United States Department of the Interior

NATIONAL PARK SERVICE
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H22(490)
N22(490)

Memorandum

To: Regional Directors
        Attn: Regional Chiefs of Cultural Resources
               Regional Chief Scientists

From: Associate Director, Cultural Resources
        Associate Director, Natural Resources

Subject: Final Guideline for Resources Management Plans

Attached is the final version of the previously released May 1988 guidance on the development of Resources Management Plans (RMP's). Most of the changes are minor. They reflect the consensus reached in the February 1, 1989, meeting of WASO and regional personnel who have participated in the development of model RMP's.

Software to computerize the major portion of the RMP, the project statements, has been developed by the Southeast Region, and a program to produce four of the RMP charts and tables directly from the project statements is being finished. This software will be distributed sometime in March; meanwhile facsimile tables have been included in the appendices to the guideline. Updates of those tables and charts will be due to WASO for the first time in February 1990. There will be no call for updated information this year, in order to allow time for computerization.

The new guideline calls for all RMP's to be updated at least every four years. RMP's which have been recently rewritten do not need to be redone in the revised format until four years from now, but parks and regions are urged to computerize their project statements as soon as practicable. Those RMP's which are currently in need of revision should, of course, be redone in the attached format.

Attachment

RESOURCES MANAGEMENT PLAN GUIDELINE

March 13, 1989

RESOURCES MANAGEMENT PLAN GUIDELINE

Contents

RESOURCES MANAGEMENT PLAN GUIDELINE

What Is A Resources Management Plan?

A Resources Management Plan (RMP) documents a park's natural and cultural resources, describes and evaluates its current resources management activities, and prescribes an action program based on legislative and executive mandates, NPS management policies, management zoning and other provisions of related planning documents. RMP development requires that the park manager review the resources under his/her care; identify basic operational needs and specific deficiencies in resource inventory, study, treatment, and interpretation; consider options; and provide specific recommendations to address areas of concern.

The RMP is an essential document for each park. Constituting a contract between the superintendent and the regional director, it is a strategic plan that certifies resource problems and resource data deficiencies and lays out a logical course for addressing them. It is a means by which resource management accomplishments can be measured against short- and long-term objectives. It is both a long-range plan and one of the fundamental tools in preparing budgets and allocating money and staff to parks.

Each RMP must do the following:

° Summarize the resource values and purposes of the park.

° Analyze the significance of resources management needs and problems and rank them in importance.

° Propose specific actions, including dollars and FTEs, for dealing with the most important and urgent needs and problems.

° Present a multi-year program to achieve measurable progress in accomplishing the proposed actions.

° Provide for an annual review and recording of accomplishments to measure the effectiveness of actions.

° Provide the forum for an interdisciplinary approach to the park's resource management issues.

The RMP contains a body of relatively constant information, much of which may be obtained from such related documents as the Statement for Management (SFM) and General Management Plan (GMP). It will be comprehensive, yet succinct. It will be a typed document housed in one or more looseleaf binders, modular in format, to permit easy revision and annual updating. Much of its data will be computerized. It must be kept current to reflect operations evaluations, periodic reassessment of resources and consideration of changing impacts on them, and actions taken to date. It should not contain lengthy narratives or descriptions already in other park documents; such material should be summarized or referenced rather than reproduced.

For Whom Is the Plan Intended?

The RMP is a blueprint for the park manager and staff to address resources
management issues. It is also intended to be used by regional and Washington
offices to categorize issues and track and evaluate management actions. It
is the basis for programming resources management funds and can serve as a
source document for interpretive programs. Because the RMP will provide critical
analysis of a park's resources, it may also be of interest to concerned institu-
tions and the general public. The RMP is a public document. As an implementat-
ion plan derived from the GMP and SFM, it is part of a planning process which
requires opportunities for public participation. Park Managers and Regional
Directors should consider the need for review and the appropriate intensity of
that review.

Who Is Responsible for the Plan?

The park superintendent is responsible for preparing the RMP. His or her
natural and cultural resources staff will normally carry out the assignment.
Input from all park divisions is necessary to insure that all resources-impact-
ing projects and programs are considered. Assistance from the regional office
and elsewhere should be sought as needed to obtain interdisciplinary expertise
and environmental and cultural compliance.

Regional resources management staff are responsible to the regional director
for seeing that the plan is prepared according to this guideline and that its
recommendations are valid and consistent with established resources management
policies and guidelines.

Review, Approval, and Updating

Review and approval is the responsibility of the Regional Director (RD).
Regional review and comment should be accomplished in 45 days whenever possible.
After 45 days, if no comments have been received, the park may use the plan for
general guidance (unless compliance processes dictate a delay in implementation).

When satisfied with the RMP, but before formal signature/approval, the RD will
make copies available to the Associate Directors for Natural and Cultural
resources and Planning and Development in the Washington Office (WASO) and will
consider any comments received from them within 30 calendar days, after which
the region may proceed with approval. After approval, copies of RMPs will be
sent to the Associate Directors for Natural and Cultural Resources and to the
Denver Service Center for entry into its technical information system. Parks
should be kept informed about the progress of regional and Washington office
review.

Yearly, an Annual Project Status and Accomplishments report will be completed
for each project or activity which received funding the previous year. At the
same time, Programming Sheets 1 and 2 and Tables 1 and 2 will be updated.
Together, these items constitute the annual report. This package, to be submitt-
ed to the region by January 31, will be accompanied by a cover sheet bearing the
superintendent's signed and dated recommendation. This package will be forwarded

by the Regional Director to the Associate Directors of Natural and Cultural Resources, WASO by February 15.

Every two years, when the SFM is updated, or more frequently at the Regional Director's discretion, the RMP as a whole will be reviewed and updated if necessary. If it does not need updating, the Regional Director will send a memorandum to that effect to the WASO Associate Directors. The RMP <u>must</u> be updated at least every four years.

Revised pages, dated in the lower right corner, and revised whole RMPs will be reviewed, approved, and transmitted in the same manner as the original documents.

<u>Relationship of Natural and Cultural Resources</u>

Except for those few parks containing only natural or cultural resources, the RMP addresses both resource categories. The two categories and actions dealing with each must be discussed jointly in the Introduction to the RMP and may be combined throughout the document, or actions dealing with each may be discussed separately beginning with the Present Resource Status section. If very lengthy, the separate discussions may be better handled as two volumes.

Both natural and cultural resources may be affected by some management actions, such as those involving the preservation of cultural landscapes, regulation of subsistence activities, and management of ethnographic resources. Restoring and maintaining the vegetative cover of a historic battlefield, for example, may require natural resource research and manipulation. In such a situation, a single, integrated project statement may be written or, alternatively, the inventory and preservation plans and actions could be covered in the cultural section of the RMP and natural resource research, manipulation, and monitoring actions could be covered in the natural section. The project numbers for each applicable project should then be cross-referenced in the body of the project statements.

PLAN REQUIREMENTS

The RMP must include the following parts in the prescribed formats. It may include additional information of a minor nature within these sections, at the park's or region's initiative. Substantial additional material desired by the park or region should be placed in "addenda."

I. COVER SHEET

The cover sheet bears the title of the document: "Resources Management Plan: [Park Name]." Below will appear signature and date lines for the park superintendent and regional director as recommending and approving officials of the initial document and subsequent revisions.

II. TABLE OF CONTENTS

This will list all the headings and subheadings identifying sections of the plan and will include all project sheet titles. (See Attachment A for sample.)

III. INTRODUCTION

This section briefly restates the purposes for which the park was established and describes the resources values for which it is legally responsible, summarizes current resources-related management objectives, and explains the purpose of the RMP as a vehicle for meeting those objectives. The park's purposes and values and the management objectives related to its resources are derived from its enabling legislation, executive orders, general environmental legislation, treaties, and other sources and may normally be found in existing SFM and GMP documents.

This section makes it clear that the RMP is based on this legislative and planning base and should summarize the main points of the SFM and GMP as they relate to resources. After reading this section, the user of the plan should have a sense of the variety and significance of park resources and be prepared to understand the following discussion of condition, as well as be convinced that the park's resources management strategy flows directly from mandates, not from personal interest or chance availability of funds.

The introduction should also describe how consultation was undertaken with the applicable State Historic Preservation Office(s) in preparing the RMP.

IV. PRESENT RESOURCE STATUS

This section may be written as a joint treatment of resources rather than broken into subsections on natural and cultural, so long as it is clear what is being talked about.

