

**Forest Service Manual  
National Headquarters (Washington Office)  
Washington, DC**

**Forest Service Manual 7100 – Engineering Operations  
Chapter 7140 – Geospatial**

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**Approved by:** Lisa Northrop, Associate Deputy Chief State, Private, and Tribal Forestry, National Forest System

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**Responsible Staff:** Geospatial Office (GO)

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**Superseded Document(s):** Chapter 7140 – Geometronics, 7100-2017-1, November 17, 2017

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

**7140** – This amendment changes the name of the chapter from “Chapter 7140 – Geometronics” to “Chapter 7140 – Geospatial” to be consistent with the Forest Service file code system, specifically “7140 – Geospatial” in Chapter 40 – File Designation and Disposition, FSH 6209.11. Replaces “Geometronics” with “Geospatial” throughout the chapter. Reorders the Authority categories to put “Resource Management Support” underneath “Cooperative Efforts”, replaces the name of “Map Preparation and Sale” with “7140.15 – Map and Geospatial Data Preparation and Delivery”, and adds two new categories, “7140.13 – Geospatial Data Collection and Management” and “7140.14 – Geospatial Information Analysis”. Updates the chapter in its entirety.

**7140.1** – Adds an introduction paragraph. Adds the new 2023 USDA Departmental Regulation 3465-001 (Enterprise Geospatial Data Management) as an overarching authority, and elaborates in additional detail on the authorities delegated by the Secretary of Agriculture to the Chief of the Forest Service in Title 7, Code of Federal Regulations, section 2.60(a)(27) (7 CFR 2.60(a)(27)).

**7140.11** – Introduces new authorities that govern geospatial work at the Forest Service, such as Modernizing Access to Our Public Land Act of 2022 (or “MAPLand”) and the Geospatial Data Act of 2018.

**7140.12** – Changes the Code of Federal Regulations section referenced for some authorities to locations that have changed since the most recent amendments. Authorities referenced in 36 CFR 219.12(d) are now referenced in 36 CFR 219.8, 219.9, and 219.10. Authorities referenced 36 CFR 212, 212.20(a), and 295.4 are now referenced in 36 CFR 212.2, 212.56, and 212.81.

**7140.2** – To be more aligned with legislation passed after the release of the previous amendment, this amendment adds the additional entities “elected officials, private industry, and the general public” to the sentence “To provide accurate and timely geographic information in graphic or digital form for use by forest resource managers, planners, and the general public” and adds and new rationale “to make Federal geospatial information and services more useful to the public, support decision-making, and enhance operations and reporting to the public and Congress”.

**7140.3** – Adds six (6) new policy statements (1, 2, 3, 4, 6, and 7) that outline the Forest Service’s approach towards the implementation of specific responsibilities, tasks, and requirements pertaining to geospatial data, products, and work, with an emphasis on fulfilling requirements from legislation passed after the release of the previous amendment. Removes the policy statement “*Managers should use the most cost-effective approach to produce maps and related spatial information products in support of the Forest Service mission. Options to consider in determining cost effectiveness are use of Forest Service facilities, use of interagency cooperative agreements, and use of private sector contracts*” in favor of including the six new policy statements (1, 2, 3, 4, 6, and 7) which address this policy. Replaces “Geometronics personnel” with “Personnel who work with geospatial technology and data” in the policy statement “Geometronics personnel must maintain technical currency and proficiency. Appropriate means of maintaining technical skill include classroom training, attendance at seminars/conferences, and membership in professional societies”.

**7140.4** – This amendment adds entirely new responsibilities for the Chief, Deputy Chiefs, Geospatial Information Officer, Washington Office Staff Directors, Regional Foresters, Station Directors, and Forest Supervisors, to fulfill geospatial work required by the Forest Service in legislation passed after the release of the previous amendment. Redistributes responsibilities for providing policy, oversight, direction, and delivery of Forest Service geospatial activities away from the Washington Office Director of Engineering to the Geospatial Information Officer, reflecting an organizational change in the Forest Service after the release of the previous amendment. Assigns to the Geospatial Information Officer the responsibilities outlined for the “USDA Mission Area, agency, and staff office Geospatial Lead” in the 2023 USDA Departmental Regulation 3465-001, Enterprise Geospatial Data Management.

**7140.5** – Updated definitions section and removed 7140.6 – Abbreviations and Acronyms and 7140.8 – References.

**7141** – Removed entire section due to language referencing obsolete Forest Service processes and funding mechanisms.

**7142** – Removed direction for 7142.1 – Primary Base Series/Single Edition Quadrangle and 7142.2 – Secondary Base Series due to language referencing obsolete products.

**7142.3** – Changed from “FSH 7709.58” to new directive “FSH 7709.59 Chapter 60”. Changed “Standards for Forest Service Signs and Posters” to new name “Sign and Poster Guidelines for the Forest Service”. Removed 7142.31 Road Classification Symbolology due to newer classification systems implemented in Forest Service Natural Resource Management databases.

**7143.11** – Removed “The U.S. Geological Survey National Atlas Layers must be the source of base materials for the map” and “The public may order single maps from the Consumer Information Catalog, Pueblo, Colorado, at a nominal charge. A 25 percent discount will be granted for orders of 100 or more maps.”

**7143.12** – Removed previously listed items referring to obsolete technology and processes.

**7144** – Removed 7144.1 and 7144.2 due to language referring to obsolete products, technology, and procedures.

**7145, 7146, and 7148** – Removed obsolete content and reserved section for future use.

**7149** – Replaced all references to “National Forest Map Store” with “USGS Store”. Replaced all references to “Point of Sales System (POSS) with “Forest Service e-Collections Retail System (ERS)”. Replaced all references to “(<http://fsweb.gmo.fs.fed.us/>)” with <https://fsweb.wo.fs.fed.us/nfs/etg/programs/gmo/index.shtml>. Replaced all references to “Director of Engineering Washington Office” with “Geospatial Information Officer”. Replaced reference to “Financial Policy and Analysis” with “Financial Policy”.

**7149.11d** – (Exhibit 01) Removed and replaced the following from the cost component worksheet:

13) NF Store – Number of Maps Sold

14) NF Store – Total Reimbursement

15) NF Store – Other charges

16) NF Store – Distribution Cost ((Number of Maps Sold x full price2) – Total Reimbursement) + Other charges

**7149.11f** – Added “ensuring that all hyperlinks are written out in full on maps intended for printing.”

**7149.12** – Replaced “Executive Order 120906, Coordinating Geographic Data Acquisition and Access; and the President’s Open Data Policy (see 7149.01.4)” with “Geospatial Data Act, National Spatial Data Infrastructure (section 755)”.

**7149.22** – Removed “Only IAs are eligible for this map exchange” from “Map Exchange Policy”. Added “The USGS also has an exchange policy with their business partners. This exchange policy is described in the USFS/USGS interagency agreement”.

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Policy pertaining to Forest Service geospatial programs and activities is the subject of this manual. Areas covered include cartography, remote sensing, photogrammetry, Geographic Information Systems (GIS), and map sales. One element common to these programs is the acquisition and use of geospatial data. Geospatial data is information that identifies the geographic location and characteristics of natural and constructed features and boundaries.

The policies, objectives, and responsibilities in this chapter are primarily governed by two laws: The Geospatial Data Act of 2018 and the Modernizing Access to Our Public Land Act of 2022 (or “MAPLand”). These statutes identify specific responsibilities, tasks, and requirements pertaining to geospatial data, products, and work conducted by the Forest Service.

### **7140.1 – Authority**

The Forest Service, as a land management agency, requires mapping and geospatial technology to effectively deliver its mission. Geospatial information, analysis, and presentation are inherent to the success of all land management business areas.

Basic authority for geospatial activities is vested in the Secretary of Agriculture ([Title 5, United States Code \(U.S.C.\), section 301 \(5 U.S.C. 301\)](#)).

[USDA Departmental Regulation 3465-001 \(2023\)](#) establishes the policy for enterprise geospatial data management (EGDM) in the United States Department of Agriculture (USDA). Led by the Office of the Chief Information Officer (OCIO), this DR defines the strategic direction necessary to optimize the management of the USDA geospatial data and geospatial infrastructure.

Responsibility for the coordination of USDA mapping work is delegated to the Chief of the Forest Service by the Under Secretary for Natural Resources and Environment through [Title 7, Code of Federal Regulations, section 2.60\(a\)\(27\) \(7 CFR 2.60\(a\)\(27\)\)](#). This work includes: Clearing mapping projects to prevent duplication; keeping a record of mapping done by USDA agencies; preparing and submitting required USDA reports; serving as liaison on mapping with the Office of Management and Budget, Department of the Interior, and other departments and establishments; promoting interchange of technical mapping information, including techniques which may reduce costs or improve quality; and maintaining the mapping records formerly maintained by the Office of Operations.

### **7140.11 – Cooperative Efforts**

1. [Modernizing Access to Our Public Land Act of 2022, 16 U.S.C. 6852](#). This section of the Act directs the Forest Service to work with other agencies to jointly develop and adopt interagency standards to ensure compatibility and interoperability among Federal geospatial databases for the collection and dissemination of outdoor recreation data related to Federal lands and used to depict locations at which recreation uses are available to the public.

2. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(2\)\*](#). This paragraph in this section of the Geospatial Data Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act), shall ensure that the collection, maintenance, dissemination, and preservation of geospatial data is such that the resulting data, information, or products can be readily shared with other Federal agencies and non-Federal users.
3. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(8\)\*](#). This paragraph in this section of the Act establishes that the Forest Service (as an agency within the USDA which is defined as a covered agency in the Act), shall coordinate and work in partnership with other Federal agencies, agencies of State, tribal, and local governments, institutions of higher education, and the private sector to efficiently and cost-effectively collect, integrate, maintain, disseminate, and preserve geospatial data, building upon existing non-Federal geospatial data to the extent possible.
4. [\*The Federal Land Exchange Facilitation Act of 1988 \(43, U.S.C. 1716\)\*](#). This act requires the Forest Service to consult with other Federal agencies concerning the needs, costs, and benefits associated with improvements in existing methods used for land surveying and mapping, including collecting, storing, retrieving, disseminating, and using information about Federal and other lands.
5. [\*Granger-Thye Act of April 24, 1950, \(16 U.S.C. 572\)\*](#). This act authorizes the Forest Service to perform administration, protection, improvement, reforestation, and other related work, by written agreement whereby the Forest Service may perform work for others, at the expense of the interested party, on or adjacent to National Forest System lands (FSM 1580). This act is included as an authority because geospatial activities are often required to accomplish the work described above.
6. [\*Title 43, United States Code, section 364\*](#). This law authorizes the USDA, represented by the Forest Service, to serve on the U.S. Board on Geographic Names (BGN) and be involved in the establishment of uniform geographic name usage throughout the Federal Government. This law also stipulates that, as a Federal agency, the Forest Service must use the BGN-approved names (as currently found in the Geographic Names Information System (GNIS), the authoritative source for geographic names for Federal use).
7. [\*The Economy Act of June 30, 1932, \(31 U.S.C. 1535\)\*](#). Section 601 of this Act authorizes one Federal agency to requisition work, services, supplies, materials, or equipment from another Federal agency. This act is included as an authority because geospatial activities are often done in coordination with other agencies.
8. [\*Title 7, Code of Federal Regulations, section 2.41\(a\)\(5\)\*](#) delegates coordination of aerial photographic projects for the Department of Agriculture to the Farm Production and Conservation (FPAC) Business Center by the Under Secretary for Farm and Foreign Agricultural Services.

9. [\*OMB Circular A-16 Revised and Supplemental Guidance\*](#). This circular provides direction for Federal agencies that produce, maintain, or use spatial data either directly or indirectly in the fulfillment of their mission and provides for improvements in the coordination and use of geospatial data. The Circular also describes effective and economical use and management of geospatial data assets in the digital environment for the benefit of the Federal Government and the Nation. The Circular establishes a coordinated approach to electronically develop the National Spatial Data Infrastructure and establishes the Federal Geographic Data Committee (FGDC). On February 1, 2013, the FGDC Steering Committee endorsed the revised version of the A-16 National Geospatial Data Asset (NGDA) Data Themes and Theme Lead Agencies list, defining the Land Use-Land Cover theme.

#### **7140.12 – Resource Management Support**

1. [\*Foundations for Evidence-Based Policymaking Act of 2018, \(P.L. 115-435\)\*](#). This Act requires the USDA to submit annually to the Office of Management and Budget (OMB) and Congress data that the USDA intends to collect, use, or acquire to facilitate the use of evidence in policymaking. Title II (Open, Public, Electronic, and Necessary Government Data Act) updates 44 U.S.C. 3502, 3504, 3506, and 3511 to include updated direction on Federal agency responsibility to provide open data to the public.
2. [\*The National Forest Management Act of 1976 \(16 U.S.C. part 1604\)\*](#) recognizes that forest plans should include maps and other descriptive documents.
3. [\*Title 36, Code of Federal Regulations, 219.8, 219.9, and 219.10\*](#), require that forest plans must address aspects of ecological sustainability, ecosystem integrity, and integrated resource management that include plan components which consider connectivity and the spatial relationships within ecological conditions, and thus require geospatial analysis and production of related maps.
4. [\*Title 16, United States Code, 521b\*](#), requires the Secretary of Agriculture to submit a detailed report of proposed purchase or transfer of land relating to the National Forest System in excess of \$150,000. This regulation establishes report criteria, including the location and size of the land, and thus requires geospatial support to produce maps and other graphics that depict the location of lands designated for proposed purchase or exchange.
5. [\*Title 36, Code of Federal Regulations, 228.102\(c\)\(1\)\*](#), provides for the identification of oil and gas resources and requires the Forest Service to identify on maps the areas that are subject to leasing analyses and decisions.
6. [\*Title 36, Code of Federal Regulations, 293.4\*](#), requires the Forest Service to establish uniform procedures and standards, for the maintenance and availability to the public, of records pertaining to National Forest System wilderness areas, including maps and other related documents.

### 7140.13 – Geospatial Data Collection and Management

1. *Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2805 b(2) and b(3)*. These two paragraphs in this section of the Act establish the general and specific responsibilities of the Forest Service (as an agency within the USDA, which is defined as a lead covered agency in the Act) for National Geospatial Data Asset data themes (as defined in the Act).
2. *Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a(3)*. This paragraph in this section of the Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall promote the integration of geospatial data from all sources.
3. *Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a(4)*. This paragraph in this section of the Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall ensure that data information products and other records created in geospatial data and activities are included on agency record schedules that have been approved by the National Archives and Records Administration. Responsibilities for records management can be found in Forest Service Manual 6200 Records Management Program and Forest Service Handbook 6209.11 Records Management.
4. *Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a(5)*. This paragraph in this section of Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall allocate resources to fulfill the responsibilities of effective geospatial data collection, production, and stewardship with regard to related activities of the Forest Service, and as necessary to support the activities of the Federal Geographic Data Committee.
5. *Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a(6)*. This paragraph in this section of the Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall ensure that geospatial data standards established by the Federal Geographic Data Committee are used, including the standards for metadata for geospatial data, and other appropriate standards, including documenting geospatial data with the relevant metadata and making metadata available through the GeoPlatform.
6. *Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a(11)*. This paragraph in this section of the Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall search all sources, including the GeoPlatform, to determine if existing Federal, State, local, or private geospatial data meets the needs of the covered agency before expending funds for geospatial data collection.

7. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(12\)\*](#). This paragraph in this section of the Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall, to the maximum extent practicable, ensure that a person receiving Federal funds for geospatial data collection provides high-quality data.
8. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 c\*](#). This section of the Act establishes that the USDA Office of Inspector General shall, not less than once every 2 years, submit to Congress an audit of the collection, production, acquisition, maintenance, distribution, use, and preservation of geospatial data by the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act).

#### **7140.14 – Geospatial Information Analysis**

1. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(8\)\(B\)\*](#). This paragraph in this section of the Geospatial Data Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall use geospatial information to enhance operations.
2. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(8\)\(C\)\*](#). This paragraph in this section of the Geospatial Data Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall use geospatial information to support decision-making.

#### **7140.15 – Map and Geospatial Data Preparation and Delivery**

1. [\*Modernizing Access to Our Public Land Act of 2022, 16 U.S.C. section 6853 and section 6854\*](#). These two sections of the Act establish that the Forest Service shall make publicly available, and update twice a year, geospatial data of status of open roads and trails, and vehicles allowed on them, and the boundaries of areas where hunting and recreational shooting are restricted, as well as digitize and publish geospatial data that specifies all Forest Service interests in private land that may be used to provide public recreational access to Federal land.
2. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(8\)\(A\)\*](#). This paragraph in this section of the Geospatial Data Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall use geospatial information to make Federal geospatial information and services more useful to the public.
3. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(8\)\(D\)\*](#). This paragraph in this section of the Geospatial Data Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall use geospatial information to enhance reporting to the public and to Congress.

4. [\*Rehabilitation Act of 1973, section 508, as amended, 29 U.S.C. 794d\*](#), requires that when Federal agencies procure, develop, maintain, or use Electronic and Information Technology (EIT), they ensure that Federal employees and members of the public with disabilities have access to and use of information and data that is comparable to the access to and use of the information and data that is available to individuals without disabilities. See USDA DR 4030-001 and FSM 6820
5. [\*Title 36, Code of Federal Regulations, 212.2\*](#) provides for the development of a travel management atlas for each administrative unit of the National Forest System, requiring both the production of motor vehicle use maps as well as the updating and maintenance of a forest transportation atlas.
6. [\*Title 36, Code of Federal Regulations, 212.56 and 212.81\*](#) provides for designated roads, trails, and areas to be identified on motor vehicle use maps and over-snow vehicle use maps, and for those maps to be distributed to the public through the internet and at national forest offices.
7. [\*OMB Circular A-76\*](#). This circular provides guidelines for the performance of commercial activities. Use for project planning to determine the cost-benefit ratio of competitive bids.
8. [\*OMB Circular A-130\*](#). This circular identifies, within its Information Management and Access subsection in the Policy section, the methods the Forest Service (as an agency within the USDA) will utilize to discharge its responsibilities for providing information to the public consistent with its mission.

