

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

**Forest Service Manual 6600 – Systems Management
Zero Code**

Amendment: 6600-1995-3

Effective date: May 26, 1995

Duration: This amendment is effective until superseded or removed.

Approved by: Jack Ward Thomas, Chief

Date approved:

Responsible Staff:

Last Change: Amendment 6600-95-2 to FSM 6600 Zero Code

Superseded Document(s): 6604 Exhibits 01-03, Amendment 6600-90-1

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

6604 - Exhibits 01-03: Corrects typographical errors and adds Institute to all Region/Station/Area references.

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6604 - Exhibit 01

ROLES AND RESPONSIBILITIES FOR SYSTEMS FACILITIES MANAGEMENT

<u>National</u>	<u>Region/Area/Station/Institute</u> <u>(R/A/S/I)</u>	<u>Local</u>
PROVIDES NATIONAL PERSPECTIVE FOR SYSTEMS FACILITIES REQUIRED TO SUPPORT SYSTEMS ACTIVITIES. SERVICES MAY BE CENTRALIZED OR DECENTRALIZED AS JUSTIFIED BY SERVICEWIDE NEEDS OR STANDARDS OF ECONOMY AND EFFICIENCY.	PROVIDES R/A/S/I PERSPECTIVE FOR SYSTEMS FACILITIES TO SUPPORT R/A/S/I SYSTEMS ACTIVITIES.	PROVIDES LOCAL PERSPECTIVE FOR SYSTEMS FACILITIES REQUIRED TO SUPPORT LOCAL SYSTEMS ACTIVITIES.
- Provides national leadership, direction, and coordination for systems facilities.	- Within delegated authorities, provides R/A/S/I leadership, direction, and coordination for systems facilities.	- Manages local systems facilities.
- Manages national and centralized systems facilities to support Forest Service objectives effectively.	- Manages R/A/S/I and centralized systems facilities to support Forest Service objectives effectively.	- Manages local system facilities to support Forest Service objectives effectively.
- Provides national liaison with the Department, other government agencies, universities, and industry.	- Provides R/A/S/I liaison with other government agencies, universities, and industry.	- Provides local liaison with other government agencies, universities, and industry.
- Provides national leadership in assessing hardware, telecommunications, and operating systems technology for Forest Service use.	- Participates with the WO in assessing systems facilities technology for Forest Service use.	- Restricted to assisting in systems facilities technology assessment as assigned.
- Develops long range systems facilities plans.	- Participates with WO in the development of long range systems facilities plans.	- Participates with R/A/S/I in the development of long range systems facilities plans.
- Provides facilities needed to support national and centralized systems needs.	- Provides systems facilities within national guidelines. - Cooperates in the establishment, operation, and management of centralized systems facilities.	- Provides local systems facilities within national and R/A/S/I direction.

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<u>National</u>	<u>Region/Area/Station/Institute</u> <u>(R/A/S/I)</u>	<u>Local</u>
- Provides security for systems facilities in conformance with laws and regulations and ensures they are followed.	- Maintains security of R/A/S/I systems facilities.	- Maintains security of local systems facilities.
- Establishes guidelines, standards, and decision processes regarding systems facilities, procurement, installation, and operation.	- Coordinates systems facilities for subordinate units within national and R/S/A/I standards.	
- Assists in R/A/S/I in obtaining approvals and procuring systems facilities.	- Assists subordinate units in obtaining approvals and procuring systems facilities.	
- Identifies training related to systems facilities.	- Provides for training related to systems facilities.	- Develops skills in the operation and management of systems facilities.
- Makes management reviews of systems facilities activities of Regions, Area, Stations, and Institute.	- Makes management reviews of systems facilities activities of subordinate units.	

