ACTIVITY STANDARDS
For many years the Service had a series of more than 50 handbooks dealing with all facets of its operations. The nature of these manuals was to tell our employees "how to do the job." This management system did provide for "uniformity" in field management. Such a management system is not designed, however, to enhance individual creativity—nor does it promote personal growth—both essential to a sense of achievement and "job satisfaction" or fulfillment.

Believing that "creativity" rather than "uniformity" was the preferable goal if the National Park Service and the System it manages were to remain relevant in the fast changing last third of the 20th century, I abolished most of the manuals (the exceptions being such ones as personnel, accounting, procurement and property management procedures) and substituted a new management system.

The essential ingredients of this new management system are:

1. A Statement of Management Philosophy
2. Long Range Objectives
3. Administrative Policies
4. Activity Standards
5. Role and Functional Statements
6. Personal Standards of Performance

In brief, our Statement of Management Philosophy is summarized in the "National Park Service Pledge of Public Service." Stripped of all technicalities, it distills the essence of the philosophy expressed in the numerous public land policies of the Congress and the Administration concerning the management of the National Park System.

The Long-Range Objectives point the direction for our program implementation.
The Administrative Policies implement and supplement the broad policies laid down by the Administration and the Congress. They do not tell the employee "how to do the job." They do, however, set the broad parameters within which day-to-day management decisions may be made.

The Activity Standards describe the conditions that will exist when the various activities of the Service have been accomplished satisfactorily. For example, the Maintenance Standards describe the conditions that will exist when the maintenance functions in the field have been performed satisfactorily.

The Role and Functional Statements define the role of each organizational unit and of each employee within the organization and identify the functions for which that organizational unit and that employee are responsible. They are useful tools in communicating among the various levels of management what is expected of each and what each may expect from the other in getting the total Service job done. Of great value, also, they identify those specific functions that the organization expects of each individual and that each individual may expect of his colleagues elsewhere in the organization.

The Personal Standards of Performance describe the results that will obtain when each employee has performed his functions satisfactorily. These standards are essential for constructive dialogue between the employee and his supervisor with respect to the job to be done and in evaluating the job actually done. Of equal, if not perhaps greater, benefit in such Personal Performance Standards is that they enable the employee to know in advance of any communication with his supervisor when his job has been done satisfactorily.

With this new management system, we are making delegations of authority a reality and decentralization a way of life. The "linchpin" of effective delegation and decentralization is followup. This remaining element of our management system has been implemented by the appointment of an
Assistant Director for Field Operations to evaluate how policies and programs are being implemented in the field. This position is more than "a closed circuit" operation within the Directorate. The incumbent is available to all Service employees so that concerned individuals at every level can personally bring to his attention situations for which the "System" may not be providing solutions.
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Standards for the activities of the National Park Service will be satisfactorily prepared when:

1. Each member of the WASO Directorate has identified those activities within his responsibility which require Standards, and he has developed for each such activity a statement which—

   a. identifies the elements that make up the activity and expresses in measurable terms the results or conditions which will exist when all component elements of the activity are being performed satisfactorily, that is at standard;

   b. is expressed in a single level of acceptability;

   c. expresses the standard for each element of the activity in a manner which makes it possible to identify the resources (manpower or money) needed to attain the stated standard; and

   d. applies Servicewide to all offices and areas that are engaged in the activity.

2. The Standards have been reviewed by the Division of Management Analysis and coordinated by it with the affected offices and then approved by the Director.

April 17, 1972
PART I

INFORMATION

Section

Printing, Publications, Exhibits, Films, and Audiovisual

................................. 1
ACTIVITY STANDARDS

PRINTING, PUBLICATIONS, EXHIBITS,
FILMS, AND AUDIOVISUAL

The Printing, Publications, Exhibits, Films, and Audiovisual programs of the National Park Service shall be in satisfactory compliance with OMB Directive 70-10, dated April 2, 1970; the President's Memorandum to all Executive Departments, dated November 6, 1970; and Assistant Secretary Bodman's memorandums of September 13, 1971, entitled "Publication Guidelines for Study Proposals and Reports" and "Departmental Publication, Exhibit, Motion Picture, Broadcasting, and Advertising Activities," when:

1. All films, exhibits, and audiovisual programs except those directly related to onsite interpretation are approved by the Director and the Secretary of the Interior's Director of Communications.

2. All books except those related to professional, scientific, historical, and archeological study reports, such as the National Register, National Park System Plan, Natural Science and History Theme Studies, Archeological Salvage Studies, History and Natural History Interpretive Handbooks, etc., are approved by the Director and the Secretary of the Interior's Director of Communications.

3. Press releases are issued as necessary for timely and full disclosure of Service programs and activities in accordance with procedures of the Departmental Manual.

4. Public information offices are operated at existing levels, and expanded only in response to need when approved by the Director and the Secretary's Director of Communications. In addition, the operation of such information offices includes the full disclosure and timely release of all public information relating to Service programs and activities.

Revised
June 14, 1972
5. Assistance through photographic and background materials for feature articles is limited to responding to media inquiries.

6. Calendars of special events and dedications and individual programs for such occasions are mimeographed or duplicated.

7. There is one in-Service Newsletter of no more than four pages (except as noted below) issued by the Washington Office only. Materials heretofore included in the Interpretive Newsletter and similar letters issued by the Washington Office, Regional Offices, and the Service Center will be included in the Servicewide Newsletter or in Park Practice publications as appropriate. If included in the Newsletter, the Newsletter may be no more than eight pages. These standards do not affect mimeographed "inpark Newsletters" or the publications of the National Park Ladies Association.

8. The National Park Practice Program is maintained at existing level unless a reduced level of operation is agreeable to cosponsors and approved by the Director.

9. Minifolders (free) and regular folders (sales) are available in quantities to meet visitor demand and are printed within annual programs utilizing standard specifications. The printing specifications are reviewed annually by NPS. Specifications with changes are to be submitted to the Secretary's Office of Communications at the time of annual review and a blanket waiver may be issued annually. Pending next review, the Department seal and name will be included in new folders and in revised folders and reprints where the change would not be too expensive.

10. No new publication for repetitive issue shall be initiated in the Service without specific written approval of the Director.

11. For study-type publications; i.e., those embracing basic factfinding surveys, new area proposals, wilderness proposals,

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June 14, 1972
master plans, land use proposals, and all other works in which policy determinations are involved, the Director's approval is obtained and the following are complied with:

a. Study-type publications will henceforth not serve as promotional papers but will clearly present facts and options as forthrightly as possible.

b. The presentation will state categorically that there is a policy question, that options will be reviewed by the Administration, and that the publication seeks to aid that review.

c. The following Disclaimer for study documents will be prominently displayed with the frontal matter of the publication, either on the title page, the cover, or on an appropriate page with the introductory statements. The statement should be in a display type and set apart from the body of the study so as to reinforce its relationship to the presentation:


d. The Administration position, then, is to present study material as such, directly, fairly, and inexpensively. All reviewing authorities must recognize that this mandate

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covers a wide array of material for publication and that flexibility of judgment must be preserved.

e. The following general standards are offered in the spirit of finding a basic working agreement between the Office of Management and Budget, and the National Park Service:

FORMAT - Study-type publications are to be produced as low-cost reports. All elements including layout should be handled in an economical manner consistent with the clear and concise transmittal of information.

QUANTITIES - The Administration desires the lowest possible print runs for study-type publications. While this has no fixed solution, a rule of thumb is 250 copies for internal and public circulation. Where public circulation may be high, a maximum printing of 1,000 copies will be acceptable. Should the Superintendent of Documents distribute the study-type publication, the agency will recommend a quantity based on low-yield rather than high-yield circulation.

INKS - Study-type publications will be printed in one color ink only (usually black). Use of multiple-color inks must have the approval of the Director, the Secretary's Director of Communications and the Office of Management Operations.

PAPERS - Standard papers available through Government printing facilities will be used for study-type publications.

MAPS - Maps will be used to communicate optimum information. All too much use is made of line or flat-tone segment maps which fail to convey the true character of the lands involved. Color, line, contour, and shaded relief maps may be used only when these are essential to communicating needed information related to the study.

PHOTOGRAPHS AND DRAWINGS - Art is to be used only when needed, not merely to decorate a presentation.

Revised
April 24, 1972
BINDING - Designers will plan study-type publications for low-cost binding - usually staple binding.

PRINTING - Xerox or shortrun offset will prevail where this process is suited to a limited print run. Where the Superintendent of Documents' distribution takes place, or the type of publication lends itself to longrun method, standard offset may be used.

DISTRIBUTION - National Park Service is to limit distribution of study-type publications to the lowest common denominator of need.

PRESS RELEASES - Publicity must be restrained in the announcement of study-type publications so as not to preempt the options of the Administration. Information officers are therefore urged to limit their efforts to an objective definition of the project and its published report, emphasizing that it does not commit the Secretary or the Administration in any way.

REPRINTS AND SPECIAL CASES - Where programs call for exceptional considerations, the National Park Service will seek solutions which reflect a spirit of good faith and cooperation with the guidelines laid down by the Office of Management and Budget.

12. Printing and binding is accomplished in accordance with Part 314 of the Departmental Manual and the Regulations of the Joint Committee on Printing.

13. All field printing and binding is requisitioned through Government Printing Office Field Procurement Centers and all other printing and binding of the National Park Service is obtained through sources determined by the Assistant Director, Systems and Control. Printing and binding of the National Capital Parks is deemed to be "field printing."

Revised
April 24, 1972
PART II

LEGISLATION

Section

Legislative Program .......................... 1
ACTIVITY STANDARDS

LEGISLATIVE PROGRAM

The legislative program of the National Park Service is intended to provide the means to achieve its program objectives which require substantive legislative authority. Before each Session of Congress, the Service submits to the Department proposals for which it recommends that legislation be enacted in that Session. Service proposals are submitted on the basis of recommendations from the field and from the staff in the Washington Office who serve as support to the Directorate. Based on Departmental priorities, the Department incorporates Service proposals with those of other Bureaus and submits a Departmental program to the Office of Management and Budget.

New or Existing Areas

A legislative proposal concerning a new or existing area of the National Park System will be satisfactory for consideration and inclusion by the Director in the National Park Service Legislative Program when:

1. The proposal can or should be accomplished only by means of legislation.

2. The proposal is consistent with or in furtherance of the approved objectives of the National Park Service.

3. In the case of a new natural or historical area, the proposal fills a gap as identified in the National Park System Plan; in the case of a new recreational area, the proposal meets the criteria of Recreational Advisory Council Circular No. 1, dated March 26, 1963; in the case of a National Cultural Park the proposal meets the criteria set forth in the Concept Paper dated December 8, 1970; and in the case of an addition to the National Wilderness Preservation System, the Wild and Scenic Rivers System, or the National Trails System, the proposal is consistent with the law establishing that particular System.

July 28, 1971
4. In cases concerning an existing area, the proposal is consistent with the approved master plan for that area.

5. The proposal is accompanied by all applicable elements of current legislative support data or, in the alternative, a date acceptable to the Director by which the Region will submit all applicable elements of legislative support data.

6. Funding of the proposal, if needed, is requested for the fiscal year after which legislation is obtained.

7. The proposal is identified as to relative importance within the Region, in terms of need to preserve resources, fulfill prior contractual or other agreements or commitments on behalf of the Service, etc.

8. The views of persons or agencies outside the Service affected by the proposal have been considered.

All Other Proposals

A proposal for legislation not applicable to a specific area, existing or proposed, will be satisfactory for consideration and inclusion by the Director in the National Park Service Legislative Program when:

1. The proposal can or should be accomplished only by legislation.

2. The proposal is consistent with or in furtherance of the approved objectives of the National Park Service.

3. The views of persons or agencies outside the Service who would be affected by the proposal have been considered.

4. The proposal is accompanied by a statement indicating the extent, during the first 5 years after enactment, of any increase or decrease in costs attributable to the legislation.

July 28, 1971
PART III

BOARDS AND COMMISSIONS

Section

Regional Advisory Committees ......................... 1
ACTIVITY STANDARDS

REGIONAL ADVISORY COMMITTEES

Section 3(c) of Public Law 91-383 authorizing the National Park Service to establish Regional Advisory Committees will have been exercised satisfactorily when the Directors of the Regions have:

1. Submitted a list of names of persons, with biographical information, to be appointed by the Director of the National Park Service, the suggested membership being so constituted as to represent as fully as possible:
   
   a. The diversity of the public viewpoints, attitudes, and interests.
   
   b. The several professions, occupations, and enterprises drawn upon or affected by the management of the areas of the National Park System, as may be most pertinent to the regional problems.
   
   c. Reasonable geographic distribution of the memberships within the Region and among the several professions, occupations, and enterprises.
   
   d. State or local government.

2. Submitted a list before March 1 of each year of names of persons to be appointed by the Director to serve for that year (each member to serve for 1 year only) and also submitted immediately nominations to fill any vacancies resulting from death or resignation.

3. Arranged for the Committee to meet twice each year at the headquarters of the Region and once each year in the field.

Revised
August 24, 1971

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4. Attended all meetings (or have designated representatives) and prepared the agenda for each meeting.

5. Arranged for the Committee to elect a Chairman and a Secretary.

6. Served as the Executive Officer of the Committee, and has complied with the provisions of Executive Order 11007.

7. Sought the advice of the Committee on matters of Regional interest which may be pertinent to the programs and policies of the National Park Service and the management of the National Park System, assuring that all views which may be expressed by the citizens of the Region are considered.

8. Provided the Director of the National Park Service with a summary of the minutes and recommendations made by the Committee at each meeting.
ACTIVITY STANDARDS

NATURAL RESOURCES STUDIES AND MANAGEMENT

Natural Resources Management

The natural resources of the National Park System will be satisfactorily managed when:

1. There is implemented for each park area of the System a Natural Resources Studies and Management Plan that is consistent with the applicable laws and Administrative Policies applying to the category of the area involved.

2. Such Natural Resources Studies and Management Plans—prepared at the direction of the Regional Office, concurred in by the Superintendent and the Associate Director, Professional Support, and approved by the Director of the Region—identify and define the equilibrium condition that is to be achieved and/or maintained in each area with respect to its principal ecosystems, and the plans specify action, including alternatives, which will achieve or maintain that condition.

3. Such Natural Resources Studies and Management Plans are derived from and supported by professionally validated data. (See Natural Science Studies.)

4. An alert is maintained which provides early awareness of external threats to the ecosystems of the parks, and mutual support and cooperation is sought to remove the danger.

5. The study of natural resources by student groups, institutions, and individual professionals is encouraged and facilitated by the designation, where feasible, of natural research areas, environmental educational programs and cooperative field research stations.

Revised
December 13, 1971
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6. Regional (or area) planning [for contiguous lands of diverse or like purposes and/or management, such as the complex of lands administered by the National Park Service, the Forest Service, the Bureau of Land Management, the Bureau of Sport Fisheries and Wildlife, and the States of Montana, Wyoming, and Idaho, in the area of Yellowstone and Grand Teton National Parks] and resulting action programs have been implemented through cooperative agreements with appropriate Federal and State natural resources management agencies, and park wildlife programs are accepted as integral elements of the regional (or area) resources management plan.

7. There is an active effort to consummate with each State that contains a park area(s) a cooperative agreement relative to the management of wildlife in the area(s).

8. There is a public awareness of the National Park Service's objectives for the management of natural resources.

9. The Chief Scientist and the Director of the Region exercise overview with respect to the condition of the natural resources and the effectiveness of the management of the natural resources.

**Natural Science Studies**

Studies of the natural resources of areas administered by the National Park Service shall be satisfactory when:

1. The **classification** of the following natural resources has been completed:
   a. Description of biotic associations occurring within the park.
   b. Description and distribution of all major biotic communities found within the park.
   c. Description of unusual or significant organisms.

2. An **inventory** of the following natural resources has been completed:

Revised
November 29, 1971
a. Biotic Resources

(1) Producers: A species list of all vascular plants and all significant nonvascular plants denoting those species that are considered rare and/or endangered or of unusual size or visitor and scientific interest.

(2) Consumers: A species list of all vertebrates; e.g., fish, amphibians, reptiles, birds, and mammals; and of all invertebrates that are considered rare and/or endangered or of high visitor or scientific interest.

(3) Decomposers: A species list of all known fungi and bacteria in the park area.

b. Abiotic Resources

(1) Geologic Features: An inventory of all significant geologic features and processes; e.g., caves, geysers, volcanoes, glaciers, mountains, and rock systems.

(2) Soils: Inventory and distribution map of major soils found within the area.

(3) Hydrologic Features: An inventory of all streams, rivers, lakes, ponds, shoreline, oceans, groundwater, waterfalls, and other water resources of the area.

3. An analysis of the following resources has been programmed, initiated, or completed:

a. All major biotic communities described above, including:

(1) Measurement of primary energy input into system.

Revised
November 29, 1971
(2) Collection of data relative to climatic factors; e.g., temperature, precipitation, wind, humidity, etc.

(3) Water: Distribution, physical and chemical composition.

(4) Soil structure: Chemical composition and related geologic features.

(5) Wildfire.

(6) Developed facilities: e.g., roads, trails, buildings, etc., within the ecosystem.

(7) Vegetative cover: e.g., productivity, stand composition, succession, biomass, H₂O and nutrient needs and other ecological parameters as appropriate.

(8) Faunal factors: e.g., distribution and abundance of animal species, population dynamics, migration, and immigration.