## 7140.2 – Objective

To provide accurate and timely geographic information in graphic or digital form for use by forest resource managers, planners, elected officials, private industry, and the general public to make Federal geospatial information and services more useful to the public, support decision-making, and enhance operations and reporting to the public and Congress.

## 7140.3 – Policy

1. The Geospatial Information Officer (GIO), in collaboration with the Assistant Chief Data Officer (ACDO), will be responsible for the policy, oversight, direction, and delivery of Forest Service geospatial activities.
2. The GIO will work with all Deputy Areas, partners, and other Forest Service stakeholders to promote the effective use of geospatial data, technologies, and products within the Agency, maximize operational efficiencies, and prevent duplication of geospatial activities.

3. The Geospatial Office (GO) will provide a single organizational structure within the Washington Office to support all geospatial information program delivery in the Forest Service.
4. The Forest Service shall create geospatial authoritative data that includes Federal Geographic Data Committee (FGDC) endorsed metadata, meets standards where available, follows stages of the Geospatial Data Lifecycle pursuant to OMB Circular A–16, and is shared to the widest extent possible.
5. The Forest Service shall participate as a lead covered agency and/or a covered agency in the National Geospatial Data Assets Themes and Datasets as determined by the FGDC Steering Committee.
6. Agency managers shall make optimum use of geospatial data from authoritative sources to develop land management plans, enhance operations, support decision-making, and manage national forest lands and resources.
7. The Forest Service shall produce public-facing geospatial products that meet Federal publication quality and accuracy standards, best support the needs of the public and our partners, and incorporate necessary national branding as outlined in FSM 1630.13 Visual Management and Design.
8. To meet mutual mission requirements, managers shall work with tribal, State, local, and Federal partners, as well as private sector businesses and other entities, to leverage resources in producing geospatial data, products, and services.
9. Personnel who work with geospatial technology and data must maintain technical currency and proficiency. Appropriate means of maintaining technical skill include classroom/online training, attendance at seminars/conferences, and membership in professional societies.

#### **7140.4 – Responsibility**

##### **7140.41 – Chief**

It is the responsibility of the Chief of the Forest Service to:

1. Allocate resources to fulfill the responsibilities of effective geospatial data collection, production, and stewardship with regard to related activities of the Forest Service, and as necessary to support the activities of the Federal Geographic Data Committee (*in an effort to fulfill [43 U.S.C. chapter 46 section 2808 a\(5\)](#)*).

2. To the extent practicable, update twice a year and make available for publication: spatial and tabular vehicle status and seasonal information data for roads and trails; as well as boundaries where hunting or recreational shooting is permanently restricted or prohibited on National Forest System lands (*in an effort to fulfill 16 U.S.C. 6854 a (1,2,3,4) and b(1)*).
3. See FSM 2350, 7700, and 7710 for additional responsibility related to the production and distribution of motor vehicle use maps and over-snow vehicle use maps.

#### 7140.42 – Deputy Chiefs

It is the responsibility of the Deputy Chiefs to:

1. Develop and implement practices within their assigned deputy areas to coordinate and work in partnership with other Federal agencies, agencies of State, tribal, and local governments, institutions of higher education, and the private sector to efficiently and cost-effectively collect, integrate, maintain, disseminate, and preserve geospatial data, building upon existing non-Federal geospatial data to the extent possible (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(7)*).
2. Before expending funds for geospatial data collection, search all sources, including the GeoPlatform, to determine if existing Federal, State, local, or private geospatial data meets the needs of the covered agency (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(11)*).
3. Coordinate the implementation within their assigned deputy area the directives and the established Geospatial Office (GO), Chief Data Office (CDO) and Chief Information Office (CIO) best practices for collection, maintenance, dissemination, and preservation of geospatial data so that the resulting data, information, or products can be readily shared with other Federal agencies and non-Federal users, and can be used effectively by the public (*in an effort to fulfill 43 U.S.C. chapter 46 sections 2808 a(2) and a(8)(A) and P.L. 115-435*).
4. Coordinate the implementation of the geospatial data standards established by the Federal Geographic Data Committee within their assigned deputy area, including the standards for metadata for geospatial data, and other appropriate standards, including documenting geospatial data with the relevant metadata and making metadata available through the GeoPlatform (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(6)*).
5. To the maximum extent practicable, develop and implement practices within their assigned deputy areas so that a person receiving Federal funds for geospatial data collection provides data that meets the quality requirements of the intended use (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(12)*).

6. Enhance operations, support decision-making and strengthen reporting to the public and to Congress by developing and maintaining geospatial data using nationally defined standards; incorporating spatial analysis using GIS software and sound scientific principles; and constructing clear and effective maps using proficient cartographic techniques and national standards (*in an effort to fulfill 43 U.S.C. chapter 46 sections 2808 a(8)(B,C and D)*).
7. See FSM 2350, 7700, and 7710 for additional responsibility related to the production and distribution of motor vehicle use maps and over-snow vehicle use maps.
8. Develop and implement practices within their assigned deputy areas so that (in the effort to meet the requirements of legislation related to geospatial data collection, use, and dissemination) relevant employees who use geospatial data will develop and maintain both proficiencies in life cycle management, analysis, and portrayal of geospatial data as well as expertise using GIS technology.

#### **7140.42a – Deputy Chief for Research and Development**

In addition to the responsibilities in 7140.42, the Deputy Chief for Research and Development is also responsible for Forest Service collaboration with the U.S. Geological Survey to provide oversight of the Land Use-Land Cover National Geospatial Data Asset Theme (see 7140.11 Authority 9). The collaboration must ensure the coordinated management of the data, supporting resources (including technology and personnel), and related services and products of the Land Use-Land Cover data theme (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(2)*).

#### **7140.43 – Geospatial Information Officer**

In addition to responsibilities in FSM 6810.45c, it is the responsibility of the Geospatial Information Officer to:

1. Identify and report funding needs to the Deputy Chiefs for work that is necessary to fulfill the responsibilities of effective geospatial data collection, production, and stewardship with regard to related activities of the Forest Service, and as necessary to support the activities of the Federal Geographic Data Committee (FGDC) (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(5)*).
2. Coordinate mapping activities for the Department of Agriculture, including clearing mapping projects to prevent duplication; keeping a record of mapping done by USDA agencies; preparing and submitting required USDA reports; serving as liaison on mapping with the Office of Management and Budget, Department of the Interior, and other departments and establishments; promoting interchange of technical mapping information, including techniques which may reduce costs or improve quality; and maintaining the mapping records formerly maintained by the Office of Operations (*in an effort to fulfill 7 CFR 2.60(a)(26)*).

3. Serve as a member of the USDA Enterprise Geospatial Management Office's (EGMO) Geospatial Change Control Board (GCCB), with roles and responsibilities as outlined in [DR 3465-001](#).
4. Ensure Forest Service geospatial guidance aligns with USDA Departmental Regulations (DRs) and relevant Department Manuals (DMs) *(in an effort to fulfill [DR 3465-001](#))*.
5. Be accountable for monitoring and reporting geospatial data quality, geospatial portfolio governance, metadata, and life cycle management to ensure alignment with USDA Departmental Regulation 3465-001 *(in an effort to fulfill [DR 3465-001](#))*.
6. Ensure that annual fiscal year geospatial investment portfolios meet business needs and geospatial guidance *(in an effort to fulfill [DR 3465-001](#))*.
7. Complete the annual FGDC Geospatial Data Act Survey and provide feedback to the USDA GIO for the FGDC Geospatial Data Act Covered Agency Annual Report and Self-Assessment *(in an effort to fulfill [DR 3465-001](#))*.
8. Lead and facilitate the Forest Service's response to the once every 2-year USDA Office of Inspector General's Geospatial Data Act established audit *(in an effort to fulfill [43 U.S.C. chapter 46 section 2808 c](#))*.
9. Provide direction to geospatial data creators so that Personal Identifiable Information (PII) Controlled Unclassified Information (CUI) per DR 3440-003, and other legally restricted data is protected *(in an effort to fulfill [DR 3465-001](#))*.
10. Participate in determining whether declassified data can contribute to and become part of the National Spatial Data Infrastructure (NSDI) *(in an effort to fulfill [DR 3465-001](#))*.
11. Work with all Deputy Areas, partners, and other Forest Service stakeholders to promote the effective use of innovative geospatial technologies within the Agency, maximize operational efficiencies, and prevent duplication of geospatial activities.
12. Provide policy, oversight, direction, and delivery of Forest Service geospatial activities across all Deputy Areas, including geographic information systems (GIS), geospatial data development and management, remote sensing, cartography, and mobile geospatial technologies.
13. Provide support to, and collaboration with, field employees on critical geospatial tools, methods, and best practices that are necessary to deliver the Forest Service mission. This includes GIS, mobile geospatial technology, cartography, remote sensing, geospatial data, and products and services.
14. Provide support to Washington Office-level leadership with geospatial products, services, and analysis to enhance operations and support decision-making.

