

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

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

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Approved by: Jack Ward Thomas, Chief

Date approved:

Responsible Staff:

Last Change: 6600-96-1 to FSM 6600 Zero Code Contents

Superseded Document(s): 6600 Zero Code, Amendment 6600-1995-2

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

6607.7: Adds exhibit 01, the National Plan for Information Systems Security in the Forest Service, formerly issued as a supplement to FSH 6609.32. The exhibit is issued separately as an interim directive.

6609.22: Removes code for unit Handbook, FSH 6609.22, Computer Application Management (CAM) System User's Handbook.

6609.32: Removes FSH 6609.32, ADP Security Manual (USDA; DM 3140-1) from the directive system. FSM 6607.1 contains direction on compliance with Department-wide requirements for information systems security in Departmental Regulation (DR) 3140-1 and Departmental Manual (DM) 3140-1. The National Plan for Information Systems Security in the Forest Service (formerly issued as a supplement to FSH 6609.32) now is issued as an interim directive to exhibit 01, FSM 6607.7.

Revises references to the former FSH 6609.32 throughout the FSM 6600 Zero Code chapter.

There are no substantive changes to direction in the rest of the chapter.

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This title establishes the policies, objectives, and responsibilities for systems management in the Forest Service. The management of systems activities must facilitate problem solving and decision-making for planning, operations, and control at all levels in the Forest Service.

6602 - Objectives

The objective in the management of Forest Service systems is to maximize the effectiveness and the efficiency of systems that support Agency mission and programs. This is done by carrying out a hierarchy of subordinate objectives which include:

1. Optimize systems effectiveness in supporting Forest Service Management and Operational requirements.

- a. Involve management at all levels to ensure that systems provide information necessary for decision-making.
- b. Involve management and program personnel at all levels to ensure development of systems that provide the operational support necessary for program accomplishment.
- c. Manage, coordinate, review, and standardize systems activities to maximize benefits relative to costs.

2. Maximize productivity of human resources required for systems operations and development.

- a. Foster an organizational environment that stimulates creativity, involvement, open communication, and career development within the systems area.
- b. Provide training that develops and supports effective systems use and management.
- c. Promote and encourage effective development of systems users, systems technicians, and systems professionals.

3. Develop systems to fulfill future Forest Service program requirements.

- a. Guide development of systems consistent with Forest Service management philosophy, policy, and principles.
- b. Maintain effective ties between systems and the Forest Service planning and management process.

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- c. Use cost-effective, state-of-the-art systems technology and facilities to maximize program support.

6603 - Policy

1. Systems Management. Each level of the organization is responsible for the management of systems activities as outlined in FSM 6604.
2. Standards. Standards will be established to achieve efficiency, effectiveness, and/or compatibility for hardware, telecommunications, software, data bases, and other systems activities.
3. Line Officer Authority. Standards will be established to permit and encourage field line officers to exercise their authorities within an established framework.
4. Delegations. The responsibility for systems management will be delegated to the lower appropriate level.
5. Systems Management Process. A process will be used at each level for managing systems development and implementation. This process will provide for coordination across and between levels. Cost effectiveness of systems will be considered prior to, during, and after systems implementation (FSM 6621.1).
6. Systems Design. New systems design and development will consider and utilize appropriate related systems technologies.
7. Systems Evaluation. Systems will be validated and evaluated before full implementation and throughout the life of the system.
8. Mandatory Use. Development and implementation of mandatory systems will recognize the variety of local needs and system impacts.
9. Redundancy. Systems development and maintenance activities will be managed to minimize redundancy.
10. Coordination With Other Agencies. Coordinate with and make available to other agencies systems activities where appropriate. Use data and telecommunications systems of other agencies where appropriate. Use a Memorandum of Understanding to identify "shared" services (FSH 1509.11). Obtain approval from the Washington Office, Information Systems and Technology Staff, National Telecommunications Manager, prior to entering into formal discussion with USDA, Office of Information Resources Management, Agency Technical Services Division, which may financially obligate or commit the Forest Service to telecommunication services or resources.

6604 - Responsibility

FSM 6604.1 through 6604.2 contain overall responsibilities for the various systems management activities. The relationships of these responsibilities and the roles of the various organizational levels are outlined in exhibits 01, 02, and 03. Other specific responsibilities are also contained in FSM 6604.1 through 6604.2.

6604 - EXHIBITS 01-03 IS A SEPARATE DOCUMENT.

6604.1 - Washington Office

6604.11 - Chief

The principal responsibilities of the Chief are to provide national standards, leadership for national systems activities, policies, systems support for the Washington Office, and national level coordination. Accordingly, the Chief will develop and support systems or services that have widespread applications, promulgate policies that encourage the proper use of systems technology at all levels of the Forest Service, represent the Forest Service with the Department, Office of Management and Budget, General Services Administration, and other Government agencies.

