Forest Service Manual
National Headquarters - Washington Office
Washington, DC

Forest Service Manual 2700 – Special Uses Management
Chapter 2790 - Special Uses Data System

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Approved by: James M. Pena, Associate Deputy Chief, NFS

Date approved: November 4, 2013

Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by title and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this title was 2700-2012-1 to FSM 2710.

Last Change: 2700-2012-1 to FSM 2710

Superseded Document(s): 2790, Amendment 2700-90-1, June 1, 1990

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

2790: Changes the chapter title from “Reports” to “Special Uses Data System” and revises the chapter in its entirety to reflect replacement of the obsolete Forest Land Use Report (FLUR) with the current Special Uses Data System (SUDS), and sets forth direction.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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2790.1 - Special Uses Data System (SUDS) Directives

The Forest Service Handbook (FSH) 2709.11, chapter 60, contains specific instructions to guide Special Uses Data System (SUDS) users in preparing special use applications and authorizations, calculating land use and cost recovery fees, and generating authorizations, amendments, bills, and reports.

2790.2 - Objectives

1. To facilitate the consistent, timely, efficient, and accurate administration of the special uses program.

2. To provide a records system integrated with accounting systems, resource systems, and other administrative systems.

3. To provide centralized, nationally accessible, accurate electronic information on special uses applications and authorizations so that the program can be monitored and reports can be retrieved.

2790.2 - Policy

1. SUDS is the primary source and electronic repository for special use applications, land use and cost recovery fee calculations, authorizations, amendments, bills, and reports.

2. All mandatory special uses data as shown in FSH 2709.11, 61.4, exhibit 01, must be entered into SUDS as part of the special use authorization process. In particular, required information for applications should be entered into SUDS in a timely manner; and required information for authorizations should be entered in SUDS, within 30 days of receipt.

2790.4 - Responsibility

See FSM 2704 for additional responsibilities.

2790.41 - Directors of the Washington Office Lands Staff and Recreation, Heritage, and Volunteer Resources Staff

The Directors of the Washington Office Lands and Recreation, Heritage, and Volunteer Resources staffs are responsible for:

1. Providing direction for SUDS implementation, operation, maintenance, and software changes.

2. Providing leadership and support in national and regional SUDS training programs.

3. Ensuring consistency, accuracy, completeness, and timeliness of SUDS data entry.

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4. Preparing and providing SUDS reports in response to Freedom of Information Act requests and congressional and Departmental inquiries, as needed.

5. Maintaining current forms, national clauses, land use and cost recovery fee schedules and indices in SUDS.

2790.42 - Regional Foresters

Regional Foresters are responsible for:

Providing training and technical assistance to forest supervisors and their employees to ensure consistency, accuracy, completeness, and timelines of SUDS data.

2790.43 - Forest Supervisors, and as delegated to District Rangers

1. Providing direction and training for SUDS implementation, operation, and maintenance.

2. Ensuring consistency, accuracy, completeness, and timeliness of SUDS data across their administrative unit.

3. Ensuring Forest Service personnel use SUDS for consistent, timely, efficient, and accurate administration of the special uses program, including processing of applications, calculating land use and cost recovery fees, generating authorizations and authorization amendments, billing, and reporting.

4. Ensuring all special use authorizations and mandatory data are entered in SUDS as part of the special use authorization process.

5. Ensuring required information for applications is entered into SUDS in a timely manner; and required information for authorizations is entered into SUDS, within 30 days of receipt.

6. Ensuring timely preparation and generation of bills for all cost recovery and land use fees.

2790.44 - Washington Office, SUDS Program Manager

The Washington Office SUDS Program Manager is responsible for:

1. National Direction. Developing and directing national priorities for SUDS direction, operations, and guidance relating to the national special uses program, and modifying direction, guidelines, and training as needed.

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2. Coordination. Serves as the national contact for SUDS including:

a. Coordinating with the national special uses program managers; Natural Resource Manager (NRM) project managers; National and regional special use program managers.

b. Coordinating with the Albuquerque Service Center with national fiscal and accounting staff, as needed, to ensure special uses accounting procedures are consistent with Forest Service standards.

c. Directing application development priorities in coordination with NRM project manager.

3. Guiding Application Development Protocols. Guiding application development protocols when program modification requests are initiated and agreed upon.

4. Maintenance of the SUDS Implementation Schedule. Tracking and electronically maintaining documentation of the SUDS implementation schedule.

2790.45 - National SUDS Coordinator

The National SUDS Coordinator reports to the National SUDS Program manager. Position serves as technical advisor to the National SUDS Program Manager and provides guidance and assistance to Regional SUDS Coordinators. Position is responsible for:

1. Coordination. Serving as the National Contact and Coordinator for SUDS, including:

a. Coordinating with the Washington Office National Special Uses Program Managers; NRM help desk; Regional Special Uses Program Managers; Regional and Forest SUDS Coordinators; SUDS users; NRM programmers and others as needed.

b. Providing information on issues, problems, successes, and failures and relaying solutions, alerts, and new information to SUDS users.

2. Technical Leadership. Providing technical leadership and guidance for SUDS, including identifying system requirements and deficiencies are being tracked and reported to the National SUDS Program Manager. Works with NRM the NRM development teams to implement SUDS application requirements in an accurate and timely manner.

3. Board Chairperson. Serving as the Chairperson for the I-Web/SUDS Module User Board (Board), including collaborating with the Board to develop enhancements to or address deficiencies in SUDS and recommending or initiating actions needed to correct deficiencies in SUDS identified by the Board.

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4. Assistance. Providing assistance and advice to SUDS users to ensure accountability and accuracy in using SUDS, including generating bills for special uses and reports.

5. Monitoring. Monitoring compliance to ensure consistent, accurate, complete, and timely data entry, including periodically checking national SUDS reports against regional and forest data.

6. Training. Planning and conducting training to ensure consistent implementation of SUDS nationally.

7. Reporting. Preparing reports on SUDS for the National and Regional Special Uses Program Managers.

2790.46 - Regional SUDS Coordinator

The Regional SUDS Coordinator is responsible for:

1. Serving as the principal SUDS contact for a region.

2. Reviewing periodic and annual SUDS reports from administrative units, identifying discrepancies and other problems in the reports, and ensuring that they are resolved by the responsible administrative unit.

2790.47 - Forest SUDS Coordinator

The Forest SUDS Coordinator is responsible for:

1. Serving as the principal SUDS contact for an administrative unit.

2. Reviewing periodic and annual SUDS reports from ranger districts in that administrative unit, identifying discrepancies and other problems in the reports, and ensuring that they are resolved by the responsible Ranger District.

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