

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

**Forest Service Manual 1100 – Directive System  
Chapter 1130 - Directive Distribution, Maintenance, and Access**

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For further direction on directive distribution, maintenance, and access, see FSH 1109.12, chapter 40.

### **1130.1 - Authority**

Authority for directive distribution is in the Paperwork Reduction Act (Title 44, United States Code (U.S.C.), sections 3501-3502 (44 U.S.C. 3501-3502)) and in U.S.C. 522(a)2; Title 36, Code of Federal Regulations (CFR), section 200.4 (36 CFR 200.4); and 7 CFR 1.2.

### **1130.2 - Objectives**

1. To disseminate current policies and procedures developed to manage National Forest System lands, programs, and activities.
2. To provide for public access and use.
3. To maintain the Directive System to ensure maximum currency and usefulness.
4. To distribute and maintain directives in a cost-effective manner.
5. To ensure timely receipt of new and revised direction.
6. To ensure ready access to current agency direction.

### **1130.3 - Policy**

See FSH 1109.12, chapter 40 for additional policy direction on directive distribution, maintenance, and access.

#### **1130.31 - Distribution**

1. Distribute directives and related directive material internally to the level necessary to ensure policy compliance.
2. Distribute external directives (defined in FSM 1105.2) to the level of delegated authority.
3. Ensure that directives are distributed by employees assigned that responsibility as set out in FSM 1130.4-1130.45a and FSH 1109.12, chapter 40.

#### **1130.32 - Maintenance and Posting**

See FSH 1109.12, section 43 for further direction on directive maintenance and posting.

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**1130.33 - Access to Electronic and Paper Copies of Directives**

The Forest Service Web (FSWeb/Intranet) is the authoritative source for all current Forest Service directives. The servicewide Directive Manager maintains a list of servicewide issuances by manual, handbooks, and expiring interim directives. See FSM 1131.12 for other reasons why paper distribution may be necessary.

1. Access the FSWeb/Intranet or World Wide Web (WWW/Internet) to verify current direction and to obtain copies for employees' use. Each level of the organization shall provide adequate orientation, training, and support to facilitate employee use of and access to servicewide direction from the FSWeb and WWW.
2. Through use of the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet), make electronically accessible to employees all servicewide amendments, supplements, interim directives (IDs), and transmittals to the Forest Service Manual and, to the extent practicable, amendments, supplements, IDs, and transmittals to servicewide handbooks. The use of paper copies should be limited to non-standard size handbooks or handbooks with special tables or graphics.
3. Maximize the use of the distributed processing network to contain and, where possible, to reduce the costs associated with distribution and maintenance of directives and to ensure that users have access to timely, current direction at all organizational levels.
4. Promptly notify employees and managers of new directives. The servicewide Directive Manager shall promptly notify directive managers at the regions, stations, the Area, and the Institute of new issuances. In turn, the region, station, the Area, and the Institute directive managers shall ensure that their unit directive personnel receive timely notice of servicewide and field issuances. Unit directive personnel are expected to systematically notify affected staffs and personnel of new issuances upon receipt.
5. The Servicewide Directive Manager (FSM 1104) pays for printing and mailing of servicewide direction, except that sponsoring Washington Office staffs must pay from their funds for the purchase and printing of the following:
  - a. Special binders,
  - b. Handbooks with special tables, or graphics (FSM 1131.12), and
  - c. Regulations or directives issued by external agencies, such as the Federal Travel Regulation (FSH 6509.33). (For a summary of ordering, distribution, and other information about external directives incorporated as Forest Service Handbooks, see FSH 1109.12, section 45, exhibit 05.)

#### **1130.4 - Responsibility**

For additional responsibilities in directive distribution, maintenance, and access, see FSH 1109.12, chapter 40 and FSM 1131-1132.