Natural Resource Baseline Information

Using the servicewide "Standards for Natural Resources Inventory and Monitoring," assess the current status of baseline information available for the park's purposes and resource values as delineated above. Baseline information should be described as either meeting, exceeding, or not meeting the minimal level (Level I in the Servicewide standards). If baseline information does not meet the minimal level, a project statement to meet this need should be included.

Natural Resources

This subsection summarizes the condition of the natural resources and values that play a major role in park management concerns, as identified in the Introduction, but does not repeat the description of the basic nature and extent of those resources, which was presented in the Introduction. This subsection discusses the nature and severity of major threats to them. (Detailed threat information, either new or updated, should not be given here but should be reported to the regional office when the RMP is revised, using the standard threats questionnaire from the Natural Resources Assessment.)

This subsection should contain citations if the narrative is based on technical studies. Full references should be put in an addendum section, however.

After reading this section, the RMP user should be able to turn to the overview and understand the major issues which the actions being proposed there will

address. While additional detail about the problem may be required in the project statement to justify the proposed project, this section should set the stage and minimize the need for such additional information.

Cultural Resource Baseline Information *

Using the Cultural Resource Documentation Checklist (See Attachment B), indicate the status of documentation of the park's cultural resources. Note that documents contained in the Checklist under the heading PLANNING DOCUMENTS pertain to both natural and cultural resources, and should be evaluated on how well they address both types of resources. Leave columns blank if a particular document is not required by the park.

Cultural Resources

This subsection briefly summarizes the status of the cultural resources according to the major resource types: archeological sites, structures, objects, cultural landscapes, and ethnographic resources. Park Cultural Resource Status Summary charts (see Attachments C-G) must be included in the RMP appendix to support the narrative. These charts should be updated from the Cultural Sites Inventory, the List of Classified Structures, and the Annual Collections Management Report, Form 10-94.

The narrative in this subsection should indicate in summary fashion the significance of archeological sites, structures, cultural landscapes, and ethnographic resources; their condition; and levels and types of impacts (as defined in NPS-28, latest edition). It should also indicate the percentage of the park that has been surveyed to identify resources. Narratives on ethnographic resources should describe park-associated communities including Native Americans who make authorized use of the natural and cultural resources, legislative or policy bases for their use of resources, and the affected resources.

The narrative on objects should discuss the approximate number of objects in each of the seven collection categories (archeology, ethnology, history, archives, biology, paleontology, geology), the general condition of the objects in each category (as defined in the Museum Handbook, Part II, p. 3-19), impacts to the objects (according to NPS-28, forthcoming edition), and the status of cataloging and registration in each category. The narrative should also compare the rate of acquisition over the past three years with the rate of cataloging over the same three years, by category, to evaluate whether the catalog backlog is growing.

After reading this section, the RMP user should be able to turn to the overview and understand the major issues which the actions being proposed there will address. While additional detail about the problem may be required in the project

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* The Cultural Resources Documentation Checklist is a standard computer report generated by the Cultural Resources Management Bibliography (CRBIB). Once the park has updated its CRBIB entries, an accurate Cultural Resources Documentation Checklist can be generated electronically. Information and/or software may be obtained from the CRM Division in the regional office or Park Historic Architecture Division, WASO.

statement to justify the proposed project, this section should set the stage and minimize the need for such additional information.

Cultural Context/Theme

A cultural context is the framework within which the significance of a resource can be evaluated as it relates to an ethnographic, historic, or prehistoric theme, a particular geographic area, and a specific time period; e.g. CULTURAL CONTEXT--Fur Trapping in the Mississippi Valley between 1763 and 1815. PROPERTY TYPES--Portage Routes, a Trading Post, and a Collection of 19th Century Trapping Gear. (See Standards I and II of the Secretary of the Interior's "Standards for Preservation Planning" for a more complete discussion of cultural context.)

List briefly the significant cultural contexts (themes), not only those mentioned in the legislation, but others represented by the park's resources, and also provide a list of property types in the park associated with each cultural context. (Do not list individual resources.) Please include museum object collections under the appropriate cultural contexts.

All contexts must correspond to the themes listed in History and Prehistory in the National Park System and the National Historic Landmarks Program (1987) the "Yellow Book," although it is permissible to nest a new subtheme under one of the 34 existing themes. Note that in some instances dates and geographic limits have to be added to the themes in the Yellow Book to adequately identify the historic context.

As a means of reference to prepare this information; review the following studies and inventories and list in the RMP all applicable park cultural contexts and property types they describe:

- History and Prehistory in the National Park System and the National Historic Landmarks Program (1987)

- Historic Resources Studies

- Archeological Overviews and Assessments

- National Register Documentation

- Ethnographic Overviews and Assessments

- State Historic Preservation Office planning documents and Survey Project Reports

- Other special studies

If contexts have not been developed, steps should be taken to do so by preparing a project statement calling for the appropriate study and then programming for it.

V. RESOURCES MANAGEMENT PROGRAMS

Overview of Current Program and Needs

This section is the proposed resources management program for the park. It is an executive summary of the major resources issues and presents both current and long-term strategies for addressing the most significant resources problems facing the park. These strategies should be based firmly on the significance of the resources and objectives for their management presented in the Introduction. The strategies and actions should also relate closely to the problems/issues previously described in the section on Resource Status.

This section should not repeat information from the Introduction and Status sections, but should add specifics about both the park's actual day-to-day program of resources management and its unfunded needs. The narrative should clarify the difference between critical and less urgently needed actions. It should identify routine, ongoing activities and justify their precedence over unfunded projects and activities proposed in the project statements.

For both natural and cultural resources, this section must discuss current activities and future needs in terms of the systemwide issues (See Attachments H & I). The narrative does not have to be organized issue by issue, but should refer to the appropriate issue where the park's strategy and program address that issue. Other issues of importance to the park may be included if not in the systemwide lists.

The status of the park's current resources management capabilities should be discussed, with reference to Table 1 for personnel and Table 2 for funding for the current fiscal year (See Attachments J & K). Unmet personnel needs should be summarized in terms of the level of staffing and skills needed.

Enforcement, maintenance, and interpretive activities planned in and funded by other park accounts should be referenced here briefly if their primary purpose is resources protection and if they are called for in a project statement.

Tables 1 and 2, Resources Personnel and Funding Levels

These tables summarize the personnel and funds available for resources management in the current year. They are updated annually. Table 1, Personnel, is not computer-generated from the project statements, but is computerized for ease of updating. Table 2, Funding by fund source, is generated from Programming Sheet 1 automatically. (See Attachments J & K for format and instructions.)

Resources Programming Sheets

The resources programming sheets provide summary information on both funded and unfunded projects and ongoing operations. All funded projects and ongoing operations will be listed on Programming Sheet 1 and unfunded projects will be listed (in priority order) on Programming Sheet 2. These sheets will be computer-generated from the project statements and updated annually. (See Attachments N & P for format and instructions.)

Project Statements

This section consititutes the action program. The statements describe

all of a park's <u>current and anticipated</u> <u>resources management undertakings,</u>
including ongoing, day-to-day, base-funded operations and special projects.*
Any activities or projects involving manipulation of a park's natural or cultural
resources must be covered. Include not only those important issues or problems
that may require the eventual development of full-scale action plans (to be
listed in the RMP) funded from special accounts, but also the more mundane
resources management tasks that occur on a regular or cyclic basis and that
may be funded out of other park accounts. All resources management actions
previously proposed in an approved GMP or action plan must still be described
in an appropriate project statement with reference to the GMP or action plan.

Project statements are important tools for describing activities and projects
in progress, evaluating activity and project priorities, developing yearly work
plans, allocating available personnel and dollars for accomplishment of needed
work, and describing and justifying needs and proposed funding increases.

Each resources management activity or project must be addressed in a project
statement containing the following:

1. <u>Park Code, Project Number, and Project Title:</u> A project number consisting
    of the four-letter park code; "N" for natural, "C" for cultural, "I" for
    integrated (a project dealing with both disciplines), or "S" for subsis-
    tence; and a sequential number not to be changed or duplicated (e.g.,
    BOWA-C-001) must be entered. The project title should begin with an action
    verb and clearly identify the project or activity. Project titles should
    conform as closely as possible to nomenclature set forth in NPS standards
    and guidelines.

2. <u>Systemwide Issue:</u> The relevant systemwide issue(s) should be identified. (See
    Attachments H & I). No more than two issues can be listed for any one project.