(9) Energy flowthrough system(s), nutrient and mineral cycles of the ecosystem(s).

(10) Impact of man on ecosystems (stress measure of individual activities and developments both within and outside park area).

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December 13, 1971
# INDEX

## HISTORIC RESOURCE STUDIES AND MANAGEMENT

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ACTIVITY STANDARDS

HISTORIC RESOURCE STUDIES AND MANAGEMENT

Resource Studies in History, Archeology and Historic Architecture

Historical Studies Plan

The Historical Studies Plan is a framework within which the resource studies needs of a park in history, archeology, and historic architecture may be identified, justified, proposed, approved, and arranged in park, regional, and national priority.

The plan will be considered satisfactory when it is:

1. Compiled by appropriate professional personnel, in collaboration with the Superintendent and his staff, and contains the following elements:

   a. An outline of the park's story and purpose, including historical themes and subthemes, relationship to natural history or other disciplines, a statement of the park's historical significance, and the reason for the park's establishment.

   b. A list of the park's historic resources, tangible and intangible, and those related to the park.

   c. An analysis of the status of resource studies in progress or completed, and of cooperation with other institutions.

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d. A statement of study needs, including site identification studies, background and intangible resources studies, development-related studies, and park histories.

e. A summary of resource studies proposals, with recommended priorities for programming.

f. A bibliography of primary and secondary sources related to the park's story.

Historic Resource Study

The Historic Resource Study is the means of presenting professional identification, evaluation, and recommendations concerning the historic resources of a proposed or existing area of the National Park System. The Historic Resource Study may be programmed to obtain historical, architectural, or archeological data for alternatives studies, for master plans, and for professional assistance in compilation of a park List of Classified Structures.

A Historic Resource Study will be considered satisfactory when:

1. It includes such of the subsequent elements as may be applicable to the particular need:

   a. Enlargement upon the landmark study prepared for the designation of national significance.

   b. Historical background and significance for areas not previously studied.

   c. A documented map recording and locating all existing archeological, historical, and cultural ruins, structures, features, sites, and objects within the study area.

December 21, 1971
d. A historical base map or maps recording historic sites, features, and ground cover existing at all periods of historical or cultural significance accompanied by documentation of the source of data shown.

e. National Register inventory forms covering districts, sites, buildings, structures, and objects of national, State, or local significance in history, archeology, architecture, and culture as judged against National Register criteria. (These forms constitute the professional recommendations on which lands and resources should be designated Class VI in the Land Classification Plan.)

f. A recommended List of Classified Structures identifying which structures are worthy of preservation. (See Part III.)

g. Evaluation of historic resources, including values not represented by tangible surviving sites or remains.

h. Identification of problems in preservation or interpretation.

i. Broad recommendations for preservation and interpretation.

For parks with historic resources that are predominantly archeological in character, the Historic Resource Study will be considered satisfactory when:

1. It includes all or any combination of the following elements as required by the particular need to be met:

   a. Archeological and aboriginal background and significance for areas not previously studied.

December 21, 1971
b. A documented archeological base map recording and locating all existing archeological and aboriginal structures, features, sites, and objects within the study area.

c. A documented interpretive narrative of the known archeological and aboriginal structures, features, sites, and objects within the study area.

d. A record of the ecological factors involved at the time of the principal archeological or aboriginal cultural significance accompanied by documentation of the source of data shown.

e. Minor test excavations to determine stratigraphy and depth of otherwise superimposed structures, sites, and features.

f. Enlargement upon the landmark study prepared for the designation of national significance.

g. National Register inventory forms covering districts, sites, buildings, structures and objects of national, State, or local significance in archeology and aboriginal culture as judged against National Register criteria. These forms constitute the professional recommendations on which lands and resources should be designated Class VI in the Land Classification Plan.

h. A recommended List of Classified Structures identifying which structures are worthy of preservation.

i. Evaluation of prehistoric resources, including values not represented by tangible surviving sites or remains (remote sensing, aerial photos, Indian legends).

December 21, 1971
j. Identification of problems in preservation or interpretation.

k. Broad recommendations for preservation and interpretation.

**Historic Structure Report**

The Historic Structure Report presents such findings of historical, archeological, and architectural study and investigation of a historic structure and its setting as are necessary to permit execution at standard of the appropriate level of treatment (preservation, restoration, reconstruction). A Historic Structure Report will be programmed to support all historic structure development projects.

A Historic Structure Report will be considered satisfactory when:

1. It includes such of the subsequent sections as may be applicable to support development:

   a. Administration Section, usually prepared by the Park Superintendent, which will include:

      (1) Administrative statement identifying the project and the proposed treatment based on the Order of Significance and proposed treatment as shown in the List of Classified Structures.

      (2) Outline of cooperative agreements or other documents bearing on furnishing, management, and use of the structure.

   b. Historical Data Section, prepared by the appropriate professional office, which will include:

      (1) Statement of historical significance of the structure and its setting.

December 21, 1971
(2) Documentary and illustrative data on the history of ownership, construction, and use compiled at the appropriate level of investigation. (See Part III.)

(3) Other historical data pertinent to the structure and setting but not to the development project that may be obtained in the course of the investigation and is not already included in a Historic Resource Study. This will be presented separately from the construction data.

(4) Recommendations for further study if necessary with suggested sources.

(5) An annotated bibliography of sources consulted.

c. Archeological Data Section, prepared by the appropriate professional office, which will include:

(1) Description of investigative plan and techniques.

(2) Inventory and plat of surface, and subsurface remains and analysis of their contribution to knowledge of the structure and grounds.

(3) Recommendations for stabilization or restoration.

d. Architectural Data Section, prepared by the appropriate professional office, which will include:

(1) Summary of documentary information as it pertains to the structure and its environment.

December 21, 1971
(2) Description and record of existing conditions by measured drawings and photography.

(3) Results of physical investigation of structural fabric.

(4) Descriptive and graphic indication of probable appearance of structure and grounds during historic periods.

(5) Recommended steps for preservation, restoration, or reconstruction including preliminary drawings.

(6) Updated Form 10-802 (Package Estimating Detail) providing cost estimates to carry out recommendations.

(7) Recommendations for further study if necessary.

NOTE: Usually the Historical Data Section is undertaken first to provide documentary data to the archeologists and historical architects as a basis for their studies. All sections may be combined in a common report, or they may be reproduced separately if there is a timelag in their preparation.

Archeological Site Excavation

An archeological site will have been satisfactorily excavated when:

1. Based on scholastically conceived research design, a field work program has been completed in a manner acceptable to the scientific community.

2. All significant data have been collected and recorded in a scientific manner.

3. A thorough diagnosis and analysis of the artifacts and other data, including ancillary studies and techniques, have been completed.

December 21, 1971
4. A site, if it is to be used as an exhibit, has been so stabilized that only routine maintenance is required for at least 5 years.

5. A site not to be used as an exhibit is backfilled, and above surface remains, if any, are accorded minimal stabilization.

6. A detailed and scientifically acceptable report has been prepared and made public.

**Underwater Archeology**

An underwater archeological site will have been considered to have been satisfactorily investigated when:

1. Based on a scholastically conceived research design, a work program has been completed in a manner acceptable to the scientific community.

2. All significant data have been collected and recorded in a scientific manner.

3. A thorough diagnosis and analysis of the artifacts and other data, including ancillary studies and techniques, have been completed.

4. All underwater archeological work is carried out by properly certified SCUBA trained archeologists and/or technicians.

5. A detailed and scientifically acceptable report has been prepared and made public.

**Historic Furnishing Study**

The Furnishing Study, prepared by the appropriate professional office, provides evidence of the furnishings of a historic structure at a particular time in history.

The Furnishing Study is satisfactory when:

December 21, 1971
1. It presents sufficient evidence, either direct or comparative, of the furnishings of a historic structure or portion thereof to permit the formulation of a furnishing plan for an accurate refurnishing representative of a particular time in history.

Historic Structure Preservation Guide

The Historic Structure Preservation Guide is a reference document, tailored to the individual needs of a restored or reconstructed structure, from which park management may obtain guidance for continuing normal maintenance and minor repairs. It is ordinarily prepared at the conclusion of a development project as part of the construction supervision (identified as such on Form 10-238), but for completed projects lacking such a guide may also be programmed in the annual professional services program.

A Historic Structures Preservation Guide will be considered satisfactory when it:

1. Documents new historical, archeological, and architectural data learned in the process of construction and not included in a Historic Resource Study or Historic Structure Reports.

2. Includes all drawings, technical specifications, and change orders used to carry out the project. Drawings may be reduced to letter size.

3. Provides detailed specifications for expendable items such as roof coverings so they may be replaced in material, design and texture as in the original.

4. Contains a schedule of paint colors related to a color standard such as the Munsell Color System and a suggested program for paint maintenance and repainting, giving formulas where special materials and textures are required.

5. Provides formulas and specifications for mortars, waterproofing, floor finishes, glazing, and any item not found in the normal market.

December 21, 1971
6. Provides manufacturers recommendations for maintenance where available.

7. Provides a schedule of periodic inspection to assure proper preservation.

**Historic Resources Management Plan**

The Historic Resources Management Plan is compiled by appropriate professional personnel in collaboration with the Superintendent and his staff and translates the general policies set forth in Administrative Policies for Historical Areas and the results of the various historic resource studies into specific, detailed guidelines for the management of all the historic resources of a particular park. Historic resources include historic sites (grounds or terrain), historic structures (buildings, ruins, dams, canals, bridges, forts and associated earthworks, Indian mounds, gardens, historic roads and trails, millraces, ponds, etc.), historic vegetation, the historic scene, etc.

The Historic Resource Management Plan will be considered satisfactory when:

1. The plan contains the following:

   a. Analysis of the park's surroundings, location, and topography where such relates to historic resource management.

   b. Statement of the park's story and purpose.

   c. Legislation and other appropriate documents that set forth the original justification for the park's creation and demonstrate the intent of Congress and the Executive in regard to resource management.

   d. Evaluation of the usefulness of the park's historic base map for resource management, or

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provision for compilation of a base map where none, or an inadequate one, exists.

e. Analysis of special problems affecting resource management at the park, with suggested corrective measures.

f. Outline of resource management of terrain and vegetation historic in their own right or pertaining to management of other historic resources.

g. Thorough analysis and guidelines for the management of historic structures in the park. (Major restorations and reconstructions require a Historic Structure Preservation Guide. Management guidelines for restorations of less complexity and stabilized ruins and foundations may be stated in the management plan. The question of which structures warrant preservation guides should be dealt with in the plan. Those already the subject of a preservation guide will be cross-referenced in the plan.)

h. Discussion of management of historic roads and trails and other features of the terrain of historical importance.

i. Approach to the management of historic objects, books, and documentary resources of the park.

j. Guidelines for management of the historic scene, or setting, as a historic resource in its own right.

k. Historical Studies Plan, either integrated with the Historic Resources Management Plan, or as a separate document.

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1. Priority program of special resource management projects, separate from the continuing requirements of resource management.

2. It is periodically examined and kept up to date by means of partial or complete revisions when necessary.

3. Pertinent Historic Structure Preservation Guides have been completed and referenced in the plan.

4. Pertinent resource studies have been completed and referenced in the plan.

5. Special resource management projects have been completed and reflected in the plan.

Park Administrative History

The Park Administrative History is a history of the park—as differentiated from the historical events commemorated by the park—which is used as an administrative, management, and interpretive tool.

The Park Administrative History is satisfactory when:

1. It provides in one convenient and readily usable form all the pertinent facts about the origin, establishment, administration, and development of the park, together with appended copies of especially valuable original documents and tabular information on personnel, friends of the park, etc.

Text for Historical Handbook

The Historical Handbook is a compact yet comprehensive publication designed primarily to provide the park visitor with an easily carried source of information about the history commemorated by the park.

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A historical handbook manuscript is satisfactory when:

1. It presents the results of the latest scholarly research and the most recent information on the physical development of the park as applicable in an interesting, accurate, and comprehensive manner.

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Management of Historic Resources

Historic resources comprise the totality of historic structures, objects, and sites in Class VI land. Structures (buildings, engineering works, earthworks, etc., (see paragraph below)) and objects (artifacts), either prehistoric or historic, are works of man, the distinction being largely one of size and portability. Sites (grounds or terrain, including vegetative cover) include not only exact locations of historic events or of historic structures, works, or objects of which no trace presently remains, but also the entire area of Class VI land; that is, the physical environment of the event, person, period, or remains being commemorated and preserved in the park.

A historic structure is a work of man, either prehistoric or historic, consciously created to serve some form of human activity. A historic structure is usually by nature or design immovable. Besides buildings of all kinds, the term includes engineering works; such as dams, canals, bridges, stockades, forts, and associated earthworks serving a similar purpose, Indian mounds and ruins, historic roads, millraces, and ponds. These standards also apply to historic objects that are large and not readily portable; such as nautical vessels, heavy equipment, and statues.

The management of historic resources will be satisfactory when:

1. All historic sites and structures of all orders of significance have been nominated to the National Register, either during the preparation of the Historic Resource Study, or separately.

2. A Historic Resources Management Plan for the resources has been completed and management guidelines set forth in the plan are consistently followed.

December 21, 1971
3. A Historical Studies Plan has been completed, and all necessary resource studies as determined therein have been completed, and all the relevant information contained in the completed studies has been recognized and incorporated into the Historic Resources Management Plan.

**Historic Structures**

A historic structure will be managed (management includes development) satisfactorily when:

1. It is included in the List of Classified Structures with an order of significance and level of treatment consistent with approved administrative policy. (See Part III.)

2. Pending development, the structure, its environment, and all related physical evidence are recorded and protected.

3. All professional services requirements for development are represented by approved Development Study Package Proposal (Form 10-238). (See Part I.)

4. A Historic Structure Report has been prepared by the appropriate professional office in accordance with Resource Studies standards. (See Part I.)

5. The proposed project is described on Form 10-238 that incorporates cost estimates (Form 10-802) contained in the Historic Structure Report and that bears the approval of the Director of the Region.

6. The project is programmed for accomplishment by the appropriate professional office.

7. Drawings, specifications, and other construction documents necessary to support the proposed construction activity have been prepared by the appropriate professional office according to standard. (See Part IV.)

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8. Professional construction supervision assures compliance with construction documents and provides evaluation of new physical evidence revealed in construction that required a change in contract documents.

9. Guidelines for preservation maintenance are available to park management in the form of a Historic Resources Management Plan. (See Part I.)

10. Use of the structure after development is so managed as to prevent damage to the structure, its environment, and such contents as may be historic. In all questionable matters, professional advice will be sought.

11. Maintenance of the structure is carried out according to maintenance standards for historic structures.

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List of Classified Structures

The List of Classified Structures (LCS) is a listing of all structures in the National Park System that merit preservation because of historical, architectural, archeological, or esthetic values and that are determined to be practicable of preservation. The purpose of the LCS is to establish the order of significance of each historic structure as assessed by the National Park Service, to fix a level of treatment to be accorded each structure, and to provide a basis for subsequent planning, programing, and budgeting. The LCS is maintained by the Office of Archeology and Historic Preservation in the Washington Office. This office also provides review and coordination of the National Register nomination forms submitted by the Directors of the Regions recommending the order of significance and level of treatment for the structures.

The List of Classified Structures will be satisfactorily maintained when:

1. It includes historic structures in the areas of the National Park System which—

   a. are recorded on the National Register of Historic Places inventory nomination form (10-300 and 10-301, July 1969). (For existing parks this will usually be done by the park staff. Professional advice may be obtained by programing a Historic Resource Study. For new or proposed parks, Historic Resource Studies prepared as part of the master planning process will include professional recommendations.)

   b. have been assigned a name and number. (The name should be the appropriate historic name, whenever known, unless established local usage

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or preference is so overwhelmingly in favor of some other as to justify an exception. Name and number should always be used together.)

c. have been assigned an Order of Significance in accordance with the Administrative Policies for Historic Areas of the National Park System.

d. have been assigned a level of treatment in accordance with Level of Treatment standards listed below.

e. Are entered in the National Register of Historic Places.

2. There are deleted from the List those structures which—

a. are so altered, from whatever cause, as to destroy the values and elements of significance that led to entry in the LCS.

b. are approved for removal upon recommendation of the Director of the Region.

c. are correspondingly deleted from the National Register.

Levels of Treatment

Preservation is the application of measures designed to sustain the form and extent of a structure essentially as existing when the National Park Service assumes responsibility. Preservation aims at halting further deterioration and providing structural safety but does not contemplate significant rebuilding. Preservation includes techniques of arresting or slowing the deterioration of a structure; improvement of structural conditions to make a structure safe, habitable, or otherwise useful; normal maintenance and minor repairs that do not change or adversely affect the fabric or appearance of a structure.

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Restoration is the process of accurately recovering, by the removal of later work and the replacement of missing original work, the form and details of a structure or part of a structure, together with its setting, as it appeared at a particular period of time. Restoration may be full, partial, or adaptive (interior adapted to modern use).

Reconstruction is the process of accurately reproducing by new construction the form and details of a vanished structure, or part of it (partial reconstruction), as it appeared at a particular period of time.

The treatment assigned structures on the LCS will be satisfactory when:

1. Preservation is the level of treatment accorded a structure of the first, second, or third order of significance which meets one or more of the following conditions:
   a. Its significance and interpretive value do not justify the cost of restoration. (This is usually a master plan decision.)
   b. There are not sufficient data to permit accurate restoration. (This judgment usually cannot be reached until a Historic Structure Report has been prepared.)
   c. The structure upon acquisition already possesses the integrity and authenticity required.
   d. The work of a higher level of treatment has been completed; e.g., once restored, a structure is then preserved.

