA decision is the subject of litigation, as appropriate (FSM 2432.31).
8. Conduct monitoring, field reviews, functional assistance trips, and audits of forest management activities, including timber sale, stewardship and good neighbor authority projects, to ensure forest resource management and the resulting effects of the activities on other resources meet national policy requirements. Conduct activity reviews to evaluate forest management activities (FSM 1410).
9. Maintain national systems supporting information needed for forest management at all levels in the Forest Service and ensure these systems are used as the official source of information pertaining to the status and condition of the forest management program (FSM 2490).
10. Cancel, partially cancel, or unilaterally modify timber sale contracts, as appropriate (36 CFR 223.116 (a)(5)).
11. Issue national special provisions for timber sale and integrated resource timber contracts.
12. Establish certification standards to ensure employees administering timber sales are thoroughly trained and tested.
13. Recommend revisions of Forest Service manuals and handbooks to the Associate Deputy Chief of National Forest System.
14. Approve changes to contract forms and special provisions needed to stay current with legislation, policy changes, and court decisions.
15. Act on behalf of the Chief in timber sale contract administration related matters.
16. Authorize Contracting Officers to cancel timber sales where the physical damage to roads is so great that repair is not practicable (FSM 2461).

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17. Approve, for those sales requiring approval by the Chief, a reduction of the minimum time to advertise the sale of National Forest timber in areas damaged by major disaster as designated by the President, to 7 days (FSM 2461).
18. Review all proposed Region recurring special provisions for timber sale and stewardship contracts prior to issuance by the Regional Forester. Upon request of a Regional Forester review nonrecurring special provisions.
19. Provide training and informational tools to Regional staffs on national policies and programs addressed in the 2400 Timber Management series of directives.

**2404.14a - Washington Office, Director, Forest Management, Responsibilities for the Timber Sale Pipeline Restoration Fund`**

Refer to FSH 2409.19, chapter 50.

**2404.14b - Washington Office, Director, Forest Management, Responsibilities for the Salvage Sale Program**

Refer to FSH 2409.19, chapter 70.

**2404.15 - Regional Forester**

**2404.15a - Regional Forester Responsibilities for Management of Timber Sale Program**

Responsibilities of each Regional Forester for general management of the timber sale program within the Region include:

1. Prescribe and oversee implementation of the Region's objectives, policies, and responsibilities for all major aspects of forest resource management, including projects implemented under the Healthy Forests Restoration Act (HFRA), and stewardship and good neighbor authorities.
2. Develop standards and provide for consistency and coordination among Forests and adjacent Regions in meeting forest resource management objectives and targets.
3. Establish management direction (objectives, standards, and policies) that ensures integration of forest resource objectives with other Regional programs and Forest's land management plans.
4. Maintain communication with individuals and organizations interested in management of forest resources within the Region.
5. Oversee coordination of Forest's resource management programs with State and county agencies and encourage individuals and organizations to become involved in resource management activities, including HFRA, stewardship and good neighbor projects.

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6. Provide training and technical assistance to Forest Supervisors to ensure forest resource management expertise is available at the Forest level.
7. Ensure necessary environmental analysis and documentation occurs on all timber sales including actions to implement project decisions thru the use of authorizations from legislation (including Healthy Forests Restoration Act, Stewardship Contracting, or Good Neighbor Authority). Utilization of these authorities in project decision documents are within the Regional Forester's authority to approve.
8. Provide for monitoring, field reviews, functional assistance trips, and audits of Forest's resource management activities, including HFRA, stewardship, and good neighbor projects to ensure forest resource needs and resulting effects of the activities on other resources meet the national and Region's policy requirements. Schedule activity reviews to evaluate forest management activities (FSM 1410).
9. Delegate authority to approve sale project plans (FSM 2404.21, paragraph 1), ensure coordination of the sale project (FSM 2404.21, paragraph 2), serve as the deciding officer for NEPA decisions (FSM 2404.21, paragraph 3), and to sell and dispose of National Forest System timber and forest products (FSM 2404.21, paragraph 4, and FSM 2404.28).
10. Cancel timber sale contracts under the Regional Forester's authority (36 CFR 223.116 (a)(1) through (4)). Refer cases to cancel, partially cancel, or unilaterally modify timber sale contracts reserved under the Chief's authority (36 CFR 223.116 (a)(5)) to the Washington Office, Director, Forest Management.
11. Enter into a Master Good Neighbor Agreement (FS-1500-36a) or Good Neighbor Agreement (FS-1500-36) with a State agency. Authority to enter into good neighbor agreements follows the same delegation of signatory authority as all other Grants and Agreements (G&A) instruments (FSM 1580).
12. Establish and maintain a Regional timber sale schedule, which lists proposed timber sales, including when available and pertinent, road activities for the upcoming 5 fiscal years. Ensure this schedule is available for public review.
13. Ensure, as appropriate, that sale offerings are scheduled so that approximately 75 percent of the volume in the Region's timber sale program is offered by the end of the third quarter of each fiscal year.
14. Provide guidance to Forest Supervisors to ensure the timber sale program is operating in a cost-efficient manner. This includes encouraging the use of the full range of tools including timber sales, stewardship end results contracts (FSH 2409.19, ch. 60), good neighbor authority (FSH 2409.19, ch. 80), and designation by prescription (FSM 2440) where appropriate.



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15. Establish minimum rates by species or species groups and by classes of material higher than the rates established in FSM 2431.31, if market conditions indicate higher rates are justified.
16. Set the minimum charge for small sales at a higher rate than the minimum charge established in FSM 2431.34, if needed, to offset the administrative costs of small sales.
17. Invoke measures to control skewed bidding if bidding patterns indicate skewed bids may exist in specific market areas or the Region in general (FSM 2431.41). Notify affected industry if alternative standards are proposed.
18. Support and maintain national information tracking systems pertaining to the Region (FSM 2490).
19. Submit appropriate recommendations to the Washington Office, Director, Forest Management for approval to specify the use of sealed bids or a mix of bidding methods in areas where there is reasonable belief collusive or noncompetitive bidding may be occurring (FSM 2404.23).
20. Establish utilization standards for sawtimber and other forest products (FSH 1909.12, sec. 64.34).