15. Oversee the Service-wide geospatial and remote sensing services provided by the Geospatial Office.
16. Provide service-wide availability of geospatial technical training to personnel who use geospatial technology and data.
17. Provide national map specifications and standard base map products to support national and regional mapping programs and other business needs in all deputy areas.
18. Provide for the investigation, development, and distribution of information on new and improved geospatial systems and techniques.
19. Represent the Secretary of Agriculture on the U.S. Board on Geographic Names.
20. Ensure that reviews of geospatial-related activities are conducted according to the direction in FSM 1400.

#### **7140.44 – Washington Office Staff Directors**

It is the responsibility of the Washington Office Staff Directors to:

1. For any Federal Geographic Data Committee (FGDC) National Geospatial Data Asset (NGDA) Datasets managed by their staff, support the Forest Service and other Agency NGDA Theme Leads on continual development and implementation of geospatial data standards for, and the development and implementation of a plan for nationwide population of, these NGDA Datasets (*in an effort to fulfill 43 U.S.C. chapter 46 sections 2805 b(3)(A and B)*).
2. For any Federal Geographic Data Committee (FGDC) National Geospatial Data Asset (NGDA) Datasets managed by their staff, provide input to Lead Covered Agencies for their annual reporting of NGDA data themes to the Office of Management and Budget (OMB) (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(ii)*).
3. For any geospatial data managed by their staff, provide input to the Forest Service Geospatial Information Officer for the once every 2 years Office of Inspector General (OIG) Geospatial Data Act audit (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 c*).
4. Coordinate the implementation within their staff, and associated regional and unit staff, directives and the established Geospatial Office (GO), Chief Data Office (CDO) and Chief Information Office (CIO) best practices and guidance documents for collection, maintenance, dissemination, and preservation of geospatial data so that the resulting data, information, or products can be readily shared with other Federal agencies and non-Federal users, and can be used effectively by the public (*in an effort to fulfill 43 U.S.C. chapter 46 sections 2808 a(2) and a(8)(A) and P.L. 115-435*).

5. Develop and implement practices within their staff, and associated regional and unit staff, to coordinate and work in partnership with other Federal agencies, agencies of State, tribal, and local governments, institutions of higher education, and the private sector to efficiently and cost-effectively collect, integrate, maintain, disseminate, and preserve geospatial data, building upon existing non-Federal geospatial data to the extent possible (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(7)*).
6. Coordinate the implementation of the geospatial data standards established by the Federal Geographic Data Committee within their staff, and associated regional and unit staff, including the standards for metadata for geospatial data, and other appropriate standards, including documenting geospatial data with the relevant metadata and making metadata available through the GeoPlatform (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(6)*).
7. Enhance operations, support decision-making and strengthen reporting to the public and to Congress, by developing and maintaining national geospatial data using nationally defined standards; incorporating spatial analysis using GIS software and sound scientific principles; and constructing clear and effective maps using proficient cartographic techniques and national standards (*in an effort to fulfill 43 U.S.C. chapter 46 sections 2808 a(8)(B,C, and D)*).
8. To the maximum extent practicable, develop and implement practices within their staff, and associated regional and unit staff, so that a person receiving Federal funds for geospatial data collection provides data that meets the quality requirements of the intended use (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(12)*).

#### **7140.44a – Washington Office Director of Engineering**

In addition to the responsibilities in 7140.44, it is also the responsibility of the Washington Office Staff Director overseeing the roads program to:

1. Develop and implement practices within their staff, and associated regional and unit staff, for twice-a-year updates of spatial and tabular vehicle status and seasonal information data for roads and that this information is available for the data publication process (to the maximum extent practicable) (*in an effort to fulfill 16 U.S.C. section 6854 a(1) a(2), a(3) and b(1)*).
2. See FSM 7710 for additional responsibility related to the production and distribution of motor vehicle use maps and over-snow vehicle use maps.

**7140.44b – Washington Office Director of Inventory Monitoring and Assessment Research**

1. In addition to the responsibilities in 7140.44, the Washington Office Staff Director of Inventory Monitoring and Assessment Research (see 7140.11 Authority 9) is responsible for effectively using the resources provided by the Forest Service to implement the Forest Service's collaboration with the U.S. Geological Survey to co-lead the Land Use-Land Cover data theme, and to thereby achieve the following objectives:
2. Provide leadership and facilitate the continual development and implementation of geospatial data standards for the Land Use-Land Cover data theme, with a particular emphasis on a data content standard for the theme, by assessing existing standards; identifying anticipated or needed data standards; and developing a plan to originate and implement needed standards with relevant community and international practices (in accordance with Office of Management and Budget Circular A-119 and consistent with or as a part of the plan described in responsibility 2 below) *(in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(A))*.
3. Provide leadership and facilitate the development and implementation of a plan for nationwide population of the Land Use-Land Cover data theme which shall: include developing partnership programs with States, Indian tribes, institutions of higher education, private sector entities, other Federal agencies and local governments; meet the needs of users of geospatial data; address human and financial resource needs; identify needs relating to standards, metadata for geospatial data within the theme and the GeoPlatform; and expedite the development of the Land Use-Land Cover data theme *(in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(B))*.
4. Establish goals for the Land Use-Land Cover data theme that support the strategic plan for the National Spatial Data Infrastructure (NSDI) *(in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(C))*.
5. As necessary, collect and analyze information from users of geospatial data within the Land Use-Land Cover data theme regarding the needs of the users for geospatial data and incorporate the needs of users in strategies relating to the National Geospatial Data Asset data theme *(in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(D))*.
6. As part of administering the Land Use-Land Cover data theme, designate a point of contact who shall be responsible for developing and maintaining the data, and coordination relating to disseminating data using the GeoPlatform *(in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(i))*.

7. As part of administering the Land Use-Land Cover data theme, submit to the Federal Geographic Data Committee (FGDC) both a performance report annually that documents the activities relating to, and implementation of, the Land Use-Land data theme, including progress in achieving the requirements under responsibilities 1, 2, 3, and 4, as well as comments, as appropriate, regarding the summary and evaluation of the performance report provided by the FGDC (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(ii)*).
8. As part of administering the Land Use-Land Cover data theme, publish maps or comparable graphics online (in accordance with the mapping conventions specified by the FGDC) showing the extent and status of the Land Use-Land Cover data theme (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(iii)*).
9. As part of administering the Land Use-Land Cover data theme, encourage individuals and entities that are a source of geospatial data or metadata for geospatial data for the Land Use-Land Cover data theme to provide access to such data through the GeoPlatform (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(iv)*).
10. As part of administering the Land Use-Land Cover data theme, coordinate with the GeoPlatform (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(v)*).
11. As part of administering the Land Use-Land Cover data theme, identify and publish proven practices for the use and application of geospatial data of the lead covered agency (*in an effort to fulfill 43 U.S.C. chapter 46 section 2805 b(3)(E)(iv)*).

#### **7140.44c – Washington Office Director of Recreation, Heritage, and Volunteer Resources**

In addition to the responsibilities in 7140.44, it is also the responsibility of the Washington Office Staff Director overseeing the trails program to:

1. Develop and implement practices within their staff, and associated regional and unit staff, for twice-a-year updates of spatial and tabular vehicle status and seasonal information data for trails, and that this information is available for the data publication process (*in an effort to fulfill 16 U.S.C. section 6854 a(1) a(2), a(3) and b(1)*).
2. Develop and implement practices within their staff, and associated regional and unit staff, for twice-a-year updates of boundaries of areas where hunting or recreational shooting is permanently restricted or prohibited on National Forest System lands, and ensure that this information is available for the data publication process (*in an effort to fulfill 16 U.S.C. section 6854 a(4) and b(1)*).
3. See FSM 2350 and 7710 for additional responsibility related to the production and distribution of motor vehicle use maps and over-snow vehicle use maps.

#### 7140.45 – Regional Foresters and Station Directors

The Regional Forester and Station Director has the authority to consolidate geospatial resources within the office of the region (FSM 1202).