#### **1130.41 - Washington Office**

##### **1130.41a - Servicewide Directive Manager**

In addition to the responsibilities set forth in FSM 1104.4-1104.42 and FSH 1109.12, chapter 40, the Servicewide Directive Manager also has the responsibility to:

1. Manage the distribution of servicewide direction through access to the Forest Service Web (FSWeb/Intranet) and phase out the internal distribution of most servicewide directives in printed-paper format.
2. Develop, maintain, and ensure the accuracy of distribution lists for electronic distribution to internal holders and of distribution lists for paper copies of servicewide direction for both internal and external holders.
3. Process requests for and distribute binders and tabs for master sets of the Forest Service Manual and Handbooks.
4. Fill requests from external holders for servicewide directives and related material.
5. Maintain a current master set of servicewide FSM and FSH direction.
6. Monitor the accessibility and effectiveness of access, retrieval, and distribution of servicewide directives from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet).
7. Maintain record copies of directives and aid users in the research and retrieval of record copies retired to the Federal Records Center, and National Archives and Records Administration (NARA) (FSH 1109.12, secs. 41.23 and 41.24; FSM 1104.4).

##### **1130.41b - Chief Information Office (CIO)**

The Chief Information Office has the responsibility to advise the Director, Office of Regulatory and Management Services on improvements to hardware and software to enhance the accessibility, graphics capability, and overall utility of information resource systems.

##### **1130.41c - Staff Directors**

Sponsoring staff directors are responsible for paying certain costs associated with the purchase and printing of nonstandard-size handbooks, special binders, and external handbooks

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(FSH 1109.12, sec. 40.3).

**1130.42 - Regions, Stations, Area, and Institute**

**1130.42a - Regional Foresters, Station Directors, Area Director, and Institute Director**

In addition to the responsibility in FSM 1104.2, Regional Foresters, Station Directors, the Area Director, and the Institute Director are responsible for ensuring that all employees are trained on accessing directives from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet). They shall also ensure that directive managers have sufficient training and staffing to support the electronic distribution of directives.

**1130.42b - Region, Station, Area, and Institute Directive Managers**

In addition to the responsibilities set forth in FSM 1104.41 and FSH 1109.12, chapter 40, the region, station, the Area, and the Institute directive managers also have the responsibility to:

1. Distribute within the unit and to subordinate units:
  - a. Directives issued by the unit and (except for those servicewide directives available only in paper format that the Servicewide Directive Manager prints and distributes in paper form directly to all units).
  - b. Higher-level internal and external directives.
2. Develop and maintain accurate distribution lists; inform the Servicewide Directive Manager of address changes; and consolidate information on distribution needs of the unit and subordinate units to forward to the Servicewide Directive Manager on request.
3. Maintain a complete master set of the Forest Service Manual and Handbooks (FSM 1132.12b-1132.12c).
4. Ensure prompt, accurate, and careful posting of new materials.
5. Fill local external requests for directives.
6. Provide employee support for accessing directives from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet) (FSH 1109.12, ch. 40).
7. Maintain record copies of directives and aid in research and retrieval of record copies retired to the Federal Records Center and the National Archives and Records Administration (FSH 1109.12, secs. 41.23 and 41.24; FSM 1104.4).

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**1130.43 - Forest Supervisors' Offices**

**1130.43a - Forest Supervisors**

Forest Supervisors are responsible for ensuring that:

1. All employees are trained on accessing directives from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet).
2. All of their support personnel have sufficient training to support maintaining directives on the FSWeb and WWW.

**1130.43b - Forest Directive Managers**

Forest directive managers have the responsibility to:

1. Maintain a complete master set of the Forest Service Manual and Handbooks (FSM 1132.12b) and post directives promptly, carefully, and accurately.
2. Develop and maintain accurate local distribution lists and inform the regional and Servicewide Directive Managers of address changes.
3. Distribute directives electronically promptly to assigned units and phase out the internal distribution of most directives in printed-paper format.
4. Send electronic copies of forest level directives to the regional directive manager for review and distribution to the appropriate staff.
5. Provide forest and district employees training and support for accessing directives from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet) (FSH 1109.12, ch. 40).
6. Coordinate all directive distribution matters with local field units for referral to the regional directive manager, as appropriate.
7. Fill local external requests for directives.

