

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

**Forest Service Manual 3700 – Organization Management Assistance
Zero Code**

Amendment: 3700-2000-1

Effective date: December 08, 2000

Duration: This amendment is effective until superseded or removed.

Approved by: Mike Dombeck, Chief

Date approved: December 04, 2000

Responsible Staff:

Last Change:

Superseded Document(s): 3700 Table of Contents, Amendment 3700-90-1; 3700 Zero Code, Amendment 3700-90-1

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

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

Please read the new posting instructions (above) carefully.

3700: The entire amendment text has been reformatted and replaced, so that the amendment text on the Service-wide Directives Home Page in the Forest Service Web/Intranet (<http://fsweb.wo.fs.fed.us/directives/index.html>) corresponds with the amendment text on the Forest Service Directives Home Page in the Forest Service World Wide Web/Internet (<http://www.fs.fed.us/im/directives>).

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

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Organization Management Assistance (OMA) services help strengthen State Forester organization management practices and techniques. Examples of OMA services include team-building, workload analyses, training in managerial concepts, design of filing, purchasing, or other office systems, special management analyses and studies, work planning, and safety program design.

3701 - Authority

Section 8(a) of the Cooperative Forestry Assistance Act of 1978 (92 Stat. 365; 16 U.S.C. 2107) authorizes Organization Management Assistance.

3702 - Objective

To encourage and assist State Foresters or their equivalents to strengthen and improve their proficiency in managing their organizations in order to effectively and efficiently accomplish resource program objectives.

3703 - Policies

1. Provide Organization Management Assistance on request to State Foresters.
2. Identify, disseminate, and promote the use of new information and techniques related to organization management.
3. Emphasize high priority activities identified by State analyses of OMA needs.
4. Coordinate all efforts among Forest Service units and other Federal agencies.

3704 - Responsibilities

3704.1 - Deputy Chief, State and Private Forestry

Deputy Chief shall determine if objectives are being met and if assistance programs are responsive to and satisfactorily meet the needs of cooperators.

3704.2 - Area Director and Regional Foresters

The Area Director and Regional Foresters shall:

1. Participate with State Foresters or equivalent cooperators in conducting periodic joint State/Federal program and activity reviews and assessments of needs.
2. Develop annual Organization Management Assistance (OMA) programs and work objectives, based on identified State Forester assistance needs and special requests.

3. Develop, maintain, and locate expertise needed to accomplish OMA objectives and the annual program of work.

4. Support OMA programs of Area and other Regions through inter-Regional/Area sharing of available OMA expertise and specialist skills in accordance with coordinated programs of work and OMA program priorities.

3705 - Definitions

1. Assist. A measurable effort that requires separate scheduling of time and/or expenditure.

2. Incidental Aid. Aid not requiring separate scheduling or expenditure. Not counted or reported as an "assist" in planning, budgeting, or reporting activities.

3706 - Program Planning and Accomplishment Reporting

3706.1 - Program Planning and Budget Development

Area Director and Regional Foresters shall base budget proposals on State needs for OMA assistance. Narratives to support the budget proposal should indicate the specialty skills needed.

3706.2 - Accomplishment Reporting

By October 31, annually, field units shall submit to the Deputy Chief, State and Private Forestry, a brief narrative of OMA activities undertaken to increase the efficiency and effectiveness of Organization Management Assistance in each State. Wherever possible, specify the cost of assists and benefits from those costs.