3. <u>Problem Statement:</u> State the issue, problem, or need that will be addressed
    and discuss it at a level of detail commensurate with its seriousness and
    with the level of information provided in the Introduction, Status, and
    Overview sections. Information provided in the other sections should not
    be repeated, but any additional detail or explanation which is necessary
    to justify the proposed action or to further its accomplishment should be
    provided here.

    This section must clearly identify and briefly describe the affected resourc-
    es and indicate the relationship of the proposed action to park mandates
    and objectives. It must discuss the condition of affected resources, the
    extent of known impacts (including impacts on the health and safety of park

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*As used here, "activities" are those routine, ongoing day-to-day operations
that are expected to continue indefinitely. They are major work components for
which progress can be measured and assessed. Activities may include management,
monitoring, interpretation, law enforcement specifically directed toward resource
protection, program administration, and other similar undertakings. "Projects"
are generally one-time actions that have a distinct beginning and end; they are
often between one and five years in duration. Examples include in-house or
contracted research, management studies, and treatment actions.

employees and visitors), any current park activities affecting the resources and the effectiveness of current management. Relationships between the resources and park-associated groups and communities and other interested publics, as well as the area of environmental concern beyond the park's boundaries, should be considered.

4. Description of the Recommended Project or Activity: List and fully describe each component of the proposed activity or project in order of recommended accomplishment; explain how the proposal and its components will contribute to addressing or resolving the issue, problem, or need; and specify the products or expected results. Discuss the relationship of the project or activity to other projects or plans, estimated duration of work, assigned responsibility, cost estimates for each component of the proposal by fiscal year, the probable funding source(s), staffing/ technical skills required. and needed FTEs and expected grade levels by fiscal year (FY1 through FYx). Detailed or voluminous data may be placed in an addendum and referenced.

5. [OPTIONAL SECTION] Alternative Actions/Solutions and Their Probable Impacts:

    Alternatives do not have to be described; however, there may be reasons to include them, at the option of the park or region. These reasons include the following: to reflect the analysis process by which the recommended action was chosen, to preserve other really good ideas (especially if an environmental assessment or environmental impact statement will subsequently be done), and to fall back on if funding doesn't come through at the requested level.

6. Compliance: The need for or status of historic preservation or environmental compliance on the proposal should be briefly stated here. If the proposal is categorically excluded, identify the exclusion; if compliance was previously satisfied, reference the relevant document (EA, EIS, memorandum of agreement, etc.); if compliance is required, state at what level and when it will be accomplished. (It should be completed well before the start of the proposed activity or project.)

    Compliance needs in addition to those of the National Environmental Protection Act (NEPA) should be identified, such as the following: Endangered Species Act, wetlands/floodplains/Section 404, Coastal Zone Management, State requirements such as air quality which are binding on NPS, etc.

Generally, the RMP is not the document through which compliance is accomplished. While it may be efficient to use the RMP for certain types of cultural compliance, environmental compliance (for both cultural- and natural-resource-related projects) will be accomplished on a case by case basis, as funding becomes likely.

National Historic Preservation Act. If an activity will have an effect on properties in or eligible for the National Register of Historic Places, the regulations of the Advisory Council on Historic Preservation for compliance with Section 106 of NHPA (36 CFR 800) must be followed. These regulations as well as NPS-28, Cultural Resources Management Guideline, require the NPS to

identify potentially eligible sites and to consult with the Advisory Council on Historic Preservation and State Historic Preservation Officers (SHPO's) when an NPS activity will have an effect on such properties. Treatments for historic preservation and guidance on compliance with the Advisory Council regulations can be found in NPS-28. Regional cultural resource specialists must be consulted in developing treatment proposals and carrying out the consultation process under the Advisory Council regulations.

Parks and regions may secure Section 106 compliance on the entire RMP, if feasible, under the Programmatic Memorandum of Agreement (PMOA) with the Advisory Council and National Conference of SHPO's (NPS 28, Appendix D, pp. 14-20). Parks and regions may, however, choose to select projects from the RMP and obtain compliance on them separately or in groups, as is most manageable.

National Environmental Policy Act. Environmental compliance for projects should be undertaken when funding is likely (i.e. no more than three or four years prior to actual implementation of a project). To do otherwise could create a series of assessments containing outdated information by the time funding actually occurs. Project statements should be written so that details on issues and the need for actions are sufficient for the park to determine, in consultation with regional compliance staff, if an EA will be needed or if the project has already been contained in a previous environmental compliance document or falls within a categorical exclusion (as defined in NPS 12 and the Departmental Manual--except that projects included in an approved RMP will no longer be automatically categorical exclusions.)

If an EA will be needed at a future time, it is sufficient to state that the EA will be completed before any irreversible or irretrievable commitments of funds or effort to a particular course of action have been taken. Projects which are categorical exclusions or which are covered by previous environmental documents must be documented to that effect in a memorandum to the files or other formal record signed by the park superintendent.

These six sections (five required, one optional) represent a complete project statement. Each project statement should begin on a separate page so that the RMP can be easily revised and updated. The project statements should be computerized for ease of updating and in order to automatically generate the tables on funding and personnel and the programming sheets on which priorities will be made. (See Attachments J,K,N,P for format and instructions.)

The appropriate WASO or regional budget documents should be completed to request new or increased funding for unmet needs. Obtain guidance on the currently needed documents and procedures from the regional budget office.

VI. APPENDICES

The following appendices will be maintained with the RMP: the Cultural Resources Documentation Checklist, Park Cultural Resource Status Summary Sheets, list of related but separate action plans, the completed Annual Project Status and Accomplishments Reports, and a bibliography of references cited in the Status section (if needed).

<u>Annual Project Status and Accomplishments Report</u>: For each funded project and ongoing activity, a report will be made annually to briefly summarize the accomplishments, the products completed, and the funds obligated. Copies of the annual report(s) will be maintained in the appendices to the RMP. These reports should be cumulative so that a historical record of progress is maintained. (See Attachment Q for format.)

VII. ADDENDA

To be used at the park's and region's discretion to contain related material too voluminous to include in the RMP.

RESOURCES MANAGEMENT PLAN GUIDELINE

TECHNICAL SUPPLEMENT

March 13, 1989

RESOURCES MANAGEMENT PLAN GUIDELINE

TECHNICAL SUPPLEMENT

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APPENDICES

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    Park Cultural Resource Status Summary Charts

    List of Related Action Plans

    Annual Project Status and Accomplishments Reports

    Bibliography of References Cited in RMP

ADDENDA

    Optional

CULTURAL RESOURCE DOCUMENTATION CHECKLIST

Place an X in the appropriate column. Leave columns blank if document is not required for the park. Remember that items in the first section, PLANNING DOCUMENTS, may also apply to natural resources. See NPS-28, Chapter 2 for description of each inventory or study.

TITLE	CURRENT AND APPROVED	INCOMPLETE; NEEDS REVISION OR UPDATING	NEEDED
PLANNING DOCUMENTS			
Preauthorization and Authorization			
Statement for Management (SFM)			
Outline of Planning Requirements (OPR)			
General Management Plan (GMP)			
Development Concept Plan (DCP)			
Resources Management Plan (RMP)			
Interpretive Prospectus (IP)			
SERVICEWIDE INVENTORIES, LISTS, CATALOGS, AND REGISTERS			
Cultural Resources Bibliography (CRBIB)			
Cultural Sites Inventory (CSI)			
List of Classified Structures (LCS)			
National Catalog of Museum Objects			
National Register of Historic Places			
BASIC CULTURAL RESOURCE DOCUMENTS			
Archeological Overview and Assessment			
Archeological Identification Studies			
Archeological Evaluation Studies			

CULTURAL RESOURCE DOCUMENTATION CHECKLIST

TITLE	CURRENT AND APPROVED	INCOMPLETE; NEEDS REVISION OR UPDATING	NEEDED
BASIC CULTURAL RESOURCE DOCUMENTS (cont.)			
Ethnographic Overview & Assessment			
Ethnographic Oral Histories & Life Histories			
Ethnographic Program			
Historical Base Map			
Historic Resource Study (HRS)			
Park Administrative History			
Scope of Collection Statement			
SPECIAL RESOURCE STUDIES AND PLANS			
Archeological & Ethno. Collections Studies			
Archeological Data Recovery Studies			
Collection Management Plan			
Collection Storage Plan			
Collection Condition Survey			
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Ethnohistory			
Exhibit Plan			
Historic Furnishings Report			
Historic Structure Preservation Guide (HSPG)			
Historic Structure Report			
Social Impact Study			
Special History Study			
Traditional Use Study			

INSTRUCTIONS & DEFINITIONS FOR COMPLETING ARCHEOLOGICAL SITES SUMMARY CHART

Counting Instructions for ARCHEOLOGICAL SITES Chart

1. ### Significance

   The National Register of Historic Places is the only acceptable source of information when indicating resource significance. If the park contains archeological sites which are believed to be significant but have not yet been formally evaluated through the National Register process, record them in the "Not Evaluated" Significance category. Do not place them in any of the other Significance categories until they have passed through the National Register review process.

