

**Appendix A:**  
**Region 5 – Subpart A Steering Committee**  
**and Core Team Charter**

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## **Subpart A Steering Committee and Core Team Charter**

### **Introduction**

This letter describes the Regional strategy for accomplishing the requirements in 36 CFR 212.5 (Subpart A). The completion of this Travel Analysis Process is a Regional Priority. Forests will be expected to complete analyses and publish reports in FY 2013.

### **Purpose**

The purpose of 36 CFR 212.5 (Subpart A) is twofold, the first-to identify and describe the minimum road system needed for the management of each National Forest; second-to identify unneeded roads. To arrive at these recommendations, forests will follow a Travel Analysis Process (TAP). It is important for all of us to understand that Subpart A is an analytical process and not a decision making process. Toward that end, I expect the TAP to be developed as a management tool that enables us to more effectively manage the National Forest Road system. The TAP should:

- Describe the minimum recommended road system needed to accommodate public uses and administrative management of the national forests.
- Enable managers to describe and evaluate the trade-offs for roads that may be desirable to keep but are in excess of the recommended minimum system.
- Allow managers to identify roads where options may be available for conversion to a trail.
- Identify roads that can be recommended as unneeded and allow managers to describe the priority and timeframe needed for decommissioning.

We are required to use science-based and well-documented analytical processes. It is important that our data sources are logical and our methods transparent; that we are referring to readily available and relevant scientific literature; and that we disclose assumptions and reveal limitations to the information on which the analysis is based. I expect this process to inform the science-based analysis for Forest Plan Revisions, restoration, and other activities in the future.

In order to complete the work within the anticipated timeframe I am identifying the following principles that I expect Forest Supervisors to adhere to throughout the process:

- The Regional Office will describe the process framework to ensure a consistent approach. Forest Supervisors are expected to work within this framework.
- The Regional Office will guide efforts within the framework but will not prescribe specific methodologies.
- The Regional Office will describe standards and measures to facilitate the process, including describing the tools for analysis and reporting.
- The Regional Office will establish expectations of performance to track progress throughout the process. Forest Supervisors will be expected to use Microsoft Project Manager to manage the progress of forest staff.

**Roles and Responsibilities**

**Regional Line Officer Lead** – Deputy Regional Forester, Ron Ketter, will serve as the Regional Forester team lead.

**Steering Committee** – I am assigning the following Directors and Forest Supervisors to work together as a steering committee, in order to provide the Deputy Regional Forester and me with strategic considerations:

Ramiro Villalvazo  
Earl Applekamp  
Deb Whitman  
Joe Stringer  
Ed Armenta  
Sharon Heywood  
additionally, Sherry Reckler will serve as Communications Leader.

I expect this Committee to meet regularly, no less than once a month, in order to offer coordinated guidance and policy interpretation to the Core Team and Forests. Guidance to the forests will often be by letter, signed by an appropriate line officer. The Committee is also expected to participate in Regional meetings, workshops, and conference calls with forest supervisors regarding the requirements for the completion of Travel Management Subpart A. Committee members are expected to consult with their counterparts in the Washington Office, OGC and other Directors as needed. The Committee will report to the Regional Line Officer Lead.

**Regional Office Core Team** – The following individuals are responsible for the management of the Region 5 Travel Management Subpart A process:

John Booth, Engineering  
Erica Schachtell, Information Management  
Kathleen Mick, Public Services  
Melissa Totheroh, Engineering  
Jeff Tenpas, Ecosystem Management  
Brad Burmark, Ecosystem Planning  
With Trini Juarez (recreation), Trudy Tucker(public affairs), Don Yasuda(planning), and Deb Whitall (social science)

This Core Team will develop a science-based and well-documented analysis process for forests. This work includes communicating with leadership, interpreting policy, and coordinating process testing and guidebook distribution. Trudy Tucker and Deb Whitall will work together to craft a comprehensive public engagement component including a communication plan, talking points, press releases, and other activities. I view public engagement as an opportunity to help people understand that travel analysis is an important part of effective management as we meet the access needs of the public and the administrative requirements of the agency.

**Test-Bed Forests:**

The Test-Bed Forests (Inyo, Shasta-Trinity and Sierra) are expected to serve as the “first filter” for testing proposed TAP procedures and associated analysis products developed by the Core Team. Test-Bed Forests are expected to identify any “fatal flaws” and verify that the solutions are workable, considering the time frame established for TAP completion. This testing is scheduled to occur during March of 2012. At the conclusion of the testing period, and at the direction of the Steering Committee, proposed procedures and/or analysis products will be released to forests.

**Project Priority** – I have identified Subpart A as one of the top priorities for Region 5. The completion of Subpart A is expected to set the stage for collaborative participation in the plan revision process, inform the development of revised plans, and support the future restoration of landscapes. I expect Regional Office Directors, Forest Supervisors, and their staffs to recognize the importance of this effort and to adjust priorities as needed to complete this process in FY 2013. Potential conflicts, such as other project or program needs that compete with Subpart A should be brought to my attention prior to any disruption.

**Science** – I expect the scientific community to be involved as needed throughout the process. The involvement of the scientific community will ensure that the best available science is identified, used and analyzed correctly. I expect the public to be involved in the identification of the science, values, and benefits to be used in the analytical phase of the project.

Travel Analysis is an exciting opportunity to set the stage for the sustainable maintenance and restoration of social, economic, and ecological processes by identify the minimum road system needed to support those activities on each of the National Forests. The project will be challenging, but it is something we can do. I am confident that the individuals cited in this letter have the expertise, energy, and wisdom to successfully provide quality guidance for TAP completion. Thanks in advance for your help in completing this important project.

Randy Moore

Regional Forester

