



FOREST SERVICE MANUAL FLAGSTAFF, AZ

FSM 1100 – DIRECTIVE SYSTEM

CHAPTER 20 – DIRECTIVE WRITING, PREPERATION, AND CLEARENCE

Supplement No.: 5

Effective Date: December 1, 1987

Duration: Effective until superseded or removed

Approved: NEIL R. PAULSON
Forest Supervisor

Date Approved: 12/01/1987

Posting Instructions: Supplements are numbered consecutively by Title and calendar year. Post by document name. Remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

New Document(s): 1121.1--1--2		3 Pages
Superseded Document(s):		1 Pages

Digest:

1121.1--1--2	Changes responsible official for assigning number and making distribution.
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1121 - DIRECTIVE WRITING AND PREPARATION. THE FOLLOWING IS THE COCONINO NATIONAL FOREST DIRECTIVE ISSUANCE PROCESS.

<u>Responsible Official</u>	<u>ROLE</u>
Author	1. Prepares outline for directive and sends to Staff Officer.
Staff Officer	2. Reviews outline to ensure: a. Adequate coverage of subject matter. b. Conformance to directive system standards and criteria. c. Logical organization of material.
Directives Coordinator	3. Provides technical guidance on directives standards and clear writing techniques.
Author/Staff/Directives Coordinator	4. Prepares a draft directive in accordance with direction in FSM 1100 and FSH1109.12
Author	5. Completes item 1-6 of form FS-1100-2. Directives Processing Request; attaches form to draft and returns package to Directives Coordinator.
Directives Coordinator	6. Reviews draft for: a. Compliance with FSM 1100 Objectives and Policies. b. Conformance with standards for format, style, organization, coding, and language usage
	7. Completes items 7-9 of form FS-1100-2

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Author	8. Coodinates directive with other affected staffs who signs off on item 10.
	9. Considers need for field "draft" review, transmits, and considers comments.
Initiating Staff Officer	10. Signs FS-1100-2 item 11 certifying that the directive: a. Is technically correct. b. Has met all applicable regulatory analysis and clearance requirements and public involvement procedures.
Directives Coordinator	11. Signs item 12 on FS-1100-2. Proofreads final directive.
Forest Supervisor	12. Signs FS-1100-2 approving directive and certifying that: a. Directive conforms to current management direction. b. Administrative requirements in the directive are the minimum necessary and do not pose a unreasonable burdon.
- Information Systems Management	13. Assigns number to directive prepares for printing, and - follows with distribution.