   Record the number of known archeological sites associated with each of the four significance levels, including archeological sites which contribute to a nationally significant district. Include only those resources which have been physically identified through direct observation, testing or survey. Do not attempt to estimate the number of archeological sites that may exist in unsurveyed areas. Do not include any resources on the chart that have been evaluated as non-contributing.

   When counting resources which contribute to a district or site, do not include structures. They should be counted on the STRUCTURES chart. If an archeological site has contemporary ethnographic significance, include it on both the ARCHEOLOGICAL SITES chart and the ETHNOGRAPHIC RESOURCES chart.

2. ### Condition

   Record the number of sites which are represented by each of the five condition categories. Note that the chart is organized by significance level and should be read horizontally.

3. ### Impacts

   Record the number of sites which are represented by each of the four levels of impact severity. Note that the chart is organized by significance level and should be read horizontally.

4. ### Documentation

   Record the number of sites which are represented by each of the three documentation levels. Note that the chart is organized by significance level and should be read horizontally.
   See completed sample chart on following page.

SAMPLE

SUMMARY CHART FOR ARCHEOLOGICAL SITES

Significance		Condition					Impacts				Documentation		
		Good	Fair	Poor	Destroyed	Unknown	Severe	Moderate	Low	Unknown	Good	Fair	Poor
National	1297	783	135	195	6	178	26	93	851	327	512	325	460
State & Regional	4646	760	275	125	112	3374	559	482	417	3188	458	1508	2680
Local	2234	42	12	10	0	2170	12	20	32	2170	51	6	2177
Not Evaluated	2754	695	505	185	20	1349	302	562	597	1293	421	577	1756
TOTALS	10931	2280	927	515	138	7071	899	1157	1897	6978	1442	2416	7073

SUMMARY CHART FOR ARCHEOLOGICAL SITES

Significance		Condition					Impacts				Documentation		
		Good	Fair	Poor	Destroyed	Unknown	Severe	Moderate	Low	Unknown	Good	Fair	Poor
lational													
tate & legional													
ocal													
lot valuated													
OTALS													

Definitions for ARCHEOLOGICAL SITES Chart

ARCHEOLOGICAL SITE   (expanded CSI definition)

"An archeological site or resource is the locus of any surviving physical evidence of past human activity, including the record of the effect of the activity on the environment. Archeological resources may represent the prehistoric or historic time periods, or both, and may be terrestrial, whether submerged or on land, or extraterrestrial."

CONDITION -- Archeological Resources

The condition, if known, is either good, fair, or poor based upon the last best assessment of the resource. If the validity or currency of the assessment is questionable, the site's condition should be recorded as "Unknown." A category is also available for recording archeological sites that have been destroyed, lost, or totally excavated.

GOOD

The site, at the time its condition was last examined and evaluated, shows no clear evidence of major negative disturbance and deterioration (or cumulative minor, disturbances having a major effect) by natural and/or human forces. The site's archeological values are as well-preserved as can be expected under the given environmental conditions, and no site treatment actions are required in the near future to maintain its condition. The site has been properly backfilled and stabilized following approved archeological work.

FAIR

The site, at the time its condition was last examined and evaluated, shows clear evidence of minor disturbances and deterioration by natural and/or human forces, and some degree of corrective action is needed soon to stabilize the site and prevent further harm to its archeological values. A site is also classified in fair condition if minor damage has occurred to it as a result of ineffective or inadequate backfilling and stabilization following archeological work. The cumulative effect of the disturbances, if left to continue without the appropriate corrective action, could cause the site to degrade to a poor condition.

POOR

The site, at the time its condition was last examined and evaluated, shows clear evidence of major disturbance and rapid deterioration by natural and/or human forces, and immediate corrective action is required to protect and preserve the remaining archeological values. A site is also classified in poor condition if it has not been backfilled and stabilized following completion of archeological work. Failure to take immediate corrective action will result in the site being lost in whole or in part.

DESTROYED/LOST

The site has been totally destroyed or lost, or entirely excavated. Archeological values and site context no longer exist. The data or research potential is now zero. (This category refers only to known, documented losses. The park is not expected to estimate how many sites may have been lost over a long period of time.)

UNKNOWN

The condition of the site is not known, or available information is not sufficient to make a judgment about the site's condition.

LEVEL OF IMPACT SEVERITY -- Archeological Sites

An impact is a detectable result of an agent or series of agents having a negative effect on the significant characteristics or integrity of a resource, and for which some form of mitigation or preventative action is possible. The assessment should include only those impacts likely to affect the resource within the next five years.

SEVERE

For an impact to be considered severe, it must meet at least one of the following criteria:

- the resoure(s) will be significantly damaged or irretrievably lost if action is not taken within 2 years;
- there is an immediate and severe threat to visitor or staff safety.

MODERATE

For an impact to be considered moderate, it must meet at least one of the following criteria:

- the resource(s) will be significantly damaged or irretrievably lost if action is not taken within 5 years;
- the situation caused by the impact is potentially threatening to visitor or staff safety.

LOW

For an impact to be considered low, it must meet at least one of the following criteria:

- the continuing effect of the impact is known, and will not result in significant damage to the resource(s);
- the impact and its effects are not a direct threat to visitor or staff safety.

UNKNOWN

Not enough information available to make an evaluation.

DOCUMENTATION LEVEL -- Archeological Sites

GOOD

For a resource to have good documentation, ALL THREE of the following conditions must be met:

Identification -- Information is sufficient to associate the resource with a prehistoric or historic context and to give a general description of its current condition.

Evaluation -- Information exists which clearly documents that the resource possesses prehistoric or historic significance in accordance with the National Register criteria for evaluation.

Treatment -- Detailed information exists which analyzes the possible strategies for the proper treatment of the resource, and identifies the preferred method.

FAIR

Documentation on the resource must meet the above standards for Identification and Evaluation, but documentation on Treatment may be lacking. In other words, the general significance of the resource is known, but detailed information on its condition or information potential is lacking.

POOR

Documentation on the resource does not meet the above standards for Identification and Evaluation. This category primarily describes those resources which are known to exist, but which have never been properly surveyed or researched.

INSTRUCTIONS & DEFINITIONS FOR COMPLETING STRUCTURES SUMMARY CHART

Counting Instructions for STRUCTURES Chart

1. Significance

   The National Register of Historic Places is the only acceptable source of
   information when indicating resource significance. If the park contains
   structures which are believed to be significant but have not yet been
   formally evaluated through the National Register process, record them in
   the "Not Evaluated" Significance category. Do not place them in any of
   the other Significance categories until they have passed through the
   National Register review process.

   Record the number of known structures associated with each of the four
   significance levels, including structures which contribute to a
   nationally significant property. Include only those structures which
   have been physically identified through direct observation, inventory,
   or survey. Do not attempt to estimate the number of structures that
   may exist in unsurveyed areas. Do not include non-contributing structures
   on the chart.

   If a structure has contemporary ethnographic significance, include it on
   both the STRUCTURES and ETHNOGRAPHIC RESOURCES charts. List known archeo-
   logical features associated with a structure on the ARCHEOLOGICAL SITES
   chart.

2. Condition

   Record the number of structures which are represented by each of the four
   condition categories. Note that the chart is organized by significance
   level and should be read horizontally.

3. Impacts

   Record the number of structures which are represented by each of the
   four levels of impact severity. Note that the chart is organized by
   significance level and should be read horizontally.

4. Documentation

   Record the number of structures which are represented by each of the
   three documentation levels. Note that the chart is organized by sig-
   nificance level and should be read horizontally.