**2404.15b - Regional Forester Responsibilities for Presale Preparation**

Responsibilities of each Regional Forester for presale preparation within the Region include:

1. Provide instructions and ensure personnel who plan and prepare timber sales are trained in financial efficiency and economic efficiency analysis, integrated logging systems and transportation analysis.
2. Develop and maintain timber sale preparation standards and criteria and maintain a consistent and timely quality control program for sale layout.
3. Develop criteria for the use of advance road construction funds and contributed funds.
4. Develop and administer a bid monitoring system for the purpose of detecting collusive or noncompetitive bidding patterns.
5. Authorize rejecting all bids for any timber sale when it is in the interest of the Government and there is a logical, rational basis to do so. Refer cases for such rejection of all bids to the Washington Office, Director, Forest Management if the project has been litigated.
6. Establish additional criteria for advertisement of timber sales as needed to address conditions within the Region.

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7. Issue Regional special provisions for timber sale and stewardship contracts after review and concurrence of Washington Office, Director, Forest Management (FSM 2404.14). This authority may not be delegated below the Regional Forester.
8. Make decisions concerning material mistakes in bids (FSH 2409.18, sec. 63).

**2404.15c - Regional Forester Responsibilities for Non-Procurement Debarment and Suspension**

Responsibilities of each Regional Forester for non-procurement suspension and debarment activities within the Region include:

1. Review suspension and debarment referrals received from a Forest Supervisor.
2. Refer all cases to the Suspending or Debarring Official (FSH 2409.18a, sec. 04.4) with a recommendation for a proposed action.
3. Coordinate referrals with the Regional Special Agent-in-Charge to determine whether the respondent is under investigation and to ensure all appropriate documentation is included in the referral record (FSH 2409.18a, sec. 04.4).
4. Notify the Suspending or Debarring Official of ongoing investigations or legal proceedings against persons proposed for debarment or suspension as soon as possible so the Suspending or Debarring Official can facilitate the appropriate administrative action and alert the Office of the General Counsel (OGC) attorneys to begin coordination efforts with the prosecuting attorneys (FSH 2409.18a, sec. 04.4).

**2404.15d - Regional Forester Responsibilities for Timber Sale Pipeline Restoration Fund**

Refer to FSH 2409.19, chapter 50.

**2404.15e - Regional Forester Responsibilities for Salvage Sale Program**

Refer to FSH 2409.19, chapter 70.

**2404.15f - Regional Forester Responsibilities for Programs with the Small Business Administration**

Refer to FSM 2439.04c.

**2404.15g - Regional Forester Responsibilities for Timber Sale Contract Administration**

It is the responsibility of the Regional Forester to:

1. Designate qualified individuals by name as certified Contracting Officers for timber sales (FSM 2404.21) using the following contract forms:

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- a. FS-2400-6, and FS-2400-6T, Timber Sale Contract;
  - b. FS-2400-13 and FS-2400-13T, Integrated Resource Timber Contract;
  - c. FS-2400-3S and FS-2400-3T, Timber Sale Contract; and
  - d. FS-2400-3P Forest Products Contract.
2. Establish certification programs in coordination with other Regions to ensure employees assigned to timber sale contract administration and forest products financial management are competent and qualified to administer contracts commonly in use within the Region and to meet national standards (FSM 2452.49).
  3. Cancel a timber sale based on the Contracting Officer's recommendation or authorize the Contracting Officer to cancel a timber sale, except when such authority is reserved for the Chief (36 CFR 223.116).
  4. Develop minimum standards for frequency of inspections of timber sales.
  5. Ensure the Forest Products Financial System (FPFS) is operating effectively within the Region and meets program needs.
  6. Ensure cut-off dates for monthly scale reports are established.
  7. Ensure problems with FPFS are identified, documented and promptly reported for resolution to the Washington Office, Director, Financial Management.
  8. Ensure frequency standards for performing truck checks are developed.
  9. Ensure procedures for verifying accuracy of volume added to tree measurement sales are established.
  10. Ensure proof of authorization to transport logs is required. Regional Foresters in Southern Region (R8) and Eastern Region (R9) may exempt this requirement for logs from tree measurement sales.

**2404.15h - Regional Forester Responsibilities for Uses of Timber Other Than Commercial Sales**

It is the responsibility of the Regional Forester to:

1. Approve, for those sales requiring approval by the Chief, a reduction of the minimum time to advertise the sale of National Forest timber in areas damaged by major disaster as designated by the President, to 7 days (FSM 2461).
2. Acting on the advice of the Regional Attorney, delegate to the appropriate Contracting Officers the authority to sell and dispose of seized material (FSM 2466).

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3. Develop appraisal and sale procedures, including defining the conditions of sale for special forest products and forest botanical products (FSM 2467).
4. Enter into good neighbor agreements and contracts with a Governor or the designated representative from a State, county, or Indian tribe. Good neighbor agreements may be executed by a Regional Forester or a Forest Supervisor with delegated authority to sign G&A instruments (FSM 1580).

**2404.15i - Regional Forester Responsibilities for Cooperative and Federal Sustained Use Units**

1. Conduct periodic evaluation of Federal sustained-yield units and provide the Chief with recommendations for their continuance or discontinuance.
2. Prepare a statement of policy when recommending a unit for continuance.
3. The Regional Foresters, Southwestern Region (R3), Pacific Southwest Region (R5) and Pacific Northwest Region (R6), have the authority and responsibility to designate an entity as a responsible operator on a Federal sustained-yield unit by letter.

Refer to FSM 2411 for general direction pertaining to cooperative and Federal sustained-yield units.

**2404.16 - Forest Supervisor**

**2404.16a - Forest Supervisor Responsibilities for Management of Timber Sale Program**

Responsibilities of each Forest Supervisor for general management of the timber sale program on the Forest include:

1. Provide management direction (objectives, standards, and policies) that ensures the integration of forest resource objectives into programs and projects at the Ranger District level, and integration of forest resource management programs with other resource management programs in developing and implementing the Forest land management plan.
2. Operate the timber sale program in the most cost-efficient manner practicable within applicable standards and guidelines.
3. Establish, maintain, and update the Forest's timber sale implementation schedule including listing proposed sales scheduled in each year for a period of at least 5 years. When available and pertinent, include associated road construction and reconstruction activities.
4. Issue timber sale program announcements every 6 months of the fiscal year to interested parties who have displayed special interest in the Forest's timber sale programs (FSM 2431.7), except to suspended or debarred persons (FSH 2409.18a).