It is the responsibility of the Regional Foresters, and where applicable, the Station Directors, to:

1. Allocate resources to the region, station, and national forests and grasslands to fulfill the responsibilities of effective geospatial data collection, production, and stewardship with regard to related activities of the Forest Service *(in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(5))*.
2. Before expending funds for geospatial data collection, search all sources, including the GeoPlatform, to determine if existing Federal, State, local, or private geospatial data meets the needs of the covered agency *(in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(11))*.
3. Provide oversight and guidance for geospatial activities in the region, station, and on the national forests and grasslands.
4. Provide technical assistance by regional geospatial staff to the region, station, and national forests and grasslands in the acquisition, production, stewardship, manipulation, and portrayal of geospatial information, including performing GIS analyses and developing geospatial products and services, in coordination with the GIO.
5. Develop and implement practices within their region, station, and national forests and grasslands so that (in the effort to meet the requirements of legislation related to geospatial data collection, use, and dissemination) relevant employees who use geospatial data will develop and maintain both proficiencies in life cycle management, analysis, and portrayal of geospatial data as well as expertise using GIS technology.
6. Coordinate the implementation within their region, station, and national forests and grasslands, directives and the established Geospatial Office (GO), Chief Data Office (CDO) and Chief Information Office (CIO) best practices for collection, maintenance, dissemination, and preservation of geospatial data so that the resulting data, information, or products can be readily shared with other Federal agencies and non-Federal users, and can be used effectively by the public *(in an effort to fulfill 43 U.S.C. chapter 46 sections 2808 a(2) and a(8)(A) and P.L. 115-435)*.
7. Coordinate the implementation of, where available, the geospatial data standards established by the Federal Geographic Data Committee, and/or the Forest Service GIO, within their region, station, and national forests and grasslands, including the standards for metadata for geospatial data, and other appropriate standards, including documenting geospatial data with the relevant metadata and making metadata available through the GeoPlatform *(in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(6)) and DR 3465-001)*.

8. Develop and implement practices within their region, station, and national forests and grasslands, to coordinate and work in partnership with other Federal agencies, agencies of State, tribal, and local governments, institutions of higher education, and the private sector to efficiently and cost-effectively collect, integrate, maintain, disseminate, and preserve geospatial data, building upon existing non-Federal geospatial data to the extent possible (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(7)*).
9. Enhance operations, support decision-making and strengthen reporting to the public and to Congress, by developing and maintaining regional geospatial data using nationally defined standards; incorporating spatial analysis using GIS software and sound scientific principles; and constructing clear and effective maps using proficient cartographic techniques and national standards (*in an effort to fulfill 43 U.S.C. chapter 46 sections 2808 a(8)(B,C, and D)*).
10. To the maximum extent practicable, develop and implement practices within their region, station, and national forest or grassland, so that a person receiving Federal funds for geospatial data collection provides data that meets the quality requirements of the intended use (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(12)*).
11. Provide for the technical inspections of ongoing geospatial-related activities. See FSM 1410 for additional details and responsibilities related to ensuring that an inspection report and appropriate follow-up reports are prepared.
12. Include primary points of contact with the Geospatial Information Officer for communications related to the region's geospatial programs and initiatives.
13. Ensure all land management plans use standardized geospatial data requirements (FSH 1909.12).

#### **7140.46 – Forest Supervisors**

It is the responsibility of the Forest Supervisor to:

1. Allocate resources to fulfill the responsibilities of effective geospatial data collection, production, and stewardship with regard to related activities of the Forest Service, and as necessary to support the activities of the Federal Geographic Data Committee (FGDC) (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(5)*).
2. Before expending funds for geospatial data collection, search all sources, including the GeoPlatform, to determine if existing Federal, State, local, or private geospatial data meets the needs of the covered agency (*in an effort to fulfill 43 U.S.C. chapter 46 section 2808 a(11)*).

3. Implement, within their national forests or grasslands, directives and the established Geospatial Office and CIO best practices for collection, maintenance, dissemination, and preservation of geospatial data so that the resulting data, information, or products can be readily shared with other Federal agencies and non-Federal users, and can be used effectively by the public *(in an effort to fulfill [43 U.S.C. chapter 46 sections 2808 a\(2\) and a\(8\)\(A\)](#) and [P.L. 115-435](#))*
4. Implement, where available, the geospatial data standards established by the Federal Geographic Data Committee, and/or the Forest Service GIO, within their national forests or grasslands, including the standards for metadata for geospatial data, and other appropriate standards, including documenting geospatial data with the relevant metadata and making metadata available through the GeoPlatform *(in an effort to fulfill [43 U.S.C. chapter 46 section 2808 a\(6\)](#) and [DR 3465-001](#))*.
5. Enhance operations, support decision-making and strengthen reporting to the public and to Congress by developing and maintaining unit geospatial data using nationally defined standards; incorporating spatial analysis using high end GIS software and sound scientific principles; and constructing clear and effective maps using proficient cartographic techniques and national standards *(in an effort to fulfill [43 U.S.C. chapter 46 sections 2808 a\(8\)\(B,C, and D\)](#))*.
6. To the maximum extent practicable, develop and implement practices within their national forests or grasslands so that a person receiving Federal funds for geospatial data collection provides data that meets the quality requirements of the intended use *(in an effort to fulfill [43 U.S.C. chapter 46 section 2808 a\(12\)](#))*.
7. To the extent practicable, update twice a year and make available for publication national forest and grassland spatial and tabular vehicle status and seasonal information data for roads and trails, as well as boundaries where hunting or recreational shooting is permanently restricted or prohibited on National Forest System lands *(in an effort to fulfill [16 U.S.C. sections 6854 a\(1,2,3,4\)](#) and [b\(1\)](#))*.
8. Develop and implement practices within their national forests or grasslands, so that (in the effort to meet the requirements of legislation related to geospatial data collection, use, and dissemination) relevant employees who use geospatial data will develop and maintain both proficiencies in life cycle management, analysis, and portrayal of geospatial data as well as expertise using GIS technology.
9. See FSM 2350 and 7710 for additional responsibility related to the production and distribution of motor vehicle use maps and over-snow vehicle use maps.

#### 7140.5 – Definitions

See [43 U.S.C. chapter 46 section 2801](#), [Federal Geographic Data Committee's FGDC.gov](#) [Lexicon of Geospatial Terminology](#), and FSH 7109.13a, Chapter Zero Code, section 05. Use definitions from [43 U.S.C. chapter 46 section 2801](#) for inconsistent definitions.

## **7141 – Geometronics Administration**

Obsolete content removed; section reserved for pending revision.

## **7142 – Base Series Maps**

*7142.1 and 7142.2 removed, obsolete content.*

### **7142.3 – Road Classification System**

The Road Classification System describes surface type ("Cartographic Specifications and Symbols," [EM-7140-24](#)), jurisdiction (FSM 7703), maintenance level (FSH 7709.59 chapter 60), and route marker type ("Sign and Poster Guidelines for the Forest Service" [EM-7100-15](#)).

*7142.31 removed, obsolete content.*

#### **7142.32 – Closed and Obliterated Roads**

1. Depict on Single Edition Quadrangle maps temporarily closed roads, roads closed for less than 5 years, or roads designated for long-term level 1 maintenance. Include associated gates, berms, and barrier symbols.
2. Do not depict on Single Edition Quadrangle maps roads closed continuously for 5 or more years that have not received any maintenance during that period of time and that are scheduled for obliteration when resources allow. Also, do not depict on the map associated gates, berms, and barrier symbols.
3. Do not depict on the Single Edition Quadrangle maps obliterated roads or symbology that refers to an obliterated road.

## **7143 – Cartographic Products**

The Base Series layered map system is sufficiently flexible to allow production of various cartographic products with a minimum of redrafting or digital manipulation.

### **7143.02 – Objectives**

In preparing and providing cartographic products, the Forest Service seeks to achieve:

Regional uniformity in cartographic information provided to users from regional geometronics organizations.

Uniform quality of Forest Service cartographic products.

### **7143.03 – Policy**

The Forest Service shall meet user needs for cartographic products by providing a wide range of user-oriented map products from the possible combinations of Base Series plates and layers, either manually or electronically. Regional geometronics organizations must edit and approve products prior to their reproduction for public distribution.

Cartographic products for specific needs must be developed from the Base Series source materials.

### **7143.04 – Responsibility**

#### **7143.04a – Regional Foresters**

It is the responsibility of the Regional Forester to ensure:

The production of cartographic products in accordance with FSH 7109.13a, chapter 10, and "Cartographic Specifications and Symbols," EM-7140-24 (FSH 7109.13a, section 06.3).

1. The availability of cartographic products to individuals who request information about the national forests or grasslands.
2. Joint funding is available for initial construction, printing, periodic updates, storage, and distribution of the Regional and/or State Guide from the budgets of regional staffs who directly benefit from the production and maintenance of this free map product.
3. The regional geometronics staffs participate in developing standards for National Special Purpose Maps and support these mapping efforts.

### **7143.1 – Family of Maps – Visitor Information Series**

*Obsolete content removed; section reserved for pending revision.*

#### **7143.11 – A Guide to Your National Forests – FS-418**

This map portrays the entire United States and shows the locations of national forests and grasslands.

Make this map available to individuals requesting information about the National Forest System lands. For many individuals, this map serves as an introduction to the national forests and grasslands and a source for further information (such as addresses of Forest Supervisors' Offices).

When stocked at Forest Service locations, provide single copies of this map free of charge to the public (section 7149.1).

### **7143.12 – Regional or State Guide**

The Regional or State Guide is a derivative of the Department of the Interior U.S. Geological Survey bases at scales ranging from 1:2,000,000 to 1:500,000 and usually portrays an entire Region or State. This map is optional.