2. Full restoration, interior and exterior, is the level of treatment accorded a structure which meets all the following conditions:

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a. It is of the first order of significance or it is a vital element of a site or complex of structures of the first order of significance.

b. Its restoration is essential to proper interpretation of the historical values of the park.

c. Sufficient data can be recovered to permit an accurate restoration.

d. It is intended for exhibition purposes only.

3. Partial restoration is the level of treatment accorded a structure for which only parts thereof—external, internal, or in combination—are important in illustrating cultural values at its level of historical significance or that contribute to the values for which the park was established.

4. Adaptive restoration is the level of treatment accorded a structure which is visually important in the historic scene but does not otherwise qualify for exhibition purposes.

5. Reconstruction is the level of treatment accorded a structure for which all the following conditions prevail:

   a. All or almost all traces of the structure have disappeared and its re-creation is essential for public understanding and appreciation of the historical associations for which the park was established.

   b. Sufficient historical, archeological, and architectural data exist to permit an accurate reproduction.

   c. The structure can be erected on the original site or in a setting appropriate to the significance of the area, as in a pioneer community or living farm, where exact site may not be identifiable through research.

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Working Drawings and Specifications for Historic Structures

Working drawings and specifications for the preservation, restoration, or reconstruction of historic structures shall be considered satisfactory when, in addition to meeting other applicable standards, they:

1. Record conditions existing prior to preservation, restoration, or reconstruction.

2. Document all known proposed changes to the structure.

3. Specify materials that will be compatible with the original fabric.

4. Specify craftsmanship as well as material and design to assure that surface textures are compatible with the original fabric.

5. Provide for recovery and ownership of artifacts.

6. Provide for protection of historic resources, including grounds and historic setting, during construction.

7. Provide for changes due to unforeseen structural problems or new evidence of historic appearance, and such changes are recorded as an addition to the original documents.

8. Provide for the qualifications of contractors when special skills are required.

9. Insure installation of adequate fire detection and suppression system.

December 21, 1971
10. Provide humidity and temperature control when the historic fabric and contents of the building warrant.

11. Insure that modern utilities and structural reinforcement do not intrude on the historic scene.
Standards for Processing Resource Studies in History, Archeology, and Historic Architecture

Resource Studies will be satisfactorily processed when:

1. Each Superintendent maintains with the Regional Office an inventory of resource study needs described on Development Study Package Proposal Form 10-238, arranged in 5-year program priority order and annually kept current.

2. Each Director of the Region compiles and annually updates an inventory of regional resource study needs described on DSPP Form 10-238, arranged in 5-year program priority order and submitted to the appropriate professional office for estimates of time and cost. Park History and Park Archeology studies shall be arranged according to the following priority:

   a. Historic Resource Study for scheduled master plans for proposed or newly authorized additions to the National Park System in the historical area category.

   b. Historic Resource Study for proposed or existing natural or recreational areas that the Director of the Region judges to possess such historical values as to warrant priority study.


   d. Historical Studies Plan for historical areas.

   e. Other special studies needed by management for historical areas.

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f. Historic Resource Management Plan for natural or recreational areas that the Director of the Region judges to possess such historical values as to warrant priority study.

g. Historical Studies Plan for natural or recreational areas that the Director of the Region judges to possess such historical value as to warrant priority study.

h. Text for Historical Handbook for historical areas when required for interpretive needs as determined by the Director of the Region.

i. Other special studies needed by management for natural and recreational areas.

Regional priority for Historic Structure Reports Program (which includes Historic Structure Reports, Furnishing Studies, and Historic Structure Preservation Guides) shall be arranged according to sequence by development program priority for preservation, restoration, or reconstruction of historic structures or the stabilization of archeological ruins.

3. The appropriate professional office enters the level of investigation (see below), time and cost estimates on the DSPPs and forwards them to the Washington Office. The class study will be entered along with cost and time estimates on the DSPP form.

4. The appropriate official of the Washington Office signs the DSPP certifying:

   a. Validity of project description, justification, and estimate of time and cost.

   b. Need for project.

   c. That project has not been done in past.

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d. That need cannot be met more efficiently, expeditiously, or economically by other means.

5. Approved DSPPs are used by the Region, professional offices, and the Washington Office as the basis for formulating annual regional and national Resource Study Programs.

6. The appropriate professional office executes approved programs as scheduled in annual work programs.

7. The appropriate Washington Office monitors to insure that the resource studies meet standards, provides editorial and other overhead services, and arranges for reproduction and distribution of studies.

8. The appropriate Washington Office identifies studies deserving publication in more permanent form and takes the necessary action to have them published.

9. Reviewed and recommended by the Director of the professional office, the appropriate Washington Office whose field of authority is involved, and the park Superintendent.

10. Approved by the Director of the Region.

Levels of Investigation

Most National Park Service studies are mission-oriented—directed at providing data required for a subsequent, programmed action such as master planning a park or restoring a historic building. The exhaustive study necessary to attain a uniform standard of excellence is not always justified by the relative importance of the subsequent action it supports. The preservation of an anonymous log cabin in a western recreational area, for example, cannot reasonably command the same depth of study as the restoration of Independence Hall. In allocating for resource studies, therefore, the Service must insure a reasonable correlation with the importance of the purpose to be served. As guidelines to aid in achieving this correlation,
the following classes of investigation govern the scope of projects in history, archeology, and historical architecture.

Not all projects require study in all three disciplines. Many indeed require only one. Where an effort is needed from two or three disciplines, moreover, the class may differ between disciplines. A project might well need Class A history, Class C archeology, and Class B architecture.

In general, the time-consuming and expensive study of Class A is warranted only in Historic Resource Studies for historical area master plans and the full and exact restoration or reconstruction of historic buildings to be used for exhibition purposes. Class B is generally applicable to Historic Resource Studies for natural and recreational area master plans and to partial or adaptive restoration of historic structures. Class C is ordinarily sufficient for historic structures designated for preservation only and for all varieties of projects that have been competently researched in the past.

Investigations will have been conducted satisfactorily when they include:

1. **A Class A Investigation.**

   a. **Historical** - exhaustive study in all published and documentary sources of known or presumed relevance, regardless of location; thorough analysis and detailed exposition of all data of direct and indirect relevance in one or more reports.

   b. **Archeological** - analysis of documentary evidence; site excavations designed to expose all important subsurface evidence; investigation report setting forth all data of direct and indirect relevance.

   c. **Architectural** - analysis of documentary and archeological evidence; investigation in all portions of a building fabric necessary to

December 21, 1971
establish as exactly as possible all recoverable architectural detail; comparative study with similar architectural specimens as necessary; working drawings and specifications.

2. **A Class B Investigation.**

   a. **Historical** - study in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that are of a scope, organization, or content that promises expeditious extraction of relevant data; exposition in no greater detail than directly required by the purpose to be served.

   b. **Archeological** - surface site examination, with excavation limited to the minimum exposure of subsurface remains required to support informed conclusions about the nature and location of the rest of the subsurface remains; investigation report setting for data and conclusions directly relevant to the purpose to be served.

   c. **Architectural** - analysis of historical and archeological findings; visual survey and conclusions, investigation of the building fabric only as essential to answer major structural questions; working drawings and specifications.

3. **A Class C Investigation.**

   a. **Historical** - study in available published sources, usually but not necessarily of a secondary character, study in documentary sources only if of known high yield and easily accessible; exposition in no greater detail than directly required for the purpose to be served.

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b. Archeological - surface site examination; no excavation; report and conclusions.

c. Architectural - visual survey; no investigation of building fabric; report and conclusions.
## PART IV

**PROFESSIONAL SERVICES**

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Salvage archeology is research accomplished under emergency conditions for the preservation of archeological materials and their inherent data from destruction by modern construction. The quantity of material which must be collected in order to complete an adequate record for preservation cannot be absolutely determined because data and artifact yield necessarily depends on availability of both time and funding. Although the Committee for Recovery of Archaeological Remains has suggested 10 percent as a general figure to indicate the small relative size of this minimum, one can only guess at what the total quantity of available data might be.

Funds for archeological salvage are appropriated by Congress to the National Park Service. The Service expends most of these funds through contracts negotiated with museums and universities qualified to undertake and complete the work.

A salvage project is usually initiated by a contract for an intensive survey of the area likely to be affected by construction. The survey is calculated to locate and evaluate all archeological and historic remains threatened with destruction.

Based on carefully designed proposals, supplementary contracts are negotiated for excavation of selected sites which can be expected to yield new and significant data.

Execution of the Archeological Salvage Program will be considered satisfactory when:

1. Close liaison is maintained with other concerned Federal agencies to keep current with their multiyear construction
programing schedules so as to facilitate the preparation of a realistic multiyear archeological investigations program for budgetary purposes.

2. There is mutual understanding between contracting institutions and the Division of Archeology and Anthropology as to the scope, implementation, and purpose of a salvage project.

3. Arrangements for Service and institutional participation in the financing of a salvage project are properly subject to negotiation in accordance with applicable criteria.

4. Each contracting institution conducts these archeological investigations in a manner consistent with its own academic philosophies and institutional objectives and in accordance with professionally accepted procedures.

5. Contracting institutions fulfill their obligations by employing sound management practices.

6. It is clearly understood by the contracting institution and the field investigator that the construction project is not to be delayed or obstructed by the archeological salvage excavations.

7. A minimum of 10 percent of the data are recorded for preservation.

8. The end product of the contract is a scientific publication or manuscript suitable for publication and distribution to the scientific community.

February 23, 1972

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The Historic Sites Survey study program will be satisfactory when:

1. A 5-year theme study program, revised annually, governs the study schedule.

2. Theme studies meet the following requirements:
   a. Rest on professional library or archival study combined with field investigation of selected sites.
   b. Describe and evaluate sites associated with the theme, setting forth staff recommendations of which meet the criteria of national significance and which should be listed as "Other Sites Considered."
   c. Specify exact boundaries verbally and graphically for all probable landmark selections.
   d. Include photographic and other appropriate illustrative material for all probable landmark selections.

3. Theme studies are considered and approved by the National Park Service Consulting Committee and, together with Consulting Committee findings, by the Secretary of the Interior's Advisory Board on National Parks, Historic Sites, Buildings and Monuments.

4. Secretarial action on Advisory Board recommendations is communicated as follows:

   February 23, 1972
a. To the public through a Secretarial press release.

b. To appropriate Members of Congress.

c. To owners of landmark properties, with invitation to apply for a plaque and certificate.

d. To appropriate Directors of the Regions.

e. To State Liaison Officers for the national historic preservation program

f. To the Keeper of the National Register for enrollment of new landmarks in the National Register.

5. Hardcover books incorporating the theme studies are published according to approved programs.

February 23, 1972
ACTIVITY STANDARDS

NATIONAL HISTORIC LANDMARK

The National Historic Landmark program will be administered satisfactorily when:

1. A file for each landmark is maintained by WASO and the appropriate regional office.

2. Certificates and plaques for new landmarks are obtained and landmark owners assisted by the appropriate regional office to plan and conduct a presentation ceremony.

3. Appropriate Members of Congress are advised of forthcoming presentation ceremonies.

4. Biennial visits to participating landmarks are made by regional personnel to offer technical advice and assess the condition of the property against the standards of continuing significance. Biennial reports of visits are provided WASO.

5. Landmarks failing to meet the standards of continuing significance are restudied and their eligibility for landmark designation reconsidered by the Advisory Board and Secretary of the Interior.

6. Field personnel remain alert to threats to landmarks. If the threat involves Federal expenditure or other action, the applicability of Section 106 of the National Historic Preservation Act is investigated. If the threat is State, local, or private in origin, the National Park Service position is made known in appropriate ways, such as testimony at a zoning hearing or letter to a mayor, governor, corporation executive, or private individual.
### INDEX

**PLANNING**

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National Significance Studies

National significance is ascribed to areas which possess exceptional value or quality in illustrating or interpreting the natural and historical heritage of our nation. National recreation areas also must meet certain criteria administered by the Bureau of Outdoor Recreation.

Significance studies are based upon theme studies, through the Natural Landmark Survey and the National Survey of Historic Sites.

A significance study will be considered satisfactory when:

1. A natural or historical area has been evaluated in accordance with the values or qualities of significance which an area must possess to appear on the National Registry of Natural Landmarks and the National Register of Historic Places, respectively.

In the case of national recreation areas, the Bureau of Outdoor Recreation has sole responsibility for applying the criteria to determine if an area qualifies for national recreation area status.

2. The study has been submitted to the Secretary's Advisory Board on National Parks, Historic Sites, Buildings, and Monuments, and the Board has submitted its recommendation to the Secretary.

3. The Secretary has approved the area for inclusion on the National Register of Historic Places or the National Registry on National Landmarks.

Revised
November 29, 1971
Study of Alternatives

Alternative studies identify and evaluate the feasible alternative courses of action for protection, development, and public use of the study area. Normally, a prior determination that the study area possesses national significance is a prerequisite to a study of alternatives. If a study of alternatives recommends an area for addition to the National Park System, confirming and more detailed studies would be required. These studies represent another step in the process of screening areas for inclusion in the National Park System.

Alternative reports are prepared by multidisciplinary teams who, during the study, will consult with Federal, State, and local agencies, interested organizations and citizens. Such reports are approved by the Director of the Regions.

A study of alternatives report will be considered satisfactory when it:

1. Describes background and purpose of the study, the significance and purpose of protecting the area.

2. Defines the study area and describes the physical, economic, and social aspects of the region which affect the proposal.

3. Contains an analysis which:
   a. Describes and evaluates the resources.
   b. Indicates present uses and ownership.
   c. Shows capabilities and limitations.

4. Outlines feasible alternatives to achieve the conservation objectives.

5. Lists the advantages and disadvantages of each alternative. Each alternative should be analyzed and evaluated with respect to:

Revised
January 24, 1972
a. The degree of completeness of resource protection.

b. Its effect on existing land uses, land ownership and existing socioeconomic patterns in and around the area.

c. The quality, quantity and type of visitor use opportunities.

d. A general and comparative consideration of costs.

e. Environmental improvement potential.

6. Recommends one alternative.

7. Completes a master plan for the alternative recommended.

8. Contains an appendix, including a list of study team members and copies of pertinent Senate and House bills, if any.

Master Plans

A master plan is the conceptual planning document which, consistent with congressional and administrative policies, establishes the guidelines for the overall use, preservation management, and development of an area in the National Park System or proposed for inclusion in the System. It identifies the purposes of the area; its resource values; its relationship to regional environs; what human needs it should meet; the objectives for its management; management category; a land classification plan; and the general development plan for its management and interpretation.

A master plan will be considered satisfactory when it:

1. Responds thoroughly to a statement for management and planning which identifies the purpose of the area, the
management category, basic data supporting planning considerations including a list of cooperative agreements, permits, reserved land and water interests, concession contracts, etc., and management objectives.

Note: For existing areas, the statement for management and planning is prepared by the Superintendent with the assistance of the master plan team, as needed, and incorporated into the planning directive used to guide the planning process.

For new areas, the statement for management and planning is prepared by the Director of the Region with the assistance of the master planning team, as needed, and incorporated into the planning directive used to guide the planning process.

2. Analyzes the resources of the area in the context of its environment and its potential to satisfy local, regional and national needs.

3. Recognizes social and economic conditions and environmental and other interrelationships between the area and surrounding regions.

4. Identifies internal and external threatening uses.

5. Contains an environmental impact statement prepared in accordance with the Standards for Environmental Statements. The environmental statement will be prepared simultaneously with the master plan so that environmental concerns are considered and recorded at the very earliest stage of concept formulation.

6. Describes the overall concept for the preservation and use of the area, including the role and degree of development.
7. Analyzes, in cooperation with the concessioner(s), needs for public services and recommends appropriate concessioner(s) involvement for further detailed planning and design.

8. Identifies and describes ecological and developmental limitations of visitor use which provide the framework for park capacity.

9. Describes overall interpretive concepts.

10. Includes a land classification plan which recognizes congressional and administrative policies.

11. Includes a General Development Plan showing the following:
   a. External boundaries.
   b. Boundary revisions proposed, if any.
   c. Identification of zones of intensity of use and/or developments with indication of activities and uses.
   d. Delineation of proposed general circulation patterns.

12. Identifies existing circulation system.

13. Includes development concepts and, when deemed necessary for clarification, illustrates schematically zones of development, zones for open spaces and primary circulation.

14. Provides the foundations for preparation of the detailed action plans; i.e., wilderness plan; resource study and management plans; interpretive prospectus; development concept plans; land acquisition plans, schedules, and costs; development schedule and costs; staffing and operation program; recommended legislation if needed; etc.

Revised
November 29, 1971
15. Has been prepared as a result of a team effort with the full involvement of the Superintendents and the concessioner(s). Master plan teams shall consult with representatives of Federal, State and local governments, public members representative of citizens conservation, tourism, and other organizations and interested individuals.

16. Appropriate current U. S. Geologic Survey, U. S. Coast and Geodetic Survey, and/or other Federal Agency maps and charts have been used where detailed base maps and location maps are required.

17. Has an appendix containing the following:

   a. Copies of relevant congressional acts and proclamations for existing areas and copies of relevant bills for proposed areas.

   b. Management objectives.

   c. Bibliography.

   d. Names of planning team members.