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5. Maintain communication with individuals and organizations with concerns about local forest management. Ensure public notice of decisions affecting the Forest's resource activities implemented under the Forest Supervisor's authority (36 CFR part 220 and FSH 1909.15).
6. Oversee coordination of Forest- and project-level plans with State and county agencies and encourage involvement by local individuals and organizations in the design and implementation of the Forest's resource management activities, giving the public an opportunity to participate in solving resource management problems.
7. Establish standard rates by District, Forest, or appraisal zone for sale conditions that do not justify a detailed appraisal and update these rates annually by Forest supplement to (FSM 2431.33).
8. Coordinate firewood and special forest product sales with the Bureau of Land Management or other Federal or State agencies in the local area.
9. Coordinate with the Region for training and technical assistance to District Rangers as needed to meet the need for staff expertise to properly implement resource management activities including projects implemented under the HFRA, stewardship authorities, and good neighbor authorities (FSH 2409.19).
10. Require use of the Timber Information Manager (TIM) data for resource coordination and the Forest's resource programs, project interdisciplinary planning, design, and management. Establish the minimum information requirements necessary to meet program and project management needs on the Forest. Require verification of the accuracy of data entered into the system.
11. Ensure necessary environmental analysis and documentation occurs on all timber sale, HFRA, stewardship, or good neighbor authority project decisions that are within the Forest Supervisor's authority to approve.
12. Oversee monitoring, field reviews, functional assistance trips, and audits of the Forest's resource management activities including HFRA, stewardship and good neighbor authority projects to ensure forest resource needs and resulting effects of the activities on other resources meet Regional and Forest-level policy requirements. Schedule activity reviews to evaluate resource management activities (FSM 1410).
13. Delegate authority to approve sale project plans (FSM 2404.21, paragraph 1), ensure coordination of the sale project (FSM 2404.21, paragraph 2), serve as the deciding officer for NEPA decisions (FSM 2404.21, paragraph 3), and sell and dispose of National Forest System timber and forest products (FSM 2404.21, paragraph 4, and FSM 2404.28).

**2404.16b - Forest Supervisor Responsibilities for Presale Preparation**

Responsibilities of each Forest Supervisor for presale preparation activities on the Forest include:

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1. Ensure sale planners consider financial, economic, and environmental effects in the environmental analysis and sale preparation processes. Document determinations regarding project feasibility and the prudent investment of funds in the proposal development of a timber sale project (Gate 1, FSM 2432.1).
2. Ensure the full range of tools available for preparing sales in a cost-effective manner are considered including stewardship end results contracts, good neighbor authority, designation by prescription and virtual boundaries.
3. Ensure bidding patterns are monitored and report less than normal competition, suspected collusive bidding (FSH 2409.18, sec. 68.1), or skewed bidding (FSM 2431.42).
4. Ensure District Rangers have available staff or access to qualified sale preparation personnel meeting necessary certifications, to perform preparation activities in a cost-efficient manner.
5. Establish special direction or procedures necessary for timber sale preparation in Forest supplements to directives.
6. Delegate in writing timber sale authorities set out in section 2404.21 to named individuals, District Rangers, or qualified District staff.
7. Review the components of timber sale packages on a sample basis to ensure the quality of presale work, including but not limited to: proposal development (Gate 1), financial or economic efficiency analyses, sale area improvement plan, slash disposal plan, cruise plan, check cruise, silvicultural prescriptions, environmental documentation, appraisal, timber sale report, bid, advertisement, prospectus, sample timber sale contract, sample road package contract, and field work.
8. Approve Gate 1 through Gate 4 (FSM 2432) certification forms within delegated authority.
9. Consult with the Regional Forester regarding proposed contract provisions that differ from approved national or Regional provisions.

**2404.16c - Forest Supervisor Responsibilities for Non-Procurement Debarment and Suspension**

Responsibilities of each Forest Supervisor for non-procurement suspension and debarment referrals from the Forest include:

1. Refer all cases to the Regional Forester for suspension and/or debarment with a recommendation for action when possible violations constituting cause for suspension or debarment are identified.

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2. Coordinate referrals with Forest Service Law Enforcement and Investigations (LEI) to determine whether the respondent is under investigation and to ensure all appropriate documentation is included in the referral record (FSH 2409.18a, sec. 13).
3. Notify the Suspending or Debarring Official through the Regional Forester of ongoing investigations or legal proceedings against persons proposed for debarment or suspension as soon as possible so the Suspending or Debarring Official can facilitate the appropriate administrative action and alert the Office of the General Counsel (OGC) attorneys to begin coordination efforts with the prosecuting attorneys (FSH 2409.18a, sec. 13).

**2404.16d - Forest Supervisor Responsibilities for Timber Sale Pipeline Restoration Fund**

Refer to FSH 2409.19, chapter 50.

**2404.16e - Forest Supervisor Responsibilities for Salvage Sale Program**

Refer to FSH 2409.19, chapter 70.

**2404.16f - Forest Supervisor Responsibilities for Programs with the Small Business Administration**

Refer to FSM 2439.04d.

**2404.16g - Forest Supervisor Responsibilities for Timber Sale Contract Administration**

It is the responsibility of the Forest Supervisor to:

1. Designate qualified individuals by name as certified Contracting Officers for timber sales (FSM 2404.21) using contract Forms:
  - a. FS-2400-4, Forest Products Contract and Cash Receipt; and
  - b. FS-2400-2, Contract, Sale of Decked Timber.
2. Support the Regional sale administrator certification program and ensure employees assigned to administer and provide accounting activities for timber sale contracts or permits meet or exceed the standards in FSM 2452.4.
3. Approve scaling locations (FSM 2443.04c).
4. Refer cases to cancel, partially cancel, or unilaterally modify timber sale contracts reserved under the Chief's authority (36 CFR 223.116(a)(5)) to the Washington Office, Director, Forest Management, through the Regional Forester.
5. Assign responsibility for financial management of timber sale and stewardship related receipts to qualified employees within their unit. This will usually be to employees in the Forest Management staff in the Forest Supervisor's office, with other specified financial

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duties assigned to sale administrators and financial management employees on ranger districts. Each Forest Supervisor is responsible for organizing the tasks in a way to best meet their needs and for complying with the requirements for the FPFS.

6. Ensure the Regional FPFS coordinator is promptly notified of any problems with FPFS.
7. Ensure updates, reports, and month-end closures are scheduled early enough in the month to allow 15 days for payment and still have collection in the same month (FSH 2409.15, sec. 40.3, ch. 40).
8. Ensure basic contract data provided by the Districts is complete and accurate.

**2404.16h - Forest Supervisor Responsibilities for Uses of Timber Other Than Commercial Timber Sales**

It is the responsibility of the Forest Supervisor to:

1. Authorize free administrative use in disaster areas, consistent with direction in FSH 2409.18, section 85.32
2. Recommend to the Regional Forester the advertisement of timber sales for 7 days in areas damaged by major disaster as designated by the President (FSH 2409.18, sec. 81.3).

