

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

**Forest Service Manual 6100 – Personnel Management  
Zero Code**

**Amendment:** 6100-2020-1

**Effective date:** August 18, 2020

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Tina Terrell, Associate Deputy Chief, NFS

**Date approved:** August 02, 2020

**Last Change:** Amendment 6100-2019-2 to FSM 6160

**Superseded Document(s):** 6100 Zero Code, Amendment 6100-2007-4, November 02, 2007

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

**6104.1 Exhibit 01:** Revises the table to include the National Technology and Development Program (NTDP) Director and Geospatial Technology and Applications Center (GTAC) Director's delegated decision authorities.

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## 6101 - Authority

1. Federal Government. The basic laws governing the Federal Government's personnel program are in Title 5 of the United States Code. The basic administrative personnel regulations are in Title 5 of the Code of Federal Regulations.

The Office of Personnel Management (OPM) issues continuing instructions, policy, and other supplemental personnel direction applicable Government wide. This guidance is available on the OPM website at <http://www.opm.gov/hr-pratitioners/lasregulations/>.

Other special authorities having a bearing on the personnel program that include the regulations or decisions issued by the Equal Employment Opportunity Commission, Merit Systems Protection Board, Office of Worker's Compensation Programs, Federal Labor Relations Authority, Federal Service Impasses Panel, Comptroller General, Federal Courts, and any controlling labor agreements.

2. Department of Agriculture. Regulations of the Department of Agriculture, which are binding on the Forest Service human resource program, are issued as Departmental Regulations, Personnel letters, and Department Personnel Manual (which are incorporated as Forest Service Handbook 6109.41).

## 6102 - Objectives

The primary objectives of human resource management in the Forest Service are to attract, develop, and retain a productive and efficient work force and to provide career public service to accomplish Forest Service programs.

## 6103 - Policy

Specific policies guiding individual programs are included in the pertinent chapters of FSM 6100 and FSM 6700. Broad policies affecting overall personnel management in the Forest Service are:

1. Human resource management is the responsibility of all executives, managers, and Supervisors.
2. Human resource management authorities and responsibilities shall be delegated to the extent and level consistent with the delegation of authority in other functions of management and consistent with effective control, adherence to standards, and cost effectiveness (see FSM 6104.1, ex. 01, for the delegated decision authority to Forest Service Line Officers and Supervisors).
3. Management at all levels must understand and respect the valid and distinctive interests of union and management in matters affecting employees in recognized bargaining units and in general labor relations (FSM 6170).

4. A high standard of health and safety for work performed must be maintained; eliminate work hazards and health risks (FSM 6700).

## **6104 - Responsibility**

General human resource management responsibilities for the Federal Government are in 5 U.S.C. 1104 and 5 CFR part 250. FSM 6104.1 to 6104.3 summarizes how these responsibilities apply to the Forest Service. Specific duties that are unique to a special program are cited in the individual chapters of FSM 6100 and 6700; otherwise, the responsibilities are not repeated throughout this title.

### **6104.1 - Line Officers**

Line Officers have the responsibility to ensure that management decisions take into account personnel management considerations, objectives, and policies; that personnel offices and programs are effectively and efficiently utilized and managed to accomplish Forest Service programs; and that managers and Supervisors have the skill and knowledge to carry out their personnel responsibilities. Delegated decision authority to Line Officers are covered in exhibit 01.

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**6104.1 - Exhibit 01**

<b>Delegated Decision Authority</b>	<b>Secretary</b>	<b>Chief &amp; Assoc. Chief</b>	<b>Deputy Chiefs (Incl. Assoc. DC's)</b>	<b>RF &amp; D (&amp; their Deputies)</b>	<b>Forest Supvr., Job Corps Ctr Director, Res. Project Leader &amp; Program Manager, NTDP and GTAC Directors</b>	<b>District Ranger</b>	<b>WO Staff Director</b>	<b>HCM Staff Director</b>	<b>RO Staff Director</b>	<b>Forest Staff Officer, Nursery Sup, &amp; WO/RO Branch Chief</b>
<b><u>6130 - Employment</u></b>										
1. Selection authority involving SES employees.	<b>X</b>									
2. Selections involving hiring, promoting, transferring, detailing or temporary promotions >120 days for positions at grades 14 and 15. <sup>1</sup>										
a. GS-14 and 15 selection authority (including directed reassignments within and between units) hires, promotions, reassignments, details, term appointments and temporary actions >120 days.	<b>X</b>	<b>X</b>	<b>X</b>							
b. All reassignments, transfers or promotions to GM/GS-14 and GM/GS-15 research scientist positions (those classified by panel under the Research Grade-Evaluation Guide or Equipment Development Grade-Evaluation Guide), provided the individual's current position is also a research scientist position.	<b>X</b>	<b>X</b>	<b>X<sup>2</sup></b>							
c. Reassignments, transfers or promotions from research to nonresearch scientist positions and competitive reassignments, transfers or promotions from nonresearch to research positions covered by research grade evaluation panel, GS-13 and below.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>						

<sup>1</sup> Selection authority includes decision to use all legal employment authorities except as specifically limited in this section.