**   SEE COMPLETED SAMPLE CHART ON FOLLOWING PAGE **

SAMPLE

SUMMARY CHART FOR STRUCTURES

Significance		Condition				Impacts				Documentation		
		Good	Fair	Poor	Unknown	Severe	Moderate	Low	Unknown	Good	Fair	Poor
National	642	294	73	103	172	205	143	195	99	212	392	38
State & Regional	266	159	60	16	31	14	170	59	23	11	190	65
Local	501	177	131	119	74	91	241	78	91	79	230	192
Not Evaluated	1245	180	479	189	397	355	301	184	405	30	533	682
TOTALS	2654	810	743	427	674	665	855	516	618	332	1345	977

SUMMARY CHART FOR STRUCTURES

Significance		Condition				Impacts				Documentation		
		Good	Fair	Poor	Unknown	Severe	Moderate	Low	Unknown	Good	Fair	Poor
National												
State & Regional												
Local												
Not Evaluated												
TOTALS												

Definitions for STRUCTURES Chart

HISTORIC STRUCTURE (NPS-28, Guideline, Appendix A, page 7.)

"A constructed work, either historic or prehistoric, consciously created to serve some human activity. It is usually movable by nature or desugn. Examples are buildings of various kinds, monuments, dams, roads, railroad tracks, canals, millraces, bridges, tunnels, locomotives, nautical vessels, stockades, forts and associated earthworks, Indian mounds, cemeteries, ruins, fences, gardens, and monumental statuary."

CONDITION — Structures *

GOOD

The structure and significant features are intact, structurally sound, and performing their intended purpose. There are no cosmetic imperfections. The structure and significant features need no repair or rehabilitation, and only routine or preventive maintenance.

FAIR

The structure is in fair condition if either of the following conditions is present:

- there are early signs of wear, failure, or deterioration, though the structure and its features are generally structurally sound and performing their intended purpose; OR,
- there is failure of a significant feature of the structure.

POOR

The structure is in poor condition if any of the following conditions is present:

- the significant features are no longer performing their intended purpose; OR,
- significant features are missing; OR,
- deterioration or damage affects more than 25% of the structure; OR,
- the structure or significant features show signs of imminent failure or breakdown.

UNKNOWN

Not enough information available to make an evaluation.

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* For ruins, an evaluation of each structure (prehistoric or historic as Good, Fair, or Poor should be indicated to reflect the goal of ruin preservation and management to maintain a stable condition of the structure, its character and fabric as excavated or acquired ("as-found"). Assessment of condition should be made of the ruin based on the extent of deterioration from the "as-found" condition.

LEVEL OF IMPACT SEVERITY -- Structures

An impact is a detectable result of an agent or series of agents having a negative effect on the significant characteristics or integrity of a resource, and for which some form of mitigation or preventative action is possible. The assessment should include only those impacts likely to affect the resource within the next five years.

SEVERE

For an impact to be considered severe, it must meet at least one of the following criteria:

- the resoure(s) will be significantly damaged or irretrievably lost if action is not taken within 2 years;
- there is an immediate and severe threat to visitor or staff safety.

MODERATE

For an impact to be considered moderate, it must meet at least one of the following criteria:

- the resource(s) will be significantly damaged or irretrievably lost if action is not taken within 5 years;
- the situation caused by the impact is potentially threatening to visitor or staff safety.

LOW

For an impact to be considered low, it must meet at least one of the following criteria:

- the continuing effect of the impact is known, and will not result in significant damage to the resource(s);
- the impact and its effects are not a direct threat to visitor or staff safety.

UNKNOWN

Not enough information available to make an evaluation.

DOCUMENTATION LEVEL -- Structures

GOOD

For a resource to have good documentation, <u>ALL</u> <u>THREE</u> of the following conditions must be met:

<u>Identification</u> -- Information is sufficient to associate the resource with a prehistoric or historic context and to give a general description of its current condition.

<u>Evaluation</u> -- Information exists which clearly documents that the resource possesses prehistoric or historic significance in accordance with the National Register criteria for evaluation.

<u>Treatment</u> -- Detailed information exists which analyzes the possible strategies for the proper treatment of the resource, and identifies the preferred method.

FAIR

Documentation on the resource must meet the above standards for <u>Identification</u> and <u>Evaluation</u>, but documentation on <u>Treatment</u> may be lacking. In other words, the general significance of the resource is known, but detailed information on its condition or information potential is lacking.

POOR

Documentation on the resource does not meet the above standards for <u>Identification</u> and <u>Evaluation</u>. This category primarily describes those resources which are known to exist, but which have never been properly surveyed or researched.

INSTRUCTIONS & DEFINITIONS FOR COMPLETING OBJECTS SUMMARY CHART

Counting Instructions for OBJECTS Chart

1. Documentation

   Record the number of objects in each collection represented by the five documentation catgories.

2. Condition.

   Record the percentage of objects in each collection category represented by the five condition categories.

If a museum object has contemporary ethnographic significance, include it on both the OBJECTS and ETHNOGRAPHIC charts.

NOTE: Most of the data required on the Objects Summary Chart can be obtained from the park's annual Collection Management Report (Form 10-94).

** SEE COMPLETED SAMPLE CHART ON FOLLOWING PAGE **

SAMPLE

SUMMARY CHART FOR OBJECTS

DOCUMENTATION Form 10 254 Submitted to National Catalog at Harper's Ferry	Archeology	Ethnology	History	Archives	Biology	Paleontology	Geology	TOTALS
Registration Data Only	1288	59	2188	10	1087	0	0	4632
Registration & Catalog Data	150122	6050	92111	41	17474	1550	2685	270033
Total Items Cataloged	151410	6109	94299	51	18561	1550	2685	274665
Backlog to be Cataloged	(1014443)	(613)	(208114)	(38)	(26586)	(1169)	(502)	(2405265)
Total Collection Summary	(1165853)	(6722)	(302413)	(89)	(45147)	(2719)	(3187)	(2679930)

CONDITION The percentage of collection in the following categories:	Archeology	Ethnology	History	Archives	Biology	Paleontology	Geology
Excellent	29.5	0	5	0	0	0	0
Good	37.5	52.5	40	60	5	98	90
Fair	15.5	37.5	26	26.7	66.7	2	5
Poor	13.25	10	24	13.3	15	0	0
Unknown	4.25	0	5	0	13.3	0	5

SUMMARY CHART FOR OBJECTS

DOCUMENTATION Form 10 254 Submitted to National Catalog at Harper's Ferry	Archeology	Ethnology	History	Archives	Biology	Paleontology	Geology	TOTALS
Registration Data Only								
Registration & Catalog Data								
Total Items Cataloged								
Backlog to be Cataloged								
Total Collection Summary								

CONDITION The percentage of collection in the following categories	Archeology	Ethnology	History	Archives	Biology	Paleontology	Geology
Excellent							
Good							
Fair							
Poor							
Unknown							

Definitions for OBJECTS Chart

MUSEUM OBJECT (NPS-28, Guideline, Appendix A, page 8.)

"Material thing possessing functional, aesthetic, cultural, symbolic, and/or scientific value. An object is usually movable by nature or design, such as a coin, a gun, a ceramic pot, a chair, a canoe, or an automobile. Museum objects include prehistoric and historic objects, artifacts, works of art, archival material, and natural history specimens that are part of a museum collection. Elements, fragments, and components of structures may be designated museum objects if they are no longer part of the original structure. Large or immovable properties, such as monumental statuary, trains, nautical vessels, cairns, and rock paintings, are considered to be either structures or features of sites. Museum objects in the custody of the National Park Service are usually housed in park museum collections or in archeological and historic preservation centers. Objects owned by the Service also may be on deposit in university collections."

OBJECT CONDITION   (Museum Handbook, Part II, pages 3-19)

Excellent -- No damage or deterioration.

Good -- Minor damage and no active deterioration.

Fair -- Some damage and/or slow but active deterioration.

Poor -- Significnat damage and/or active deterioration.

Unknown -- Not enough information available to make an evaluation.

INSTRUCTIONS & DEFINITIONS FOR COMPLETING CULTURAL LANDSCAPES SUMMARY CHART

Counting Instructions for CULTURAL LANDSCAPES Chart

1. **Significance**

   The National Register of Historic Places is the only acceptable source of information when indicating resource significance. If the park contains cultural landscapes which are believed to be significant but have not yet been formally evaluated through the National Register process, record them in the "Not Evaluated" Significance category. Do not place them in any of the other Significance categories until they have passed through the National Register review process.

   Record the number of known cultural landscapes associated with each of the four significance levels, including landscapes which contribute to a nationally significant property. Include only those cultural landscapes which have been physically identified through direct observation, inventory, or survey. Do not attempt to estimate the number of cultural landscapes that may exist in unsurveyed areas. Do not include non-contributing landscapes on the chart.