**2404.17 - District Ranger**

**2404.17a - District Ranger Responsibilities for Management of Timber Sale Program**

Each District Ranger reports to the Forest Supervisor and is responsible for all forest resource management activities on the District, except for those responsibilities specifically reserved by the Forest Supervisor. Responsibilities for general management of the timber sale program on the District include:

1. Plan and implement resource management programs and projects including HFRA and stewardship and good neighbor authority projects that are responsive to the Forest's land management plan components. Integrate forest resource management programs with other resource management programs in developing and implementing the Forest land management plan.
2. Monitor and evaluate the Forest's land management plan resource management prescriptions to measure compliance with plan components, determine effects, and adjust subsequent management actions when needed.
3. Encourage local individuals and organizations to become involved in the management of forest resources. Provide public notice of decisions affecting resource management activities implemented under the District Ranger's authority (36 CFR part 215 and FSH 1909.15).



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4. Ensure the collection and maintenance of accurate information necessary to meet the Forest's resource programs and project management needs and to report resource management activities and their results (FSM 2490).
5. Ensure quality of work in all phases of resource management including HFRA, stewardship and good neighbor projects.
6. Ensure the necessary environmental analysis and documentation occurs for all timber sales, HFRA projects, stewardship projects, and good neighbor authority projects and the results of the analysis are available to the line officer with authority to dispose of the timber (FSM 2404.21).
7. Coordinate firewood and special forest product sales with the Bureau of Land Management or other Federal and State agencies in the local area.
8. Delegate authority to sell and dispose of National Forest System timber and forest products pursuant to sections 2404.21 and 2404.28.

**2404.17b - District Ranger Responsibilities for Presale Preparation**

It is the District Ranger's responsibility to:

1. Ensure financial efficiency and, when needed, economic efficiency analyses, are performed as required. Analyze timber sale alternatives for cost efficiency and conduct timber sale preparation activities using the least-cost methods of achieving the desired results. (2409.18, ch.10)
2. Coordinate and facilitate the area transportation planning process and set the direction for the type of development needed.
3. Ensure those responsible for sale layout have clear criteria, guidelines, and tools necessary to carry out the decision with respect to environmental, financial, and economic criteria.
4. Approve cruise plans, and when appropriate, the use of designation by prescription (FSM 2442.04c) and virtual boundaries (FSH 2409.12, sec. 71.22).
5. Make current checks on field layout personnel as necessary to maintain certifications and to:
  - a. Ensure activities are achieved at the least-cost;
  - b. Ensure environmental coordination with other resources;
  - c. Meet quality standards; and
  - d. Meet the time schedules involved to accomplish annual targets.

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6. Ensure timber sale packages include all the necessary fieldwork and paperwork required for environmental documentation for timber sales proposed on the District.
7. Monitor bidding patterns and report non-competitive bidding, suspected collusive bidding (FSH 2409.18, sec. 68.1, or skewed bidding (FSM 2431.42).
8. Approve the Gate 1 through Gate 4 certification forms within delegated authority.

**2404.17c - District Ranger Responsibilities for Non-Procurement Debarment and Suspension**

1. Promptly refer cases to the Forest Supervisor for suspension or debarment when possible violations that constitute cause for suspension or debarment are identified.
2. Coordinate referral cases with the Forest Service Law Enforcement Officer or Special Agent serving the area to determine whether the respondent is under investigation and to ensure all appropriate law enforcement documentation is included in the referral record.

**2404.17d - District Ranger Responsibilities for Timber Sale Pipeline Restoration Fund**

Refer to FSH 2409.19, chapter 50.

**2404.17e - District Ranger Responsibilities for Salvage Sale Program**

Refer to FSH 2409.19, chapter 70.

**2404.17f - District Ranger Responsibilities for Timber Sale Contract Administration**

It is the responsibility of the District Ranger to:

1. Perform the duties of the Forest Service Representative unless the Contracting Officer designates another Forest Service Representative and notifies the Purchaser in writing.
2. Designate qualified individuals as forest officers for permits approved under the District Ranger's authority (FSM 2404.21) including forms:
  - a. FS-2400-1, Forest Products Removal Permit and Cash Receipt, and
  - b. FS-2400-8, Forest Products Free Use Permit.
3. Support the Region's certification program and ensure employees assigned to administer and perform accounting activities for timber sale contracts or permits meet or exceed the standards in FSM 2452.4.
4. Assign responsibility for financial management of timber sale and stewardship related receipts to qualified employees within their organization. Forest products financial management is usually assigned to the Forest Management Staff in the Forest Supervisor's office, with other specified financial duties assigned to sale administration

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and financial management employees on Ranger Districts. Each District Ranger is responsible for organizing the tasks in a way to best meet their needs in accordance with direction from the Forest Supervisor and for complying with the requirements for the FPFS.

5. Ensure the Sale Administrator and Engineering Representative provide accurate, complete, and timely data to the Forest Products Resource Specialist for processing in the FPFS.
6. Ensure scale data and volume corrections are posted in FPFS monthly.
7. Refer cases to cancel, partially cancel, or unilaterally modify timber sale contracts reserved under Chief's authority (36 CFR 223.116(a)(5)) to the Washington Office, Director, Forest Management, through the Forest Supervisor and Regional Forester.

**2404.18 - Timber Sale Contracting Officers Responsibilities for Presale Preparation**

1. Review all bids and designations of apparent high bidders or best value offer. Consider circumstances of the bid opening and recommend rejection of all bids to Regional Foresters when it is rational and in the interest of the Government to do so.
2. Certify Gate 5 (Bid Opening) by signing the certification form generated by TIM (FSM 2432.56).
3. Review the qualifications of all bidders and award contracts (FSM 2432.62, Gate 6) as follows:
4. Award timber sale contracts to the highest qualified responsible bidder.
5. Award FS-2400-13/13T Integrated Resource Timber Contracts based on best value offer following the procedures in FSH 2409.19, chapter 60.
6. Re-offer sales that received no bids pursuant to procedures in FSM 2432.63.
7. Ensure persons who are currently suspended, debarred, or voluntarily excluded are removed from bidders lists and are not sent announcements of sale offerings.
8. Monitor timber sale bidding for instances of noncompetitive bidding or possible collusive behavior.
9. Notify the appropriate line officer of any expected deficiencies in trained sale administration personnel needed to meet the needs of current and upcoming timber sales.

**2404.2 - Delegation of Authority to Sell and Dispose of Timber and Forest Products**

Pursuant to the delegations by the Secretary at 7 CFR 2.60, the Chief has authority to act for the Secretary in the sale and disposal of timber and forest products. This section redelegates

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authority to the Washington Office, Director, Forest Management, and Forest Service line officers, subject to the reservations and limitations specified. For ease of reference, the maximum delegations are set forth in FSM 2404.28, Exhibit 01.