<sup>2</sup> Deputy Chief for Research and Development only.

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3. Selections involving permanent hiring, promoting, transferring, detailing or temporary promotions >120 days for positions at grades GS-13 and below and Wage System positions.										
a. Positions at GS-13 and Line Officer positions at GS-12.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>			
b. Non-Line Officer positions at GS-12 and below and all Wage System positions.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>3</sup></b>		<b>X</b>		<b>X</b>	
4. Selections involving temporary hiring, promoting, detailing or temporary promotions >120 days for positions at grades GS-13 and below and Wage System positions.										
a. Positions at GS-13 and Line Officer positions at GS-12.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>			
b. Non-Line Officer positions at GS-12 and below and all Wage System positions.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>3</sup></b>	<b>X<sup>4</sup></b>	<b>X</b>		<b>X</b>	<b>X<sup>4</sup></b>
5. Temporary promotions and details (NTE 120 days).										
a. GS-14 and GS-15, existing positions (no extensions), and positions at GS-13 and Line Officer positions at GS-12, (including any extensions).	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>5</sup></b>		<b>X</b>			
b. GS-1 through GS-12 non-Line Officer positions and all Wage System positions.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>

<sup>3</sup> NTDP and GTAC Directors do not have this authority, except selections involving temporary hiring.

<sup>4</sup> Selection involving temporary hiring can be re-delegated lower.

<sup>5</sup> NTDP and GTAC Directors do not have this authority for GS-15 positions.

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6. Details >120 days (GS-12 and below non-line positions) NTE 2 years.	<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>		<b>X<sup>6</sup></b>	<b>X<sup>6</sup></b>
7. Waiver of physical requirements.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>T<sup>7</sup></b>		
8. Appointment based on service in the Office of the President or on the White House Staff. (5 CFR 315.602)	<b>X</b>	<b>X</b>	<b>X</b>							
9. Reduction in Force (RIF) after approval.										
a. Reduction in force.	<b>X</b>	<b>X</b>						<b>T</b>		
b. Transfer of function.	<b>X</b>	<b>X</b>						<b>T</b>		
c. Furlough of any length.	<b>X</b>	<b>X</b>						<b>T</b>		
d. Exceptions to standard competitive areas.								<b>T</b>		
10. Overseas limited appointments.	<b>X</b>	<b>X</b>						<b>T</b>		
11. Appointments and extensions beyond one month of emergency appointments of family members of agency personnel. (5 CFR 310.102)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X<sup>8</sup></b>	<b>T</b>		
12. Employment - IPA Agreements (appointment or detail).	<b>X</b>	<b>X</b>	<b>X<sup>9</sup></b>							
13. Alaska local hire program.	<b>X</b>	<b>X</b>		<b>X<sup>10</sup></b>	<b>X<sup>10</sup></b>	<b>X<sup>10</sup></b>			<b>X<sup>10</sup></b>	<b>X<sup>10</sup></b>

<sup>6</sup> Must be administered in accordance with the Master Agreement for bargaining unit employees.

<sup>7</sup> The letter "T" refers to the delegation of technical authority for the Director of Human Capital Management (HCM) that may be redelegated to others with technical qualifications.

<sup>8</sup> Limited to the Director of Job Corps Field Office.

<sup>9</sup> Limited to the Deputy Chief for Business Operations.

<sup>10</sup> Limited to Alaska Region.

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<b><u>6140</u></b>										
<b><u>Awards</u></b>										
1. Up to \$10,000.	X									
2. Up to \$7,500.	X	X <sup>11</sup>								
3. Up to \$5,500.	X	X	X	X						
4. Up to \$3500.	X	X	X	X	X		X		X	
5. Up to \$1500.	X	X	X	X	X	X	X		X	X
6. Quality step increase.	X	X	X	X	X		X		X	
7. Spot Awards (up to \$750). <sup>12</sup>	X	X	X	X	X	X	X		X	X
8. Approval of performance awards for SES employees.	X									
9. Time off awards of 10 hours or less.	X	X	X	X	X	X	X		X	X
10. Time off awards of 10 hours or more.	X	X	X <sup>13</sup>	X <sup>13</sup>	X <sup>13</sup>	X <sup>13</sup>	X <sup>13</sup>		X <sup>13</sup>	X <sup>13</sup>
11. Non-monetary awards of nominal or symbolic value.	X	X	X	X	X	X	X		X	X

<sup>11</sup> Pending USDA approval.