18. For each new area master plan, the following statement appears on the cover:

   THIS REPORT WAS PREPARED PURSUANT TO A (letter, memorandum, instructions, Act of Congress, etc.). PUBLICATION OF THE FINDINGS AND RECOMMENDATIONS HEREIN SHOULD NOT BE CONSTRUED AS REPRESENTING EITHER THE APPROVAL OR DISAPPROVAL OF THE SECRETARY OF THE INTERIOR. THE PURPOSE OF THIS REPORT IS TO PROVIDE INFORMATION AND ALTERNATIVES FOR FURTHER CONSIDERATION BY THE (preparing bureau), THE SECRETARY OF THE INTERIOR, AND OTHER FEDERAL AGENCIES.

19. Prior to public meeting, copies of the master plan draft have been prepared for public distribution.

Revised
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20. Following public meetings, revisions as appropriate are made, the plan is approved, and copies distributed to the public.

Clearance of New Area Study Reports, Master Plans for Existing Areas, and Wilderness Reviews

Master Plans and/or recommended wilderness proposals will have been processed satisfactorily when:

Field Study Period (New Area Study Reports, Master Plans, and Wilderness Reviews)

1. Affected Members of Congress have received timely advance notice of any master plan, wilderness, and other related study. "Timely" notice will be considered to be not less than 1 week prior to team's arrival at the park or study site.

2. After the congressional delegation is notified, representatives of State and local governments, citizen conservation and other organizations and interested individuals are advised and consulted as appropriate.

3. In instances where a new area study or boundary change of existing areas is involved, discussions are held with the affected landowners, including any Federal or State or local governmental agencies administering affected lands.

4. New area proposals and boundary adjustments which involve lands administered by another governmental agency shall have been discussed with the local manager of that agency, and concurrence obtained from that manager to proceed with public discussions. If such concurrence cannot be obtained from the local manager, the Director of the Region should attempt to gain concurrence from that agency's regional manager, or, in the case of State-owned lands, from the State Director. If the Director of the Region cannot gain concurrence, the Director should be notified so that discussions may be initiated by the

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responsible member of the WASO directorate at the national headquarters level.

5. Consult and advise with the local park advisory committee, if one exists.

After Field Study (Master Plans (Not Involving Wilderness), New Area Proposals, and Boundary Change Proposals)

1. The Director of the Region obtains the Regional Solicitor's review of all matters or issues of a legal nature presented in draft master plans.

2. Consult and advise with the regional advisory board.

3. Consult and advise with the involved members of the congressional delegation. Deputy Director, Legislation, should attend meetings to provide a link for future contacts with the congressional office relating to the proposal.

4. For existing area master plans, conduct a public meeting for the purpose of soliciting comments on the draft master plan. The meeting will be "informal" and will not require a formal notice, such as publication in the Federal Register, and recorded transcript, although an official transcript may be taken if the Director of the Region determines that the size of the area or the scope of the planning problems so warrant.

The scope of the meeting will be to discuss only matters bearing on the master plan. The meeting shall be announced at least 60 days in advance and the public will have 15 days after the meeting to submit further written comments. The meeting shall be held at a location convenient to the area under consideration. The Director of the Region or his designee shall present the plan and conduct the meeting. The Team Captain, who was responsible for field studies and preparation of the master plan shall provide technical backup assistance.

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5. For existing area master plans, an evaluation of the public meeting and all related materials will be made by the Director of the Region, Superintendent, Team Captain, local area advisory committee (if one exists), and regional advisory committee, to determine what changes, if any, should be made to the proposed master plan before approval by the Director of the Region.

6. The Director of the Region approves the master plan.

7. The Director of the Region will notify, by appropriate means, organizations, agencies, and other interested parties of the approval of the master plan.

8. The Director of the Region will have copies of the approved master plan report printed in accordance with existing standards and distributed upon request.

9. The Director of the Region will transmit new area proposals and boundary adjustment proposals to WASO for initiation of appropriate action.

After Field Study (Wilderness Proposals and Accompanying Master Plans)

1. The Director of the Region will obtain the Regional Solicitor's review of all matters or issues of a legal nature presented in preliminary wilderness proposals and accompanying master plans.

2. The Director of the Region will consult and advise with the regional advisory boards on the preliminary wilderness proposals.

3. The Director of the Region will present preliminary wilderness proposals to the Director.

4. The Director will present preliminary wilderness proposals to the Assistant Secretary for Fish and Wildlife and Parks as a basis for a public hearing.

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5. The Director of the Region will present copies of preliminary wilderness proposals to affected members of the State congressional delegation.

6. The Associate Director, Legislation, WASO, will prepare and process the official notice of hearing in the Federal Register. The Federal Register notice and daily newspaper notices should be published the same day, and notices in weekly newspapers should appear on the first subsequent publication date. At least 60 days must elapse between the official Federal Register publication date and the date of the public hearing.

7. News releases and letters of notification for wilderness public hearings are sent to all known interested public officials, organizations, and affected Federal, State, or local agencies. Wilderness packets accompanying news releases and letters shall contain, as a minimum, a copy of each of the following: News release announcing the wilderness hearing, the Federal Register notice, the wilderness proposal booklet or pamphlet, the master plan, draft environmental impact statements, and the park folder or minifolder.

8. News releases and notices of wilderness hearings are distributed throughout the State in which the unit is located, as well as to adjacent States if they too are affected.

9. At the wilderness hearing the presiding officer shall be the duly appointed Departmental Hearing Officer. The Director of the Region and the Superintendent shall make all arrangements for the hearing, including arranging for a qualified recorder contracted through the GSA Regional Office. The Director of the Region will present, with assistance as needed from the Superintendent and the Team Captain, the preliminary wilderness proposal, and the Hearing Officer shall thereafter receive testimony, causing a verbatim transcript to be taken.

10. The Director of the Region shall cause to be assembled the official record of the hearing consisting of the following items, and prepare it for transmission to WASO: Public hearing transcripts, preliminary wilderness boundary definition,

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wilderness packet with hearing notice, legal notice clipped from newspaper, regional map and other exhibits used at the hearing, and the assemblage of public responses. The assemblage of public responses includes all statements received during the entire 90-day period (60 days prior and 30 days following the hearing) for which the official record is compiled.

11. The official record shall be analyzed and reviewed by the Director of the Region and, if deemed desirable, the preliminary wilderness proposal shall be restudied with revision of the recommendations made as determined proper. The draft of final recommendation along with the official record will be discussed with the park and regional advisory boards.

12. The Director of the Region transmits to the Director, WASO, the official record and his draft of final wilderness recommendations.

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# PART V

## OPERATIONS MANAGEMENT

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ACTIVITY STANDARDS

DESIGN AND MANAGEMENT OF RECREATIONAL ACTIVITIES

The development and management of recreational activities will be satisfactory when:

General

1. A program of activities has been designed and implemented to provide for all appropriate use and enjoyment by the people that can be accommodated without impairment of the resources of the areas. (See management principles approved for the management of the natural, historical and recreational areas of the National Park System – Administrative Policies.)

2. Visitors have an opportunity to engage in authorized recreational activities with a minimum of direction consistent with visitor health and safety and resource protection.

3. All applicable laws and regulations are complied with. (See Law Enforcement Standards.)

Camping and Picnicking

1. Each campground or picnic area is operated within its designed capacity.

2. A space occupation and registration system is in operation which precludes site conflict and prevents use beyond capacity.

3. A limitation on length of use by one party of camping and picnicking sites is imposed as necessary to insure reasonable availability taking into account capacity and visitor demand.

4. Campgrounds and picnic areas are maintained free from disturbances, vandalism, the evidence of which cannot be removed by routine cleanup or maintenance, and offenses against persons and property.

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5. Information concerning regulations, visitor activities, emergency services, etc., is posted in a conspicuous location or is otherwise readily available to visitors.

6. Fees are collected pursuant to standards prescribed for Recreation Fee Collection.

Recreational Boating

1. Waters are marked with appropriate aids to navigation as required by U. S. Coast Guard, State, or NPS requirements, and such additional markers, signs or devices as may be required for assistance to, and the safety of, the boating public.

2. Boating, navigation information, and regulations are conspicuously posted or otherwise available to visitors.

3. Procedures for the orderly launching and retrieving of boats at all designated launching sites are developed and implemented by each park.

4. Orderly and safe parking of vehicles and boat trailers is provided near marinas and boatlaunching ramps.

5. Boating accidents are investigated and reported in accordance with applicable laws and regulations and National Park Service Safety Standards.

6. Immediate and effective assistance is provided to a boater experiencing difficulty.

7. Sewage pump-out stations are available for emptying holding tanks.

Fishing

1. Fishing is conducted in accordance with applicable Federal and State laws and regulations, and the Natural Resources Studies and Management Plan.

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2. Fishing activities do not detract from or adversely affect other visitor uses or endanger persons or property.

3. Information concerning the activity is readily available to participants.

4. A cooperative agreement exists with the State to provide for the regulation and control of fishing where appropriate.

Swimming and Bathing (Lifeguard Protected Areas)

1. The limits of the protected beach or swimming area are clearly delineated.

2. Local laws and regulations are conspicuously posted.

3. Developed beach and swimming areas are clear of hazards to swimmers and bathers.

4. Adequate lifeguard services are provided to insure prompt assistance to swimmers in difficulty.

5. No drownings occur.

Wilderness and Backcountry Use

1. Informational services are readily available to each individual or group concerning routes of travel, restrictions, hazards, resources and features of special interest.

2. A registration system is in effect which will provide information concerning the routes of travel and the whereabouts of overnight users.

3. All litter is packed out.

4. Pack and saddle stock are cared for in a manner that precludes open grazing.

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5. Trails are appropriately signed.

6. Wilderness or backcountry use is monitored to insure compliance with the Natural Resources Studies and Management Plan for the area.

7. Arrangements are made to protect public health and the esthetics of the natural resources from the threat posed by human body waste.

**Search and Rescue**

1. Each type of potential search or rescue operation has been identified and a plan of action exists for each.

2. Prior arrangements have been made for the use of outside resources, such as tracking dogs, aircraft and military personnel.

3. Park personnel are trained in the implementation of the documented plan.

4. Appropriate equipment is in operating condition and readily available.

5. The report of a missing person is documented and reported to the park official responsible for activation of the search plan.

6. Following confirmation of a missing person, action is initiated immediately to implement documented procedures for search or rescue.

7. A search or rescue operation is pursued until recovery of the missing person, injured person or body is accomplished, or until all reasonable efforts have been expended for search and recovery, and the search or recovery is terminated by the Superintendent.

8. All communications and actions throughout the operation are documented (i.e., a log is maintained), and at the conclusion of the operation a formal report is prepared.

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9. Control is maintained over all search or rescue participants and upon recall all are accounted for.

10. Family and/or next of kin of missing person is notified as soon as possible after it has been determined that a person is missing.

11. The next of kin or family of the missing person, if in the area, is contacted by the Superintendent or his designated representative to offer assistance, etc.

12. Factual information is available to the news media.

**Mountain Climbing and Winter Mountaineering**

1. Information is readily available from an NPS representative thoroughly familiar with climbing conditions, routes of travel, necessary equipment, skills, emergency procedures, etc.

2. A registration system is maintained.

3. An emergency rescue plan has been prepared and the capability exists to fully implement it.

**Downhill Skiing**

1. Throughout the day when slopes are open, a slope patrol is maintained by patrolmen capable of rendering first aid to injured skiers.

2. Injured skiers are brought to a first-aid station timely.

3. All trails and slopes are "swept" at the end of the skiing day to insure that no missing, injured, or stranded skier is left behind.

4. Predetermined criteria exist for shut down of skiing operations for reasons of safety.

5. Ski tows are operated safely by trained and skilled personnel.

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6. The full length of each tow is under visual observation of the operator and/or assistants during all periods of operation.

7. The tow and all safety devices are checked daily and documented before the skiing day begins.

8. Loading and/or unloading assistants are provided as required.

9. Adequate provisions are made for the orderly line-up of skiers awaiting the use of tows.

10. Skiing area is zoned to accommodate varying levels of skiing abilities.

**Cross-Country Skiing and Snowshoeing**

1. A registration system is maintained to indicate pertinent information about each trip undertaken that would facilitate search and/or rescue assistance.

2. Information is readily available to the visitor concerning snow and weather conditions, including forecasts, shelters, emergency procedures, etc.

3. The whereabouts of overdue skiers or snowshoers is determined and necessary action is taken.

**Off-Road Use of Motorized Equipment**

1. Routes of travel have been determined on the basis of resource protection and compatibility with other visitor uses.

2. A map of designated routes and other pertinent information, including regulations and emergency procedures, is available to the visitor.

3. Travel is confined to established routes.

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Motor Vehicle Traffic Control

1. Informational, interpretational, and regulatory signs are erected to provide ease of point to point travel, safety, and information concerning the area.

2. Traffic is confined within designated roadways and parking areas, does not exceed road design capacity, and flows in an orderly manner so that delays do not exceed 45 minutes.

3. Isolated public roads are posted to inform the visitor of road and travel conditions.

4. Positive warning devices or signs are positioned to give timely warning of emergency road conditions.

Water Skiing

1. Conflicts between water skiers and other water recreation activities do not occur.

2. A water ski zone with necessary support facilities is provided in areas where conflicts or problems of safety may exist due to the proximity of other water recreation activities.

3. Water ski zones are maintained free from all other water recreation activities when skiing is in progress.

4. Regulations and other pertinent information are posted or otherwise available for public notice.

Snowmobiling

1. Such use is compatible with other visitor uses and resource protection.

2. A map of designated routes is available and routes are adequately signed or otherwise marked.

3. Provisions are made to insure that no snowmobiling visitor is left stranded or unaccounted for at the end of an operating day or period.

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4. Information concerning regulations, present weather and forecasts, emergency procedures, etc., is available to the visitor upon entry to an area.

SCUBA Diving

1. Such activity is compatible with other visitor activities and resource protection.

2. A registration system is maintained.

3. Diving information, regulations, closed areas, etc., are readily available to divers.

4. Diving parties use the standard diver's flag as adopted by the Underwater Society of America, and the Uniform State Waterway Marking System when engaged in diving.

5. All buoy lines, bolts, ropes, etc., have been removed by the diving party after each diving period.

Ice Skating (Controlled Areas)

1. Skating area is clearly posted to indicate when it is opened or closed.

2. Skating surface is smooth and free of foreign material.

3. A warming facility or device is provided.

4. First-aid services are available.

5. An attendant is present on the ice to maintain order and provide emergency assistance.

River Running

1. A registration system is in effect which will provide information concerning the schedule and routes of travel of overnight users.

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2. Informational services are readily available to each individual or group concerning routes of travel, restrictions, hazards, resources and features of special interest.

3. The number of boaters does not exceed the carrying capacity based on public health, safety and (in accordance with) the Resources Management Plan.

4. River running users dispose of their litter by burning combustible material onsite and packing out noncombustible material, or packing out all litter.

5. Adequately equipped and trained personnel patrol the rivers.

6. Arrangements are made to protect public health and the esthetics of the natural resources from the threat posed by human body waste.

Regattas

1. Regattas are held only after approval of park management and those desiring to hold a regatta have appointed a responsible person to act as coordinator with park management in conducting the affair.

2. Those sponsoring the regatta provide patrol by watercraft to insure against interference by boaters not participating.

3. Public announcement of the regatta, including the waters to be preempted, is made far enough in advance to reduce other visitor inconvenience.

4. No boat shall participate in the regatta unless it complies with the boating standards.

5. Park personnel are available to monitor the regatta and assure compliance with park rules and regulations.

Spectator Sports and Special Events

1. Events are held only after approval of park management and those desiring to hold the event have appointed a responsible

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person to act as coordinator with park management in conducting the affair.

2. The activity is complementary to and does not supersede activities involving individual participation of area recreation.

3. Public announcement of the event, including areas to be preempted, is made far enough in advance to reduce other visitor inconvenience.

4. The anticipated visitor load can be accommodated within physical facilities and without damage to the area resource.

5. Park personnel and equipment are available to assure crowd and traffic control.

**Horseback Riding**

1. Such use is compatible with other visitor uses and resource protection.

2. Trails are designated and travel is confined to those routes except where cross-country travel is authorized by the Superintendent.

**Bicycling**

1. Bicycle use is encouraged where appropriate and practical.

2. Routes of travel have been determined on the basis of visitor protection, compatibility with other visitor uses and resource management plans.

3. Trails for bicycle use are posted.

**Hunting (Where Authorized)**

1. Hunting is conducted in accordance with applicable Federal and State laws and regulations and the Natural Resources Studies and Management Plan.

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2. A cooperative agreement, where appropriate, exists with the State to provide for the regulation and control of hunting.

3. An equitable system is in effect for granting privileges when the demand exceeds the number of permits or facilities available.

4. In consultation with the State, zones and/or periods of no hunting have been designated and posted for public safety, administration or other public use and enjoyment of the area.

5. Information concerning the activity is readily available to participants.

Entrance Station Operation

1. Stations are operated at all appropriate times to serve the public need.

2. Handout material of meaningful and timely information is provided the visitor including, but not limited to, recreation fees, pertinent park regulations, visitor safety, points of interest, accommodations in the park, etc.

3. Entrance fees are collected pursuant to standards prescribed for Recreation Fee Collection.

4. Station personnel are prepared to assist in handling visitor emergencies such as first aid, automobile breakdowns, etc., and provide information on roads and accommodations, etc., outside the park.