   If a cultural landscape has contemporary ethnographic significance, include it on both the CULTURAL LANDSCAPES and ETHNOGRAPHIC RESOURCES charts. List any significant structures associated with the landscape on the STRUCTURES chart, and any archeological sites on the ARCHEOLOGICAL SITES chart.

2. **Condition**

   Record the number of cultural landscapes which are represented by each of the four condition categories. Note that the chart is organized by significance level and should be read horizontally.

3. **Impacts**

   Record the number of cultural landscapes which are represented by each of the four levels of impact severity. Note that the chart is organized by significance level and should be read horizontally.

4. **Documentation**

   Record the number of cultural landscapes which are represented by each of the three documentation levels. Note that the chart is organized by significance level and should be read horizontally.

** SEE COMPLETED SAMPLE CHART ON FOLLOWING PAGE **

SAMPLE

SUMMARY CHART FOR CULTURAL LANDSCAPES

Significance		Condition				Impacts				Documentation		
		Good	Fair	Poor	Unknown	Severe	Moderate	Low	Unknown	Good	Fair	Poor
National	2	1	1				2			1	1	
State & Regional												
Local												
Not Evaluated	3		2	1		1	2					3
TOTALS	5	1	3	1		1	4			1	1	3

SUMMARY CHART FOR CULTURAL LANDSCAPES

Significance		Condition				Impacts				Documentation		
		Good	Fair	Poor	Unknown	Severe	Moderate	Low	Unknown	Good	Fair	Poor
National												
State & Regional												
Local												
Not Evaluated												
TOTALS												

Definitions for CULTURAL LANDSCAPES Chart

CULTURAL LANDSCAPE (NPS-28, Guideline, Appendix A, page 3.)

A geographic area, including both cultural and natural resources, prehistoric
and historic archeological resources, and the wildlife or domestic animals
therein, that has been influenced by or reflects human activity or was the
background for an event or person significant in human history. There are
five general kinds of cultural landscapes, not mutually exclusive:

- historic scene: a micro-environment where a significant historic event
  occurred, frequently with associated structures or other tangible remains.
  In historic areas, such remains often are the most significant physical
  resource of the park. The cultural scene provides the context for under-
  standing and interpreting the events, ideas, or persons associated with
  the park. The historic scene is always present in historic parks, although
  its integrity may be severely diminished because of intrusions such as
  nearby developments, inappropriate plantings, or lack of maintenance.

- historic site: a site where an event or activity has imbued a particular
  piece of ground with significance warranting preservation of the historic
  appearance of the landscape; i.e., battlefields, landing sites, and historic
  routes.

- historic designed landscape: a landscape where form, layout and/or designer
  rather than significant events or persons, are the primary reasons for its
  preservation, although both may be relevant. With historic designed land-
  scapes, as with historic structures, attention to detail is important; i.e.,
  formal gardens and parks such as at Vanderbilt National Historic Site or
  Olmsted National Historic Site.

- historic vernacular landscape: a landscape possessing a significant concen-
  tration, linkage, or continuity of natural and man-made components which
  are united by human use and past events or aesthetically by plan or physical
  development.

- ethnographic landscape: a landscape characterized by use by contemporary
  peoples, including subsistence hunting and gathering, religious or sacred
  ceremonies, and traditional meetings. A difficult resource to manage
  because its significance derives from human interaction with or consumptive
  use of the natural environment. To effectively manage the area, the park
  manager must assure perpetuation of the resources, should afford contempo-
  rary groups or individuals the opportunity to continue their traditional
  uses, and must provide for the general park visitor.

CONDITION -- Cultural Landscapes

GOOD

The appearance of the cultural landscape is essentially unchanged from the period from which it derives its significance.

FAIR

The major geographic, topographic, natural, or design features which make the cultural landscape significant are largely intact, although changes in topography, scale, placement, proportion, etc. have occurred.

POOR

The major geographic, topographic, natural, or design features which make the cultural landscape significant have been greatly altered or obliterated. The cultural landscape retains little or no resemblance to its appearance during the significant period.

UNKNOWN

Not enough information available to make an evaluation.

LEVEL OF IMPACT SEVERITY -- Cultural Landscapes

An impact is a detectable result of an agent or series of agents having a negative effect on the significant characteristics or integrity of a resource, and for which some form of mitigation or preventative action is possible. The assessment should include only those impacts likely to affect the resource within the next five years.

SEVERE

For an impact to be considered severe, it must meet at least one of the following criteria:

- the resoure(s) will be significantly damaged or irretrievably lost if action is not taken within 2 years;
- there is an immediate and severe threat to visitor or staff safety.

MODERATE

For an impact to be considered moderate, it must meet at least one of the following criteria:

- the resource(s) will be significantly damaged or irretrievably lost if action is not taken within 5 years;
- the situation caused by the impact is potentially threatening to visitor or staff safety.

LOW

For an impact to be considered low, it must meet at least one of the following criteria:

- the continuing effect of the impact is known, and will not result in significant damage to the resource(s);
- the impact and its effects are not a direct threat to visitor or staff safety.

UNKNOWN

Not enough information available to make an evaluation.

DOCUMENTATION LEVEL -- Cultural Landscapes

GOOD

For a resource to have good documentation, ALL THREE of the following conditions must be met:

Identification -- Information is sufficient to associate the resource with a prehistoric or historic context and to give a general description of its current condition.

Evaluation -- Information exists which clearly documents that the resource possesses prehistoric or historic significance in accordance with the National Register criteria for evaluation.

Treatment -- Detailed information exists which analyzes the possible strategies for the proper treatment of the resource, and identifies the preferred method.

FAIR

Documentation on the resource must meet the above standards for Identification and Evaluation, but documentation on Treatment may be lacking. In other words, the general significance of the resource is known, but detailed information on its condition or information potential is lacking.

POOR

Documentation on the resource does not meet the above standards for Identification and Evaluation. This category primarily describes those resources which are known to exist, but which have never been properly surveyed or researched.

INSTRUCTIONS & DEFINITIONS FOR COMPLETING ETHNOGRAPHIC RESOURCES SUMMARY CHART

Counting Instructions for ETHNOGRAPHIC RESOURCES Chart

*** INSTRUCTIONS, DEFINITIONS, & CHARTS TO BE DEVELOPED ***

SYSTEMWIDE CULTURAL RESOURCE ISSUES·

ISSUE CODE

DOCUMENTATION

C01	Inadequate Planning Documents (GMP, SFM, DCP).
C02	Inadequate Archeological Survey & Inventory, Including Archeological Identification and Evaluation Studies, Overviews & Assessments
C03	Incomplete Cataloging of Museum Collections (ANCS)
C04	Need for Ethnographic Overviews and Assessments, Oral Histories and Life Histories
C05	Need for Historic Structure Reports, Assessments Condition
C06	Need for Historic Structure Preservation Guides
C07	Inadequate Historic Structure Survey and Inventory (LCS)
C08	Need for Historic Resource Studies and Administrative Histories
C09	Need for Collections Management Plans, Collection Storage Plans, Collection Condition Surveys
C10	Need for Specialized Studies for Unique or Complex Management Issues
C11	Need for Cultural Landscape Report

TREATMENT

C12	Inadequate Preservation Maintenance Programs Including Stabilization and Cyclic Maintenance
C13	Need for Rehabilitation or Restoration of Historic and Prehistoric Structures, and Cultural Landscapes
C14	Need for Major Archeological Data Recovery
C15	Need for Conservation Treatment of Museum Objects
C16	Inadequate Storage and Environmental Controls for Museum Objects
C17	Control of Environmental Impacts (Wildfire, natural erosion, animal damage, insects, vegetation, acid rain, etc.)

MONITORING

C18   Control of Visitor Impacts (excessive foot traffic, wall climbing, touching, recreational impacts, etc.)

C19   Inadequate Cultural Resources Monitoring Programs

PROTECTION

C20   Inadequate Security (looting, vandalism, graffiti, arson, fire and burglary systems)

C21   Need for Emergency Site and Structure Stabilization

C22   Threats to Cultural Landscapes and Viewsheds from Beyond Park Boundaries

C23   Conflicting Park Management and Development Activities

OTHER CULTURAL RESOURCES ISSUES

C24   Insufficient Professional Staff

C25   Need for CRM-Related Training (including Section 106 Compliance)

C26   Other

SYSTEMWIDE NATURAL RESOURCES ISSUES

CODE

NO1   Degradation of Park Resources Due to Native Animal Species Overpopulation.