<sup>12</sup> Limited to \$1500 total for any one employee per fiscal year after consultation with the employee's immediate Supervisor.

<sup>13</sup> Must have approval form next higher supervisory/managerial level.



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<b><u>Training</u></b>										
1. Waiver of repayment for failure to fulfill service agreement.	<b>X</b>	<b>X</b>	<b>X<sup>14</sup></b>	<b>X</b>			<b>X</b>			
2. Assignment to training outside continental limits of the United States.	<b>X</b>									
3. Acceptance of contributions, awards, or payments in connection with training in non-Government facilities.	<b>X</b>	<b>X<sup>15</sup></b>	<b>X<sup>15</sup></b>	<b>X<sup>15</sup></b>	<b>X<sup>15</sup></b>		<b>X<sup>15</sup></b>		<b>X<sup>15</sup></b>	
<b><u>6150</u></b>										
<b><u>Position Classification</u></b>										
1. GS-1 through GS-15, including research scientist positions and all Federal Wage Grade positions.								<b>T</b>		

<sup>14</sup> Waiver of repayment of nationally funded training such as tuition for Multicultural Workforce Strategic Initiative students is limited to the Deputy Chief for Business Operations.

<sup>15</sup> Must follow Forest Service ethics regulations. Employee must obtain a written request and written approval is required.

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<b><u>Position Management</u></b>										
1. Approve establishment or abolishment of Senior Executive Service (SES), Scientific Technical (ST), and Senior Level (SL) positions.	<b>X</b>									
2. Establish new funded GS-14 and 15 positions.	<b>X</b>	<b>X</b>	<b>X</b>							
3. Approve abolishment of encumbered GS-14 and 15 positions.	<b>X</b>	<b>X</b>	<b>X</b>							
4. Approve establishment of GS-14 and 15 scientist positions evaluated by an evaluation panel using the Research Grade Evaluation Guide or the Equipment Development Grade Evaluation Guide.	<b>X</b>	<b>X</b>	<b>X<sup>16</sup></b>							
5. Approve abolishment of encumbered GS-14 and 15 scientist positions evaluated by an evaluation panel using the Research Grade Evaluation Guide or the Equipment Development Grade Evaluation Guide.	<b>X</b>	<b>X</b>	<b>X<sup>16</sup></b>							
6. Establishment of new additional positions at grade GS-13.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>			
7. Approve abolishment of encumbered positions at grade GS-13.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>						
8. Establishment of new additional positions at grades 12 and below and all Federal Wage System positions.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>17</sup></b>		<b>X</b>			
9. Approve abolishment of encumbered positions at grades 12 and below and all Federal Wage System positions.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>						

<sup>16</sup> Limited to the Deputy Chief for Research and Development.

<sup>17</sup> Limited to Forest Supervisors and Job Corp Center Directors.

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<b><u>Pay and Expenses</u></b>										
1. Approve waiver of overpayment of pay	<b>X</b>	<b>X</b>						<b>T</b>		
2. Withholding WGI.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
3. Recommend approval of in-hiring rates based on superior qualifications.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>18</sup></b>		<b>X</b>		<b>X</b>	
4. Approve in-hiring rates based on superior qualifications.								<b>T</b>		
5. Dual compensation pay for more than one position for more than 40 hours a week.	<b>X</b>									
6. Remote worksite commuting allowances (50 miles or more one way).	<b>X</b>	<b>X</b>						<b>T<sup>19</sup></b>		
7. Backpay authorized under the Back Pay Act.								<b>T</b>		
8. Authorize payment of travel expense for pre-employment interviews.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X<sup>20</sup></b>	<b>T</b>	<b>X</b>	
9. Travel to first post of duty.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X<sup>20</sup></b>	<b>T</b>	<b>X</b>	
10. Garnishment for child support, bankruptcy, alimony and commercial indebtedness.								<b>T</b>		
11. Indebtness to the Government. Waiver of minimum deduction.								<b>T</b>		
12. Recruitment and relocation bonus, retention allowances and repayment of student loans for GS 14-15 and ST/SL positions.	<b>X</b>	<b>X</b>	<b>X</b>							

**6104.1 - Exhibit 01--Continued**

<sup>18</sup> Restricted to Forest Supervisors.

<sup>19</sup> Requires OPM approval.

<sup>20</sup> Director of HCM has a technical delegation, and all other WO Staff Directors, as a decision authority.