5. Visitor waiting time to pass through the entrance station does not exceed 10 minutes.

Recreation Fee Collection

1. Each area providing recreational facilities as covered by applicable laws and regulations has been designated as a recreation fee area and appropriately posted.

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2. Fee schedules are conspicuously posted for the information of visitors.

3. All National Park Service personnel are informed concerning the recreation fee program and visitor contact personnel are qualified to provide detailed information to the visitor.

4. All applicable recreation fees are collected when the benefits (revenue and other managerial or public service considerations) exceed the cost.

5. Appropriate instructions are provided for the visitor concerning procedures to be followed when fee collection personnel are not immediately available.

6. Collected fees are properly accounted for and deposited to the proper account in accordance with applicable laws and regulations.

**Structural Fire Protection**

1. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.

2. Historic structures subject to destruction by fire are protected by automatic detection and alarm systems and/or automatic suppression systems and lightning arresters.

**Boundary Survey**

1. The external and internal boundaries have been surveyed, monumented, and legally ascertainable.

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An interpretive prospectus is a document which guides the character, design and development of facilities necessary to interpret a park. It may also give guidance for the development of personal services programs, especially when major elements of interpretation cannot be presented successfully by means of physical facilities. This general plan assures that interpretive facilities will fit together to interpret the park without duplication or contradiction.

An interpretive prospectus is satisfactory when:

1. It recognizes all relevant legislation, current administrative policies, master plans and management objectives, as well as visitor use patterns.

2. It is based upon a thorough understanding and knowledge of the park resources.

3. It establishes and defines interpretive objectives in terms of the total environment.

4. It evaluates existing facilities and programs, recommending their continuation, revision, elimination or replacement as appropriate.

5. It contains imaginative interpretive proposals, succinctly written, which:

   a. present all elements for the interpretation of the park in a plan constructed to insure their mutually

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supportive functions, and to avoid redundancy or uniformity;

b. assist people in understanding the park environment and its relation to the total environment;

c. encourage visitors to take advantage of all available park experiences;

d. provide for the specific needs of organized and special (e.g., the aged, the blind, the deaf) groups when indicated;

e. can be effectively managed;

f. carry the park to the community; and

g. contribute to the solution of specialized interpretive problems.

6. It selects media appropriate to the interpretive functions assigned.

7. It provides guidelines for planning and design of publications, exhibits, wayside devices, audiovisual programs and all other interpretive facilities to provide effective communication.

8. It includes a summary and any graphics needed for easy comprehension of the plan.

9. It establishes priorities if multiple interpretive developments are proposed.

10. It describes and makes recommendations for:

   a. present museum collections, their growth or limitations;

   b. needed research;

   c. interpretive staffing;

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d. subsequent planning and interpretive development costs; and

e. the role of the cooperating associations.

11. It utilizes park staff and other technical expertise and competence necessarily involved in the planning process.

**Exhibit Planning and Development**

Exhibit planning, development, and rehabilitation are satisfactory when:

1. Throughout the planning phase, the activities are effectively coordinated with supporting media and professional services.

2. They are accomplished within the funds and time allocated for the work.

3. They support the interpretive objectives as stated in the approved interpretive prospectus.

4. The museums and interpretive exhibits:
   a. effectively communicate the message or ideas intended;
   b. reflect the elements of good design;
   c. provide for adequate protection from undue deterioration and vandalism or loss of exhibit specimens; and
   d. are designed so as to provide structural solutions which can be maintained in the field areas.

5. A program for replacement or rehabilitation of exhibits because of obsolescence or deterioration has been established and implemented.

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Audiovisual Arts

An audiovisual program is satisfactory when:

1. Production is consistent with the highest technical and mechanical standards currently recognized by such professional groups as the Society of Motion Picture/Television Engineers, the Academy of Motion Picture Arts and Sciences and the National Association of Educational Broadcasters.

2. It fulfills its intended purpose as identified by approved planning documents, evokes a favorable viewer reaction and satisfies and solves the specific communications problem which prompted its production.

3. Results are measurable in terms of how efficiently the funds were dispersed and how effectively they were translated into interpretive or communicational values on the screen.

4. Successful coordination is achieved among the various media used in mixed media developments so that the final presentation achieves its interpretive or information goal.

5. The program utilizes standard equipment, designed to provide maximum uninterrupted service and ease of maintenance.

6. A program for replacement of audiovisual programs because of obsolescence, quality of soundtrack, deterioration of film, etc., has been established.

Curatorial Activities

Curatorial activities will be satisfactory when:

1. Each park has an approved scope of collections statement clearly defining the needs and limits of its collection and guiding an active program of acquisition and disposal.

2. Each object is authoritatively identified and, where appropriate, authenticated.

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3. Each specimen has been put into satisfactory condition for its preservation and intended use.

4. Each object is exhibited or stored under environmental conditions sufficiently controlled in regard to light, dust, temperature, relative humidity and infestation to minimize deterioration.

5. Each accession of objects is correctly and legibly entered in the permanent Accession Book of the park in which it is held.

6. Specimens have been individually numbered and catalogued in accordance with NPS museum records procedures.

7. A museum security system appropriate to the significance and value of the specimens has been planned and is implemented.

Environmental Interpretation

Environmental interpretation will be satisfactory when:

General

1. An Interpretive Prospectus is current and implemented for each area.

2. Detailed interpretive plans of action have been prepared for each specific activity identified in the prospectus.

3. A variety of Interpretive Programs, including evening programs, as necessary, are offered in major use areas to provide an overall balanced interpretive program.

4. All interpretive activities stimulate and satisfy visitor interests in environmental awareness, interweaving in all programs messages that reflect the relationship of local park resources to the broad environmental picture and to the visitors' home environments.

5. Interpretive activities are scheduled at times most convenient to the people served, and once scheduled, are conducted,

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unless weather or other uncontrollable, adverse conditions require cancellation.

6. Provisions have been made to inform visitors of special activities or special interest items related to the area by providing information in neighboring communities.

7. Special tours and programs are provided upon request to visiting groups of teachers and others with special professional interest.

8. The Superintendent has established a schedule for the review of all interpretive programs to assure accuracy and quality and that the cost per visitor justifies the continuation of the program at its current level.

9. The field interpretive programs are reviewed at least annually by a regional office representative and suggested recommendations for improvements are made.

10. Park facilities are made available for use in environmental education programs, for forums on environmental issues, and other approved activities.

11. The park is actively involved with various groups in the surrounding community, such as historical societies, natural history organizations, university groups, and civic organizations, for the purpose of establishing and perpetuating an environmental awareness to further Servicewide programs such as NEED, NESA, etc.

12. There is regular interchange of information between interpreters and others professionally engaged in studies of the park resources.

Environmental Education

1. NESA sites are established in conformance with the National Park Service NESA guide when it has been determined by the Superintendent in agreement with the Director of the Region

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that the study areas in or out of the park can assist local communities in furthering the environmental awareness program.

2. Park staffs encourage and assist local educational groups to use NESA sites regularly.

3. Park interpreters cooperate in the establishment of neighboring NESA sites and programs maintained by other agencies, groups, or individuals.

4. NESA sites off parklands with outstanding environmental education programs are nominated for inclusion in the NEED program.

5. NEED materials are utilized in conjunction with teacher workshops in preparation for school group visits to NESA sites.

Visitor Facilities and Supporting Services

1. Visitor information is provided at all major entrances to the area and at major visitor use locations—signing systems provide ease in locating all points of interpretive interest in the park.

2. Public use facilities, especially visitor centers, are kept open during times which serve the maximum number of visitors and provide maximum effective use of each facility.

3. Information concerning scheduled interpretive programs is available to all visitors without charge.

4. An interpretive folder, including maps when necessary, is made available to each visitor or family.

Guided Tours

1. Superintendents determine and implement for each resource to be interpreted by conducted trips, the maximum number of visitors who may comprise such trips, taking into consideration protection of the resource, safety of the visitor, the desire to achieve effective interpretation through a sense of

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interpersonal relationship between the visitor and the interpreter, and limitations which the resource may impose because of its size or fragile nature.

2. Conducted trips are offered frequently enough and at enough locations to make them conveniently available to all visitors who desire the service with due consideration given to the cost factor per visitor.

Living History and Cultural Demonstrations

1. Living history and cultural demonstrations, including costumes and props, are historically accurate and appropriate to the area.

2. Employees are sufficiently trained in the customs, mores, and attitudes of the locality and era they are portraying to give depth to the demonstration.

3. Every employee participating in demonstrations involving potentially hazardous equipment has adequate training in the safe use of such equipment and is certified as having passed a safe practices test given by a qualified inspector designated by the Director of the Region. The Superintendent will set up a Demonstration Safety Review Schedule.

4. Every artillery piece, firearm, or other weapon used in demonstrations is inspected biannually by a person qualified to determine if the weapon is safe for use in the demonstration, and the weapon has been found safe.

Basic Interpretive Data

1. Films, tapes, books, research data, and other reference material relating to park resources are properly housed, maintained, and records are current. Data is made available for park personnel and public use.

2. Interpreters are involved in the activity of acquiring information for a sound and relevant interpretive program.

Revised
November 15, 1971
This activity includes library, laboratory, and field work which is planned, scheduled, and recorded so that it adds to the park's basic information.

**Special Interpretive Programs**

1. Specialized interpretive programs are furnished to children's groups, and where feasible, to handicapped persons, foreign visitors, and others who require special attention.

2. Recreational demonstrations (fishing, boating, lifesaving, etc.) are performed by trained personnel using appropriate equipment in good condition.

3. Offsite interpretive services are provided within a reasonable traveling distance when requested.

**Onsite Interpretive Training**

1. Each Superintendent has developed and implemented a formal, active, on-the-job training program in interpretive skills for both permanent and seasonal interpreters.

2. Concessioner personnel, all park employees involved in public contact work, and others officially permitted to interpret park resources, are given interpretive training by qualified Service personnel.

3. Seasonal employees are provided an opportunity to enhance their environmental interpretive skills during the off-season through participation in the VIP program.

**Overview**

1. All park and concession interpretive activities are regularly monitored by experienced interpreters.

2. Opinions of seasonal employees, based upon their observation of visitor reactions to area interpretive programs, are continually solicited during the season, and summarized and discussed with them at the end of the season.

Revised
December 8, 1971
ACTIVITY STANDARDS

JOB CORPS PROGRAM

The Job Corps program will be satisfactory when:

General

1. All provisions of the Civilian Conservation Center Administrative Manual, Job Corps Handbooks and Program Manuals are complied with.

2. Policy, policy changes and procedures are implemented in compliance with the Interagency Agreement, dated July 1, 1967.

3. The goals and requirements of the Civilian Conservation Centers program are in consonance with the Department of Labor's maximum benefits concept.

4. Effective working relationships are established and maintained with the Interior Director of Manpower Training and Youth Activities, local National Park Service area management, regional offices of the National Park Service and the Department of Labor, and other bureaus involved in the program.

Management and Administration

1. Priorities which provide for maximum corpsmen development through a balanced center program are established for each center.

2. The number of staff personnel does not exceed the authorized limits and all staff members are utilized in accordance with an approved staffing pattern.

3. Center rules, regulations, and guidelines have been established, posted, and enforced.

Revised
January 20, 1972
4. The center utilizes all applicable National Park Service standards (i.e., safety, maintenance, etc.).

5. The center food service program complies with all U.S. Public Health Service standards.

6. Serious incidents are reported promptly to appropriate authorities.

**Education**

1. Reading and math gains at least equal those for public schools and are verified by Stanford Achievement Tests.

2. A General Educational Development (High School Equivalency) program has been established and implemented and program completers are tested and certified by appropriate educational jurisdictions.

3. The academic program for each corpsman is individually structured and scheduled according to his needs as verified by testing and counseling.

4. The academic program relates to, and includes elements of the vocational training program.

5. A driver education program is available to all corpsmen prior to placement.

**Vocational Training Program**

1. All corpsmen are enrolled in an approved Training Standard (center or union) and the complete program is achieved.

2. Realistic time schedules for work project completion are established and adhered to; however, in all instances, vocational training takes precedence.

3. Only work projects with adequate skills training are programmed and undertaken and quality of completed work will compare

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Revised
January 27, 1972

2
favorably with that produced by apprentices in the construction trades.

4. Union operated vocational training programs are operated in accordance with all contract provisions.

5. Placements from union vocational training programs total eight per year per instructor in union jobs in the crafts corpsmen were trained in.

Residential Living

1. An orientation program for new enrollees has been developed and implemented.

2. A positive behavior management program providing for individual social development has been implemented.

3. A disciplinary program has been documented and implemented.

4. An active recreation program on and off center, including cultural and social activities that provide meaningful leisure time activity, has been implemented.

5. A corpsmen government is established that actively participates in center management.

6. The corpsmen welfare fund is managed in such a way that it promotes corpsmen welfare.

7. A corpsmen leadership program is developed and implemented.

Counseling

1. The center staff is trained by the counselor in methods and procedures.

2. Professional counselors provide continuing individual personal and vocational counseling as necessary.

Revised
January 20, 1972
3. Four or more group guidance and counseling sessions are held each week.

4. A Corpsmen Advisory System program has been implemented and is current.

5. The center has a documented placement plan and all program completers receive placement assistance.

Evaluation

1. An onsite review is made of all center activities at least annually by NPS program support personnel to determine the effectiveness of the program and to make certain that the recommendations of the Department of Labor project managers have been implemented.
ACTIVITY STANDARDS

LAND ACQUISITION PROGRAM

The Land Acquisition program of the National Park Service will have been performed satisfactorily when:

1. Acquisition of private properties are carried out in accordance with the provisions of Public Law 91-646 (84 Stat. 1894).

2. All proposed land acquisitions are in accordance with approved schedules and priority needs and in compliance with existing legislation, NPS Administrative Policies, and land acquisition policy memoranda. Moreover, such priorities have been approved by the Director of the appropriate Region except in the case of inholding areas where opportunity purchase procedures are followed.

3. Acquisition transactions are reviewed monthly by the Regional Office to assure that they are in accordance with the approved schedules and priorities and that the program is progressing in such a manner as to assure its completion within the land acquisition ceiling.

4. All title evidence is prepared in accordance with standards provided in the Department of Justice pamphlet entitled "Standards for the Preparation of Title Evidence in Land Acquisitions by the United States."

5. Preliminary title evidence approved by the Department of Justice is available before negotiations start.


7. Outside appraisers selected by the Service have been approved by the local United States Attorney.

8. Appraisal reports, including estimated values, have been approved by an authorized Review Appraiser.

July 10, 1972
9. The offer to sell real property has been accepted in accordance with Delegations of Authority published in the Federal Register.

10. If all reasonable efforts of negotiations have failed, condemnation proceedings are initiated which are compatible with NPS policies and congressional commitments; and when initiated, the proceedings are in accordance with provisions contained in existing statutes and the pamphlet entitled "A Procedural Guide for the Acquisition of Real Property by Governmental Agencies."

11. Deeds have been prepared in accordance with standards contained in the pamphlet entitled "Standards for the Preparation of Title Evidence in Land Acquisition by the United States."

12. Objections of the preliminary title opinion have been eliminated or waived, all persons having a vested interest in the acquired properties have been compensated, the deed to the United States has been recorded, and a final title opinion stating that a valid title is vested in the United States is rendered by the Department of Justice.

13. Deed data are abstracted and encoded to the computer.

14. Pertinent documents including, but not limited to, deeds, title evidence, and final title opinions, are deposited in the appropriate Federal records centers.
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ACTIVITY STANDARDS

LAW ENFORCEMENT

Law enforcement activities of the National Park Service will be satisfactory when:

General

1. Visitors and their property are made safe, and peace and public order is maintained and preserved.

2. Law enforcement activities are formulated and executed in consonance with the fundamental purpose of the National Park Service.

3. Park regulations consistently meet changing needs to assure relevancy.

4. Law enforcement officers are familiar with the laws and regulations covering the area to which they are assigned.

5. An effective working relationship is maintained with the Solicitors' Office, U. S. Magistrates, U. S. Attorneys; and Federal, State, and local law enforcement and investigative agencies.

6. Law enforcement problems are analyzed with a view toward seeking solutions other than enforcement actions.

Management and Supervision

1. Inspection systems have been implemented which evaluate the effectiveness, record findings, and make recommendations for improvement of law enforcement activities.

2. Investigations are made and appropriate action is taken of all alleged breaches of enforcement integrity, complaints

July 22, 1971
against law enforcement officers, and reports of discontent of law enforcement actions.

3. Supervisors spend most of their time providing personnel supervision, leadership, training, incentives, and checking continuously on conditions to insure proper law enforcement action.

4. Each law enforcement officer knows to whom he is responsible at all times and the organizational lines of authority.

5. The Division of Security and Protection in the Washington Office keeps abreast of current conditions and issues guidelines and directives as necessary to achieve uniformity of procedures.

6. The annual report from each area contains not only statistical data, but a written analysis of the means needed to upgrade law enforcement activities.

Public Service

1. Law enforcement officers project their ability and willingness to serve visitors with integrity, effectiveness, courtesy and diplomacy.

2. All incidents requiring the need for law enforcement service are immediately assigned and investigated thoroughly and expeditiously by the unit or office having responsibility for action.

3. The Superintendent has determined that programs concerning law enforcement activities of the Service are presented to the visitors as a part of the interpretive efforts of the park.