1. Design the map for potential visitors who need a more detailed, larger-scale map for planning a visit to a specific Region or State.
2. Provide an overview of the Region and/or State, major points of interest, recreation opportunities, and where visitors can obtain more information.
3. Display an entire Region or a portion of one or more Regions.
4. Show the location of land areas administered by the Forest Service, as well as other Federal agencies that may be of interest to the visitor.
5. Produce these guides in accordance with FSH 7109.13a, section 13.2, and "Cartographic Specifications and Symbols," EM-7140-24, chapter 4 (FSH 7109.13a, section 06).
6. Provide this map free of charge to the public.

Regions provide funding for the initial development and for periodic updates of the map(s). When feasible, cooperate with other Federal or State governmental agencies and associations to assist with these maps through a cooperative agreement or memorandum of understanding.

### **7143.13 – Pocket Visitor Guide**

This optional guide is for visitors to a specific national forest or grassland. It provides a small-scale, generalized map of individual national forests and grasslands for those seeking information about the unit. Regional geomatronics staff determine source material for the Pocket Visitor Guide, which should include the Secondary Base Series or digital data when appropriate. Produce the guides in accordance with FSH 7109.13a, section 13.3, and "Cartographic Specifications and Symbols," EM-7140-24, chapter 5 (FSH 7109.13a, section 06.3). Artwork and text are provided by regional, national forest, and district staffs.

### **7143.14 – Forest Visitor Map**

The Forest Visitor Map provides detailed information about a national forest and/or national grassland. It is to be used by the forest visitor and those interested in specific activities such as driving, camping, hunting, or other recreational activities. The map should be readable, easy to use, and provide the information forest visitors request. Display on the map the variety of recreational opportunities available on national forests. The Forest Visitor Map must depict an entire national forest or national grassland, or a subdivision of a national forest or national grassland, and shall contain long-term (3 to 4 years) travel information. Compile the travel information from the forest plan and reflect the travel management philosophy described in

the plan. Region 10 Forest Visitor Maps are exempt from the requirement to show travel information; use special publications for this purpose. Use the narrative section to provide information about travel restrictions and opportunities when it cannot be graphically depicted. Use the Secondary Base Series as the base map for the Forest Visitor Maps and produce in accordance with FSH 7109.13a, section 13.4, and "Cartographic Specifications and Symbols," EM-7140-24, chapter 2 (FSH 7109.13a, section 06.3). Artwork, photos, and text are provided by the appropriate national forest staffs. Sell these maps to the public at a price determined by the Inter-disciplinary National Map Sales Steering Committee (section 7149.2).

### **7143.15 – Wilderness and Special Area Maps**

Other maps besides the Family of Maps products described previously may be produced by the regions, using existing regional specifications, but the use of the Family of Maps cover panel design is encouraged. Depict on these maps, derived from the Base Series, detailed information on wilderness areas and other special interest areas or features. Include additional national forest information (FSH 7109.13a, chapter 10) as appropriate. Sell maps to the public for a price that reimburses the cost of furnishing the maps to the public as specified in section 7149 (FSH 7109.13a, section 13.5).

### **7143.2 – National Special Purpose Maps**

Use Base Series maps in preparing special purpose maps to support national planning efforts. Special purpose maps are required to support the forest planning process.

### **7144 – Project Support**

Base Series materials are often unsuitable to support the unique graphic requirements for special projects, so additional project support may be needed from regional geospatial staffs.

#### **7144.03 – Policy**

Support a wide variety of special projects by providing special purpose maps or other graphics that satisfy the accuracy requirements of the intended use.

*7144.1 and 7144.2 removed, obsolete content.*

### **7145 – Remote Sensing**

*Obsolete content removed; section reserved for pending revision.*

### **7146 – Automated Cartography – Digital Data Services and Production**

*Obsolete content removed; section reserved for pending revision.*

## 7147 – Geographic Names

Follow the direction and standards for geographic names set forth in FSH 7109.14 and in "Principles, Policies and Procedures: Domestic Geographic Names," published by the Domestic Names Committee for the U.S. Board on Geographic Names. Obtain this publication from the U.S. Geological Survey, Executive Secretary for Domestic Names, 523 National Center, Reston, Virginia 22092. Standards for naming administrative units and associated sites and areas are found in FSM 1200.

## 7148 – Miscellaneous Geometronics Services

*Obsolete content removed; section reserved for pending revision.*

## 7149 – Map and Geospatial Product Sales

### 7149.01 – Authority

1. [\*Geospatial Data Act of 2018, 43 U.S.C. chapter 46 section 2808 a\(2\)\*](#). This paragraph in this section of the Geospatial Data Act establishes that the Forest Service (as an agency within the USDA, which is defined as a covered agency in the Act) shall ensure that the dissemination of geospatial data (including images in digitized and non-digitized form) is such that the resulting products can be readily shared with non-Federal users.
2. [\*The Agricultural Adjustment Act of 1938, section 1387, as amended \(7 U.S.C. section 1387\)\*](#). This statute is the primary authority for map and geospatial data sales. This act provides the basic authority for the sale of reproductions of information such as georeferenced data from all sources, aerial or other photographs, mosaics, and maps as obtained in connection with the authorized work of the Department.
3. [\*Circular A-25; User Charges\*](#). This circular establishes Federal policy regarding fees assessed for Government services and for sale or use of Government goods or resources, including maps and geospatial products. It directs agencies to establish prices for products and services that reflect current market pricing in order that the private sector may compete without disadvantage. The circular also directs agencies to establish simple, auditable accounting procedures.

### 7149.02 – Objectives

1. To provide saleable maps and geospatial products, which may include data, that assist visitors to National Forest System lands and which help communicate the Forest Service mission.
2. To recover the costs of disseminating maps and geospatial data and products so that the program is self-sustaining.

3. To sell Forest Service maps at current market prices. To recover costs associated with repackaging, reformatting, and shipping data as necessary.

### **7149.03 – Policy**

The Map Sales Program is established to furnish maps and geospatial products that assist visitors to our national forests and grasslands and which promote awareness and understanding of the Forest Service mission. The program must be self-sustaining in order to continue the delivery of these products into the future. Map prices will align with similar products found in the marketplace.

### **7149.04 – Responsibility**

#### **7149.04a – Geospatial Information Officer**

It is the responsibility of the Geospatial Information Officer to:

1. Establish and maintain a national map sales price list for maps for all products in the Map Sales Program, along with official volume discounts available to purchasers. This list is published at the Geospatial Management Office website <https://fsweb.wo.fs.fed.us/nfs/etg/programs/gmo/index.shtml>.
2. Analyze map cost component data for nationally priced maps at least once every 3 years. Adjust nationally established prices when necessary based on an analysis of historical costs and current market prices for similar map products. The sale price will be rounded up to the nearest dollar.
3. Direct regions to perform similar analyses for regional specialty map prices that are set by the Regional Forester.
4. Review savings realized from volume sales procedures at least once every 3 years and adjust volume discount structure as necessary based on map cost analysis and current market conditions.
5. Establish a national map sales steering team, chaired by the Geospatial Information Officer, with representatives from the Geospatial Management Office; Recreation, Heritage, and Volunteer Resources; Office of Communications; Financial Policy and Analysis; and the National Partnership Office to review and affirm new map prices when adjustments are determined to be necessary.
6. Publish new map prices and communicate price changes as necessary at the Geospatial Management Office website <https://fsweb.wo.fs.fed.us/nfs/etg/programs/gmo/index.shtml>. Communicate map price changes and implementation processes.

#### **7149.04b – Director of Financial Policy, Washington Office**

It is the responsibility of the Director of Financial Policy, Washington Office, to provide accounting procedures for managing map sales receipts. These policies and procedures are documented in FSM 6530, Billing and Collections, and associated handbooks.

#### **7149.04c – Regional Foresters**

It is the responsibility of each Regional Forester to:

1. Designate a responsible official at the regional level, usually the Regional Geospatial Services Manager (or equivalent), to manage the region's Map Sales Program and map sales funds; and to oversee the required fiscal and physical inventory for saleable map products.
2. Delegate the management of the region's map sales fund to a responsible official at the regional level, usually the Regional Geospatial Services Manager (or equivalent), (section 7149.21: Cost Analysis Procedures; FSM 6530: Billings and Collections).
3. Ensure the assessment of the map sales fund's solvency on an annual basis. Map sales funds should be maintained at a sustainable level. Avoid allowing balances that significantly exceed the program's average yearly budget obligation request.
4. Ensure that an annual physical inventory of saleable map products is performed each year, as set forth in section 7149.11d – Map Inventory Record and Controls, and any other region-specific direction.
5. Provide the annual map cost component analysis to the Geospatial Information Officer by February 28 of each year.
6. Set prices for regional map products and authorize the sale of new maps in the Map Sales Program.

#### **7149.04d – Regional Geospatial Services Managers (or equivalents)**

It is the responsibility of Regional Geospatial Services Managers (or other staff as designated by the Regional Forester) to:

1. Manage the region's Map Sales Program and map sales fund.
2. Annually collect and consolidate map cost component information, including physical inventory data and map sales accounting data from all units in their region involved in map sales. See section 7149.11d, exhibit 01.
3. Perform a map cost component analysis for their region following the guidelines provided in section 7149.2 – Cost Recovery.