**2404.21 - Scope of Authority**

The granting of authority to sell and dispose of National Forest System timber and forest products is limited to the actual authorizations conferred to an individual by a line officer. The following five authorities associated with the disposal of timber and forest products may be redelegated below the Regional Forester level, only in writing, to a named individual and not to a position (FSM 2404.15, 2404.16, and 2404.17):

1. The authority to approve sale project plans, including the Sale Area Improvement (K-V) Plan, Salvage Sale Fund Plan, Brush Disposal and Collection Plan, the Gate 1-4 Certifications for the Timber Information Manager (FSM 2430), and the Timber Sale Implementation Plan (FSM 2430). These are a line officer's functions and may not be delegated below the District Ranger.
2. The authority and responsibility to ensure coordination of the sale project and sale implementation plan (FSM 2430). A line officer to whom authority and responsibility has been delegated to ensure coordination of the sale project may designate individual subordinates, by name and in writing, to act for that officer within the limits of the original delegation. This authority may be delegated to staff officers below the District Ranger.
3. The authority and responsibility to oversee and supervise the requisite environmental analysis and documentation pursuant to the National Environmental Policy Act (NEPA) and implementing regulations (40 CFR parts 1500-1508 and FSM 1950), and to serve as the deciding officer who signs and issues decisions that contain forest resource sale projects (NEPA decision authority). This is a line officer function and may not be delegated below the District Ranger.
4. The authority to select a bidding method for each sale and to award and enter into timber sale contracts (Contracting Officer authority) or to approve permits (Forest Officer authority). The Regional Forester shall delegate to qualified individuals the authority to award and administer timber sale and integrated resource timber contracts, and to approve permits. Such authority will be carried out in accordance with applicable authorities, including the authority to resolve disputes pursuant to the Contract Disputes Act (41 U.S.C. 7101, *et seq.*). The Forest Supervisor shall only delegate the authority to award and administer timber sale contracts or to approve permits up to the volumes and values specified in FSM 2408.28, Exhibit 01 for District Rangers. The District Ranger shall delegate authority to approve permits. All delegations must be to an individual named as Contracting Officer for contracts and Forest Officer for permits and not to a position.

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5. The authority to approve stewardship agreements (FSH 1509.11, ch. 70), or approve good neighbor agreement supplemental project agreements (FS-1500-36b) that include the sale or disposal of National Forest System forest products under the terms of the agreement. For all good neighbor agreements that include sale of Federal timber, the State timber sale instrument (agreement, contract, permit, and so forth) shall be reviewed by a timber sale Contracting Officer (consistent with appendix E of FS-1500-36 or FS-1500-36b) and approved by the responsible line officer prior to timber sale advertisement to ensure protection of the interests of the United States. This is a line officer function and may not be delegated below the District Ranger.

**2404.22 - Authority to Act on Behalf of a Designated Officer**

Subject to the limitations in FSM 2404.21 and consistent with direction in FSM 1231.3, subordinates may be designated to act in the absence of the line officer in the sale and disposal of timber and forest products. Each designation must be in writing and specify the:

1. Authorities to which the designation applies (FSM 2404.21);
2. Period during which the designation is effective;
3. Timber sale and disposal activities included in the designation;
4. Kinds of material included; and
5. Maximum value or volume that may be approved in any one transaction.

In the short-term absence (2 weeks or less) of the designated Contracting Officer, the Forest Service Representative may be designated as the Contracting Officer for the administration of the contract unless that delegation has been given to an alternate Contracting Officer following the procedures in FSM 2404.21. Include this information in the letter to the Purchaser when designating the Forest Service Representative by name. The signature of a Forest Service Representative performing the duties reserved for the Contracting Officer must appear over the title of “Contracting officer”. The authority for the designated Contracting Officer to designate the Forest Service Representative as the Contracting Officer during short-term absences must be stated in the Regional Forester’s letter designating the Contracting Officer.

In the long-term absence (greater than 2 weeks) of the designated Contracting Officer, a replacement Contracting Officer shall be delegated authority following the procedures in FSM 2404.21.

**2404.23 - Washington Office, Director, Forest Management**

The Washington Office, Director, Forest Management, is authorized:

1. To award and enter into timber sale contracts whose values or volumes exceed the authority granted to a Regional Forester as shown in FSM 2404.28, Exhibit 01. In the absence of the Director, an Associate Deputy Chief or the Deputy Chief for the National

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Forest System, the Associate Chief, or the Chief must approve such a sale. This authority includes the authority to select bidding methods, re-determine rates, enter into contract modifications, designate Contracting Officers for sales made under the Chief's authority, and conduct related timber sale business.

2. On a case-by-case basis, delegate to the Regional Forester or to a named Contracting Officer, the authority to award and enter into a timber sale contract, integrated resource timber contract, or stewardship agreement whose value or volume exceeds the authority granted to the Regional Forester in FSM 2404.28, Exhibit 01.
3. To exercise the authority of the Chief at 36 CFR 223.88 to specify bidding methods on any Forest Service timber sale contract in any area where evidence indicates collusive behavior or where non-competitive bidding practices may be occurring. This authority includes specifying a mix of sealed and oral auction bidding in these situations and concurring in proposed changes in historic bidding methods put forward by the Regional Foresters under other circumstances. This authority may not be re-delegated.
4. To exercise the authority of the Chief at 36 CFR 223.116(b) to cancel, partially cancel, or unilaterally modify contracts when operations would result in serious environmental degradation or resource damage (36 CFR 223.116 (a)(5)).

**2404.24 - Regional Foresters**

1. General Delegations. Each Regional Forester is granted the authority to sell and dispose of timber in the volumes and values shown in FSM 2404.28, Exhibit 01. By official correspondence to a named individual, each Regional Forester shall delegate to qualified Forest Supervisors the authority to sell and dispose of timber within the following volume and value limitations:
  - a. Free Use:
    - (1) Up to \$10,000 during times of emergencies (as determined by the Regional Forester) (36 CFR 223.8).
    - (2) Up to \$5000 for owners of certain mining claims as set forth in 36 CFR 223.9.
    - (3) In the Alaska Region (R10), up to 10,000 board feet of sawtimber and 25 cords of wood, or an equivalent amount in other forms (36 CFR 223.10).
  - b. Seized Timber: Amount delegated on a case-by-case basis (36 CFR 223.3).
2. Amounts in Excess of the Station Director's Sale Authority. The Regional Forester, with the concurrence of the station director, may delegate to the Forest Supervisor authority to enter into sales for amounts in excess of the station director's sale authority from experimental forests within the National Forest boundary.