       (Includes such problems as overpopulation of deer or beaver affecting
       park ecosystems or of urban grey squirrels affecting esthetics and
       visitor health, may involve Integrated Pest Management plans.)

NO2   Impacts on Threatened, Endangered, and Other Sensitive Animals.

       (Includes decline of native stock_. such as anadromous fish or protection
       of grizzly or data collection on rare wild turkey.)

NO3   Impacts on Threatened, Endangered, and Other Sensitive Plants.

       (Includes studies to identify the presence of or distribution of these
       plants, mitigation of impacts of trampling to alpine meadow plants or
       protection of rare cacti from collectors.)

NO4   Degradation of Park Resources Due to Non-Native Animals.

       (Includes impact of introduced exotic species such as mountain goat in
       Olympic or predation of feral dogs and cats on native birds, or use of
       Integrated Pest Management plans to control gypsy moth.)

NO5   Degradtion of Park Resources Due to Non-Native Plants.

       (Includes control of exotic plants which have displaced native species,
       studies of better ways to control them.)

NO6   Disruption of Native Plant Communities and Accelerated Erosion Due to
       Past Land Practices.

       (Includes restoration of native plant communities on old developed sites
       or agricultural lands, treatment of formerly mined areas to stop slope
       slumping or to revegetate.)

NO7   Disruption of Natural Fire Regimes.

       (Includes research on fire history of an area, natural fire regimes,
       development of fire management plans for natural areas and implementation
       of prescribed burns.)

NO8   Loss of Cultural Landscapes.

       (Includes development of vegetation management plans for historic zones,
       studies of suitability of native plant material for use in urban
       plantings or developed zones in rural parks.)

NO9   Disruption of Natural Coastal Dynamics.

(Includes studies of dredging impacts, plans to protect dunes and their
vegetation from destruction by trampling or ORV use, mitigation of
previous dune damage, studies of impact of sea level rise or current
changes on park resources.)

N10   Disruption of Park Resources Due to Mineral Extraction & Geothermal
        Activities.

(Includes impacts to park resources from mining or energy development
activities carried out within the park under permit or impacts coming
from outside development of mineral or energy sources. Should be used
when there are broad general issues arising from energy or mineral
development which cannot be more effectively described in another single
issue category such as "Degradation of Park Water Quality" or "Air
Pollution." Do not describe problems or activities in more than one
issue category, but cross reference them.)

N11   Degradation of Park Water Quality Due to External Activities.

(Includes adverse impacts to park water quality resulting from develop-
ments in the watershed outside of park boundaries, such as from industrial
development, landfill leaching, housing development, roads, leaking
sewer systems, run-off from agricultural fields, timbering, etc. Impacts
from urbanization outside the park boundaries and affecting many resources
in addition to water quality should be described under "Urbanization and
Other Near-Park Development." The issue of effects on thermal springs
from geothermal development should be treated under "Mineral Extraction
and Geothermal Activities.")

N12   Alteration of Natural Flow Regimes.

(Includes water level fluctuations in rivers or lakes which are dam-
controlled, or where such control is proposed, alterations in spring
flow or well discharge caused by in-park or external development or
drilling of competing wells. Do not describe alterations in water
quality here.)

N13   Lack of Secure Water Rights.

(Includes inventory of park water location, flow amounts, levels, etc.
needed to file for water rights and costs of adjudication of these rights.)

N14   Visibility Impairment and Biological Damage Caused by Air Pollution
        (Includes Wet and Dry Deposition).

(Includes studies of acid deposition and its effects on water, soils,
plants, animals, or other park resources, research on ozone, monitoring
of visibility characteristics, baseline data collection on air pollution,
studies of effects of chemical components of air pollution on park plants
or animals. Where air pollution effects are one of a number of adverse
effects arising from an energy or mineral development activity, they
should be described under that issue.)

N15   Noise, Visual, and Biological Impacts Related to Aircraft Overflights.

(Includes studies of visitor reactions to such noise, measurement of
sound levels, measurement of background noise levels, research on effects
on animals.)

N16   Visual and Biological Impacts of Urbanization and Other Near-Park Develop-
ment on Park Resources.

(Includes studies of effect of near-park development on migratory popula-
tions of park animals, visual impacts of near-park development on park
esthetic qualities and the reactions of visitors to these changes,
increased impacts on park vegetation from neighbors where boundaries are
not clearly maintained.)

N17   Loss of Biological Diversity.

(Research on effects of isolation of plants and animals and their ability
to maintain their genetic diversity, studies of impacts of collecting or
of transplanting animals or plants on genetic diversity.)

N18   Visitor Use Impacts on Backcountry Park Resources.

(Includes illegal specimen collection, vegetation damage from ORV use
(except where such is described under "Disruption of Natural Coastal
Dynamics"), wildlife harrassment or poaching, loss of wilderness char-
acteristics due to crowding. Where visitor impacts are felt on threatened
or endangered plants, animals, or caves the impacts should be described
under those issues.)

N19   Loss of Park Resources Due to Consumptive Practices (Hunting, Fishing,
Commercial Fishing, Grazing).

(Issues of management of legal hunting and fishing such as proper seasons
and limits, plans for management of park migratory wildlife which are
hunted when outside the park, management of commercial fishing, manage-
ment of permitted grazing, control of trespass grazing or studies of the
effects of these activities. Management of subsistence uses where per-
mitted.)

N20   Lack of Basic Data: Insufficient Understanding of Park Ecosystems and
Threats to Them.

(Includes need for baseline data, on-going monitoring, geographic infor-
mation systems, etc. where these are needed for park ecosystems or
communities on a broader scale than studies to deal with a limited
subject such as the impact of increasing visitior use on a specific
threatened species.)

N21   Loss of Fragile and Irreplaceable Cave Resources.

(Impacts of uncontrolled use on unregulated caves, impacts of visitation
and changes in air flow in developed caves, restoration of previous

damage to developed caves. Study of water quality effects from upstream development should be treated under water quality.)

N22   Overuse/Impacts to Recreation and/or Landscaped Zones.

(Includes esthetic impacts such as vandalism and graffiti, compaction of soils due to heavy use of areas such as campgrounds and picnic areas, tree and shrub damage from visitors trampling or breaking limbs.)

N23   Loss of Paleontologic Resources.

(Includes the loss of fossils from illegal collecting, overuse, or vandalism, and can include the loss from natural weathering if the park's RMP calls for actions to mitigate or prevent such loss.)

N24   Other Issues.

(Use for other natural resources issues not described above.)

Template for Table 1 - 110 column display (8.5x11 horizontal format - regular type)
margins: 9 spaces left and right
requires horizontal paper or compressed print - screen instructions should warn user
.........1.........2.........3.........4.........5.........6.........7.........8.........9.........0...................2.........3..   ATTACHMENT J

TABLE 1
NPS RESOURCE PERSONNEL
(current year only)

FY: 99
PARK: XXXX
REGION: XXXX

TYPE OF NPS EMPLOYEE	FTEs OF RESOURCES WORK		
	Natural	Cultural	Total
RESEARCH SCIENTISTS (i.e. Research Grade Evaluation and Research Grant Administration Programs)	999.9	999.9	999.9
RESOURCES SPECIALISTS (e.g. 170, 190, 193, 401, 404, 430, 808, 1015, 1016,, 1215, etc.)	999.9	999.9	999.9
025 PARK RANGERS - Resources Management	999.9	999.9	999.9
025 PARK RANGERS - Resources Protection	999.9	999.9	999.9
025 PARK RANGERS - Resources Interpretation	999.9	999.9	999.9
MAINTENANCE PERSONNEL	999.9	999.9	999.9
TOTAL OF ALL RESOURCES PERSONNEL	9999.9	9999.9	9999.9

TOTAL PARK FTE (ALL PERSONNEL) 9999.9	PERCENTAGE OF PARK FTE DEVOTED TO RESOURCES	99.9 %	99.9 %	99.9 %

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NOTES:
-Totals column and row are computed fields - so are percentage fields. Others are direct entry.
into a screen form. Totals here must match totals on project statements/programming sheet 1. Software should verify match and not
let user proceed unless discrepancy is corrected.
-Note TOTAL PARK FTE field at lower left.