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13. Recruitment and relocation bonuses, retention allowances and repayment of student loans for GS 1-13 positions.	X <sup>21</sup>	X <sup>21</sup>	X <sup>21</sup>	X <sup>21</sup>			X <sup>21</sup>			
14. Authorize evacuation payments.	X									
<b>6160 – Tours of Duty and Leave</b>										
1. Authorize and approve irregular or unscheduled overtime work.	X	X	X	X	X	X	X		X	X
2. Establish regularly scheduled tours of overtime service.	X	X	X	X	X <sup>22</sup>		X <sup>22</sup>			
3. Establish work schedules consistent with FSH 6109.11, and relevant collective bargaining agreements.	X	X	X	X	X	X	X		X	X <sup>23</sup>
4. To adjust normal workweek to meet emergency conditions.	X	X	X	X	X	X	X		X	X <sup>24</sup>
5. Establish clock hours and days of the week for part-time and intermittent workers.	X	X	X	X	X	X	X		X	X <sup>24</sup>
6. To close Forest Service office or activity and administratively release employees for up to 5 work-days because of extreme weather or other emergency conditions consistent with FSH 6109.11.	X	X	X <sup>25</sup>	X	X	X	X <sup>26</sup>			

<sup>21</sup> Recruitment bonuses that are paid to employees hired under a USDA Demonstration project hiring authority must be documented and paid under the incentives portion of the Project and not under the recruitment bonus provisions that were a part of the Federal Employees Pay Comparability Act of 1990.

<sup>22</sup> Limited to the Job Corps Center Director and to the Director of Job Corps Field Office.

<sup>23</sup> Is also delegated to first-line Supervisors.

<sup>24</sup> Is also delegated to first line Supervisors.

<sup>25</sup> Limited to the Deputy Chief for Business Operations.

<sup>26</sup> Limited to Unit Leaders for WO Detached Units.

<sup>26</sup> Is also delegated to first-line Supervisors.

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7. Adjust workweek for educational purposes.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X<sup>27</sup></b>
8. Establish regularly scheduled standby tours of duty (standby differential).	<b>X</b>									
9. Approve split shifts.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
10. Order and approve holiday work.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
11. Excused absence of up to one hour.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X<sup>27</sup></b>
12. Approve Leave.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X<sup>28</sup></b>
13. Approval of extended absence and/or extended administrative leave.	<b>X</b>	<b>X</b>	<b>X<sup>29</sup></b>	<b>X<sup>29</sup></b>			<b>X<sup>29</sup></b>			
14. Approval of advanced sick leave.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>30</sup></b>					
15. Restoration of forfeited annual leave consistent with FSH 6109.11.								<b>T</b>		
16. Establish office hours.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X<sup>30</sup></b>					
17. Group dismissals consistent with FSH 6109.11. (This does not apply to early release before a holiday).	<b>X</b>	<b>X</b>		<b>X</b>	<b>X<sup>30</sup></b>					

<sup>27</sup> Is also delegated to first-line Supervisors.

<sup>28</sup> Is also delegated to first line Supervisors.

<sup>29</sup> Must have prior consultation with HCM.

<sup>30</sup> Limited to Forest Supervisors and Job Corps Center Directors.

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**6104.1 - Exhibit 01--Continued**

<b>Delegated Decision Authority</b>	<b>Secretary</b>	<b>Chief &amp; Assoc. Chief</b>	<b>Deputy Chiefs (Incl. Assoc. DC's)</b>	<b>RF &amp; D (&amp; their Deputies)</b>	<b>Forest Supvr., Job Corps Ctr Director, Res. Project Leader &amp; Program Manager, NTDP and GTAC and Directors</b>	<b>District Ranger</b>	<b>WO Staff Director</b>	<b>HCM Staff Director</b>	<b>RO Staff Director</b>	<b>Forest Staff Officer, Nursery Sup, &amp; WO/RO Branch Chief</b>
<b><u>6170</u></b>										
<b><u>Adverse Actions</u></b>										
1. Adverse actions including suspensions over 14 days, removals, demotions, termination of probationary, term, and temporary employees, and furlough.										
a. GS-14 and GS-15 and extensions of 30-day notice period for responses to proposed actions. 31	<b>X</b>	<b>X</b>	<b>X<sup>32</sup></b>	<b>X<sup>33</sup></b>						
b. GS-13 and Line Officers at GS-12.34	<b>X</b>	<b>X</b>	<b>X<sup>35</sup></b>	<b>X<sup>35</sup></b>	<b>X<sup>36</sup></b>		<b>X<sup>37</sup></b>			
c. GS-12 and below (non-line) and all Federal Wage System positions. 38	<b>X</b>	<b>X</b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>		<b>X<sup>39</sup></b>	
2. Furlough up to 30 days.	<b>X</b>	<b>X</b>								
<b>Disciplinary Action</b>										
1. Letters of reprimand.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
2. Suspensions of 14 days or less consistent with delegated selection authority.	<b>X</b>	<b>X</b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>		<b>X<sup>39</sup></b>	

<sup>31</sup> Must consult with HR first and receive written decision options.

