

**Forest Service Handbook
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**Forest Service Handbook 3090.11 – State and Private Accomplishment Reporting Handbook
Chapter 10 - System Description**

Amendment: 3090.11-92-1

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Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change:

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POSTING NOTICE. Amendments are numbered consecutively by Handbook number and calendar year. Post document in numerical order of chapters (1109.12, sec. 4.32, ex. 01). Remove entire national text of the Handbook and replace with this amendment. DO NOT REMOVE SUPPLEMENTS OR INTERIM DIRECTIVES. Retain this transmittal as the first page of this document.

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

This amendment is a reissuance of FSH 3090.11 to conform the format and structure of the Handbook to the requirements of electronic directive issuance.

This amendment makes no substantive changes to the text. The only changes made are those necessary to meet new format requirements or to correct spelling, punctuation, or unit names.

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.

Table of Contents

11 - General Data Format..... 3
 11.1 - Form Structure 3
 11.2 - Form Identifiers..... 3
12 - Identifier Codes and Definitions 3
 12.1 - Explanation of Identifier Entries and Codes..... 3
13 - Error Controls..... 6
 13.1 - Editing by Hand 6
 13.2 - Editing by Computer 7
 13.3 - Error Correction..... 7
14 - Activities, Assists, and Accomplishments to be Reported 7
 14.1 - Activity..... 7
 14.2 - Assist..... 7
 14.3 - Accomplishment..... 7

11 - General Data Format

11.1 - Form Structure

With one exception, the forms for reporting the accomplishments of State and Private Forestry programs are designed to facilitate both hand compilation and keypunching for automatic data processing. The exception, Form FS-3200-6, Cooperative Forestry Accomplishment Report, is designed for hand compilation only.

11.2 - Form Identifiers

The general data format provides for up to seven identifiers for each report. They are as follow:

1. Forest Service Region or Area.
2. State.
3. Organization structure code. (Use this identifier on Form FS-3400-5, Forest Insect and Disease Management Accomplishment Report, only.)
4. Fiscal year or calendar year.
5. Program.
6. Project. (This includes Rural Conservation and Development project areas and insect and disease identification numbers as well as flood prevention and small watershed projects.)
7. Source of report.

Chapter 20 includes specific instructions for each report.

12 - Identifier Codes and Definitions

States shall identify the State, fiscal or calendar year, program, project, and source of report. Forest Service Regional and Area program personnel shall complete data processing code blocks according to the definitions that follow. No data processing codes are necessary on Form FS-3200-6, Cooperative Forestry Accomplishment Report. Use abbreviations for Region/Area, State, and fiscal year on that report.

12.1 - Explanation of Identifier Entries and Codes

An explanation of the identifier entries and codes follows.

1. Area or Region. (Field 1-2). The Forest Service Area or Region that receives the form. The Forest Service shall complete this information.

Forest Service Handbook 3090.11 – State and Private Accomplishment Reporting Handbook

Chapter 10 - System Description

Amendment: 3090.11-92-1

Effective date: August 03, 1992

Code	Entry
01	Region 1
02	Region 2
03	Region 3
04	Region 4
05	Region 5
06	Region 6
08	Region 8
10	Region 10
42	NA

2. State. (Field 3-4). This code identifies the State submitting the form. The States are listed here by the Area or Region in which they are located and to which they submit their reports.