Template for Table 2 - 110 column display, same as table 1
requires horizontal paper or compressed print - screen instructions should warn user
.........1.........2.........3.........4.........5.........6.........7.........8.........9.........0.........1

<div align="center">

TABLE 2
CURRENT YEAR NATURAL AND CULTURAL RESOURCES FUNDING
($ in thousands - funding by activity type)

</div>

FY: 99
PARK: XXXX
REGION: XXXX

FUNDING SOURCE	TOTAL		RESEARCH/ DOCUMEN- TATION	MITIGA- TION / TREATMENT	MONITOR- ING	PROTECTION	INTERPRE- TATION	PROGRAM ADMIN / TRAINING
XXXXXXXXX	999999		99999	99999	99999	99999	99999	99999

NUMBER OF LINES AS NECESSARY

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ALL SOURCES	9999999		999999	999999	999999	999999	999999	999999

NOTES:
-This entire table should be generated as a report, based on data in the funded project statements.

FUNDING SOURCE CODES

FUND SOURCE	CODE
Natural Resources	
Park Base--Natural Resources	NF1
Park Base--Other	NF2
Regional Base--Natural Resources	NF3
Regional Base--Other	NF4
Fee Revenues	NF5
Natural Resources Preservation Program (NRPP)	NF6
Systemwide Air Quality	NF7
Systemwide Water Resources	NF8
Fire Program	NF9
Acid Precipitation	NF10
Other Systemwide NPS Funds	NF11
Non-NPS Funds	NF12
Cultural Resources	
Park Base--Cultural Resources	CF1
Park Base--Other	CF2
Regional Base--Cultural Resources	CF3
Regional Base--Other	CF4
Cultural Resources Preservation Program (CRPP)	CF5
Repair/Rehabilitation (R/R)	CF6
Cultural Cyclic	CF7
Regular Cyclic	CF8
Fee Revenues	CF9
Construction	CF10
Other Systemwide NPS Funds	CF11
Non-NPS Funds	CF12

ACTIVITY DEFINITIONS

Research/Documentation

Natural Resources: The systematic acquisition of data to test ideas and provide new information, such as determining the size of the genetic pool needed to maintain a viable contained population of large ungulates such as elk.

Cultural Resources: The systematic acquisition, compilation, storage, analysis, systhesis, reporting, and publication of information required for the preservation, conservation, interpretation, and management of archeological and historic sites, historic and prehistoric structures, cultural and natural history museum objects, and ethnographic resources.

Mitigation/Treatment

Natural Resources: The performance of prescribed actions in the field to preserve a resource or return it to a desired condition, such as eliminating non-native animals and plants from park areas, restoring natural landscapes and ecosystems, improving habitats, and controlling erosion.

Cultural Resources: The preservation, stabilization, maintenance, conservation, rehabilitation, restoration, and reconstruction of archeological and historic sites, historic and prehistoric structures, ethnographic resources, cultural and natural history museum objects, and other cultural resources.

Monitoring

Natural Resources: The repeated collection of data over time to determine changes and rates of change in a resource or the collection of baseline data and surveys to establish resource conditions, such as measuring levels of specific air pollutants; sampling groundwater for contamination; estimating the numbers and assessing the condition of animal or plant populations; and conducting baseline surveys of the presence, distribution, and abundance of rare plants.

Cultural Resources: The systematic and repetitive collection, analysis, synthesis, and reporting of data on factors that may affect the long-term preservation, conservation, and public use of archeological and historic sites, historic and prehistoric structures, ethnographic resources, cultural and natural history museum objects, and other cultural resources.

Protection

Natural Resources: Enforcing the observance of regulations by park users, such as preventing poaching of game animals; enforcing resource protection requirements at oil and gas operations; preventing other unauthorized activities that would damage natural resources; issuing permits for collecting or research.

Cultural Resources: The application of measures to guard cultural resources from deterioration, loss, attack, or other impairment.

Interpretation

__Natural and Cultural Resources__: Includes interpretation of resources management issues and actions through activities specifically called for in the resources management plan as part of a project or activity whose primary purpose is the management of resources.

Program Administration/Training

__Natural and Cultural Resources__: Includes planning, contract development and oversight, and other activities involved in administering the resource management program.

Template for Programming Sheet I - 132 column display - version 2 with issue codes = 3 digits
requires wide paper or compressed print - screen instructions should warn user
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.........1.........2.........3.........4.........5.........6.........7.........8.........9.........0.........1.........2.........3..
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PROGRAMMING SHEET I   FY: 99
                     CURRENT YEAR FUNDED ACTIVITIES   PARK: XXXX
                          ($ in thousands)   REGION: XXXX

PROJ STMNT NUM	PROJECT OR ACTIVITY TITLE	PRG NUM	CULT RES TYPE	SERVICE-WIDE ISSUE(S)	FUNDING SOURCE	ACT TYPE	CURRENT YEAR $$ PTE	OUTYEAR 1 $$ PTE	OUTYEAR 2 $$ PTE	OUTYEAR 3 $$ PTE	TOTAL $$ PTE
XXX.X	XXXXXXXX(25-1st half)XXXX XXXXXXXX(25-2nd half)XXXX	XXX	XXXX	XXX XXX	XXXXXXXXX	XXX	9999 99.9	9999 99.9	9999 99.9	9999 99.9	99999 999.9

sample:

| 001.1 | Study decline of endangered wolf population | 238 | N/A | N02 N17 | REGN-NR | RES | 35 0.0 | 35 0.0 | 0 0.0 | 0 0.0 | 70 0.0 |
| 001.2 | Study decline of endangered wolf population | 238 | N/A | N02 N17 | PARK-NR | MON | 11 0.3 | 11 0.3 | 11 0.3 | 11 0.3 | 44 1.2 |

TOTAL FOR ALL ACTIVITIES   9999 999.9 9999 999.9 9999 999.9 9999 999.9 99999 999.9

NOTES:
-RMP PrSt# reflects automatic activity numbering (e.g. GUIS-N-018.1) generated from budget lines in the project statement. One budget line, one number.
-Project titles are actually PROJECT STATEMENT titles, 50 characters divided over 2 lines to match 10-237 and 10-238s. Specific activities within a project statement, or separate funding sources, do not have unique titles, though they do have separate numbers. Because titles will usually take up 2 lines, every listing on the project statement will take up 2 lines (unless TITLE#2 is blank). Skip a line between each item for reading clarity.
-Two servicewide issues can be specified for each project statement. Print both on one line, using 3 digit codes.
-$$ entries are summations of personnel and project support costs from project statements. Max $$ amounts permitted: $9,999,000 (9999) for each project per year and 99,999,000 (99999) for summation lines.
-Max PTEs for each project per year: 99.9; 999.9 allowed for summation lines.

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CULTURAL RESOURCE TYPE CODES

Resource Type	Code
Archeological Site	SITE
Structure	STRC
Object	OBJC
Cultural Landscape	CULL
Ethnographic Resource	ETHN
Combination	COMB

Template for Programming Sheet 2 - 132 column display - with issue codes = 3 digits
requires wide paper or compressed print - screen instructions should warn user

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.........1.........2.........3.........4.........5.........6.........7.........8.........9.........0.........1.........2.........3..
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PX PRI	PROJ STMT NUM	PROJECT OR ACTIVITY TITLE	PRG NUM	CULT RES TYPE	SERVICE-WIDE ISSUE(S)	FUNDING SOURCE	ACT TYPE	STARTING YEAR		OUTYEAR 1		OUTYEAR 2		OUTYEAR 3		TOTAL	
								$$	FTE	$$	FTE	$$	FTE	$$	FTE	$$	FTE
XXX	XXX.X	XXXXXXXX(25-1st half)XXXX XXXXXXXX(25-2nd half)XXXX	XXX	XXXX	XXX XXX	XXXXXXXXX	XXX	9999	99.9	9999	99.9	9999	99.9	9999	99.9	99999	999.9

example:

PX PRI	PROJ STMT NUM	PROJECT OR ACTIVITY TITLE	PRG NUM	CULT RES TYPE	SERVICE-WIDE ISSUE(S)	FUNDING SOURCE	ACT TYPE	STARTING YEAR		OUTYEAR 1		OUTYEAR 2		OUTYEAR 3		TOTAL	
1	001.1	Study decline of endang-ered wolf population	238	N/A	N02 N17	REGN-NR	RES	35	0.0	35	0.0	0	0.0	0	0.0	70	0.0
12	001.2	Study decline of endang-ered wolf population	238	N/A	N02 N17	PARK-NR	MON	11	0.3	11	0.3	11	0.3	11	0.3	44	1.2

TOTAL FOR ALL ACTIVITIES   9999 999.9 9999 999.9 9999 999.9 9999 999.9 99999 999.9

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ANNUAL PROJECT STATUS & ACCOMPLISHMENTS REPORT

*** Instructions & software to be developed ***