4. Visitors are made aware that they have a personal obligation to provide some measure of protection for their property.

5. Visitors and park and concession employees give their support in reporting unlawful conduct.

Revised
April 18, 1972
6. Park employees and concessioners have been made aware of methods of strengthening the physical security of their property and buildings.

7. A plan has been implemented for the release of all public law enforcement information.

8. Each law enforcement officer is able to provide, or direct a visitor to information concerning:
   a. Surrounding attractions and points of interest;
   b. Main highway routes;
   c. Locations of hospitals, churches, gas, food, and lodging accommodations;
   d. Rules and regulations applicable to the area; and
   e. Basic information about the park and the National Park Service in general.

Enforcement Actions

1. The law enforcement activity uses information and education as a primary means of gaining voluntary compliance with laws, rules, and regulations.

2. Enforcement actions are exercised with that degree of professionalism which does not impair the quality of the park experience the public rightfully expects.

3. Regulations and applicable laws are applied uniformly with regard for the particular circumstances involved in each violation.

4. Actions are commensurate with the acts of persons who deliberately, maliciously, or criminally violate the law, or who place the safety of others in jeopardy.

5. Pursuit is confined to areas of jurisdiction except for a felonious offense.

July 22, 1971
6. Officers clearly identify themselves when making an arrest or issuing a citation.

7. Violations have been clearly identified and explained to the person or persons arrested, cited, or warned.

8. Persons arrested are properly warned of their constitutional rights to remain silent and to be represented by counsel, and all rights of the accused persons are fully preserved.

9. Arrests are made in accordance with the Law Enforcement Handbook or Park Police Field Manual.

10. Searches and seizures are made in accordance with the Law Enforcement Handbook or Park Police Field Manual.

11. All persons arrested are taken before the appropriate court without unnecessary delay.

**Use of Defensive Equipment**

1. Discretion is properly exercised as to the type and amount of force necessary in making and maintaining an arrest.

2. A law enforcement officer who considers the use of firearms:
   
   a. Knows he must answer for his act and for its results to his own conscience, to his supervisors, and to the law.
   
   b. Never removes it from the holster to impress other persons; but, only removes it when there is justification for its use.
   
   c. Never uses warning shots for any purpose.
   
   d. Never fires from a moving vehicle.
   
   e. Never fires a gun in the apprehension of misdemeanants, since the value of human life far outweighs the gravity of a misdemeanor.

July 22, 1971
f. Never fires a gun on mere suspicion that a crime, no matter how serious, was committed or that the person being pursued committed the crime. He should either have witnessed the crime or should have sufficient information to know, as a virtual certainty, that the suspect committed a felony offense for which the use of deadly force is permissible (Item g).

g. Fires at another person only to apprehend a perpetrator of a felony who, in the commission of his crime threatened the use of deadly force; or if the officer believes there is a substantial risk that the person whose arrest is sought will cause death or serious bodily harm if his apprehension is delayed; provided that the sidearm will not be used when lesser force is applicable; or when the officer believes that the suspect can be apprehended reasonably soon thereafter without the use of deadly force; or when there is any substantial danger to innocent bystanders.

h. Knows that he is allowed to use any necessary force, including deadly force, to protect himself or other persons from death or serious injury. In such cases, it is immaterial whether the attacker has committed a serious felony, a misdemeanor, or any crime at all.

3. Chemical mace and/or batons are used only to capture or subdue dangerous violators of the law, or persons who present a danger to themselves or others.

4. Handcuffs are used only on adult felony suspects, or persons who present a danger to themselves, the arresting officer, or others.

5. Reports are submitted promptly by the officer involved, of the use and the circumstances requiring the use, of defensive equipment (firearms, mace, batons, etc.), and an immediate investigation is made to determine justification of such action.

July 22, 1971
Detention

1. Arrangements are made with administrators of local, city, county, or other authorities who may provide detention facilities in cooperation with park administrators.

2. Detention facilities are provided, with the approval of the Director of the Region, when it is not feasible to hold prisoners at such facilities outside the park area.

3. Detention facilities are operated in accordance with procedures established in the Law Enforcement Handbook.

Patrol

1. Patrols are deployed so as to eliminate or reduce the opportunity for crime and misconduct, to prevent accidents, and to increase the likelihood of apprehending violators.

2. Patrols are conducted in a random manner so the patrolmen cannot be expected at a certain place at a certain time.

3. Patrols are emphasized in high accident and crime hazard areas.

4. A plan is implemented to check the security of physical facilities and equipment.

5. Conditions that are conducive to crime, accidents, and misconduct, or which in other ways may be hazardous to the public are reported and remedial action is taken.

6. Patrol time is at least equal to the amount of time spent in investigating, reporting, testifying, and otherwise providing service to the public.

7. Patrolmen respond as quickly and safely as prudence permits when they are dispatched to public assistance calls, with due regard for traffic, weather and road conditions.

July 22, 1971
Investigations

1. Every known criminal action is investigated to identify, detect, and apprehend the offender, and when applicable, recover stolen property.

2. The objective of criminal investigation is to build a true, complete case, supported by evidence which will stand up in court and lead to a satisfactory disposition.

3. Investigations are conducted in accordance with the procedures described in the Law Enforcement Handbook and the I.A.C.P. Police Reference Notebook.

4. Evidence no longer needed for law enforcement purposes is returned to the owner or otherwise disposed of as allowed by law.

Motor Vehicle Accidents

1. The purpose of accident investigation is to find the causes and circumstances and to determine if enforcement measures or other remedial actions are required.

2. Preventing future accidents is the motivating factor in accident investigations.

3. Accident reports are prepared and submitted on all accidents.

4. Accident investigations are conducted in accordance with the Law Enforcement Handbook or Park Police Field Manual.

Plans for Emergencies

Plans are formulated to handle:

1. The loss of utility service (electric, telephone, etc.).

2. Accidents involving radioactive materials.

3. The removal of bombs or other explosive devices or materials.

July 22, 1971
4. Natural disasters; i.e., flooding conditions, storms, landslides, etc.

5. The loss of normal water supplies.

6. Disorders that are beyond the capacity of the park staff.

7. Emergency medical care for large numbers of people.

8. Evacuation of the park.

9. Forest, building, or vehicle fires.

10. Visits of the President, foreign heads of state, or other important persons.

**Reports**

1. All incidents, whether observed or reported, and whether of a serious or minor nature are promptly recorded on official forms.

2. Officers convey to persons who report incidents that they are dealing with an alert, interested, capable and efficient public service organization.

3. Reports are factual, accurate, complete, self-explanatory and tell of the action taken, current status of the incident, and anticipated actions, if any.

4. All of the various types of reports as may be required are submitted on incidents requiring multiple reports.

5. Reporting systems are maintained in accordance with the Law Enforcement Handbook.

**Presentation in Court**

1. Courtroom decorum is maintained and cases are presented in court in accordance with the procedures in the Law Enforcement Handbook.

July 22, 1971
Lost and Found Items

1. Those who handle lost property follow the procedures in the Law Enforcement Handbook.

Training

1. Only properly trained and qualified personnel are used for law enforcement purposes.

2. Law enforcement officers are instructed and trained in progressive law enforcement procedures and practices to the extent necessary to exercise enforcement authority in accord with Service standards and;

   a. No new employees are assigned to law enforcement duties until they successfully complete the NPS Basic Law Enforcement Training Course.

   b. Present employees assigned to law enforcement duties have completed the NPS Basic Law Enforcement Training Course or equivalent training as approved by the Chief, Division of Law Enforcement, in the Washington Office.

   c. Every law enforcement officer receives at least 40 hours of in-service law enforcement training each year.

   d. Every law enforcement supervisor including those who supervise seasonals has successfully completed an NPS Supervisory Course, and every law enforcement supervisor receives at least 40 hours of in-service law enforcement training each year.

   e. Everyone in a law enforcement management position, including Superintendents, has successfully completed the NPS Law Enforcement Management Seminar.

   f. Every law enforcement officer is equipped with an I.A.C.P. Police Reference Notebook.

July 22, 1971
g. Every law enforcement officer is equipped with an NPS Law Enforcement Handbook or Park Police Field Manual.

Communications

1. Park areas are capable of receiving requests for law enforcement services, recording the basic data, and promptly dispatching a unit to render service.

2. A base station has two-way radio communications with all officers who are on patrol.

3. Patrolmen make maximum use of the APCO Ten Signals when transmitting radio messages.

4. The law enforcement radio system is used for emergency transmissions only.

5. When the system will allow radio contact with neighboring police agencies.

6. Back-up systems are available in the event the base radio station malfunctions.

7. Voice actuated recording devices record all radio transmissions.

8. When patrolmen have access to the information in the National Crime Information Center.

Equipment

1. Personal

   a. The Superintendents have issued a statement as to how and when sidearms are to be worn or carried.

   b. Each law enforcement officer is issued the personal law enforcement equipment as prescribed in the Law Enforcement Handbook.

July 27, 1971
2. Shotguns

a. Shotguns used for law enforcement purposes are uniform as to make and model within each park or area; and meet the specifications in the Law Enforcement Handbook.

b. The same restrictions for using the sidearm also apply to the shotgun.

3. Other Firearms

a. No automatic weapons are used for law enforcement purposes.

b. Rifles or other weapons are used only with the approval of the Superintendent.

4. Automotive

a. Automobiles classified as "Law Enforcement Vehicles" under the GSA Federal Property Management Regulations are used for law enforcement patrols.

   (1) If the terrain over which law enforcement patrols must travel is such that another type of vehicle is better suited for patrol, the Superintendent may authorize the use of such vehicles for law enforcement patrols.

b. No defective equipment is used in patrol activity.

5. Special Use Vehicles

a. The need for special use vehicles; i.e., snowmobiles, boats, scooters, etc., for law enforcement patrols has been determined by the Superintendent.

July 22, 1971
b. Such vehicles will ensure the most effective, economical accomplishment of the patrol.

6. Horses

a. Patrol horses meet the requirements established in the Law Enforcement Handbook.

7. Dogs

a. Patrol dogs meet the requirements in the Law Enforcement Handbook.

Financial Management of Law and Order Emergencies

In the 1971 Fiscal Year Supplemental Budget and in the 1972 Fiscal Year Budget, the Congress authorized:

"That any funds available to the National Park Service may be used, with the approval of the Secretary, to maintain law and order in emergency and other unforeseen law enforcement situations in the National Park System."

This authority will have been exercised satisfactorily when:

1. The field installation experiencing a "law enforcement" incident documents the beginning and ending of each incident, in writing, to the Field Director. A "law enforcement" incident is defined as any demonstration, special event, or unusual occurrence not planned as a recurring part of a regular, year-to-year program in the area. The "beginning" of an incident shall be the date of initiating planning to cope with the anticipated occasion. The "ending" of an incident shall be the date on which operations are restored to normal, including repairs of damage, if any, to property, cleanup, and return of specially assigned personnel to their regular duties.

2. A written plan of action has been prepared timely by the field area, approved promptly by the Field Director and the Washington Office (Assistant Director, Park Management) has been advised thereof expeditiously.

July 22, 1971
3. Each field area experiencing a "law enforcement" incident has established a separate financial account to accumulate all costs related to each incident.

4. All related costs (both M & P and M & R) are accumulated in the above-mentioned special account. Examples of "related costs" are: overtime of permanent personnel at the park experiencing the incident; regular and overtime costs of permanent personnel specially assigned from other field installations; regular and overtime costs of seasonal employees assigned to the incident; cleanup of the area; repair of damage to physical facilities, cultural and natural resources; travel and per diem; special communications; additional program activities to lessen tension and provide increased surveillance.

5. The field area or office assigning personnel or providing services to the affected area has billed the receiving field area for salaries and related costs of such personnel and special services.

6. The receiving area has reimbursed all such costs and accumulated the charges on the special account. (See No. 2 above.)

7. Each Field Director submits a written summary to the Washington Office (Assistant Director, Park Management) quarterly on July 1, October 1, January 1, and April 1 of all law enforcement incidents in each region which summary includes:
   
   a. Its location.
   
   b. Nature of each incident
   
   c. Its beginning and ending dates (See No. 1 above.)
   
   d. The costs related thereto (See No. 4 above) detailed to report unbudgeted law and order costs as follows:
      
      (1) Region and park area.

July 22, 1971
(2) Type of demonstration or event and date(s)

(3) Unbudgeted costs incurred, broken out by (a) law enforcement and (b) cleanup and restoration of facilities and resources. Also show breakout of these total costs between personnel services for both permanent employees and seasonal employees including overtime, travel and per diem, communications, assistance by other agencies, supplies, and equipment.

(4) Brief narrative of activities

8. The Assistant Director, Park Management, has advised the Washington Directorate timely of information received pursuant to No. 2 and No. 7 above.

9. The Associate Director, Administration, in consultation with the Assistant Director, Park Management, has consolidated such quarterly summaries for Servicewide operations and advises the Department within 10 days after the first day of each quarter.

10. The Associate Director, Administration, in consultation with the Department, as needed, arranges to cover the costs of law enforcement incidents as authorized by the Appropriation Act.

11. The Associate Director, Administration, prepares a special report of law enforcement incidents for discussion with the Office of Management and Budget at the fall budget review and the Appropriation Subcommittees of the Congress at the winter budget hearings.

Revised
April 18, 1972

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## INDEX

### MAINTENANCE OF PHYSICAL FACILITIES

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Physical facilities maintenance will be considered to be satisfactory when:

**Buildings, Utilities, and Other Facilities**

**General**

1. All buildings and equipment are neat, clean, and free of debris, exposed surfaces are sound and properly finished, and all electrical, mechanical and safety equipment is properly serviced.

2. Operating and service manuals, wiring and schematic diagrams, working drawings and parts catalogs, are readily available for servicing and maintaining all major pieces of equipment.

3. Essential replacement parts are readily available for equipment essential to emergency operations or which support necessary visitor activities.

4. Adequate operating and maintenance logs and records are current and available.

5. All hazardous moving parts are visibly color-coded and screened.

6. Provisions have been made to promptly correct equipment failures essential to emergency operations or which support necessary visitor activities.

7. Maintenance procedures assure detection and correction of nonoperational or hazardous conditions.

Revised  
November 12, 1971
8. Fire protection systems and equipment are in full operating condition at all times.

9. All roofing and flashing prevent water or moisture from entering the building.

10. Structures are free of differential settlement, cracking, spalling, loose joints, leaks, and encroaching vegetative growth.

**Buildings**

1. Doors, Windows, and Other Openings
   a. Are clean and free of all dirt, grease, grime, and objectionable marks.

2. Drainage (Gutters, Downspouts, Roof Drains, Subsurface Tile, Floor Drains, etc.)
   a. Are free of obstructions and all openings clear.
   b. Surfaces (paint, galvanized, etc.) are sound and prevent or retard deterioration.

3. Electrical (Wiring, Lighting, etc.)
   a. Wiring is in strict accordance with National Electrical Codes.
   b. Electrical fixtures contain proper sized elements (wattage).
   c. Lamps and appliances are operating properly and no disturbing sounds are emitted.
   d. Fixtures are clean and sound.

4. Floors
   a. Are structurally sound with no signs of displacement and deflection.

March 30, 1971
b. Coverings are free of objectionable deterioration, evidences of vandalism, excessive wear, etc.

c. Coverings (tile, etc.) are clean and protected with acceptable materials.

d. Are free of litter, dirt, markings, etc.

5. **Foundation and Exterior Walls**

   a. Are structurally sound and support the superimposed loading.

   b. Are free of differential settlement or lateral, vertical or longitudinal displacement.

6. **Furnishings**

   a. Are safe, serviceable and usable for their intended purpose.

   b. Are free of objectionable deterioration, and evidences of vandalism.

   c. Are clean, free of soil spots, etc., and appearance complements their surroundings.

7. **Heating, Ventilating and Air-Conditioning Units**

   a. Are clean, maintained and operated in strict accordance with manufacturer's instructions and adjacent areas are free of litter, dirt accumulation, and unnecessary storage.

8. **Interior Surfaces**

   a. Are free of damage attributable to accumulated moisture.

   b. Are clean and free of all evidences of vandalism, unnecessary markings, excessive dirt, grime, etc.

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c. Are finished in an acceptable manner free of peeling, blistering, excessive wear, etc.

9. **Plumbing (Water and Sewer)**
   a. Piping is free of leaks, noise, and deterioration.
   b. Provides a water quality which meets Public Health Service standards.
   c. Vent pipes are open, free of debris and odor minimized.
   d. Fixtures are clean, free of stains, odors and breaks, and restrooms are adequately stocked with supplies.

10. **Roofs**
   a. Are free of deterioration that would affect structural qualities.
   b. Have lightning suppressors installed where necessary.
   c. Are free of displacement or warping.
   d. Have snow load removed before the critical depth is reached.
   e. Structures or parts of roof structures are not jeopardized by adjacent vegetation.

**Quarters and Mess Facilities**

1. Same as Buildings.

2. Are maintained so that Government-furnished kitchen equipment is clean, sanitary, in proper operating condition, and free of corrosion, worn parts or damage.

**Communications Systems**

1. Equipment provides clear voice communications throughout the area for which the system was designed.

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2. Radio units are inspected, tested and adjusted at regular intervals to insure designed performance.

3. Equipment is maintained in compliance with applicable FCC and IRAC regulations.

NOTE: (See applicable maintenance standards for other items not included herein, such as antennas, towers, etc.)

