



Forest Service Enterprise Program Frequently Asked Questions

How long does it take to set up a work order?

It depends. Depending on project complexity and workload, this can take as little as a week or as long as two to three weeks. Having a specific timeline and deliverables in mind helps the process move along more quickly. It is best to start discussions well in advance of anticipated needs. Our biologists and rangeland specialists are typically juggling multiple projects across different regions.

How long do work orders typically last?

Typically work orders have a “term” of one year, which can be extended through an amendment process. Prior to the term ending, the client and Enterprise can work together to revise the statement of work, extending the term and/or adding funds. This process is fairly quick and usually started several months prior to the work order expiration date.

How does invoicing work?

Enterprise invoices clients on a quarterly schedule. Invoices include hours billed and tasks completed.

How do I set up a work order?

Setting up a work orders is easy. Work orders are typically set up through the service line manager, who will then coordinate with Wildlife, Fisheries, Botany, and Range Service Line supervisors to determine which employee is the best fit based on client needs, employee capacity, skillsets, and interest. The work order must be signed and executed before the biologist can start work.

My project falls under the Forest Planning Service Line. Can I still use a biologist from the Wildlife, Fisheries, Botany, and Range Service line?

Yes! In spring 2017, the Enterprise Program realigned and became “One Enterprise.” This realignment allows for more flexibility and sharing of resources across service lines. It is common to have a work order set up under one service line (e.g., Forest Planning) that might pull specialists across a number of different service lines (e.g., Communications, Wildlife, Fisheries, Botany, and Range, or Watersheds) to work on the same project. It is not uncommon for our biologists to work on projects under a number of different service lines.