<sup>32</sup> Limited to the Deputy Chiefs excluding immediate subordinates. (Also includes high profile cases at all other grade levels.)

<sup>33</sup> This level may propose adverse actions.

<sup>34</sup> Must consult with HR first and receive written decision options.

<sup>35</sup> Excludes immediate subordinates.

<sup>36</sup> This level may propose adverse actions.

<sup>37</sup> Delegation may also be made to Assistant Directors, but neither the Director nor the Assistant Director will have decision authority for immediate subordinates.

<sup>38</sup> Must consult with HR and receive written decision options.

<sup>39</sup> Excludes immediate subordinates.

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**6104.1 - Exhibit 01--Continued**

<b>Delegated Decision Authority</b>	<b>Secretary</b>	<b>Chief &amp; Assoc. Chief</b>	<b>Deputy Chiefs (Incl. Assoc. DC's)</b>	<b>RF &amp; D (&amp; their Deputies)</b>	<b>Forest Supvr., Job Corps Ctr Director, Res. Project Leader &amp; Program Manager, NTDP and GTAC Directors</b>	<b>District Ranger</b>	<b>WO Staff Director</b>	<b>HCM Staff Director</b>	<b>RO Staff Director</b>	<b>Forest Staff Officer, Nursery Sup, &amp; WO/RO Branch Chief</b>
<b><u>Appeals, Grievances, Complaints</u></b>										
1. Reconsideration of WGI denials.	<b>X</b>	<b>X</b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>	<b>X<sup>39</sup></b>		<b>X<sup>39</sup></b>		<b>X<sup>39</sup></b>	
2. Administrative Grievance Procedure										
a. Informal.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X<sup>40</sup></b>
b. Formal.										
1) Proposed disposition.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		<b>X</b>	
2) Final Decision.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>			
3) Decision on appeal of final Forest Service decision.	<b>X<sup>41</sup></b>	<b>X<sup>42</sup></b>								
3. Settlement Authority (excluding attorney fees.)										
a. Up to \$5,000 compensation.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>			
b. Over \$5000 in compensation.	<b>X</b>	<b>X</b>	<b>X<sup>43</sup></b>	<b>X<sup>43</sup></b>			<b>X<sup>43</sup></b>	<b>T</b>		

<sup>39</sup> Excludes immediate subordinates.

<sup>40</sup> Also delegated to first level Supervisors.

<sup>41</sup> Secretary's Office makes final decision for all SES employees.

<sup>42</sup> Chief's Office makes the final decision for GS-15 and below and for all Federal Wage Grade employees.

<sup>43</sup> With prior approval of Deputy Chief for Business Operations

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<b>Delegated Decision Authority</b>	<b>Secretary</b>	<b>Chief &amp; Assoc. Chief</b>	<b>Deputy Chiefs (Incl. Assoc. DC's)</b>	<b>RF &amp; D (&amp; their Deputies)</b>	<b>Forest Supvr., Job Corps Ctr Director, Res. Project Leader &amp; Program Manager, NTDP and GTAC Directors</b>	<b>District Ranger</b>	<b>WO Staff Director</b>	<b>HCM Staff Director</b>	<b>RO Staff Director</b>	<b>Forest Staff Officer, Nursery Sup, &amp; WO/RO Branch Chief</b>
<b><u>Labor-Management Relations</u></b>										
1. Unit determination.	<b>X</b>	<b>X</b>	<b>X<sup>44</sup></b>							
2. Negotiation authority for National Level agreements and authority to sign National level Memorandums of Understanding.	<b>X</b>	<b>X</b>	<b>X<sup>45</sup></b>				<b>T<sup>45</sup></b>			
3. Negotiation authority for subordinate agreements or on local agreements not under a Master Agreement. <sup>46</sup>				<b>X<sup>47</sup></b>	<b>X<sup>47</sup></b>					
4. Approve payment for travel/per diem for union.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
5. Authority to approve Master Agreement.	<b>X</b>									
6. Authority to approve NFFE, AFGE and NAGE subordinate memorandum of agreements.	<b>X</b>	<b>X</b>	<b>X<sup>47</sup></b>	<b>X<sup>47</sup></b>	<b>X<sup>47</sup></b>					
7. Authority to approve AFGE local contracts.	<b>X</b>									
8. Authority to approve NAGE local contracts.	<b>X</b>									
9. Representation (third-party proceedings).								<b>T<sup>48</sup></b>		

<sup>44</sup> Limited to the Deputy Chief for Business Operations

<sup>45</sup> Limited to Deputy Chief for Business Operations and as a non-redelegable delegation to the Director of HCM.