**Electrical Systems**

1. Provide electrical energy in sufficient quantities and at proper voltage and phase at the outlet terminals.

2. Are in complete compliance with:
   

   b. Safety Rules for the Installation and Maintenance of Electrical Supply and Communication Lines by United States Department of Commerce.

3. Are provided with properly functioning safety equipment, overload protective devices and switches.

4. High voltage (220v and higher) contact points are marked in accordance with National Safety Council Coding Standards.

5. Connections, potheads, relays, transformers and lightning arresters are free of corrosion, pitting and evidence of excessive heat.

6. Insulators are free of cracks and glaze intact.

**Gas, Oil, and Steam Systems**

1. Installations and appliances comply with the following standards:

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a. NFPA No. 37 - Stationary Combustion Engines and Gas Turbines
b. NFPA No. 54 - Installation of Gas Appliances and Gas Piping
c. NFPA No. 58 - Storage and Handling Liquefied Petroleum Gases
d. NFPA No. 501B - Standards for Mobile Homes

Garbage and Trash

1. Containers are emptied on a schedule which precludes overflow.

2. Containers are sufficient in number and conveniently located to meet demand.

3. Containers are free of damage, deterioration and objectionable odors, and the immediate grounds are free of trash, debris, or litter.

4. Landfill areas are located and operated in accordance with NPS Administrative Policy, Public Health Service Guidelines, and applicable State standards.

5. Disposal equipment (incinerators, etc.) is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria. Manufacturer's instructions are readily available and understood by responsible and qualified maintenance personnel. Smokestack emissions meet Public Health Service and State standards.

6. Disposal equipment grounds are free of all litter.

NFPA standards are available from National Fire Protection Association, 60 Batterymarch Street, Boston, Massachusetts 02110.

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Sewerage Systems

1. Piping and related systems are free of all obstructions and deterioration.

2. Effluent discharged upon the ground or into a water course meets Public Health Service and State standards.

3. Equipment is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.

4. Treatment plants and buried disposal systems such as septic tanks, pit toilets, and their related equipment function according to Public Health Service and State standards.

5. Lagoons (oxidation ponds) are free of odor and vegetative growth that restricts the oxidation process, the dikes are watertight, liquid depth is within prescribed design limits, and lagoons' performance meets Public Health Service and State standards.

6. Structures, which are a part of the sewer system (septic-imhoff tanks, aeration plants, etc.), meet the standards as outlined for buildings and structures as applicable.

Elevators


Water Systems

1. Provide a continuous flow into the system which meets existing demands in both quantities and pressure.

2. Provide water quality that meets U. S. Public Health Service Drinking Water Standards and State standards. If no State

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standards exist, substitute the "Water Quality Criteria" report of the National Technical Advisory Committee to the Secretary of Interior, April 1968, Superintendent of Documents.

3. Equipment is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.

4. Provide chlorine residual levels which meet U. S. Public Health Service requirements at the most distant point from where chlorine is applied.

5. Reservoirs are free of sediment, extraneous material and objectionable suspended material.

6. Provide unobstructed distribution, free of leakage.

7. Valves, hydrants and other related equipment operate according to their intended purposes.

8. Structures, which are a part of the water system (concrete and metal reservoirs, dams, wells, etc.), meet the standards as outlined for buildings and structures, where applicable.

Floating Facilities

1. Boats, Ferries, and Vessels
   a. Are clean and free of all dirt, trash, debris, oil, grease, or fuel stains, and broken parts or pieces.
   
   b. Hulls or flotation units are free of leaks and deterioration, metal is clean and free of rust, corrosion, and damage, wood is waterproofed, free of cracks, breaks and warping, and all other materials are clean and properly treated.
   
   c. Electrical and mechanical parts and equipment are operating and maintained as recommended by the manufacturer.
   
   d. Safety equipment is free of defects, fully operative, and readily accessible.

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2. **Floating Docks, Sewage Plants, Fueling Stations, etc.**

   a. **Structures (i.e., sewer plant, fueling station, utility building) are maintained as required by the applicable standard for that facility.**

   b. **Structures above and below water surface are clean and free of leaks and deterioration.**

   c. **Metal surfaces are free of rust and corrosion, and all wood is free of cracks and breaks.**

   d. **Safety equipment is free of defects, fully operative and readily accessible.**

   e. **Moorings are maintained in compliance with applicable standards outlined in waterfront structures.**

**Grounds**

1. **Lawns**

   a. Are generally uniform in appearance, attractive, and healthy and free of bare spots, stumps, trash, branches, clippings, and other debris. Height is maintained as recommended for the species and does not contain more than 10 percent weeds.

   b. Edges, where defined, are trimmed. Undefined edges are blended into the surrounding environment.

   c. Grass and plant species are maintained in an "as planted originally condition" and treated as recommended for the species.

2. **Grounds Cover**

   a. Cover damage from overuse is kept to a minimum and bare spots reseeded.

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(1) Restrictions on use are made during the time when soils are easily compacted.

b. Cover is attractive, of sufficient length and density to protect the soil and free of erosion and debris. In areas where poisonous or dangerous animals or insects are not compatible with use, ground cover shall be controlled to minimize hazards.

3. Trees and Shrubs

a. Of specimen or landscape value are free of dead branches, exposed roots, parasitic growths and insects and maintained for maximum life consistent with safety.

b. Areas of use are free of defective and/or potentially hazardous trees.

Grounds Structures

1. Land Boundaries

a. Corners are clearly marked.

b. Lines are free of encroaching vegetation, trash and debris, and discernible as required by operations.

c. Signs conform to NPS Sign System Specifications.

2. Boundary Monuments

a. Are free of encroachments, firmly set in original location, and visible.

b. Markings and writings are clearly legible.

c. Are recorded.

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3. **Cemeteries**

   a. Are attractive, free of all trash and debris, and headstones are clean, straight, plumb, in established alignment, and free of vegetation growth.

   b. Physical facilities are maintained according to their respective standards.

   c. Cemeteries listed in the Department of the Army Technical Manual TM-10-287, are maintained and operated as outlined therein, unless specifically directed otherwise.

4. **Check Dams**

   a. Are free of trash and debris, undesirable encroachment of vegetation, side erosion and undermining.

   b. Have no cracks, holes, settlement or other deficiencies which allow leakage or other deterioration of the structure.

5. **Culverts**

   a. Are free of trash, debris, and excess silt.

6. **Ditch Linings**

   a. Are free of side erosion and undermining; clean and free of trash, debris, silt, and weed growth.

7. **Drop Spillways**

   a. Are free of cracks, chipping, settlement, and weepholes or other drainage openings are free of trash and debris.

8. **Fencing**

   a. **High Security Fencings**
(1) Prevent entrance of domestic animals and humans other than by unlawful means; and are free of vegetation, breaks, openings, trash, and debris.

(2) Gates operate easily without binding.

c. **Delineation Fencing or Walls**

(1) Are attractive; discourage entry, and are free of vegetation, cracks, spalling, free of vertical and horizontal misalignment, missing members, trash, debris; and surfaces are free of evidences of vandalism.

(2) Gates operate without binding.

d. **Pasture Fencing**

(1) Are free of vegetation and free of any condition allowing animal egress.

(2) Gates operate properly.

d. **Snow or Drift Fencing**

(1) Are free of broken parts and wires and posts are plumb.

9. Gates

a. Are free of sag; all posts plumb or in original position, are free of encroaching vegetation, and all sockets covered when not in use.

10. **Graded Drainage Areas**

a. Are free of trash, debris, erosion and standing water.

11. **Gutters, Ditches, or Other Open Channels**

a. Are free of trash, debris, erosion, and encroachment of vegetation interfering with water flow.

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12. **Manholes, Inlets, and Catch Basins**
   a. See Drainage Structure Standards under Roads and Trails.

13. **Outfall Structures**
   a. Are free of blockage and erosion around the outfall end, free of scour on the far bank of the channel, and free of erosion cracks, breaks, openings and other signs of deterioration.

14. **Retaining Walls**
   a. Are free of vegetative growth, cracks, spalling, vertical and horizontal movement and erosion, and all drainage and weepholes are functioning.

15. **Riprap**
   a. Is free of horizontal and vertical movement, erosion and undermining.

16. **Storm Sewers**
   a. Drop inlets are free of vegetative growth, cracks, spalling, trash and debris, and sewer lines are free of debris and functioning as designed.

17. **Street and Grounds Lighting**
   a. Are free of burned-out elements, leaning poles, and damaged, missing or broken parts.
   b. Mechanical equipment is functioning properly with no unadjusted or unfocused lights.

18. **Subsurface Drains**
   a. Provide stabilized slopes which appear to be dry and free of movement.

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19. **Tide Gates**

   a. Swing freely, are free of cracks, breaks or leakage, guides or slots are clean, and channels are clear of trash and debris.

20. **Walks, Curbs, Patios, and Paths**

   a. Are free of trash, debris, and hazardous branches and limbs.

   b. Drainage is open and operable at all times with edging and coping in proper alignment.

   c. Flagstone surfaces, mortared or sand joints are tight and secure with no loose pieces.

   d. Masonry surfaces are impervious to water; free of cracks, holes, chips, raveled edges and loose masonry.

**Interpretive Devices and Signs**

1. **Audio Stations and Projector Cabinets**

   a. Surfaces are clean, free of dirt marks and damage.

   b. Mechanical equipment, light fixtures and operational controls are maintained in accordance with manufacturer's recommendations, and performance meets designed performance criteria.

   c. See Dioramas, Panels and Case Displays, and Fixed Audiovisual Installations for other features.

2. **Dioramas, Panels, and Case Displays**

   a. Are attractive and free of missing or damaged pieces.

   b. Wood surfaces are clean and free of chalking, peeling, blistering and scabbing.

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c. Glass is clean and free of chips, cracks or breaks; and all panes and panels are sealed and tight.

d. Painted surfaces are clean and free of warping, checking, cracking, scratches, and evidences of vandalism.

e. Are clean and free of oxidation, mold, dirt, or insect infestation.

f. Metal surfaces are clean, free of rust, corrosion (except patina), and loose fasteners.

g. Electrical and mechanical equipment and light fixtures are operating properly.

3. Fixed Audiovisual Installations

a. Have high audio quality, pictures are in sharp focus, have proper illumination and are properly synchronized.

b. Equipment rooms are free of dirt, trash, and debris, equipment is neatly stored, and provisions are made to reduce downtime which will inconvenience the visitor.

c. Have preventive maintenance records covering repairs, checks, and cleaning and replacement of tapes, slides or film.

d. Upkeep conforms to the society of Motion Picture and Television Engineers Standards as adopted by the National Park Service.

4. House Furnishings, Artifacts, and Specimens

a. Are free of dust, dirt, mold, mildew, insects, rodent or bacterial infestation and defects caused by improper environmental conditions.

b. Metal parts are free of corrosion, rust, or oxidation (except desired patina).

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c. Cloth and fabric items are free of holes, tears or other deterioration, except those that are an integral part of the exhibit.

5. Interpretive Signs and Exhibits

a. Are free of checks, cracks, and warping, faces are clean and legible and surfaces are painted, stained, or otherwise treated.

b. Bolt fasteners, etc., are securely attached and free of rust and corrosion.

c. Concrete and masonry surfaces are free of cracks, spalls, stains, settlement and broken elements.

d. Metal surfaces are free of rust and corrosion and loose, broken or missing elements. Painted surfaces are free of peeling, blisters, etc. There are no holes, punctures, deep or excessive scratches or evidences of vandalism.

e. Glass is clean, free of broken or cracked elements, and no missing glazing compound or putty.

f. Elements are in good alignment.

6. Painting and Prints

a. Are free of missing or damaged pieces, dust and dirt. Mats are free of discoloration, tears, and holes.

b. Glass is clean, free of chips, cracks, or breaks.

c. Painted surfaces are free of cupping and cracking, firmly affixed to canvas or other backing with no evidence of warping or canvas deterioration.

7. Signs

a. Are placed according to the NPS Sign Systems Specifications.

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b. Are legible, free of checks, cracks, warping, stains and evidences of vandalism. Bolts and fasteners are securely attached. Painted surfaces are free of peeling, blistering and chipping.

c. Concrete or masonry surfaces are free of checks, cracks, spalls, open joints, broken elements or evidences of vandalism.

Natural Resources

1. Maintenance of natural resources is accomplished in accordance with and advances the implementation of the area's Natural Resources Studies and Management Plan. (See Standards - Natural Resources Studies and Management.)

Historic Structures

(A historic structure is a work of man, either prehistoric or historic, consciously created to serve some form of human activity. Besides buildings of various kinds, the term includes engineering works such as dams, canals, bridges, stockades, forts and associated earthworks, nautical vessels, Indian mounds, gardens, historic roads, millraces, and ponds.)

1. Housekeeping and maintenance do not change or adversely affect the fabric or historic appearance of the structure and are done in accordance with the area's Historic Resource Management Plan or a specifically applicable Historic Structure Preservation Guide.

2. All projects involving specialized housekeeping, repair, rehabilitation, or replacement of structural components and projects involving techniques for arresting or slowing deterioration of the historic fabric and its historic environment are conducted under the direction of a Historical Architect or Archeologist as appropriate.

3. Routine housekeeping which will not affect the historic fabric and maintenance of equipment and facilities located within the structure but not themselves of historical

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significance are maintained in accordance with the applicable maintenance standards for that type of equipment or facility.

Recreation Facilities

1. Athletic Fields
   a. Grounds are of healthy turf composed of species of grasses especially adapted to athletic use, or a bare graded surface adequate for use and free of rocks, debris, and hazards.
   b. Structures associated with the field are in operating condition, straight, plumb, free of holes and hazards.
   c. Are properly marked, lined and manicured for the sport in season or primary purpose of the field.

2. Backcountry Campsites
   a. Are free of debris, evidence of overuse and all hazardous trees.
   b. Solid wastes are disposed of by burning on site or by carrying out noncombustibles.

3. Beaches (Lifeguard Protected Areas)
   a. Are free of trash and debris.
   b. Swimming areas are clearly marked and in compliance with the applicable Public Health Service or other jurisdictional code for maintaining water quality and other health, safety and sanitation items.
   c. Have adequate life-saving equipment on hand and in excellent condition.

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4. **Camp and Picnic Sites**

   a. Are free of erosion, trash, debris, hazardous trees, and other personal and property hazards.

   b. Tables are clean and free of broken, cracked, splintered or missing elements, loose bolts, braces or boards.

   c. Fireplaces or grates are free of warping, and moving parts are operable.

   d. Garbage cans and holders are clean and free of rust, corrosion, and evidences of vandalism.

   e. Are free of holes, depressions or standing water.

   f. Trees and other vegetation are free of nails, ropes, hooks, or other foreign material.

   g. Water stations are visibly marked and clean; free of standing waste water under spigot.

   h. Barrier posts, rocks, or other delineations are visible, and in place; and campsites are clearly marked.

5. **Nature Trails (Underwater and Other)**

   a. Interpretive signs and markers are free of corrosion, encrustations and other materials that impair legibility.

   b. Buoys and markers are in place and maintained as outlined under Navigational Aids and under Signs, respectively.

   c. Are free of all debris and trash.

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6. **Play Areas**
   a. Are free of debris and personal and property hazards.
   b. Play equipment is clean, attractive and in operating condition.

7. **Snow Trails**
   a. Are clearly marked for all weather visibility and free of debris and all hazards.

8. **Swimming Pools**
   a. Are free of all dirt, trash, and debris, water is clear, and bacteriological quality is within the applicable limits recommended by the U. S. Public Health Service.
   b. Structures are free of cracks, spalling, loose masonry or tile and leaks.
   c. Mechanical and electrical equipment is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.
   d. Metals are free of rust and corrosion, wood is free of cracks and breaks, and all bolts, fasteners, and parts are tight and secure.
   e. Safety equipment is fully operable and readily accessible.

9. **Winter Use Areas**
   a. Facilities are ready for winter use.
   b. Are free of debris.
   c. Snow is removed from skating surfaces and other areas prepared as necessary for other activities.

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d. Are clearly marked for hazards and boundaries.

e. Equipment is functioning properly.

Miscellaneous Structures

1. Amphitheaters and Campfire Circles
   a. Benches are clean, free of cracks, breaks, splintering, loose bolts, and all metal parts are free of rust and corrosion.
   b. Painted surfaces are free of blistering, checking, cracking, scaling and flaking.
   c. Aisles and walks are clear of debris and surface is smooth.
   d. Campfire areas are clear of ashes and debris and masonry units are free of cracks.
   e. (See Fixed Audiovisual Installation Standards.)
   f. Lighting systems and fixtures are in operating condition.

2. Dams
   a. Earth surfaces are free of holes, cracks, leaks, vines, trees, and burrowing animals.
   b. Concrete and masonry elements are free of open cracks, spalling and breaks.
   c. Spillways, drainage, channel inlets and outlets are free of debris, deposits, obstructions, and erosion.
   d. Water surface is free of debris, floating logs, stumps or undergrowth.
   e. Valves and gates are operational.
f. Riprapping is in place.

3. **Display pools**
   a. Are free of odors, visible trash, debris, and undesirable plant and animal life.
   b. Are free of cracks, leaks, loose stones, unmortared joints and settlement.
   c. Mechanical equipment is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.

4. **Flagpoles**
   a. Surface coatings are free from pitting, chipping, peeling, stains and discoloration; pulleys and blocks are secure and free moving; and halyards are free of worn and frayed strands.
   b. Ornamental fixtures are secure, clean and free of breaks, cracks, stains, and discoloration.

