

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

**Forest Service Manual 7100 – Engineering Operations
Chapter 7160 - Signs and Posters**

Amendment: 7100-2000-1

Effective date: September 15, 2000

Duration: This amendment is effective until superseded or removed.

Approved by: Mike Dombeck, Chief

Date approved: September 15, 2000

Responsible Staff:

Last Change: 7100-1997-3 to 7140

Superseded Document(s): 7100 Contents, Amendment 7100-92-7; 7100 Zero Code Contents, Amendment 7100-96-3; 7100 Zero Code, Amendment 7100-96-4; 7110 Contents, Amendment 7100-94-2; 7110, Amendment 7100-94-3; 7120 Contents, Amendment 7100-92-3; 7120, Amendment 7100-92-4; 7130 Contents, Amendment 7100-93-1; 7130, Amendment 7100-93-2; 7140 Contents, Amendment 7100-97-1; 7140, Amendment 7100-97-2; 7142.31 Exhibit 01, Amendment 7100-97-3; 7150, Amendment 7100-90-1; 7160 Contents, Amendment 7100-96-5; 7160, Amendment 7100-96-6; 7170, Amendment 7100-90-2; 7180, Amendment 7100-90-1

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 carefully. These directions apply to this transmittal only.

7100: Entire amendment text is replaced. New text corresponds with text located on the Service-wide Directives Home Page in the Forest Service Web

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(<http://fsweb.wo.fs.fed.us/directives/index.html>) and the World Wide Web
(<http://www.fs.fed.us/im/directives>).

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

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7160.2 - Objectives

The objectives of the sign and poster program are to:

1. Support accomplishment of management area direction contained in the Forest plan for the administration, protection, management, and use of National Forest System lands.
2. Provide information for the safety, enjoyment, and convenience of National Forest and Grassland visitors, users, cooperators, and employees.
3. Provide information about geographic and historical features and the use and management of and research activities on the National Forests System.
4. Identify facilities and lands within the National Forest System.

7160.3 - Policy

Each administrative unit of the Forest Service must develop and administer an annual sign and poster plan.

7160.31 - Standards

Plan, design, procure, manufacture, install, and maintain all signs and posters to conform with the standards in EM-7100-15, "Standards for Forest Service Signs and Posters." See FSM 7108.11 for information on acquiring Engineering Management (EM) publications.

7160.32 - Geographic Names

Identify geographic features and other landmarks in accordance with direction in FSM 1240 and FSH 7109.14. Names on signs must be identical to those shown on Forest Service base maps for the same features.

7160.33 - Cooperative Signing

Cooperate with States, counties, municipalities, private parties, and other Federal agencies as needed to accomplish signing objectives.

Before installing signs or posters on non-National Forest System land, obtain written agreement from the landowner.

7160.34 - Forest Service and Department of Agriculture Identification

1. Use only the standard Forest Service shield, without modification, to identify Forest Service jurisdiction. The color of the shield must be compatible with the sign or poster color. See EM-7100-15, "Standards for Forest Service Signs and Posters," for design details (FSM 7108.11).

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2. Use the Forest Service shield as follows:
 - a. On all entrance signs for National Forests and Grasslands, wilderness and primitive areas, and National Recreation Areas;
 - b. On rural identification signs for Forest Service headquarters offices, Stations, Experimental Forests, research laboratories, and aviation bases;
 - c. On small metal signs, posters, and property boundary markers; and
 - d. At other selected places where agency identification is required.
3. Emphasize identification of the Forest Service as an agency of the Department of Agriculture. In addition to the shield, include the words, "United States (or "U.S.") Department of Agriculture" on all major signs.
4. Do not use the shield on traffic control devices. If Forest Service identification is necessary to show administrative responsibility, use the Forest Service shield on the supporting post.

7160.35 - National Forest and Grassland Identification

1. Sign boundaries with the name of the proclaimed National Forest or Grassland.
2. Use the following criteria for signing when two or more National Forests have been combined into one administrative unit without changing the proclaimed names or when portions of one Forest are administered by another.
 - a. Except when all Forests in one State are administered as one unit, sign the headquarters of a combined unit with a name that identifies each Forest. Use either a hyphen or "and" between the two names. Acceptable examples are (1) Huron-Manistee National Forests and (2) Arapaho and Roosevelt National Forests.
 - b. When all Forests in a State are administered by one headquarters, use a name such as National Forests in Texas. Place the State name last.
 - c. Where Forest names are used on signs for recreation sites, Ranger District headquarters, work centers, and similar locations, use the proclaimed National Forest name.
 - d. Where necessary to avoid visitor confusion, identify the responsible Ranger District and National Forest at public information locations in recreation sites.

7160.36 - Symbol Signing

Use symbol signing in situations where it is more effective than conventional word message signing. See EM-7100-15, "Standards for Forest Service Signs and Posters" for a complete

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listing of approved symbols. Use of other symbols and logos must be approved by the Washington Office, Director of Engineering (FSM 7160.41b).

7160.4 - Responsibility

7160.41 - Washington Office

7160.41a - Washington Office, Staff Directors

It is the responsibility of each Washington Office Staff Director to develop sign and poster policy and direction specific to the staff's functional programs.

7160.41b - Washington Office, Director of Engineering

It is the responsibility of the Washington Office Director of Engineering to:

1. In consultation with other Washington Office Staff Directors, develop and recommend for issuance Service-wide directives setting forth overall policy, instructions, and guidelines for planning and managing an effective sign and poster program; and
2. Issue technical specifications for sign and poster design, manufacture, and maintenance.
3. Approve the acquisition, installation, and use of nonstandard symbols or traffic control devices for use at field locations.

7160.42 - Field Units

7160.42a - Regional Forester

The Regional Forester is delegated the authority to approve all deviations from standards applicable to the acquisition, design, and installation of nonstandard signs and posters except as reserved to the Washington Office Director of Engineering at sec. 7160.41.

In addition, the Regional Forester has the responsibility to designate a Regional Sign Coordinator.

7160.42b - Regional Sign Coordinator

In addition to carrying out the policies at FSM 7103.1, it is the responsibility of the Regional Sign Coordinator to:

1. Provide technical leadership for the Regional sign and poster program.
2. Serve as the technical liaison between the Regional Forester and the Forest Sign Coordinators.

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3. Assist Forest personnel in preparing, implementing, and monitoring unit sign plans.
4. Coordinate signing activities among Forests, cooperators, and Federal, State, and other local agencies.
5. Provide advice to subordinate units on unique signing problems.

7160.42c - Forest Supervisor

It is the responsibility of the Forest Supervisor to:

1. Implement Regional sign and poster program direction;
2. Approve unit sign and poster plans;
3. Monitor sign and poster plan accomplishment using qualified personnel; and
4. Designate a Forest Sign Coordinator.

7160.42d - Forest Sign Coordinator

It is the responsibility of the Forest Sign Coordinator to:

1. Provide technical leadership for the Forest sign and poster program.
2. Serve as technical liaison between the Forest and Regional sign coordinators.
3. Assist the Forest staff in preparing, implementing, and monitoring unit sign plans.
4. Coordinate signing activities among cooperators and Federal, State, and other local agencies.
5. Provide advice within the Forest on unique signing problems.

7160.42e - District Ranger

It is the responsibility of the District Ranger to develop and implement a unit sign and poster program.

7160.6 - National Information Requirements

[Reserved]