Area or Region	State code	State name
1	16	Idaho
	30	Montana
	38	North Dakota
2	08	Colorado
	20	Kansas
	31	Nebraska
	46	South Dakota
	56	Wyoming
3	04	Arizona
	35	New Mexico
4	32	Nevada
	49	Utah
5	06	California
	14	Guam
	15	Hawaii
	75	Trust Territory of the Pacific
6	41	Oregon
	53	Washington
8	01	Alabama
	05	Arkansas
	12	Florida
	13	Georgia
	21	Kentucky

Chapter 10 - System Description

Amendment: 3090.11-92-1

Effective date: August 03, 1992

Area or Region	State code	State name
8	22	Louisiana
	28	Mississippi
	37	North Carolina
	40	Oklahoma
	43	Puerto Rico
	45	South Carolina
	47	Tennessee
	48	Texas
	51	Virginia
	52	Virgin Islands
10	02	Alaska
NA	09	Connecticut
	10	Delaware
	11	District of Columbia
	17	Illinois
	18	Indiana
	19	Iowa
	23	Maine
	24	Maryland
	25	Massachusetts
	26	Michigan
	27	Minnesota
	29	Missouri
	33	New Hampshire
	34	New Jersey
	36	New York
	39	Ohio
	42	Pennsylvania
	44	Rhode Island
	50	Vermont
	54	West Virginia
55	Wisconsin	

3. Organizational Structure Code. (Field 7-10; used on form FS-3400-5 only). The Forest Service shall use this identifier for reporting forest insect and disease management activities on National Forest and other Federal lands.

4. Fiscal Year or Calendar Year. (Field 11-12). Use the last 2 digits of the calendar year for the cooperative fire protection report. For all other reports, use the last 2 digits of the Federal fiscal year.
5. Program. (Field 15-16). This is the State and Private Forestry program that is the subject of the form. Except for the Flood Prevention, Small Watershed, and Forest Pest Management Programs, both the program name and code are preprinted on the form.

Code	Program
21	Flood Prevention (P.L. 534)
22	Small Watershed Program (P.L. 566)
30	Resource Conservation and Development (RC&D)
42	Cooperative Fire Protection
51	Forest Pest Management (FPM) National Forest Lands
52	Forest Pest Management (FPM) State and Private Lands
53	Forest Pest Management (FPM) Other Federal Lands

6. Project. (Field 17-19). Use this identifier for flood prevention and small watershed project codes, resource conservation and development area codes, and insect and disease identification numbers. Definitions and codes are in the sections for each report or in Regional and Area supplements.
7. Source of Report. (Field 20). This code identifies the agency submitting the report. It is used if additional information is necessary or if there were errors in the report.

Code	Source
1	State forestry agency
2	Other State agency
3	Forest Service
4	Other Federal agency

13 - Error Controls

The system includes several provisions for error control.

13.1 - Editing by Hand

State and Private Forestry program personnel shall code identifiers on forms submitted by the States and review the forms for obvious errors.

13.2 - Editing by Computer

A computer routinely checks all identifier coding for validity and uses the check totals entered on the forms to edit accomplishment entries. This applies only to Form FS-3400-5, Forest Insect and Disease Management Accomplishment Report.

13.3 - Error Correction

The organization submitting the form shall correct all errors or apparent discrepancies.

14 - Activities, Assists, and Accomplishments to be Reported

14.1 - Activity

An activity is a specific action provided within the limits of the State and Private Forestry cooperative program(s) in response to a landowner or other cooperator request. This includes forest insect and disease management activities on National Forest and other Federal lands. Each program included in this reporting system lists those activities for which there must be accomplishment data.

14.2 - Assist

An assist is technical advice or assistance to a landowner, logger, or processor for a specific prescribed action. Record an assist for each activity. For example, if timber stand improvement advice or assistance is modified to protect or improve wildlife habitat and outdoor recreation, record one assist for each of the three activities.

14.3 - Accomplishment

Accomplishment is a measure of the on-the-ground result of an assist expressed in acres, cubic feet, and so forth. With one exception, report accomplishments as they occur. This exception is part III, Improved Utilization of Wood, on Form FS-3200-6, Cooperative Forestry Accomplishment Report (sec. 21.33).

Information concerning on-the-ground accomplishments is essential for measurement of program effectiveness. This may require contacts as much as a year or so after the assist to determine actual accomplishments. Do not record as accomplishments the results of actions contrary to advice given.