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ROLES AND RESPONSIBILITIES FOR COMPUTER APPLICATIONS MANAGEMENT

<u>National</u>	<u>Region/Area/Station/Institute</u> <u>(R/A/S/I)</u>	<u>Local</u>
PROVIDES NATIONAL AND INTERNATIONAL PERSPECTIVE TO MANAGEMENT, ANALYSIS, AND INFORMATION SYSTEMS SUPPORTING FOREST SERVICE PROGRAMS, THE NATIONAL PERSPECTIVE IS DIRECTED TOWARDS SYSTEMS WITH WIDESPREAD SERVICEWIDE APPLICATIONS.	PROVIDES NATIONAL AND R/A/S/I PERSPECTIVE TO MANAGEMENT, ANALYSIS, AND INFORMATION SYSTEMS SUPPORTING FOREST SERVICE PROGRAMS. THE R/A/S/I PERSPECTIVE IS DIRECTED TOWARDS SYSTEMS WITH WIDESPREAD R/A/S/I APPLICATION.	PROVIDES REGIONAL AND LOCAL PERSPECTIVE TO MANAGEMENT, ANALYSIS, AND INFORMATION SYSTEMS SUPPORTING FOREST SERVICE PROGRAMS. THIS INCLUDES THE INTERNAL SUPPORT OF WO AND R/A/S/I ACTIVITIES AS WELL AS LOCAL UNIT ACTIVITIES.
- Provides national leadership and direction and coordinates development, acceptance testing, and implementation efforts for systems with potential for widespread application.	- Provides R/A/S/I leadership and direction and coordinates development, acceptance testing, and implementation efforts for systems with potential widespread R/A/S/I application.	- Provides local leadership and direction for local systems development and application.
	- Participates in coordinated multiunit systems development and application.	- Participates in coordinated multiunit systems development and application.
- Identifies and provides systems needed to support Chief/Staff decision making.	- Identifies and provides systems needed to support R/A/S/I decision making.	- Obtains systems needed to support local decision making.
	- Implements national systems.	- Implements national and R/A/S/I systems.
Develops long range plans for applications management.	- Participates with WO in the development of long range plans.	- Participates with R/A/S/I in the development of long range plans.
- Provides national leadership and direction in identifying the role systems technology should play in achieving the Forest Service mission and bringing this technology into operation	- Provides R/A/S/I leadership in implementing systems technology to support programs within national direction.	- Implements systems technology to support local programs as directed.
- Identifies and evaluates potential effectiveness of systems to meet organizational needs and disseminates information about available systems.	- Identifies, evaluates, and disseminates information about available systems	

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<u>National</u>	<u>Region/Area/Station/Institute</u> <u>(R/A/S/I)</u>	<u>Local</u>
- Identifies unmet systems needs and anticipates future needs of the organization with R/A/S/I.	- Participates with the national office in decision making management of national systems.	- Participates with R/A/S/I in decision making and management of R/A/S/I systems.
- Provides systems needed to support national programs.	- Provides systems needed to support R/A/S/I programs where national systems are unavailable or inappropriate.	- Obtains systems needed to support local programs where national or R/A/S/I system are unavailable or inappropriate.
Establishes systems development priorities with R/A/S/I based on an assessment of needs. Identifies systems development efforts of subunits that have national application potential	- Establishes R/A/S/I systems development priorities with subordinate units. Identifies systems development efforts of subunits that have widespread application potential.	- Establishes local systems development priorities.
- Establishes systems implementation priorities with R/A/S/I based on an assessment of needs and impacts.	- Establishes systems implementation priorities with subordinate units based on an assessment of needs and impacts.	
- Provides for the support and maintenance of national systems.	- Provides for support and maintenance of R/A/S/I systems.	- Provides for the support and maintenance of local systems.
- Establishes decision making process for systems decision (national and WO); and development, implementation, training, acceptance testing, support, and application.	- Implements decision to ensure that appropriate line officers are involved in systems decisions.	- Implements decision process to ensure that line officers are involved in systems decisions.
- Identifies training needs in both the managerial and technical aspects of systems.	- Provides for training on both the managerial and technical areas of systems activities.	- Develops systems skills in both the managerial and technical areas of systems activities.
- Establishes guidelines and standards for systems development, acceptance testing, implementation, documentation, and security.	- Follows appropriate guidelines and standards for systems development, acceptance testing, implementation, documentation, and security.	- Follows appropriate guidelines and standards for systems development, acceptance testing, implementation, documentation, and security.
- Analyzes and manages national and WO systems use.	- Analyzes and manages R/A/S/I systems use.	- Analyzes and manages local systems use.
- Makes management review of system activities of Regions, Area. Stations, and Institute.	- Makes management review of systems activities of local units.	