**1130.44 - Ranger Districts**

**1130.44a - District Rangers**

District Rangers are responsible for ensuring that:

1. All district employees are trained on accessing directives from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet).

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2. All of their support personnel have sufficient training to support the use of the FSWeb and WWW and to maintain and post to the paper master set of the manual titles and handbooks that the district maintains (FSM 1132.12d).

### **1130.5 - Definitions**

See FSM 1105 for the list of terms and definitions used in the Directive System.

### **1131 - Distribution of Directives**

For further direction on the distribution of directives in electronic and paper form, see FSH 1109.12, chapter 40. See FSM 1130.3 for policy concerning distribution and FSM 1130.4 and FSH 1109.12, chapter 40, for responsibilities in the Washington Office and field units.

#### **1131.1 - Distribution to Internal (Forest Service) Holders of Directives**

Servicewide directives listed in the weekly issuance report may be accessed by all Forest Service units. Directive managers at the regions, stations, the Area, the Institute, and forests shall not distribute such servicewide directives to lower level units, but they are encouraged to distribute directives electronically within their unit to appropriate staffs and holders. See FSH 1109.12, section 45, exhibits 01 and 02 for samples of Servicewide Directives Weekly Issuance Reports.

Servicewide Directives Weekly Issuance Reports are available from the directives home page under the category, Directives - New Issuances (<http://fsweb.wo.fs.fed.us/directives/>).

#### **1131.11 - Electronic Distribution**

(For exceptions to the following policy, see FSM 1131.12, for direction on distribution of paper copies of directives.)

1. To the maximum extent possible, field-level directives must be distributed electronically.
2. Internal servicewide directives must be distributed electronically. Field units are required to retrieve these directives from the Service-wide Directives Home Page on the FSWeb/Intranet (<http://fsweb.wo.fs.fed.us/directives/index.html>).

#### **1131.12 - Paper Distribution**

1. Directive managers at the issuing unit shall print paper copies for posting to the issuing unit's master sets of the Directive System.

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2. Directive managers shall distribute directives in paper format only when:
  - a. They contain exhibits of graphics or photographs that cannot be displayed electronically;
  - b. The directive is issued to an internal or external handbook available only in paper format or in a nonstandard size.

### **1131.2 - Distribution to External Holders and Individual Requestors**

(See FSM 1105 for the definition of external holder.)

1. Send electronic copies of directives to fill requests from individuals making one-time requests and to transmit directives to external holders on a regular basis. Send paper copies only if requested. For direction on charges for paper copies of directives furnished to individual requestors, see FSH 1109.12, section 41.22.
2. Use facsimile procedures to fill requests for directives only when the directive is not lengthy and quick turnaround is necessary.
3. Ensure that distribution lists with the names and addresses of external holders are maintained and revised (FSH 1109.12, ch. 40).
4. Do not provide external holders and requestors with access to the Forest Service Web (FSWeb/Intranet); instead, provide users with direction on accessing directives from the World Wide Web (WWW/Internet).

### **1131.3 - Directive Distribution Lists**

#### **1131.31 - Records Maintenance for Distribution Lists**

The directive manager at each unit that distributes or redistributes directives shall maintain a distribution list for paper and/or electronic distribution by manual titles and handbooks. The requirements for the content and format of this list are in FSH 1109.12, section 41.

#### **1131.32 - Reconciliation of Distribution Lists**

(See FSH 1109.12, section 41.13, for further direction on reconciliation of distribution lists.)

Periodically, the Servicewide Directive Manager, Office of Regulatory and Management Services, Washington Office, provides a distribution list organized by unit and manual and handbook codes to the directive managers at the regions, stations, Area, and Institute for each unit to update.

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#### **1131.4 - Weekly Issuance Reports**

##### **1131.41 - Service-wide Directives Weekly Issuance Reports**

This report provides a list of new or revised servicewide directives issued in the past week and includes:

1. The Forest Service Manual (FSM)/Forest Service Handbook (FSH) code and caption,
2. Document name(s),
3. Amendment, interim directive, or supplement number,
4. Digest,
5. Number of pages (new and removed),
6. Issuance date, and
7. Information on whether the direction is available from the Forest Service Web (FSWeb/Intranet) and the World Wide Web (WWW/Internet). For those directives printed and distributed in paper copy, the report includes a note indicating such.