4. Provide regionally consolidated cost component analysis, including the region's cost component worksheet, to the Washington Office Director of Engineering, Technology, and Geospatial Services each fiscal year. This information is to be submitted by February 28 of the following year. See 7149. 21: Cost Analysis Procedures for information requirements and template worksheets.
5. Collect and assemble regional map inventory data (section 7149.11d, exhibit 02) in order to plan appropriate map production and printing quantities.
6. Establish and publish the selling price for region and national forest special purpose maps, such as special area maps and river guides. Assess prices of each regional or special purpose map at least once every three years based on cost data and market analysis of similar products. Submit product list and prices to the Geospatial Information Officer.

#### **7149.04e – Line Officers**

It is the responsibility of each Line Officer responsible for map and geospatial data sales to:

1. Designate a responsible official(s) at each map sales location to manage the map inventory, perform annual physical inventory, review map sales, reconcile any discrepancies, and respond to the annual map cost component data call. Provide sales information needed by the Regional Office for the preparation of the annual cost component analysis. See section 7149.2.
2. Complete an Annual Map Inventory Record, in accordance with FSM 6551.6: Accounting Procedures for Inventory and Operating Materials and Supplies, as of the last day of the fiscal year, and provide it to the regional map sales point of contact by November 30 of each fiscal year. Use form AD-107 to record the transfer of maps between units. No cost adjustments are necessary when maps are transferred within a region. Document the maps removed from inventory by destruction using form AD-112. See section 7149.14 – Disposition of Old or Obsolete Maps. When one region sells another region's maps, the maps will be transferred to the other region using form AD-107.
3. Follow sales and accounting procedures for maps and geospatial products sold at the unit level (see FSH 6509.11k Service-Wide Finance and Accounting Handbook).
4. Ensure that for-sale maps are accounted for as controlled property and are not distributed for administrative use without payment from the benefiting staff or units.
5. Annually, compare actual inventory to sales data and handle discrepancies found in the map inventory in accordance with FSM 6551.6: Accounting Procedures for Inventory and Operating Materials and Supplies.

## 7149.05 – Definitions

*Administrative Maps* – Forest Service maps which are created and published for intended use by the visiting public. They may also serve multiple internal business purposes, such as for fire, timber sale activities, forest and district planning activities, contract and agreement administration, land use administration, and recreation management. These maps are referred to as “administrative maps,” or “administrative-use maps”. When maps are removed from the sales inventory for use as administrative products, the staff using the maps will reimburse the map sales fund. See 7149.11e, Administrative Use.

*Cost Component Data* – Fiscal and accounting information compiled to assess expenses incurred to deliver the Map Sales Program. See 7149.11d, exhibit. 01 for a sample cost component worksheet.

*Forest and Grassland Visitor Maps* – A map that provides detailed information about a particular national forest or national grassland. It is developed and published by the Forest Service for use by visitors and those interested in specific activities such as camping, hunting, fishing, or other recreational activities. The map displays the available recreational opportunities, safety information, and interpretive content about the national forest. The map may depict an entire national forest or national grassland, or a subdivision of a national forest or national grassland. (See 7143.14 – Forest Visitor Map)

*Forest Service Geospatial Data* – Data that has explicit geographic positioning information included within it. Geospatial data may include attribute data describing the features in the dataset. Geospatial data may be in vector or raster format. Geospatial data that is part of the Forest Service system of record, and is stored in a Forest Service database, is considered to be Forest Service geospatial data.

*Interpretive Associations* – Non-profit organizations that work in partnership agreements with the Forest Service. (Refer to FSM 2390 Interpretive Services)

*Obsolete Maps* – Maps superseded by a new version or a similar map of the same area. At other times, even when a newer version has not been published, a map may be considered to be obsolete for one or more of the following reasons:

1. The area represented by the map has undergone significant changes, and the existing map no longer accurately depicts critical features, including roads, trails, administrative unit boundaries, and facilities.
2. The map contains significant erroneous information that could mislead or misinform the user.
3. The map no longer serves its intended purpose, or there is no longer a need for the map.
4. The map paper/plastic has become degraded and is unreadable or otherwise unusable.

*Special Purpose and Special Area Maps* – Maps of special areas managed by the Forest Service with intended purposes that vary from the standard map products (see section 7144.03, Policy). They depict detailed information on wilderness areas and other special interest areas such as wild and scenic river areas, national recreation areas, and national monuments. These maps may contain content and symbology similar to the standard national forest and grassland visitor maps; however, they may vary from those standards as needed to accomplish the intended purpose of the map.

## **7149.1 – Map Sales Program**

### **7149.11 – Map Sales Program Guidelines**

#### **7149.11a – Types of Maps for Sale**

Digital and hardcopy saleable map products include, but are not limited to:

1. Large-scale topographic quadrangle maps or equivalent products.
2. Forest, grassland, and district visitor maps.
3. Wilderness maps.
4. Special purpose/area maps, such as trail maps, wild and scenic river maps and guides, atlases, and other specialized maps.
5. Maps produced jointly with another government agency.
6. Maps from other Federal agencies, if stocked and in the sales program. These maps are to be sold at the price designated by the producing agency.

#### **7149.11b – Types of Free Maps**

Free digital and hardcopy map products include, but are not limited to:

1. *A Guide to Your National Forests and Grasslands* (FS-418), as well as Regional and/or State Guides, shall be provided free of charge to the public.
2. Pocket Visitor Guides should be provided free of charge. Under special circumstances, a waiver allowing a fee to be established in accordance with section 7149.12, may be granted by the Washington Office, Director of Engineering, Technology, and Geospatial Programs.
3. Special purpose/area maps may be provided free of charge to the public.
4. Motor vehicle use maps must be furnished free of charge in accordance with the Forest Service Travel Management Policy.

5. The cost of furnishing free maps shall be borne by the benefiting unit's appropriated funds, not map sales funds.

#### **7149.11c – Sales Price**

When a map is sold, the total costs associated with furnishing the updated map, guide, or atlas must be recovered. Forest Service map prices must be set to ensure cost recovery, but also priced so that maps allow the private sector to compete without disadvantage, in accordance with OMB Circular A-25- Market Prices. A market analysis will be conducted at least once every three years to determine if map prices require adjustment.

#### **7149.11d – Map Inventory Record and Controls**

Map inventories must be treated as controlled property and stored in a secure area (see FSM 6414 Property Management – Controls). An annual inventory of maps is required and is due to the Regional Office by November of each year (see FSH 6509.14 paragraph 04.2, Number 5 – Collection Officers). Use a map inventory form (see 7149.11d, exhibit 02) to collect inventory data for the cost-component analysis as well to monitor map supply levels. Units should retain a 6-month supply that will allow adequate time to request and receive a new supply of reprinted maps. Inventories at the U.S. Geological Service (USGS) Map Store and any other map distributors must be monitored and maintained. Units will supply maps to these distributors when indicated on low stock reports.

**7149.11d – Exhibit 01**Regional Cost Component Analysis Worksheet (See [GMO website](#) for actual Excel worksheet)

|    | <b>FOREST VISITOR MAP PREPARATION and PROGRAM MANAGEMENT<br/>REGION: _____</b>             | <b>FISCAL YEAR</b> |
|----|--------------------------------------------------------------------------------------------|--------------------|
| 1  | Salary (USFS)                                                                              |                    |
| 2  | Contract Cost                                                                              |                    |
| 3  | Program Management                                                                         |                    |
| 4  | Misc. Costs (software, hardware, travel, training, supplies, etc.)                         |                    |
| 5  | Total Map Preparation and Management Cost (Sum of lines 1-4)                               |                    |
| 6  | Total Number of Maps Printed                                                               |                    |
| 7  | <b>Unit Cost of Map Preparation and Management (Line 5/Line 6)</b>                         |                    |
|    | <b>PRINTING</b>                                                                            |                    |
| 8  | Print Cost                                                                                 |                    |
| 9  | Number of Maps Printed                                                                     |                    |
| 10 | <b>Unit Cost of Printing (Line 8/Line 9)</b>                                               |                    |
|    | <b>DISTRIBUTION</b>                                                                        |                    |
| 11 | Front Desk – Number of Maps Sold                                                           |                    |
| 12 | Front Desk – Distribution Cost                                                             |                    |
| 13 | USGS – Number of Maps Sold                                                                 |                    |
| 14 | USGS – Total Reimbursement                                                                 |                    |
| 15 | USGS – Distribution Cost (Total Maps Sold x full price) – Total Reimbursement))            |                    |
| 16 | Total Distributions Costs (Sum of Lines 12+16+19)                                          |                    |
| 17 | Total Number of Maps Sold (Sum of Lines 11+13+17)                                          |                    |
| 18 | <b>Unit Cost Map Distribution (Line 20/Line 21)</b>                                        |                    |
| 19 | <b>TOTAL UNIT COSTS (Sum Lines 7+10+22)</b>                                                |                    |
| 20 | <sup>1</sup> Front desk distribution cost is 5 minutes at GS-6 GSA General Schedule salary |                    |
| 21 | <sup>2</sup> Full prices per current price direction                                       |                    |