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ROLES AND RESPONSIBILITIES FOR DATA BASE MANAGEMENT

<u>National</u>	<u>Region/Area/Station/Institute</u> <u>(R/A/S/I)</u>	<u>Local</u>
PROVIDES NATIONAL AND INTERNATIONAL PERSPECTIVE TO DATA BASE SYSTEMS IN SUPPORT OF FOREST SERVICE PROGRAMS. THE NATIONAL PERSPECTIVE IS DIRECTED TOWARDS NATIONAL DATA BASES AND DATA STANDARDS.	PROVIDES NATIONAL AND R/A/S/I PERSPECTIVE TO DATA BASE SYSTEMS IN SUPPORT OF FOREST SERVICE PROGRAMS. THE R/A/S/I PERSPECTIVE IS DIRECTED TOWARDS R/A/S/I DATA BASES AND COORDINATION WITH NATIONAL STANDARDS.	PROVIDES REGIONAL AND LOCAL PERSPECTIVE TO DATA BASE SYSTEMS IN SUPPORT OF FOREST SERVICE PROGRAMS. THIS INCLUDES THE INTERNAL SUPPORT OF WO AND R/A/S/I ACTIVITIES AS WELL AS LOCAL UNIT ACTIVITIES.
<ul style="list-style-type: none">- Provides national leadership in identifying the role data base systems can play in achieving the Forest Service mission and bringing this technology into operation.	<ul style="list-style-type: none">- Implements data base systems to support programs within national direction.	<ul style="list-style-type: none">- Implements data base systems to support programs within national and R/A/S/I direction.
<ul style="list-style-type: none">- Provides national leadership, direction, and coordination for national data base development and application.	<ul style="list-style-type: none">- Participates in the development of multiunit data bases.	<ul style="list-style-type: none">- Participates in the development of multiunit data bases.
<ul style="list-style-type: none">- Evaluates the effectiveness of existing data bases to meet present and potential organizational needs.		
<ul style="list-style-type: none">- Identifies areas with unmet data base needs.		
<ul style="list-style-type: none">- Develops long range plans for data base management.	<ul style="list-style-type: none">- Participates with WO in the development of long range plans for data base management	<ul style="list-style-type: none">- Participates with R/A/S/I in the development of long range plans for data base management.
<ul style="list-style-type: none">- Establishes guidelines and standards for data base development, testing, and implementation.	<ul style="list-style-type: none">- Carries out data base systems activities within established standards and guidelines.	<ul style="list-style-type: none">- Carries out data base systems activities within established standards and guidelines.
<ul style="list-style-type: none">- Provides general purpose data base management system (DBMS software) including support and maintenance.	<ul style="list-style-type: none">- Utilizes available general purpose DBMS software where appropriator. Provides technical assistance to field units on the use of DBMS software.	<ul style="list-style-type: none">- Utilizes available general purpose DBMS software where appropriate.

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<u>National</u>	<u>Region/Area/Station/Institute</u> <u>(R/A/S/I)</u>	<u>Local</u>
- Establishes and coordinates national data standards for data base systems.	- Participates in the development of national data standards.	- Participates in the development of national and R/A/S/I data standards.
	- Establishes supplemental guidelines and standards for data base systems as necessary.	
- Develops and issues a standards glossary of terms, descriptions, and measures.		
- Establishes decision making process for data base decisions; and development, acceptance testing, implementation, operation, support, and application.	- Establishes decision making process for R/A/S/I data base decisions.	- Establishes decision making process for local data base decision.
- Analyzes and manages national data base use.	- Manages R/A/S/I data base systems.	- Manages local data base systems.
- Establishes data base development priorities.	- Establishes R/A/S/I data base priorities.	
- Provides data base needed to support national programs	- Provides data bases needed to support R/A/S/I programs.	- Provides data bases needed to support local programs.
	- Provides for the support and maintenance of R/A/S/I data bases.	
- Provides data security systems in conformance with laws and regulations and ensures they are followed. Maintains data security of national data bases.	- Maintains data security of R/A/S/I data bases.	- Maintains data security of local data bases.
- Identifies training needs in data base systems and supporting technology.	- Provides for training in data base systems and supporting technology.	- Develops data base skills.
- Makes management reviews of data base activities of Regions, Area, Stations, and Institute.	- Makes management reviews of data base activities of local units.	