

**Forest Service Handbook
National Headquarters – Washington Office
Washington, DC**

**Forest Service Handbook 7109.52 – Engineering Activities Evaluation Handbook
Chapter 2 - Evaluation Reports**

Amendment: 7109.52-1993-1

Effective date: May 20, 1993

Duration: This amendment is effective until superseded or removed.

Superseded Directive: Amendment 2, October 1988

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

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

This amendment is a reissuance of FSH 7109.52 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

03: Edits policy for correct syntax.

1: Integrates direction previously provided in Chapters 1 and 3 into this chapter. Updates and restructures evaluation standards.

2: Makes editorial changes throughout chapter for clarity and revises report format in section 2.3.

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

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The report requirements of this chapter apply only to informal activity evaluations. For Activity Review reporting requirements, see FSM 1417.4.

2.1 - Report Preparation

Prepare an evaluation report after any field trip that results in an activity evaluation. The purpose of the report is to document compliance with engineering activity standards. When a unit is not evaluated against an entire standard, address the report to only that portion of the standard that was evaluated and include an explanation of why the entire standard was not used in the evaluation.

2.2 - Communication with Evaluated Units

Before leaving the evaluated unit, prepare a draft report and provide a copy to the responsible official and discuss findings. If it is not possible to prepare the draft report before leaving the unit, make arrangements to discuss the report by phone to ensure that responsible personnel at the evaluated unit are aware of the findings and suggestions, that the facts are correct, and that there is agreement on the suggestions.

When preparing the final evaluation report, use the term "suggestion," not "recommendation," which is reserved for formal Activity Review reports.

2.3 - Report Format

Prepare the evaluation report in the format shown in exhibit 01, and in accordance with the directions. Send the final report to the evaluated unit with a cover letter signed by the head of the evaluating unit.

2.3 - Exhibit 01

INFORMAL ACTIVITY EVALUATION REPORT

(Suggested Format)

COVER SHEET

XXXXXXXXXX XX XXXXXXXXXXXX PROGRAM
(Region/Station/Forest)
EVALUATION ACTIVITY

DATE

BY

XXXXXXXXXXXX XXXXXXXXX
(NAME)
XXXXXX XXXXXXXXXXXXXXX XXXXXXXX
(TITLE)
XX XXXXXXXXXXXXXXX Staff
(WO/RO)

2.3 - Exhibit 01--Continued

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BODY OF REPORT

- I. INTRODUCTION. Identify the activity evaluated, location, review team, and the closeout briefing. Include references to prior evaluation trips.
- II. SUMMARY. Briefly summarize the overall composite activity evaluation findings. Adapt the summary to the length and complexity of the report.
- A. COMMENDATIONS. List the significant, noteworthy, or unique activity accomplishments of the unit being evaluated.
- B. SUGGESTIONS. List any suggestions for improvement. Each suggestion should be based on a finding stated in Section III of the report.
- C. EVALUATION STANDARD SUMMARY. Show a performance evaluation (X) for each evaluation standard as follows:

<u>EVALUATION STANDARD</u>	<u>ACCEPTABLE</u>	<u>OPPORTUNITY TO STRENGTHEN</u>
a. Evaluation component 1 (*)	X	
b. Evaluation component 2 (*)		X
c. Continue listing as appropriate (*)		

2.3 - Exhibit 01--Continued

Note: For each standard identified as OPPORTUNITY TO STRENGTHEN, there should be a SUGGESTION listed in Section II, B. of the report.

(*) For brevity, in this section of the report, summarize the content of each evaluation standard into a short one or two line statement.

III. FINDINGS. Provide a brief, but concise, statement of findings for each standard evaluated. This could be a statement that no problem exists; or a commendation; or a description of a situation and suggestion for improvement if one is warranted. Include findings of performance for Evaluation Standards common to all engineering activities listed in section 1.1.

IV. APPENDIX. Include a list of participants involved in the evaluation, itineraries, copies of significant correspondence, and other pertinent documents relating to the activity evaluation.