See FSH 1109.12, section 45, exhibit 01 for a sample Servicewide Directives Weekly Issuance Report for a week when directives are issued and exhibit 02 for a sample report for a week when no directives are issued.

##### **1131.42 - Field Unit Directive Issuance Reports**

See FSH 1109.12, section 42.5 for requirements on field unit directive issuance reports and other required user aids.

##### **1131.5 - Nonstandard-size and External Handbooks**

See FSM 1130.33, paragraph 5, FSM 1132.13a-1132.13b, and FSH 1109.12, section 45, exhibit 05 for related direction on distribution of nonstandard-size and external handbooks and ordering special binders.

#### **1132 - Directive Maintenance, Posting, and Access**

(For further direction on maintaining, posting, and accessing directives, see FSH 1109.12, chapter 40.)

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### **1132.1 - Master Sets of Directives**

See FSM 1105 for the definition of master set and FSM 1130.4 for direction on responsibilities for maintaining a directive master set.

#### **1132.11 - Electronic FSM and FSH Directives and Information**

For further direction on establishment, maintenance, and access to servicewide and field unit directive home pages on the Forest Service Web (FSWeb/Intranet) and World Wide Web (WWW/Internet), see FSH 1109.12, chapter 40.

##### **1132.11a - Servicewide Directives**

The Servicewide Directive Manager (FSM 1130.41a) maintains the current Forest Service Manual and most of the internal servicewide Handbooks in electronic form on the Forest Service Web (FSWeb/Intranet) and World Wide Web (WWW/Internet).

Certain internal Forest Service directives that have graphics, photographs, or special, nonstandard formats may be available entirely or partly only in paper form.

The FSWeb and WWW Directive Home Pages also contain servicewide interim directives and some of the servicewide supplements issued to external directives incorporated as Forest Service Handbooks, such as the Department Personnel Manual (FSH 6109.41 - DPM).

The parent text of external handbooks generally is not available on the FSWeb and WWW. One exception that is available electronically is the Interagency Incident Business Management Handbook (FSH 5109.34), issued by the National Wildfire Coordinating Group, National Interagency Fire Center, Boise, Idaho.

##### **1132.11b - Field Unit Directives**

Field unit directive managers should maintain their field units' current directives on the Forest Service Web (FSWeb/Intranet) and World Wide Web (WWW/Internet).

##### **1132.11c - Directives Weekly Issuance Report**

The Servicewide Directive Manager issues a weekly servicewide directives issuance report that is maintained on the Forest Service Web (FSWeb/Intranet) and World Wide Web (WWW/Internet) and is distributed to the regions, stations, Area, Institute, forests, and districts. Field unit directive managers may issue similar issuance reports for their unit-level directives.

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**1132.12 - Paper Master Sets of Directives**

Post amendments, supplements, and interim directives in the master sets of the Forest Service Manual and Handbooks promptly, accurately, and carefully. Further direction on posting is in FSH 1109.12, chapter 40.

**1132.12a - Washington Office**

The Servicewide Directive Manager shall maintain one complete master set of the Forest Service Manual and Handbooks (including external handbooks) that is accessible to Washington Office employees and other users. The Directive Manager must ensure employees are informed of the location of the master set.

**1132.12b - Regions and Forests**

Directive Managers at the regions and forests shall maintain a complete master set of the Forest Service Manual and Handbooks (including external and unit handbooks and unit-level supplements and interim directives) that is accessible to Forest Service employees and other users.

**1132.12c - Stations, Area, and Institute**

Directive managers at the stations, Area, and Institute must maintain a master set of the entire Forest Service Manual (including unit supplements and interim directives) and as a minimum, at least those unit handbooks and servicewide handbooks necessary for employees to perform their duties and communicate with other organizational units regarding Forest Service business. The master set must be accessible to employees and other users.