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3. Federal Sustained-Yield Units. Regional Foresters with Federal Sustained-Yield Units are delegated authority to designate approved responsible operators (AROs). This authority may be redelegated to Forest Supervisors for sales other than sawtimber (sawlogs).
4. Delegation of Contracting Officers. Regional Foresters may delegate authority to qualified individuals at the Regional or Forest level, both line and staff positions, to award and administer timber sale contracts using forms FS-2400-6, FS-2400-6T, FS-2400-3S, FS-2400-3P, FS-2400-3T, FS-2400-4, and FS-2400-2, and stewardship contracts using integrated resource timber contract forms FS-2400-13 and FS-2400-13T pursuant to the Contract Disputes Act. Such a delegation as Contracting Officer must be made to a named individual in official correspondence for a specific contract or set of contracts. The delegation may not be made to a position or issued in a Regional supplement to the Forest Service Manual. The individual designated shall meet the minimum requirements stated in FSM 2452.41. In a case where the same individual executes line and contract authorities, it is critical to specify under which authority the individual is to carry out a given action (FSM 2404.21).
5. Delegation of Authority to Dispose of Timber or Forest Products in Stewardship Contracts and Stewardship Agreements. Regional Foresters may delegate authority to qualified individuals at the Regional or Forest level, both line and staff positions, to dispose of timber on stewardship contracts and stewardship agreements using the integrated resource service contract or stewardship agreement formats. Such delegation must be made to a named individual in official correspondence for a specific contract or set of contracts. The delegation may not be made to a position or issued in a regional supplement to the Forest Service Manual.
6. Delegation of Authority to Dispose of Timber or Forest Products in Good Neighbor Authority Agreements. Regional Foresters may delegate authority to qualified individuals at the Regional or Forest level, either line or staff positions, to dispose of timber in good neighbor authority agreements using good neighbor agreement form FS-1500-36 or supplemental project agreement form FS-1500-36b. Such delegation must be made to a named individual in official correspondence for a specific good neighbor agreement or supplemental project agreement or group of supplemental project agreements. The delegation may not be made to a position or issued in a Regional supplement to the Forest Service Manual.

### 2404.25 - Forest Supervisors

Consistent with the authority delegated by the Regional Forester, Forest Supervisors shall issue supplemental direction to section 2404.28, exhibit 01 to redelegate to District Rangers, or by official correspondence to a named individual, the authority to approve disposal of timber within the volume and value limitations shown in section 2404.28, exhibit 01 and the following:

1. Free Use. Notwithstanding section 2404.28, exhibit 01, when authorized in their delegation of authority from the Regional Forester, Forest Supervisors may redelegate

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authority to authorize free use of timber in amounts up to \$5000 during times of emergencies (36 CFR 223.8) and up to \$5000 for owners of certain mining claims as set forth in 36 CFR 223.9. If delegated by the Regional Forester, Forest Supervisors in Alaska Region (R10) may redelegate up to 10,000 board feet of sawtimber and 25 cords of wood, or an equivalent amount in other forms (36 CFR 223.10).

2. Seized Timber. If delegated by the Regional Forester, Forest Supervisors may redelegate the amount on a case-by-case basis (36 CFR 223.3).
3. Delegation of Contracting Officers. Forest supervisors may delegate authority to qualified individuals at the District level, both line and staff positions, to award and administer timber sale contracts and must use forms FS 2400-4 and FS 2400-2 pursuant to the Contract Disputes Act. A delegation to serve as Contracting Officer shall be made by official correspondence to a named individual, for a specific contract or set of contracts. The delegation shall not be made to a position or issued in a Regional supplement to the Forest Service Manual. The individual designated shall meet the minimum requirements stated in FSM 2452.41, except as provided in FSM 2404.26. In a case where the same individual executes line and contract authorities, it is critical to specify under which authority the individual is to carry out a given action (FSM 2404.21).

### **2404.25a - District Rangers**

Consistent with the authority delegated by the Forest Supervisor, District Rangers shall redelegate the authority to approve disposal of timber within the following volume and value limitations:

1. Free Use. If delegated by the Forest Supervisor, District Rangers in the Alaska Region (R10) may redelegate up to 10,000 board feet of sawtimber and 25 cords of wood, or an equivalent amount in other forms (36 CFR 223.10).
2. Delegation of Forest Officers. District Rangers may delegate authority to qualified individuals at the District level to approve permits on forms FS-2400-1 and FS-2400-8. A delegation to serve as Forest Officer shall be made by official correspondence to a named individual, for a specific permit or set of permits. The delegation may not be made to a position or issued in a Regional supplement to the Forest Service Manual. The individual designated shall meet the minimum requirements stated in FSM 2452.4.

### **2404.26 - Contracting Officers**

Timber sale Contracting Officers have the authority to carry out all activities associated with awarding and administering timber sale contracts, and stewardship contracts determined to be contracts for the sale of property, pursuant to the limits of their delegated authority as specified by the Regional Forester for Regional and Forest Contracting Officers (FSM 2404.24), and by the Forest Supervisor for District level Contracting Officers (FSM 2404.25). Delegations must be by letter to a named individual (FSM 2404.24 and 2404.25).



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The Contracting Officer for a procurement contract (FSM 6301.3) or integrated resource service contract has authority to dispose of National Forest timber and forest products when disposal of such products is included as part of a procurement stewardship contract up to the limits specified by the Regional Forester. Delegation must be done by letter from the Regional Forester outlining stewardship contracting authority and responsibility for the sale and disposal of timber and forest products (FSH 2409.19, ch. 60).

**2404.27 - Station Directors**

Authority for the sale and disposal of timber and forest products by contract or permit includes commercial sales, administrative sales, innocent trespass sales, and administrative free use (FSM 2404.28, Exhibit 01).

**2404.28 - Specific Delegations of Timber Sale and Disposal Authority**

Exhibit 01 lists the maximum size or value of sales and other disposals by type, Forest Service Region, and officer. Regional Foresters and Forest Supervisors shall redelegate authorities to subordinate positions on specific units. Do not use supplements to this manual to issue delegations to named individuals; official correspondence shall be used for such delegations. Regional Foresters may delegate authorities that exceed the amount authorized in Exhibit 01 to named individuals for specific sales.