6604.12 - Deputy Chiefs

Each Deputy Chief is responsible for carrying out systems management objectives and policies and for designating a systems coordinator to represent the Deputy on the Systems Coordinating Council.

6604.13 - Chief Information Officer

The Chief Information Officer has general responsibilities in all areas of systems work. More specifically, the Chief Information Officer:

1. Serves as the primary communication link with Chief and Staff for systems management.
2. Provides national leadership in systems activities.
3. Serves as the Senior Information Resources Management Officer and as the point of contact and liaison with the Department and other agencies.
4. Serves as Chair of the Systems Coordinating Council.

5. Exercises line authority for systems management.
6. Establishes and enforces Service-wide systems standards.
7. Coordinates the formulation, planning, and implementation of national systems through the Systems Coordinating Council and reviews the allocation of systems resources.

6604.14 - Systems Coordinating Council

The Systems Coordinating Council ensures coordination across Deputy areas. It is made up of a systems coordinator from each Deputy area and is chaired by the Chief Information Officer. The Council is to meet regularly to evaluate systems activities and to make joint recommendations to Chief and Staff. National systems (FSM 6605) and proposals which have a significant impact on national systems facilities are reviewed by the Council. The Council has the responsibility to:

1. Serve as staff to Chief and Staff, on matters pertaining to integration, coordination, and planning for systems activities.
2. Identify the need for reviews, and agree upon policy and direction, priorities, and standards for systems activities with the involvement of Regions, Stations, Area, Institute, and Washington Office Staffs.
3. Review and make recommendations on systems development and implementation proposals having a potential impact on multiple Regions, Stations, the Area, or the Institute as submitted by systems coordinators and Regional Foresters, Station Directors, the Area Director, or the Institute Director (FSM 6621.1).
4. Review and evaluate ongoing systems activities using appropriate technical reports.
5. Coordinate implementation of systems which will have significant national impact on organizational resources, such as computing facilities, communications networks, and personnel.

6604.15 - Systems Coordinators

The systems coordinators coordinate systems activities within their Deputy areas and represent the respective Deputy Chiefs on the Systems Coordinating Council. The coordinators have the responsibility to:

1. Facilitate the coordination of systems activities within their Deputy program area and with other Deputy areas.

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2. Evaluate systems activities within their Deputy area; and as members of the Systems Coordinating Council participate in the evaluation of Service-wide systems activities.
3. Assist in preparation of proposals to be submitted to the Council.
4. Provide advice and systems leadership for their Deputy Chief and staff directors.
5. Develop long-range plans for systems development within their Deputy area.
6. Identify activities within their Deputy area that could be improved through the application of systems technology and stimulate investigation in these areas.
7. Maintain awareness of systems activities inside and outside the Forest Service so that available technology can be applied in support of Deputy area programs.
8. Provide for coordination and dissemination of systems information with Regions, Stations, Area, Institute, and other Deputy area systems coordinators.
9. Participate in the development and implementation of standards for systems activities.

6604.16 - Staff Directors

Washington Office staff directors have the principal responsibility for the application of systems technology to support their respective program areas. The directors have the responsibility to:

1. Provide interface with their systems coordinator for all systems activities in their program areas.
2. Provide national leadership and direction and coordinate development, acceptance testing, and implementation efforts for systems with potential for widespread use.
3. Provide national leadership and direction in identifying the role systems technology plays in achieving the program objectives and in bringing this technology into operation.
4. Identify and evaluate the potential effectiveness of systems to meet program needs and disseminate information about available systems.
5. Identify unmet systems needs and anticipate future needs of the program in cooperation with Regional Foresters, Station Directors, the Area Director, or the Institute Director.

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6. Provide systems in support of program areas following the systems management process.
7. Identify systems development efforts of subunits that have national application potential.
8. Provide for the support and maintenance of systems.
9. Identify user training needs pertaining to systems activities and ensure that training is provided.
10. Participate with responsible staff directors and the Systems Coordinating Council in assessing systems needs and technologies and developing long-range plans.

6604.16a - Director, Information Systems and Technology Staff

In addition to the responsibilities specified for all Washington Office staff directors, the Director of Information Systems and Technology has the responsibility to:

1. Provide national leadership and direction in computer systems applications, data management, computer technology, telecommunications management, and information systems in accordance with the objectives and policy for systems management. Specific responsibilities are delineated in FSM 6610, 6620, 6630, and 6640.
2. Provide technical assistance to the systems coordinators, Washington Office staff directors, Regions, Stations, the Area, and the Institute.
3. Provide leadership and guidance in the USDA radio and frequency management responsibilities as delegated to the Forest Service under 7 CFR, Subtitle A, Part 2, Subpart D (FSM 6640.41b).

