Forest Service Handbook
National Headquarters (WO)
Washington, DC

Forest Service Handbook 2409.14 – Timber Management Information System Handbook

Chapter 90 - Timber Reports

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Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: Amendment 2409.14-92-17 to 2409.14,90 Contents.

Superseded Document(s): Ch 90, Amendment 2409.14-92-1

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

90: Adds caption for section 91.4, TRACS Reports.

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91 - National Summaries

National summaries are produced by a predetermined series of steps which sort, add, multiply, or divide individual data base entries to produce the summaries. Contact local Timber Activity and Control System (TRACS) or Sale Tracking and Reporting System (STARS) coordinator or data base administrator for help with extracting reports in the standard format. A separate report summary, for example, for each subunit (Ranger District or working circle) may be produced by including subunit as one of the optional data elements (sec. 62.3). See FSH 1309.14 for required reports and due dates.

91.2 - Silvicultural Accomplishments Report (SILVA)

Silvicultural accomplishments reports (FSM 2496) contain information about accomplishment of silvicultural (reforestation, timber stand improvement, and compartment examination) activities. Required information for this report is described in chapter 60. Prepare summaries from this data base to show accomplishment of reforestation, timber stand improvement, and silvicultural examination by Forest, Region, and State.

Use the silvicultural accomplishments report to generate quarterly and annual summaries of silvicultural accomplishments for program evaluation and for reporting to the Administration, Office of Management and Budget, and Congress. Use this report to monitor quarterly accomplishments of programmed activities and to provide the information necessary for attainment reporting.

91.21 - Standard SILVA Summaries

The standard SILVA reports summaries include the following:

1. Annual Silvicultural Accomplishments Edit Detail Summary No. 45A (SILVA-LIST). This summary is a record-by-record listing of the SILVA records. It is in sequence by the record identifier values.

2. Annual Silvicultural Accomplishments by Region Summary No. 45B.8 (TM-SILVA-REGION). This summary consists of silviculture Table 8 and includes silvicultural examination, diagnosis, and prescription.

3. Annual Silvicultural Accomplishment by Region Summary No. 45B.9 (TM-SILVA-REGION). This summary consists of silviculture Tables 9-2 and includes all harvest site preparation, reforestation, and stand improvement activities.

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91.3 - Sale Tracking And Reporting System (STARS)

Extract reports from the STARS data base, as needed, to manage the timber sale program for each administrative unit. Extract the required national summaries indicated in the Information Requirements Handbook, FSH 1309.14. See exhibit 01. Exhibit 01 identifies each STARS data field needed to develop all or portions of the required Washington Office reports. As a minimum, the fields listed on this exhibit must be completed for each timber sale.

The STARS data base should be updated whenever a sale status changes and when each gate is accomplished. Make the necessary changes as soon as it is practical to do so. Users may update the information at any other time. Instructions and additional information are available in the STARS User Guide, System Administrator Guide and the Data Dictionary which are available through the Washington office Timber Management Staff. (sec. 06.)

91.3 - EXHIBIT 01 IS A SEPARATE DOCUMENT.

91.31 - Periodic Timber Sale Accomplishment Report (PTSAR)

Ensure that all information relating to the accomplishment of each gate in the timber sale preparation process is in the STARS data base in time to be included in reports extracted at the required dates. Access the current national PTSAR report format by means of the STARS report menu.

91.32 - Programed Sale Summary Extract (PSS)

Ensure that the STARS data base contains all current timber sale information at the time of sale contract award (Gate 6 in the sale preparation process). Data should be passed to the TRACS program using a STARS extract file. Edit to remove any errors indicated by the extract and then pass the extracted PSS information to the TRACS data base within 45 days of the end of the fiscal year.

91.33 - Report of Timber Sale

Submit the Timber Sale Report on form FS-2400-17, Report of Timber Sale Convertible and NonConvertible Products. Reproduce this report electronically from STARS as soon as the information becomes available in the STARS program.