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**2404.28 - Exhibit 01**

**Delegated Authority to Sell and Dispose of National Forest Timber and Forest Products**

<b>Type of Disposal and Legal Authority</b>	<b>Delegated Officer <sup>1/</sup></b>	<b>Maximum Level of Approved Authority (Volume or Value Reference)</b>	<b>Policy Reference</b>
<b>Commercial Sales</b> 36 CFR 223.1 7 CFR 2.60 16 U.S.C. 2104 Note		CCF <sup>2/</sup>	FSM 2431
	Regional Forester	100,000	
	Forest Supervisor	50,000	
	District Ranger	5,000	
	Station Director	200	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Integrated Resource Timber Sales (IRTC)</b> 36 CFR 223.1 7 CFR 2.60 16 U.S.C. 2104 Note		CCF <sup>2/</sup>	FSM 2431
	Regional Forester	100,000	
	Forest Supervisor	50,000	
	District Ranger	5,000	
	Station Director	200	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Integrated Resources Service Contracts (IRSC)</b> 36 CFR 223.2 36 CFR 223.12 16 U.S.C. 2104 Note		CCF <sup>2/3/</sup>	FSH 2409.19
	Regional Forester	100,000	
	Forest Supervisor	50,000	
	District Ranger	5,000	
	Station Director	200	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Stewardship Agreements</b> 36 CFR 223.2 36 CFR 223.12 16 U.S.C. 2104 Note		CCF <sup>2/3/</sup>	FSH 2409.19
	Regional Forester	100,000	
	Forest Supervisor	50,000	
	District Ranger	5,000	
	Station Director	200	
	Director, WO-FM	Volume or Value Exceeding RF Authority	

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<b>Type of Disposal And Legal Authority</b>	<b>Delegated Officer <sup>1/</sup></b>	<b>Maximum Level of Approved Authority (Volume or Value Reference)</b>	<b>Policy Reference</b>
<b>Good Neighbor Authority Agreements</b> Agricultural Act of 2014, Pub. L. 113-79, section 8206		CCF <sup>2/</sup>	FSM 2404.21
	Regional Forester	100,000	
	Forest Supervisor	50,000	
	District Ranger	5,000	
	Station Director	200	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Administrative Use Sales</b> 36 CFR 223.2 7 CFR 2.60		CCF <sup>2/</sup>	FSM 2453
	Regional Forester	100,000	
	Forest Supervisor	5,000	
	District Ranger	500	
	Station Director	200	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Special Forest Product Sales</b> 36 CFR 223.1 7 CFR 2.60		\$ Advertised Value	FSM 2467
	Regional Forester <sup>4/</sup>	\$100,000	
	Forest Supervisor	As Delegated	
	District Ranger	\$10,000	
	Station Director	\$2,000	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Free Use</b> 36 CFR 223.5-.10 7 CFR 2.60		\$ Value Per Individual Per Fiscal Year <sup>3/</sup>	FSM 2462
	Regional Forester <sup>4/</sup>	\$10,000	
	Forest Supervisor	\$5,000	
	District Ranger	\$200	
	Station Director	None	
	Director, WO-FM	Volume of Value Exceeding RF Authority	

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<b>Type of Disposal and Legal Authority</b>	<b>Delegated Officer <sup>1/</sup></b>	<b>Maximum Level of Approved Authority (Volume or Value Reference)</b>	<b>Policy Reference</b>
<b>Federal Free Use</b> 36 CFR 223.11 7 CFR 2.60		\$ Appraised Value <sup>3/</sup>	FSM 2462
	Regional Forester	\$10,000	
	Forest Supervisor <sup>8/</sup>	As Delegated	
	District Ranger	None	
	Station Director	None	
	Director, WO-FM	Volume of Value Exceeding RF Authority	
<b>Administrative Free Use</b> 36 CFR 223.2 7 CFR 2.60		CCF <sup>2/</sup>	FSM 2463
	Regional Forester	5,000	
	Forest Supervisor <sup>8/</sup>	As Delegated	
	District Ranger	200	
	Station Director	40	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Free Use for Federally Recognized Tribes</b> 36 CFR 223.15		\$ Value Per Federally Recognized Tribe Per Fiscal Year	FSM 2462 FSH 2409.18, chapter 80
	Regional Forester	\$100,000	
	Forest Supervisor	\$50,000	
	District Ranger	\$25,000	
	Forest Officer	\$25,000	
	Director, WO-FM	Value exceeding RF Authority	
<b>Settlement Sales</b> 36 CFR 223.12 7 CFR 2.60		CCF <sup>2/</sup>	FSM 2464
	Regional Forester	5,000	
	Forest Supervisor <sup>8/</sup>	As Delegated	
	District Ranger	200	
	Station Director	40	
	Director, WO-FM	Volume or Value Exceeding RF Authority	

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<b>Type of Disposal and Legal Authority</b>	<b>Delegated Officer <sup>1/</sup></b>	<b>Maximum Level of Approved Authority (Volume or Value Reference)</b>	<b>Policy Reference</b>
<b>Exchange Timber Sales</b> 36 CFR 223.4 36 CFR 223.14 7 CFR 2.60		CCF <sup>2/</sup>	FSM 2465
	Regional Forester	100,000	
	Forest Supervisor	5,000	
	District Ranger	None	
	Station Director	None	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Seized Timber Sales</b> 36 CFR 223.3 7 CFR 2.60		CCF <sup>2/9/</sup>	FSM 2466 FSM 2469
	Regional Forester	10,000	
	Forest Supervisor <sup>8/</sup>	As Delegated	
	District Ranger <sup>8/</sup>	As Delegated	
	Station Director	None	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Innocent Trespass Timber Sales</b> 36 CFR 223.1 36 CFR 223.3 7 CFR 2.60		\$ Appraised Value <sup>8/</sup>	FSM 2466
	Regional Forester	No Limit	
	Forest Supervisor	\$10,000	
	District Ranger	\$500	
	Station Director	None	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Cooperative and Federal Sustained-Yield Unit Sales</b> 36 CFR 223.117 7 CFR 2.60		CCF <sup>2/</sup>	FSM 2468
	Regional Forester <sup>10/</sup>	100,000	
	Forest Supervisor	50,000	
	District Ranger	5,000	
	Station Director	None	
	Director, WO-FM	Volume or Value Exceeding RF Authority	
<b>Timber Property Sales</b> 36 CFR 223.1 7 CFR 2.60		CCF <sup>2/</sup>	FSM 2466 FSM 2469 FSH 2409.18
	Regional Forester	10,000	
	Forest Supervisor	As Delegated	
	District Ranger	As Delegated	
	Station Director	None	
	Director, WO-FM	Volume or Value Exceeding RF Authority	