<sup>46</sup> Parties negotiating on behalf of a Line Officer must be formally designated in writing by the Line Officer who will sign the agreement.

<sup>47</sup> Must have an ASC-HCM assigned Labor Management Relations representative involved in all negotiations.

<sup>48</sup> Director of HCM designates the agency representative or OGC assigns representative for exceptional cases.



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<b><u>Ethics</u></b>										
1. Counseling and advisory service.	X	X	X <sup>49</sup>					T		
2. Statement of financial interest - determination on conflicts.	X	X	X <sup>50</sup>					T		
3. Review and determination of conflict of interest for employees not required to file a financial statement.	X	X	X <sup>50</sup>					T		
4. Approval of financial interest for financial filers.	X	X	X <sup>50</sup>					T		
5. Approval of outside employment for financial filers.	X	X	X	X	X		X	T		
6. Approval for teaching, lecturing, and writing.	X	X	X <sup>50</sup>				T			
7. Approval to serve as consultants or advisors.	X	X					T			
8. Review of determinations at employee's request.	X	X	X <sup>50</sup>				T			
<b><u>Drug Testing</u></b>										
1. Request for a reasonable suspicion investigation of an employee.	X	X	X	X	X	X	X	X	X	X
2. Approve and order a reasonable suspicion investigation of an employee.							T			
3. Request for a post-accident drug test.	X	X	X	X	X	X	X	X	X	X
4. Approve and order a post-accident drug test of an employee.								T		

<sup>49</sup> Limited to the Deputy Chief for Business Operations, who is the Deputy Ethics Officer for the Forest Service.

<sup>50</sup> Limited to the Deputy Chief for Business Operations, who is the Deputy Ethics Officer for the Forest Service.

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<b><u>Security Program/HSPD-12</u></b>										
1. Designate sensitive positions.	<b>X</b>									
2. Review classified material.								<b>T</b>		
3. Adjudication of Clearances.								<b>T</b>		
<b><u>Investigations</u></b>										
1. Order investigation of formal EEO complaints.	<b>X</b>	<b>X</b>					<b>X<sup>51</sup></b>			
2. Request formal misconduct investigations through HCM. <sup>52</sup>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X<sup>53</sup></b>		<b>X</b>	

<sup>51</sup> Limited to the Director of Civil Rights

<sup>52</sup> Only HCM can initiate formal misconduct investigations

<sup>53</sup> For matters subject to criminal proceedings, limited to the Director of Law Enforcement. For all other types of formal employee misconduct investigations of employees, limited to the Director of Human Capital Management, except that upon approval of the Chief of the Forest Service, the Director of Law Enforcement may investigate employee misconduct not of a criminal nature.

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<b><u>6180</u></b>										
<b><u>Retirement</u></b>										
1. Agency-filed disability: GS-1 to GS-15 and all wage grade employees under very specific circumstances.								<b>T</b>		
2. Exceptions to mandatory retirement for age (firefighting and law enforcement personnel) - (5 U.S.C. 8336(c) and 8412(d)).	<b>X</b>									
3. Exceptions to the maximum entry age for primary/rigorous positions.	<b>X</b>									
4. Coverage under 5 U.S.C. 8336(c) of position descriptions (CSRS).	<b>X</b>									
5. Coverage under 5 U.S.C. 8412(d) of position descriptions (FERS).	<b>X</b>									
6. Coverage under 5 U.S.C. 8336(c) and 8412(d) of employees in approved positions.								<b>T</b>		
7. Coverage under 5 U.S.C. 8336(c) of employees not in approved positions.								<b>T</b>		
8. Coverage under 5 U.S.C. 8412(d) of employees not in approved positions.	<b>X</b>									
9. Office of Worker's Compensation Programs (OWCP). Submission of forms directly to OWCP.								<b>T</b>		

## **6104.2 - Managers and Supervisors**

Managers and Supervisors have the responsibility to carry out personnel programs and systems, including rating performance, assigning work, counseling employees, and conducting training. They are responsible for keeping employees informed on personnel issues, responsibilities, and conduct; for dealing with employees or union officials on union matters; and for taking or recommending personnel actions, such as providing awards and training or correcting employee performance.

## **6104.3 - Employees**

All employees are obligated to maintain high standards of honesty, integrity, impartiality, and conduct in the performance of their duties. These responsibilities include bringing to the attention of proper officials incidences of fraud, waste, abuse of authority, or violations of laws, rules, or regulations.

## **6106 – Human Resource Issuances**

The hierarchy of regulatory and policy issuances applicable to human resource management in the Forest Service is summarized in exhibit 01.