6604.2 - Regional Foresters, Station Directors, Area Director, and Institute Director

Regional Foresters, Station Directors, the Area Director, and the Institute Director are responsible for establishing effective practices and procedures for systems management as outlined in FSM 6604, exhibits 01, 02, and 03.

6605 - Definitions

Automated System. A set of one or more logically related computer applications (programs) and/or data bases (using DBMS software) with related data and documentation. An

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automated system may be either national, regional, or local. Systems can evolve from local to regional and to national.

a. National Systems. National systems are:

- (1) Systems whose use is directed by the Washington Office.
- (2) Systems whose support and maintenance is coordinated by the Washington Office to facilitate multiunit use.
- (3) Systems identified by the Washington Office as being accepted for Service-wide or multiunit use.

b. Region, Area, Station, and Institute Systems. Region, Area, Station, and the Institute systems are:

- (1) Systems whose use is directed by the Regional Forester, Station Director, Area Director, or the Institute Director.
- (2) Systems whose support and maintenance is coordinated by the Region, Area, Station, or Institute to facilitate multiunit use.
- (3) Systems accepted for multiunit use within the Region, Station, Area, or Institute.

c. Local Systems. Local systems are developed and used by a local unit to support its own internal activities. The support for these applications is solely the responsibility of the local unit. Local systems may be developed by Forests, Regions, Areas, the Washington Office, or any other single unit.

d. Multiunit. Multiunit refers to use by more than one unit at the next lower organizational level, for example, the use by more than one Region/Area/Station in the case of a national system.

Data Base Management System. An automated collection of software that provides a means to store related data with controlled redundancy in data base(s) serving one or more applications. Data are stored independently of programs which use the data. A common and controlled approach is used for adding new data and in modifying and retrieving existing data.

System. An organized or established procedure or method, either manual or automated, including the resources to carry it out.

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Systems Activities. Any of the activities associated with the development and implementation of systems and the utilization of systems technologies and systems facilities.

Systems Facilities. The facilities, such as hardware, operating systems software, and telecommunications needed in utilizing the various systems technologies.

Systems Technology. The technologies applied to systems. These include computer technology, data base technology, other automated technologies for management, analysis and information systems, and other technologies related to systems development and implementation.

6606 - Coordination and Plans

6606.1 - Office of Management and Budget Circular A-11 Report

The Washington Office, Information Systems and Technology Staff, prepares the agency-wide report required by the Office of Management and Budget (OMB) Circular A-11. The report includes information from unit Information Resources Management (IRM) Plans (Report FS-1300-Y; DR 3111-1) and other data collections.

6607 - Information Systems Security

6607.1 - Authority

Requirements for information systems security are set forth in Office of Management and Budget (OMB) Circular A-130; OMB Circular A-123; Departmental Regulation (DR) 3140-1; Departmental Manual (DM) 3140-1; Agriculture Property Management Regulations chapter 104, part 50, subpart 1, section 05 (FSH 6409.31 - AGPMR 104-50.105); Privacy Act (5 U.S.C. 552a); Freedom of Information Act (5 U.S.C. 552); and Computer Security Act (40 U.S.C. 759).

6607.2 - Objectives

1. To protect data and information resources in a manner consistent with the agency's mission and functions and to ensure the privacy of personnel data.
2. To involve management and program personnel at all levels in security practices to ensure the integrity of the agency's information.

6607.3 - Policy

1. Ensure data and system integrity by: limiting access to sensitive data; providing for the appropriate personnel security clearances of individuals; and managing and monitoring the flow of sensitive data through the organization.

2. The cost of security measures should be commensurate with the value of the data, software, and equipment which are protected. See FSM 6230 for direction regarding classified document security.

6607.4 - Responsibility

6607.41 - All Employees

All employees are responsible for the security and integrity of data, information, and systems used in the conduct of work. Employees must promptly report all security violations, problems, and breaches to the unit information systems security officer.

6607.42 - Line Officers

Line officers have the responsibility to:

1. Approve risk analyses, contingency plans, and security plans as required in DR 3140-1 and DM 3140-1.
2. Ensure that security clearances for personnel are in accordance with Title 5, Code of Federal Regulations, part 732 (5 CFR Part 732).
3. Ensure that the unit meets the minimum level of security, as defined in the Forest Service Information Systems Security Plan, issued as an interim directive to exhibit 01, FSM 6607.7.
4. Designate information system security specialists for each information processing facility.
5. Provide for information processing facility security and the ability to backup and recover all user programs and data.
6. Ensure that all procurements of ADP equipment, software, and services incorporate the security provisions required by law and regulation.
7. Promote an awareness of, and sensitivity for effective security measures, by all employees.
8. Ensure that a security assessment is conducted annually at each information processing facility. This includes the security plan, revision if needed, and testing of the contingency segment of the plan.