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- 1/ Refer to FSM 2404.21, paragraphs 1 through 5 for the five separate authorities that may be delegated to individuals. In making delegations, line officers may not exceed the volumes and values in this exhibit unless otherwise delegated in writing.
- 2/ Volumes shown in hundred cubic feet (CCF) may be interpreted to mean an equivalent amount in thousands of board feet (MBF), hundred cubic meters (CCM) or tons.
- 3/ As part of the project approval process, Regional Foresters shall authorize specific volume limit delegations for the sale or disposal of timber and forest products. Delegations must be based on the experience and qualifications of the assigned Contracting Officer. Sale and Disposal of timber and forest products should be accomplished in a single task order, if possible.
- 4/ Regional Forester, Alaska Region (R10), is delegated 10,000 board feet of sawtimber and 25 cords of wood, or an equivalent amount in other forms and may redelegate up to this amount to Forest Supervisors and District Rangers.
- 5/ Amounts listed are restricted by regulation (36 CFR 223.8).
- 6/ May be increased to \$10,000 by Regional Forester in times of emergency, and Regional Forester may delegate up to \$5000 for certain mining claims (36 CFR 223.9).
- 7/ If delegated by Regional Forester, forest supervisor may redelegate up to \$10,000 in times of emergency and up to \$5,000 for certain mining claims (36 CFR 223.9).
- 8/ Amount delegated on a case-by-case basis by the Regional Forester.
- 9/ If advertisement is impractical, sales of material with an appraised value of less than \$10,000 will be made on informal bids. (36 CFR 223.3).
- 10/ Regional Foresters in Southwestern Region (R3), Pacific Southwest Region (R5) and Pacific Northwest Region (R6) are delegated 100,000 CCF.
- 11/ Values are for material in any one fiscal year to a Federally Recognized Tribe (36 CFR 223.15).

## **2409 - Forest Service Handbooks (FSH)**

### **2409.1 - Service-wide Handbooks**

The following handbooks are approved for use Service-wide.

#### **2409.11 - National Forest Log Scaling Handbook (FSH)**

This handbook describes procedures for measuring the wood content of logs in board feet and is intended for field use.

##### **2409.11a - Cubic Scaling Handbook (FSH)**

This handbook describes procedures for measuring the wood content of logs in cubic feet and is intended for field use.

#### **2409.12 - Timber Cruising Handbook (FSH)**

This handbook describes procedures for estimation of the timber volume in standing trees.

##### **2409.12a - Timber Volume Estimator Handbook (FSH)**

This handbook provides direction for establishing and testing mathematical equations and other volume estimators used to calculate the volume of standing trees. It also requires standard information to be collected and stored from measured trees for use in preparing the estimators.

##### **2409.12b - Timber and Forest Products Trespass/Theft Procedures Handbook (FSH)**

This handbook provides policy, direction and procedures for preventing trespass and theft of forest products, and actions to take when trespass or theft of forest products is identified.

#### **2409.13 - Timber Resource Management Planning Handbook (FSH)**

This handbook provides procedures, policy, and direction for planning and management of the timber resource. It covers development of the Resource Planning Act assessment and program and land management plans.

##### **2409.13a - Timber Permanent Plot Handbook (FSH)**

This handbook provides direction on establishing permanent plots for sharing of timber growth and yield information. It requires consistent and standard information to be collected on permanent plots established for growth and yield modeling.

#### **2409.14 - Timber Management Information System Handbook (FSH)**

This handbook describes the overall Timber Management Information System (TMIS), the nationally supported portion of the system and reports available from it. The handbook contains national coding structure used to describe data elements pertaining to timber management.

#### **2409.15 - Timber Sale Administration Handbook (FSH)**

This handbook describes procedures and requirements for the administration of timber sales.

#### **2409.17 - Silvicultural Practices Handbook (FSH)**

This handbook describes silvicultural processes and practices.

#### **2409.18 - Timber Sale Preparation Handbook (FSH)**

This handbook describes processes and procedures used to plan and prepare timber sales, from inception through award of the timber sale contract. Appraisal instructions specific to each region may be issued in FSH 2409.22.

#### **2409.18a - Timber Sale Debarment and Suspension Procedures Handbook (FSH)**

This handbook describes the Government-wide non-procurement Debarment and Suspension procedures and the procedures used to debar persons who violate the Forest Resources Conservation and Shortage Relief Act of 1990, as amended. It includes material formerly in FSM 2433 and FSM 2455.

#### **2409.19 - Renewable Resources Handbook (FSH)**

This handbook provides direction for performing renewable resource protection and improvement under approved timber sale area improvement plans using Knutson-Vandenberg (K-V), brush disposal (BD), timber sale pipeline restoration (TSPR) and salvage sale (SSF) funds, and provides direction for stewardship contracting and good neighbor agreements. It brings together direction traditionally issued by each functional area into one place in the Directive System.

#### **2409.2 - Supplemental Handbooks**

The following handbooks are approved for issuance within Regions. Where subject matter would duplicate an area covered by a national handbook, regional instructions should be issued as supplements to the national handbook rather than be maintained in a separate unit handbook.

#### **2409.21e - Timber Management Control Handbook (FSH)**

This handbook describes procedures for timber stand record systems that are not part of a total resource inventory. It includes direction for recording, storing and retrieving information about tree stands. See FSH 6609.21, Total Resource Inventory for related processes and procedures.



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**2409.21h - Timber Management Data Handbook (FSH)**

This handbook includes direction on timber management data specific to a region.

**2409.22 - Timber Appraisal Handbook (FSH)**

This handbook provides appraisal instructions and procedures specific to a region.

**2409.26b - Reforestation Handbook (FSH)**

This handbook describes practices used in a region for planting of trees, care of planting stock, and verification of reforestation success.

**2409.26c - Timber Stand Improvement Handbook (FSH)**

This handbook describes practices used in timber stand improvement for the various forest types within a Region.

**2409.26d - Silvicultural Examination and Prescription Handbook (FSH)**

This handbook describes procedures used to record data about tree stands. It includes instruction for the form and content of silvicultural prescriptions.

**2409.26e - Nursery Handbook (FSH)**

This handbook describes practices and procedures used in tree seedling nurseries within a Region.

**2409.26f - Seed Handbook (FSH)**

This handbook describes practices and procedures that apply to collection, handling, and storage of cones and tree seed within a Region.

**2409.26g - Tree Improvement Handbook (FSH)**

This handbook describes practices and procedures that apply to the genetic improvement of forest trees. It includes selection of superior trees and breeding of their offspring.