**1132.12d - Districts and Washington Office Detached Units**

Line officers at ranger districts and Washington Office detached units may require directive personnel at the unit to maintain a paper master set of the Forest Service Manual titles and Handbooks necessary for employees to perform their duties and communicate with other organizational units regarding Forest Service business.

**1132.13 - Directive Binders for Paper Master Sets**

1. For units that maintain a paper master set, post paper copies of directives in the standard green Forest Service binder and in the special binders required for certain nonstandard-size and/or external handbooks.
2. Do not distribute the standard Forest Service binders to external holders. These binders are meant to be used only by internal Forest Service holders of the Manual and

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Handbooks and by other Federal agencies who maintain Forest Service directives, such as the USDA Office of the General Counsel and Office of the Inspector General.

**1132.13a - Ordering Standard and Nonstandard-Size Binders**

Field unit directive managers shall notify the Servicewide Directive Manager, Office of Regulatory and Management Services, Washington Office, when they need directive binders.

The Servicewide Directive Manager periodically places a consolidated order for standard binders, nonstandard-size handbook binders, and tab dividers for titles and chapters to reduce costs to the agency.

**1132.13b - Approval and Funding for Nonstandard-size and Other Special Binders for Internal Forest Service Handbooks**

Sponsoring Washington Office staff directors must obtain approval from the Servicewide Directive Manager for the use of nonstandard-size and other special binders for internal servicewide handbooks. The sponsoring staffs must pay from their funds (or coordinate with field units to transfer funds for the quantity the field units use) for the purchase and printing of any nonstandard-size and special binders (FSM 1130.3).

**1132.2 - Codes and Captions in Directive System**

See FSH 1109.12, chapter 50, for a listing of current codes and captions for manual series, titles, and chapters and for handbook titles. Chapter 50 also contains information on accessing this listing from the Forest Service Web (FSWeb/Intranet) and World Wide Web (WWW/Internet).

**1132.3 - Lists of Servicewide Issuances**

Promptly, accurately, and carefully post amendments, supplements, interim directives, and transmittals in the manual and handbooks (FSH 1109.12, ch. 40). Refer to the lists of servicewide issuances (FSM 1132.3 - 1132.32) to ensure that current directives are posted properly and that expired interim directives are removed promptly (FSM 1132.33).

**1132.31 - Lists of Servicewide Manual Issuances**

For the list of current servicewide manual issuances, go to:

*[http://fsweb.wo.fs.fed.us/directives/latest\\_directive\\_issuances/servicewide\\_fsm\\_list.xls](http://fsweb.wo.fs.fed.us/directives/latest_directive_issuances/servicewide_fsm_list.xls)*

This list provides the latest directive issuances by manual title, chapter, amendment, supplement, or interim directive and includes the document name, number of pages, and

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interim directive expiration date. The footer to the list displays the date that the list was updated and the number of pages in the list.

### **1132.32 - Lists of Servicewide Handbook Issuances**

For the list of current servicewide handbook issuances, go to:

[http://fswweb.wo.fs.fed.us/directives/latest\\_directive\\_issuances/servicewide\\_fsh\\_list.xls](http://fswweb.wo.fs.fed.us/directives/latest_directive_issuances/servicewide_fsh_list.xls)

This list provides the latest directive issuances by handbook title, chapter, amendment, supplement, or interim directive, and includes the document name, number of pages, and interim directive expiration date. The footer to the list displays the date that the list was updated and the number of pages in the list.

### **1132.33 - Lists of Expiring Servicewide Interim Directives**

For the list of expiring interim directives (IDs), go to:

[http://fswweb.wo.fs.fed.us/directives/expiring\\_ids/](http://fswweb.wo.fs.fed.us/directives/expiring_ids/)

From here, select the applicable calendar year (CY); for example: cy\_2002. Each listing indicates whether or not the ID can be reissued, as well as the manual or handbook title, calendar year, interim directive number, chapter, document name, number of pages, issuance date, and expiration date.

### **1133 - Requests for Directives**

Direction for making and filling internal and external requests for directives is in FSH 1109.12, Directive System Handbook, chapter 40.