**6106 - Exhibit 01**

**Hierarchy of Personnel Management Regulatory and Policy Issuances**

**LAWS**

Primarily at Title 5, U.S. Code

**REGULATIONS**

Issued by the Office of Personnel Management,  
primarily at Title 5, Code of Federal Regulations

**ADDITIONAL GOVERNMENT-WIDE GUIDANCE**

Issued by the Office of Personnel Management in  
the Notice and Posting System, Operating Manuals,  
and other references

**INTERNAL AGENCY POLICY AND PROCEDURES**

Human Resource Directives

Department operating handbooks, and other references

National Finance Center External Procedures

Forest Service Manuals

Forest Service Handbooks FSH 6109.41 (FSM 6106.21, 6109.1)

## **6106.1 – OPM Operating Manuals**

The OPM Operating Manuals contain procedures and guidance applicable to all Federal agencies. Following is a list of the Operating Manuals.

### OPM Operating Manuals

The CSRS and FERS Handbook for Personnel and Payroll Offices  
The Federal Employees Group Life Insurance Handbook for Personnel and Payroll Offices  
The Federal Employees Health Benefits Handbook for Personnel and Payroll Offices  
The Federal Wage System Appropriated Fund  
The Federal Wage System Non-appropriated Fund  
Federal Workforce Reporting Systems  
The Guide to Personnel Data Standards  
The Guide to Personnel Recordkeeping  
The Guide to Processing Personnel Actions  
The Guide to Central Personnel Data File  
Qualification Standards for General Schedule Positions  
The SF-113 Summary Data Reporting System

## **6106.11 - Electronic Availability of Selected OPM Issuances**

Recently issued OPM information is available from the OPM home page at: <http://www.opm.gov/>. The OPM Notice and Posting System and some of the OPM Operating Manuals and other references are available electronically by downloading from the OPM website and bulletin boards.

## **6106.2 - U.S. Department of Agriculture Issuances**

Department of Agriculture human resource management policies and issuances include Department Regulations (DR), Department Personnel Manuals (DPM) and Personnel Letters. This direction is incorporated into the Forest Service directive system (FSH 6109.41). They can be assessed at the USDA website at <http://www.usda.gov/da/employ/dmp1.htm>.

## **6106.21 - Forest Service Directives**

Forest Service personnel management direction is issued in the Forest Service Manual (FSM) Titles 6100 and 6700 and internal Handbooks (FSH) 6109.11 through 6109.16. The Department Personnel Manual is incorporated as FSH 6109.41. Most Service-wide internal directives are available electronically. Distribution of these directives is coordinated by the Directives and Regulations Branch, Information Resources Management Staff, Washington Office.

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**6106.3 - Personnel Subject Index**

Exhibit 01 provides an index or crosswalk for subjects in the Human Resource Directives (FSH 6109.41) and the Forest Service Manual and Handbooks.

**6106.3 - Exhibit 01**

**Index of Personnel Subjects in the Forest Service Manual, Forest Service Handbooks,  
and the Code of Federal Regulations (CFR)**

SUBJECT	FSM	FSH	CFR
Absence Without Leave		6109.11	630
Advance Leave		6109.11	630
Adverse Actions	6170		752
Affirmative Employment Programs			720/1613
Affirmative Action Plan	6120		720
Alcoholism or Other Drug Abuse	6143		735
Allegations of Misconduct	6170		735
Alternative Work Schedules	6160	6109.11	
Annuities	6182	6109.12	831
Appeals	6170		772
Appraisal Period/Forms/and Process	6142	6109.13 (Ch. 10)	430
Assignment Between Agencies (IGPA)			334
Area of Consideration			330
Attendance and Leave	6160	6109.11	630
Awards	6140	6109.13	451
Back pay	6170	6109.12	550
Benefits	6180	6109.12	831
			870/890
Career/Career Conditional Employment			315
Career Planning & Counseling	6141		
Certificates (length of service)	6182	6109.13	
Chief's Representative	6170		
Child Care Facilities	6444		
Citizenship			338
Classification Appeals	6151	6109.15	511
Competitive Promotion	6130	6109.12	335
Competitive Service			212
Complaint Processing	6170		1613
Complaints of Discrimination	6170		1613
Computing Pay		6109.11	531/532
Conduct	6170		735
Conflict of Interest	6170		735
Continuation of Pay		6109.12	
Cooperative Education		6109.13	308

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**6106.3 - Exhibit 01--Continued**