**7149.11d – Exhibit 02****Sample Annual Map Inventory Record**

| <b>Forest, Grassland, Unit Map Inventory</b>         |  |
|------------------------------------------------------|--|
| 1. Map Title:                                        |  |
| 2. Previous FY inventory                             |  |
| Additions – Maps In                                  |  |
| 3. New printing received                             |  |
| 4. Transferred In (Form AD-107)                      |  |
| Total additions                                      |  |
| Subtractions – Maps Out                              |  |
| 5. Sold                                              |  |
| 6. Transferred Out (Form AD-107)                     |  |
| 7. Recycled or destroyed (Form AD-112)               |  |
| Total Subtractions                                   |  |
| 8. Calculated FY Inventory (from sales)              |  |
| 9. Actual FY Inventory (physical count)              |  |
| 10. Difference between Previous and Actual Inventory |  |
| 11a. Explanation                                     |  |
| 12. Unit Name                                        |  |
| 13. Prepared By                                      |  |
| 14. Date                                             |  |

### **7149.11e – Administrative Use**

Do not use map sales funds to bear the cost of furnishing maps for administrative use. Purchase administrative use maps at full cost with a government purchase card and charge such maps to the appropriate management code of the benefiting unit. Bulk discounts will be applied to these purchases if purchased through the Forest Service e-Collections Retail System (ERS) or the USGS Store. Benefiting unit activities include, but are not limited to: fire, timber sales, forest and district planning, contract and agreement administration, land use administration, and recreation. Benefiting units may be allowed to pre-pay for maps at the time of printing at a reduced price. The reduced price must recover the national average costs of production and printing. Maps used internally for administrative purposes are to be stamped “For Administrative Use Only.”

### **7149.11f – Map Standards**

New editions of Forest Visitor Maps provided to external customers must meet established Forest Service map standards, see FSH 7109.13a and Engineering Management Series publication "Cartographic Specifications and Symbols," EM-7140-24 (FSH 7109.13a, section 06.3). Special purpose/area maps published by the regions are not required to meet the EM-7140-24 standards. All published maps must meet requirements specified in the [USDA Style Guide](#), and the [Forest Service Branding Standards](#). Geospatial data furnished to the public must contain Federal Geographic Data Committee compliant metadata. All map publications must include the USDA nondiscrimination statement as stated at the USDA website (<https://www.usda.gov/non-discrimination-statement>), ensuring that all hyperlinks are written out in full on maps intended for printing. The shortened version, “USDA is an equal opportunity provider, employer, and lender” is acceptable for smaller maps and where space is limited. See USDA Departmental Regulation 4300-3 (DR-4300-3), Equal Opportunity Public Notification Policy for more information.

### **7149.11g – Financing Map Production**

Charge production and printing costs of new maps to appropriated funds. Map sales funds must only be used to revise, reprint, or otherwise replace existing maps produced for sale, including the costs of revision, reconstruction, printing, and distribution.

### **7149.12 – Geospatial Data Dissemination**

The following outlines direction for geospatial dissemination:

In compliance with the Geospatial Data Act, National Spatial Data Infrastructure (section 755), Forest Service geospatial data approved for publication should be made readily available at no cost to the public. When it is necessary to repackage data, appropriate fees may be collected to recover costs incurred. Monies shall be deposited to the map sales fund.

### 7149.13 – Disclaimers

Include information on products and data disseminated to the public that explains the product's intended usage and any other necessary disclaimer information. Disclaimers will vary depending on the product, its intended use, and audience. The following data disclaimer is required on all corporate data disseminated outside the agency or posted to public-facing data clearinghouses or websites. The map disclaimer is an example that covers most map disclaimer requirements. Questions about appropriate disclaimers should be referred to the Geospatial Information Officer.

1. *Data Disclaimer.* The USDA Forest Service makes no warranty, expressed or implied, including the warranties of merchantability and fitness for a particular purpose, nor assumes any legal liability or responsibility for the accuracy, reliability, completeness, or utility of these geospatial data, or for the improper or incorrect use of these geospatial data. These geospatial data and related maps or graphics are not legal documents and are not intended to be used as such. The data and maps may not be used to determine title, ownership, legal descriptions or boundaries, legal jurisdiction, or restrictions that may be in place on either public or private land. Natural hazards may or may not be depicted on the data and maps, and land users should exercise due caution. The data are dynamic and may change over time. The user is responsible for verifying the limitations of the geospatial data and using it accordingly.
2. *Map Disclaimer.* This map is intended to depict physical features as they generally appear on the ground and may not be used to determine title, ownership, legal boundaries, legal jurisdiction, including jurisdiction over roads or trails, or access restrictions that may be in place on either public or private land. Obtain permission before entering private lands, and check with appropriate government offices for restrictions that may apply to public lands. Lands, roads, and trails within the boundaries of the national forest may be subject to restrictions on motor vehicle use. Obtain a motor vehicle use map, or inquire at the local Forest Service office for motor vehicle access information. Natural hazards may or may not be depicted on the map, and land users should exercise due caution. This map may not be suitable for navigation.

### 7149.14 – Disposition of Old or Obsolete Maps

When maps are revised, remove previous editions from circulation according to Federal Property Management Regulations using AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property. Refer to FSM 6413 Property Management – Disposal for additional guidance. Limited quantities (20 copies or fewer) of old maps, stamped "OUT-OF-DATE/NOT FOR SALE," may be donated to educational institutions for uses where map content and accuracy are not critical. Use SF-120, Report of Excess Personal Property, and SF-122, Transfer Order Excess Personal Property, to document the transfer of obsolete maps to educational institutions. Recycle or destroy remaining maps, documenting the destruction with two witnesses and attaching the destruction order to the completed AD-112.

List the total number of maps recycled, destroyed, or exchanged on an annual map inventory record, such as in the example provided at 7149.11d, exhibit 02. Include those maps donated for educational purposes in this category. Regions may require a specific inventory record format that differs from the example provided at 7149.11d, exhibit 02. Units should complete inventory forms as directed by the Regional Geospatial Services Program Manager or equivalent.

## **7149.2 – Cost Recovery**

### **7149.21 – Cost Analysis Procedures**

An annual map cost analysis must be performed to ensure that the costs associated with construction, printing, and distributing maps to the public are recovered as required by OMB Circular A-25 and 7 U.S.C. section 1387. The initial construction and printing of any new map must be borne by appropriated funds. Subsequent costs associated with furnishing the map after the initial production and printing shall be borne by the map sales fund. Prepare a cost component worksheet to determine preparation and program management costs, as well as printing and distribution costs. Establish a price based on market analysis for similar maps. A sample cost component worksheet and market analysis are available at the Geospatial Management Office website (<https://fsweb.wo.fs.fed.us/nfs/etg/programs/gmo/index.shtml>).

### **7149.22 – Map Discount Pricing Procedures**

1. *Volume Discount Pricing.* Volume discounts will be made available through the Forest Service e-Collections Retail System (ERS) and the U.S. Geological Survey. These discounts are based on savings to the government through bulk sales. Volume discount rates are available and published at the Geospatial Management Office website. No other discount will be made available.
2. *Map Exchange Policy.* Interpretive Associations (IAs) may exchange previous versions of maps when a new or revised version is printed, to ensure that the latest maps available are sold to the public. The terms of the exchange must become part of the required Annual Operating Plans for each IA agreement. Encourage the IAs to monitor their map inventory to prevent overstocking and minimize the need to exchange maps. Exchanges will be handled by the USGS Store. The total number of maps exchanged must be recorded in the required annual map inventory. IAs are expected to stock the most current version of any given map. Maps received from IAs through this exchange process are obsolete and must be destroyed in accordance with 7149.21 paragraph 5. This is the only case in which old maps may be exchanged for new maps.
3. The USGS also has an exchange policy with its business partners. This exchange policy is described in the USFS/USGS interagency agreement.

4. *Standard Map Pricing Policy.* All maps sold at official Forest Service facilities, such as Regional Offices, Forest Supervisor's Offices, District Offices, Visitor Centers, or other facilities, shall be sold at the official price established nationally by the Forest Service and published on the official map price list at the Geospatial Management Office website (<https://fsweb.wo.fs.fed.us/nfs/etg/programs/gmo/index.shtml>) or the Regional Office website for regional products. Interpretive associations selling maps at Forest Service facilities are required to collect sales tax on the price of the map, and this will be added to the price of the map.
5. *Phone and Email Requests.* Local units, responding to phone requests for maps, should refer customers to the USGS Store. The USGS Store is set up to process these orders. Shipping and handling costs for map orders are not included in the price of maps. Interpretive Associations filling phone and email orders may charge shipping and handling.

### 7149.3 – Map Price List

The latest prices for saleable map products are published at the Geospatial Management Office website <https://fsweb.wo.fs.fed.us/nfs/etg/programs/gmo/index.shtml>.