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91.34 - Default Reports

Ensure that defaulted timber sales are reported in STARS. Use the established reports, as needed, to manage the defaulted timber sales at each level in the organization. Format additional reports to meet local needs if needed. Access the current national default report formats by means of the STARS program. The following are standard formats:

1. DS1, Collection Activity Report - Open Sales. This report lists all the open, defaulted sales by Region, Forest, and District. It displays the collection actions taken and the amounts billed and collected. Collection action list includes status of the case, such as Board of Appeals, Court of Claims, and so forth. Washington Office, Regional Offices, and Forests may use this report to monitor collection activity and to review status of open cases. Submit the report to the Washington Office (WO) Timber Management Staff.

2. DS2, Damages - Open Sales. This report lists the elements considered in the determination of net sale damages for defaulted sales. Regions and Forests may use the report to monitor damage determinations. The report is optional and is run upon request.

3. DS3, Default Sale Report - Open Sales, Net owed. This report identifies, by purchaser, all open defaulted sales. Sales are listed by purchaser name indicating Region and Forest. The report includes remaining values, amount to be billed, amount collected, and net owed by sale aggregated by purchaser. This is a service-wide report and is used to determine total amounts owed by a purchaser. Submit the report to the WO Timber Management Staff.

4. DS4, Default Sale Report - Open Sales, Net owed by Region. This report lists the same information as DS3, but lists it by Region. This report should be used by Regional staff to monitor amounts owed by purchaser. Forest shall submit this report to the Regional Timber Management Staff.

5. DS7, Regional Summary Report - Open Sales. This report displays defaulted sale information by Region and Forest. The report displays organizationally where the biggest impact of default sale collection activity is located. This report is used by Washington Office and Regional Offices to track status of defaults cases by organization units. Submit the report to the Washington Office and Regional Timber Management Staffs quarterly.

6. DS9, Purchaser Summary Report - Open Sales. This report lists all purchasers of defaulted open sales. The report summarizes the amount of total

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damages for each purchaser. This report is used by contracting officers to identify defaulted purchasers on each forest.

7. DS10, Surety Summary - Open Sales. This report lists billing and collection information by surety. It identifies which sureties responded to billing action and which have not. The report is needed by Washington Office and Regional Offices.

8. DS11, Collection Activity Report - All Sales. The listing for this report is the same as Report DS1. The difference is that this report lists information on all defaulted sales. The report is produced upon request and is optional.

9. DS12, Resale Report - All Sales. This report lists all defaulted sales and the volume and value of the corresponding resale offerings. Report will be used at Washington Office and Regional Offices. It is run upon request and is optional.

10. DS15, List of Defaulted Sales. This report is a summarized listing of all the defaulted sales. The report includes listing of remaining volume, remaining value, reappraised value, resale date, value of damages, and sale closure status. The report will be used by Washington Office and Regional Offices. The report is run upon request and is optional.

11. DS17, Regional Summary Report. This report is the same as DS7 except the listing includes all defaulted sales. The report is used by the Washington and Regional Offices, and is needed quarterly.

12. DS18, State Summary. This report lists default information by state. This report is used by Washington Office and Regional Office personnel. The report is run upon request and is optional.

13. DS19, Purchaser Summary Report. The listing is the same as DS9, but includes list of default purchasers for all defaulted sales. The Regional Forester should distribute the report to all contracting officers to use for financial ability determination purposes.

14. DS20, Surety Summary Report. The report lists billing and collection information on all defaulted sales for each surety. This report provides a historical listing of surety obligation and payment. The report is for use in the Washington and Regional Offices and is optional.

15. DS21, Damages - Closed Sales. The report lists damage calculation for all closed contracts. The report lists the elements used to determine the damages on

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defaulted sales. The report is for optional use by Washington Office and Regional Offices.

91.4 - TRACS Reports

This is a free form report format that summarizes the information contained in TRACS system. Three standard summaries are available.

91.41 - Forest Plan Timber Summary (FPTS)

This report summarizes the timber information from the forest plan for each National Forest. It is updated upon completion of a forest plan or a plan amendment.

91.42 - Programed Sale Statement (PSS)

The programed sale statement is the record of timber sales sold. Extract the information from the STARS data base as needed, but at least once annually at the end of the fiscal year.

91.43 - Land Suitability Class (LSC)

This report summarizes the area allocated for timber production and other resources from the forest plan for each National Forest. It is updated by the Forest Supervisor upon completion of a forest plan or a plan amendment.

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