6607.43 - Washington Office

6607.43a - Deputy Chiefs

Deputy Chiefs are responsible for approving and implementing security practices and safeguards for their assigned areas of responsibility.

6607.43b - Chief Information Officer

The Chief Information Officer, as the Senior Information Resource Management official has the responsibility to:

1. Establish and enforce Service-wide policy and standards, and exercise line authority for the Forest Service information system security program.
2. Serve as the certifying official for the certification/recertification of Service-wide software products and systems.
3. Designate the Forest Service Information Systems Security Officer.

6607.43c - Staff Directors

Staff Directors have the responsibility to:

1. Implement appropriate security measures in Service-wide information systems under their control.
2. Identify the sensitive or critical data and information that require special processing and storage protections.
3. Provide appropriate coordination with the information system security officer on all security matters pertaining to the information systems under their control.

6607.43d - Director, Information Systems and Technology Staff

The Director of Information Systems and Technology is responsible for managing the Service-wide information systems security program, and has the responsibility to:

1. Provide for the appropriate level of security for Service-wide data communications facilities.
2. Develop and maintain the Service-wide information systems security plan.

3. Manage the Freedom of Information Act and the Privacy Act (FSM 6270).

6607.43e - Director, Personnel Management Staff

The Director of Personnel Management has the responsibility to:

1. Formulate personnel security clearance policy (FSH 6109.41) and provide and monitor employee security clearances.
2. Conduct debriefings of Washington Office employees having security clearances.
3. Ensure that information systems security is adequately addressed in the Employee Ethics and Conduct Handbook.

6607.44 - Regional Foresters, Station Directors, Area Director, and Institute Director

Regional Foresters, Station Directors, the Area Director, and the Institute Director are responsible for:

1. Serving as the certifying official for certification and recertification of Region-wide, Station-wide, Area-wide, and Institute-wide software products and systems.
2. Managing the Region-wide, Station-wide, Area-wide, and Institute-wide information systems security program, respectively.

6607.5 - Definitions

Contingency Plan. The planning that must be done to ensure continuity of information processing services should an unexpected event occur.

Information Processing Facility. Any Forest Service location having equipment to process information or data.

Risk Analysis. A procedure for estimating potential losses related to the use of or dependence upon computer resources and services.

Security Plan. A plan based upon a risk analysis, describing the assessment of the risk analysis report, the safeguards for facility, data, and software protection, controls, procedures and contingency plans.

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6607.6 - Reporting Requirements

1. By March 1 of each year, submit the names of information system security officers, their mailing addresses, and telephone numbers to the Information Systems and Technology Staff Director, Washington Office.

2. Report security violations, problems, and breaches (as defined in DR 3140-1 and DM 3140-1) to the Information Systems and Technology Staff Director, Washington Office.

6607.7 - Security Plan

Security plans shall be developed for each information processing facility, approved by the line officer, distributed on a need to know basis, and be designated sensitive documents.

The National Plan for Information Systems Security in the Forest Service is in exhibit 01, which is issued separately as an interim directive.

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6607.7 - Exhibit 01

National Plan for Information Systems Security in the Forest Service

**EXHIBIT 01 IS ISSUED SEPARATELY AS AN INTERIM DIRECTIVE
SEE THE PAPER COPY OF THE MASTER SET FOR 6607.7 - EXHIBIT 01.**

6609 - Handbooks

6609.1 - Internal Service-wide Handbooks

6609.11 - Systems Management Handbook (FSH)

This Handbook provides Forest Service standards and procedures for implementing and operating the Data General AOS/VS (Advanced Operating System/Virtual Storage) systems.

6609.12 - ADP Technical Approval Handbook (FSH)

This Handbook provides guidelines for preparing technical approval requests for automated data processing (ADP) services, hardware, software, and maintenance. This Handbook deals with the technical approval documentation requirements for all ADP acquisitions.

6609.13 - Application Developer's Handbook (FSH)

This Handbook sets forth direction to help application developers build and distribute computer applications. It reflects current emphases on both information management and on distributed processing, rather than past emphases on centralized, mainframe computer systems.

6609.14 - Telecommunications Handbook (FSH)

This Handbook provides standards, guidelines, and procedures for telecommunications managers.

6609.15 - Standards for Data and Data Structures Handbook (FSH)

This Handbook contains standards for data and databases in the integrated data environment. It includes standard terms and definitions for use in Forest Service databases, data processing, and information systems.

6609.2 - Internal Unit Handbooks

6609.21 - Total Resource Information Handbook (FSH)

This code is reserved for use by regions wishing to issue a comprehensive regional Handbook.

6609.23 - Computer Application Development and Implementation Handbook (FSH)