Forest Service Handbook
National Headquarters - Washington Office
Washington, DC

Forest Service Handbook 7109.13a – Geometronics Handbook
Chapter 30 - Geometronics-Related Development Project Proposals and Study Plans

Amendment: 7109.13a-2003-1

Effective date: April 9, 2003

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 7109.13a, Contents, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,0 Code Contents, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,0 Code, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,10 Contents, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,10, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,20 Contents, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,20, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,21.1,Ex. 01, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,21.7,Ex. 01, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,30 Contents, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,30, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,40 Contents, Amendment 7109.13a-95-1, July 21, 1995; 7109.13a,40, Amendment 7109.13a-95-1, July 21, 1995

Approved by: Susan M. Super, Acting Service-wide Directive Manager

Date approved: March 5, 2003

Responsible Staff:

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

7109.13a: This is a technical amendment that converts the format and style of this Forest Service Handbook (FSH) title (previously in "Applixware") to the new FSH template using the agency's current corporate word processing software. Where chapters were previously organized into more than one document, they are now merged into one chapter whenever possible.

Although some minor typographical and technical errors have been corrected, this amendment contains no changes to the substantive direction in this Handbook.

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30.2 - Objective

Provide consistent, Service-wide procedures for submitting, evaluating, and selecting proposals for Geometronics-related development projects. Projects provide either a new capability or a refinement of an existing capability to support Forest Service activities.

30.4 - Responsibility

30.4a - Director of Engineering, Washington Office

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

1. Investigate, develop, and distribute information on new and improved geometronics systems and techniques in the geometronics-related fields of automated cartography, digital terrain modeling, digital map data base, photogrammetry, and display systems.

2. Complete developmental projects and evaluate results prior to adoption of techniques and/or equipment for Service-wide use.

3. Coordinate with the Regional Staff Director for engineering activities, to assign development projects to a specific Region.

30.4b - Regional Foresters

It is the responsibility of the Regional Forester to conduct development work for improvement of procedures and techniques in agreement with the Washington Office Engineering Staff.

31 - Project Proposal Procedures

31.1 - Submission of Project Proposals

Any Forest Service employee may initiate projects at any time by submitting a written project proposal to the Regional Geometronics Group Leader. Regional Geometronics Group Leaders shall review proposals and forward them with comments to the Washington Office, Engineering Staff, Geometronics Program Leader. The National Geometronics Program Leader shall review all proposals received and, if deemed feasible, assign the proposal to a project leader for unit coordination and development of a project study plan. Projects are selected and assigned as part of the yearly program of work, which gives each project a priority rating and provides for allocation of resources. The proposal's organizational unit or its corresponding Regional Geometronics Group assumes the role of project sponsor. The sponsor identifies the projects requirements and scope. During the project, the sponsor provides guidance and review. The Regional unit may solely support the project or it may have the assistance of the Washington Office. The Washington Office Engineering Staff, Geometronics Program Leader categorizes project proposals as follows:

1. Normal program action. Project proposals are to receive all preparation necessary for admission into the program of work within one year.

2. Immediate program action. A project that is likely to have a significant impact on technical applications and support and can result in immediate savings may receive immediate attention and implementation.

3. Deferred action. Based on the proposal evaluation, available funds, technology transfer capabilities, and impact on geometronics related activities, a proposal may be deferred for later review and action. The Washington Office Geometronics Program Leader shall inform the Regional Geometronics Group Leader of deferred action for any project originating in that Region.

4. Negative action. The Washington Office Geometronics Program Leader shall return rejected projects to the requesting Region with an explanation as to why the project was not accepted.

31.2 - Study Plan

The study plan must explain in detail the objectives, method of evaluation, schedule, personnel, equipment requirements, and estimated costs needed to carry a proposal through the implementation phase. The Washington Office Geometronics Program Leader and staff shall review the study plan in the same manner as the proposal from which it originated and determine whether to incorporate the project into the program of work. It is important initially to provide flexibility for modification of procedures to allow for program changes.

31.21 - Evaluation Procedures for Study Plans

In evaluating study plans, the National Geometronics Program Leader, Washington Office:

1. Reviews study plans upon receipt; recommends a final program for action based on funding and relative importance of other projects; and reviews existing projects at the same time and make recommendations whether to continue based on status and applicability. If the recommendation is to defer or drop a project, the Program Leader sends notice to the sponsor with the reason for such action.

2. Approves a final program by September 30 each year, fully document any modifications, and, if appropriate, publish the final program Service-wide. Assign responsibilities and resources to carry out individual projects.

31.3 - Progress Reports

The National Geometronics Program Leader shall produce electronic mail reports documenting the status of projects and deviations from the original study plan.