SUBJECT	FSM	FSH	CFR/
Death Benefits	6180	6109.12	843
Delegations of Authority	6104		230/277/981
Demonstration Project	6134	6109.16	
Demotions	6170		715
Department Honor Awards	6140	6109.13 (ch. 30)	451
Detail of Employees	6130	6109.12	300
Directed Reassignments	6132		210
Disability Compensation	6180	6109.12	831
Disability Employment Program	6133		
Discipline	6172		751/752
Discrimination	6175		1613
Employee Assistance Program	6143		792
Employee Development	6141	6109.13	250
Employee Development Folder	6141	6109.13	
Employee Misconduct	6172		735
Employee Responsibilities & Conduct	6174		734/735
Employment	6130		300
Employment of Experts and Consultants			304
Employment of Relatives	6132	6109.12	310
Excepted Service			213/302
External Recruitment	6131	6109.12 (ch. 10)	332
Examining System			337
Fair Labor Standards Act			551
Federal Equal Opportunity Recruitment Plan (FEORP)	6130	6109.12	300
Firearms, Carrying of	6170		
Firefighter Retirement	6180	6109.12 (ch. 40)	831
Foreign Assignments		6109.12	
Garnishment or Attachment of Wages	6150	6109.11 (ch. 10)	581
Grievances	6170		771
Group Health Benefits			890
Group Life Insurance			870
Handicapped Hiring	6130		315
Holidays	6160	6109.11	550/610



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**6106.3 - Exhibit 01--Continued**

SUBJECT	FSM	FSH	CFR/
Incentive Awards	6144	6109.13	451
Individual Training Plan	6140	6109.13	
Injury Compensation	6180	6109.12	810
Internal Placement	6130	6109.12	
		(ch. 20)	
Insurance and Annuities	6180	6109.12	
		(ch. 30, 40)	
Investigations	1450		736
Issuance System	6100		171
Job-related Injury or Illness	6180	6109.12	810
		(ch. 20)	
Job Evaluation	6150		
Labor-Management Relations	6171		
Law Enforcement Retirement		6109.12	831
		(ch. 40)	
Leave	6160	6109.11	630
		(ch. 20)	
Leave Without Pay	6160	6109.11	630
		(ch. 20)	
Length of Service Awards		6109.13	451
		(ch. 30)	
Letter of Reprimand	6172		752
Letter of Warning	6172		752
Managers' Responsibility	6104		
Mandatory Retirement for	6180	6109.12	831
Firefighter/Law Enforcement			
Positions			
Medical Care	6180	6109.12	
Medical Conditions (Adverse Actions)	6170		
Merit Promotion Plan	6130	6109.12	335
Mobility	6130		
Occupational Health Programs	6720	6709.12	
		(ch. 20)	
Office of Workers' Compensation	6180	6109.13	
Programs Coverage and Eligibility		(ch. 30)	
Official Personnel Folder			293
Outside Employment	6170		
Overtime	6160	6109.11	550
OWCP Claims	6180	6109.12	
		(ch. 30)	
Ownership of Lands	6170		
Overseas Employment			301

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**6106.3 - Exhibit 01--Continued**

SUBJECT	FSM	FSH	CFR/
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Peace Corps Volunteers			315/316
Performance-based Actions	6170		432
Performance Awards	6150	6109.13	430/
Performance Appraisal/Review	6142/ 6150	6109.13	430
Physical Standards		6109.12	339
Recognition System			
Political Activities	6170		733
Position Classification	6151	6109.15	511
Position Descriptions	6151	6109.15	312
Post Employment			737
Presidential Management Fellows Program			362
Priority Placement	6130		330
Probationary Period	6132	6109.12	315
Promotions	6130		335
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Zero Code

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**6106.3 - Exhibit 01--Continued**

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## **6109 - Handbooks**

### **6109.1 - Internal Service-wide Handbooks**

#### **6109.11 - Pay Administration, Attendance, and Leave Handbook (FSH)**

This Handbook provides guidance and standards for managers, Supervisors, employees and human resource specialists on administering pay, hours of duty, absence, and leave.

#### **6109.12 - Employment and Benefits Handbook (FSH)**

This Handbook provides guidance and instructions to managers, employees, and human resource specialists regarding internal placement actions. This handbook also contains the Agency's Merit Promotion Plan.

#### **6109.13 - Performance, Training, and Awards Handbook (FSH)**

This Handbook covers guidance and procedures for Supervisors, employees, and human resource specialists on performance appraisal, employee development, and performance awards.

#### **6109.15 - Position Classification Handbook (FSH)**

This Handbook contains guidelines for Supervisors, employees, and human resource specialists in accomplishing their responsibilities in position classification. It covers how to write position descriptions; methods used in classifying positions; procedures for amending position descriptions; and the use of standard position descriptions.

#### **6109.16 - Demonstration Project Handbook (FSH)**

This Handbook provides direction on the implementation and use of the USDA Demonstration Project. The Project has been legislatively approved for indefinite use in the Forest Service.

### **6109.4 - U.S. Department of Agriculture Handbook**

#### **6109.41 - Department Personnel Manual**

Human resource directives are incorporated into the Forest Service directives system as a Forest Service Handbook, FSH 6109.41.