5. **Display Fountains**
   a. Are free of debris, silt, trash, and vegetative growth.
   b. Are free of settlement, cracking, spalling, corrosion, and leaks.
   c. Electrical and mechanical equipment is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.

6. **Monuments**
   a. Are free of unplanned vegetation growth, evidences of vandalism, trash, and debris.
   b. (See applicable sections of Buildings Standards for various structural components.)

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7. **Statues**
   a. Are free of unplanned vegetative growth, cracks, chips, spalling, settlement, and evidences of vandalism.
   b. Mortared joints are tight and free of corrosion.
   c. Guys and connections are tight and free of corrosion.
   d. Structural brace members are free of cracks, breaks, or reduction in cross section greater than 30 percent—main structural members are free of all reduction in cross section.
   e. Lightning protection connections are tight and the system is grounded.
   f. Equipment is fully operable and readily accessible.

9. **Bulkheads and Retaining Walls**
   a. Are free of settlement, cracks, corrosion, dry rot and evidences of vandalism.
   b. Exhibit no evidence of undermining, erosion, or seepage, and all drains are functioning.

10. **Breakwaters and Jetties**
    a. Stones are in place and all sections are at original elevations and alignments.

11. **Causeways**
    a. Are free of erosion, missing fill, riprap, or other missing structural materials.

12. **Channels and Turning Basins**
    a. Are free of silt, rock, trash, debris or other obstructions that will decrease the desired depth, width, or radius.

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13. Docks and Wharves
   a. Are free of trash and debris (floating or otherwise) and evidence of excessive fuel or oil spillage.
   b. Deck surfaces and undersurfaces are free of spalling, cracks, breaks, holes or other signs of deterioration and unsafe conditions. All dock fittings are free of breaks, cracks and are securely in place.
   c. Exhibit no evidence of marine borer-infested materials.
   d. Fender piles and fender systems are sound and functional.
   e. Piping or electrical service lines or steel members are free of corrosion.
   f. Bolts and fasteners are tight and sound and all sway bracing is in place and secure.
   g. Mechanical and electrical systems are maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.
   h. Handrails and safety equipment are sound, in place and functional.

14. Dredged Depths
   a. Are free of silt, rock, trash or debris that will decrease the desired depth.

15. Groins
   a. Are free of debris, loose bolts, fasteners and broken members. All wood is free of dry rot or insect infestation.

16. Marine Railways
   a. Are free of all floating or underwater debris and wood cribbing is free of rot and insect or animal infestation.

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b. Rails are firmly secured to crossties and all blocking systems, cradles, docks, walkways, etc., are free of excessive wear and cracked, broken or damaged members.

c. Underwater parts are on original line and grade.

d. Mechanical and electrical equipment is maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.

17. Moles

a. Armor stone is in place, free of earth embankment erosion and settlement, and all sections are at original elevations and alignments.

18. Moorings

a. Buoys, lights, ranges and other markers are clean, completely visible at all times, and located in original position.

b. Surfaces are free of rust and corrosion; and lamps, luminaires and reflective areas clean and operable.

c. Markings are clear, sharp and clean with no damaged, corroded or frayed mooring lines.

d. Underwater parts are free of corrosion, breaks or damage.

e. Electrical and mechanical parts are maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.

19. Navigational Aids

a. Buoys, lights, ranges and other markers are clean, completely visible at all times, and located in original position.
b. Surfaces are free of rust and corrosion; and lamps, luminaires and reflective areas are clean and operable.

c. Markings are clear, sharp and clean with no damaged, corroded or frayed mooring lines.

d. Underwater parts are free of corrosion, breaks or damage.

e. Electrical and mechanical parts are maintained in accordance with manufacturer's recommendations and performance meets designed performance criteria.
Roads, Trails, and Their Appurtenances

General

1. The surface and roadsides are attractive in appearance, free of debris, litter, evidences of vandalism, and hazardous obstructions.

2. The quality of the roadway is pleasing to the traveler, free of extreme bumps, jars or hazards to safety and enjoyment.

3. All sight distances and other visibility requirements are adequate for each particular situation.

4. The surface is usable in all weather unless specifically designated otherwise.

5. Structures are structurally sound, attractive in appearance, and free of debris and evidences of vandalism.

6. Structures conform to the original grades and alignments.

7. Structures have no parts missing, all joints are tight, all expansion joints clean and clear, and all weepholes or other drainages open.

Rigid Pavement (Concrete)

1. Surfaces are uniformly smooth, free of loose gravel, scaling, pitting, hazardous holes or breaks, and conform to original section, profile and alignment.

2. Surfaces are free of cracks, holes, edge breaks, sags, dips and other deficiencies which cause water pooling and puddling or make the surface pervious to water.

3. Expansion joints are watertight and free of dirt and debris.

4. Traffic or parking lanes are marked, and such markings are in accordance with the "Manual on Uniform Traffic Control

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5. Skid resistance numbers are greater than 35, or, a vehicle can be stopped within standard safe stopping distances when the pavement is wet.

Flexible Pavement (Asphalt)

1. Surfaces are uniformly smooth, free of loose gravel and extreme variations, raveling, pitting, and hazardous holes and breaks; and conform to original section, profile and alignment.

2. Surfaces are free of stripping, cracks, holes, edge raveling, sags, dips and other deficiencies which cause water to pool and puddle or make the surface pervious to water.

3. Traffic and parking lanes are marked and such markings are in accordance with the "Manual on Uniform Traffic Control Devices for Streets and Highways, "U. S. Department of Commerce, Bureau of Public Roads, Washington, D. C.

4. Skid resistance numbers are greater than 35, or, a vehicle can be stopped within standard safe stopping distances when the pavement is wet.

Graded Surfaces

1. Are uniformly smooth, free of extreme variations, rutting, settlement, hazardous holes and rock outcrops.

2. Are firm, of uniform cross section, and well drained.

3. Do not present either a dust problem that restricts use or creates a safety hazard.

Drainage

1. All Drainage Structures

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a. Are free of all obstructions and deformations that prevent, retard, or divert the flow of water from its intended channel.

b. Are structurally sound and free of erosion.

c. Are free of vegetative encroachment.

2. Culverts, Pipe Drains, Underdrainages, Cross Drains, Water Bars and Fords

a. Conform to original profile and location.

3. Ditches, Gutters, and Curbs

a. Are located so as not to be hazardous to traffic or structurally weaken the roadway or trail.

b. Have pavements (flexible or rigid) maintained in a condition that permits an unobstructed flow of water and protects the ditch structure from erosion. (See Pavement (Rigid or Flexible) and Ditch Lining.)

4. Inlets, Catch Basins, and Manholes

a. Are free of cracks, chips, spalls and settlement; bottoms are free of sand, mud, leaves, and other debris; and all metal ladders, steps, lids, and grates are free of corrosion and properly seated.

5. Right-of-Way Grounds

a. Appearance is generally uniform and free of all litter, debris, and evidence of vandalism; vegetation is healthy; and weeds are under control.

b. Contain species and types of grasses that are natural to the area and free of disease.

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c. Contain plant growth on the shoulders that is controlled to reduce fire hazards and to prevent damage to the pavement edge.

d. Are free of erosion, and slopes are free of loose material, debris, dead trees, overhangs, or other hazards.

e. Cover is of sufficient length to protect and cover the soil area and serves the purpose intended.

f. Are controlled to conform to a current approved land use plan. (See Grounds – B&U.)

6. Vistas

a. Are attractive and kept to the approximate size of their original design.

Road and Trail Structures

1. Bridges

a. Are free of erosion, settlement, and lateral or longitudinal displacement.

b. Exhibit no evidence of material deterioration such as breaks, cracks and spalls, that would affect the structural quality or safety.


d. Are free of spalling or corrosion caused by the use of snow and ice control chemicals.

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2. Bridge Rails, Curbs, and Sidewalks
   a. Exhibit no evidence of material deterioration that will affect the structural quality or present hazards.

3. Gates and Fences
   Same as Buildings, Utilities, and Other Facilities (Ground Structures).

4. Guardrails
   Same as Road and Trail Structures (General).

5. Retaining and Other Walls
   Same as Buildings, Utilities, and Other Facilities (Ground Structures).

6. Tunnels
   a. Are free of all signs of deterioration.
   b. (Unlined) Are free of all loose rock.
   c. Are maintained to minimize seepage through roof and walls.
   d. Provide adequate visibility to minimize hazards.

Interpretive Signs and Exhibits
   Same as Buildings, Utilities, and Other Facilities (Interpretive Devices and Signs).

Signs
   Same as Buildings, Utilities, and Other Facilities (Interpretive Devices and Signs).

Revised
November 12, 1971
Snow Removal and Ice Control

1. Assures that routes used for public use activities, for access to living and work areas, and those required for emergency situations, are passable with normally equipped vehicles at all times.

2. Provides road surfaces that are of full width and free of excessive holes, bumps and slush caused by packed snow accumulation.

3. Maintains road structures free of excessive ice loadings.

4. Assures that ice or snow pack is treated with acceptable materials to reduce hazardous driving conditions.

5. Assures that routes are free of all cornices, potential snow slides, or other hazardous conditions.

6. Assures that the operation of snow removal equipment generates no damage to road or trail structures.

7. Assures that trail courses crossing snow fields are clearly marked, free of debris, holes, hidden caverns and other hazards, sloped towards the slopes on hillsides, and at least as wide as the original ground tread.

8. Assures that all seasonally opened roads are safely opened in accordance with a predetermined schedule.

Revised
November 12, 1971

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SAFETY

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ACTIVITY STANDARDS

SAFETY

Park Safety

The Safety Program of a park shall be considered satisfactory when:

1. The Employee Injury Frequency Rate of the park is below 10.0 injuries requiring medical treatment and/or involving lost workdays per million employee-hours of exposure.

2. The Employee Disabling Injury Frequency Rate of the park is below 5.0 disabling injuries per million employee-hours of exposure.

3. There have been no work-connected park employee fatalities.

4. The Motor Vehicle Accident Frequency Rate of the park is below 5.0 chargeable motor vehicle accidents per million miles traveled.

5. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.

6. The Visitor Injury Rate of the park is below 10.0 visitor injuries (medical treatment cases) per million visits.

7. There have been no resource-related\(^1\) visitor fatalities and the overall Visitor Fatality Rate of the park is below 0.5 visitor fatalities per million visits.

8. There have been no work-connected Concessioner/Permittee Employee Fatalities in the park.

\(^1\) Resource-Related Fatality - Any fatality resulting directly from the use of the resource(s) of the park, attributable to design and/or maintenance, which could have been prevented by timely and appropriate action.

Revised
April 18, 1972
9. There have been no work-connected Contractor Employee Fatalities in the park.

10. All applicable provisions of Federal, State, and local safety, health, and sanitation statutes and codes are complied with.

11. A Safety Committee, the chairman of which shall be the superintendent or his principal assistant, has been established and is active.

12. The Safety Program is understood by each employee in the park.

13. The Safety Program is implemented, as appropriate, by each employee in the park.


15. All Liquefied Petroleum Gas installations and appliances are in compliance with the following standards as each may be applicable to the installation or facility involved:

   2/ NFPA No. 37 Stationary Combustion Engines and Gas Turbines.
   NFPA No. 54 Installation of Gas Appliances and Gas Piping.
   NFPA No. 58 Storage and Handling Liquefied Petroleum Gases.
   NFPA No. 501B Standard for Mobile Homes.

16. An up-to-date "Documented Safety Program" is on file in the park and region, which provides for:

   a. Top management's leadership and participation in the development and operation of the safety program.

2/ NFPA Standards are available from: National Fire Protection Association, 60 Batterymarch Street, Boston, Massachusetts 02110.

Revised
January 10, 1972
b. The assignment of full responsibility for the safety activities to one responsible individual.

c. A safety committee comprised of at least one member from each major park activity.

d. Periodic hazard detection inspections, by qualified personnel, coupled with a provision for corrective action.

e. The orientation and training of all employees (permanent, temporary, and seasonal) in safety attitudes, job skills, and their public safety responsibility.

f. The safety and health of all park employees.

g. The safety and well-being of concessioner/permittee employees (when applicable).

h. The safety and well-being of contractor employees (when applicable).

i. The safety and well-being of visitors.

j. Safety messages, when appropriate, are included in all interpretive talks.

k. All park literature and trail guides, including those sold by associations, contain appropriate safety messages.

l. Prompt and efficient first aid and medical care of injured persons.

m. A documented "Fire Prevention/Protection Plan" including a written procedure of what to do and who is to do it, in case of a building fire.

Revised
January 10, 1972
n. The furnishing and required use of personal protective clothing and equipment, when its use is clearly necessary.

o. Prompt investigation and reporting of all personal injury and/or property damage accidents along with all fire losses, excluding forest, range and tundra fires, in accordance with the reporting requirements set forth in Part 395 of the Departmental Manual; Personnel Management Publication No. 14, "How to Help the Injured Employee"; the Federal Property Management Regulations (FPMR 101-39.8); and the NPS Reports Management Handbook.

p. Review and analysis of the park's accident experience and the implementation of appropriate preventive measures.

q. Compliance with all applicable provisions of Federal, State, and local safety, health, sanitation, and fire statutes, codes, and standards.

r. The availability of all applicable statutes, codes, standards, publications, and manuals referred to in this standard.

Region Safety

The Safety Program of a region shall be considered satisfactory when:

1. The Employee Injury Frequency Rate of the region is below 10.0 injuries requiring medical treatment and/or involving lost workdays per million employee-hours of exposure.

2. The Employee Disabling Injury Frequency Rate of the region is below 5.0 disabling injuries per million employee-hours of exposure.

Revised
January 10, 1972
3. There have been no work-connected employee fatalities in the region.

4. The Motor Vehicle Accident Frequency Rate of the region is below 5.0 chargeable motor vehicle accidents per million miles traveled.

5. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.

6. The Visitor Injury Rate of the region is below 10.0 visitor injuries (medical treatment cases) per million visits.

7. There have been no resource-related visitor fatalities and the overall Visitor Fatality Rate of the region is below 0.5 visitor fatalities per million visits.

8. There have been no work-connected Concessioner/Permittee Employee Fatalities in the region.

9. There have been no work-connected Contractor Employee Fatalities in the region.

10. All applicable provisions of Federal, State, and local safety, health, and sanitation statutes and codes are complied with.

11. A Safety Committee, the chairman of which shall be the regional director or his principal assistant, has been established and is active.

12. The Safety Program is understood by each employee in the region.

13. The Safety Program is implemented, as appropriate, by each employee in the region.

3/ See footnote 1/, page 1.

Revised
January 10, 1972

5

15. All Liquefied Petroleum Gas installations and appliances are in compliance with the following standards as each may be applicable to the installation or facility involved:

4/ NFPA No. 37 Stationary Combustion Engines and Gas Turbines.
    NFPA No. 54 Installation of Gas Appliances and Gas Piping.
    NFPA No. 58 Storage and Handling Liquefied Petroleum Gases.
    NFPA No. 501B Standard for Mobile Homes.

16. An up-to-date "Documented Safety Program" is on file in the region which provides for:

a. Top management's leadership and participation in the development and operation of the safety program.

b. The assignment of full responsibility for the safety activities to one responsible individual.

c. A safety committee comprised of at least one member from each major activity.

d. Periodic hazard detection inspections, by qualified personnel, coupled with a provision for corrective action.

e. The orientation and training of all employees (permanent, temporary, and seasonal) in safety attitudes and job skills.

f. Prompt and efficient first aid and medical care of injured persons.

4/ See footnote 2/, page 2.

Revised
January 10, 1972

6
g. A documented "Fire Prevention/Protection Plan" including a written procedure of what to do and who is to do it, in case of a building fire.

h. A documented "Emergency Action Plan" to be implemented in the event of a bomb threat or other emergencies.

i. Prompt reporting of all personal injury and/or property damage accidents along with all fire losses, excluding forest, range and tundra fires, in accordance with the reporting requirements set forth in Part 395 of the Departmental Manual; Personnel Management Publication No. 14, "How to Help the Injured Employee"; the Federal Property Management Regulations (FPMR 101-39.8); and the NPS Reports Management Handbook.

j. Review and analysis of the region's accident experience and the implementation of appropriate preventive measures.

k. Compliance with all applicable provisions of Federal, State and local safety, health, sanitation, and fire statutes, codes, and standards.

l. The availability of all applicable statutes, codes, standards, publications, and manuals referred to in this standard.

Center Safety

The Safety Program of a Center shall be considered satisfactory when:

1. The Employee Injury Frequency Rate of the Center is below 10.0 injuries requiring medical treatment and/or involving lost workdays per million employee-hours of exposure.

Revised
January 10, 1972
2. The Employee Disabling Injury Frequency Rate of the Center is below 5.0 disabling injuries per million employee-hours of exposure.

3. There have been no work-connected employee fatalities in the Center.

4. The Motor Vehicle Accident Frequency Rate of the Center is below 5.0 chargeable motor vehicle accidents per million miles traveled.

5. No structural fire loss occurs from a cause which could have been prevented by timely and appropriate action.

6. All applicable provisions of Federal, State and local safety, health, and sanitation statutes and codes are complied with.

7. A Safety Committee, the chairman of which shall be the Center Director or his principal assistant, has been established and is active.

8. The Safety Program is understood by each employee in the Center.

9. The Safety Program is implemented, as appropriate, by each employee in the Center.

10. All tort claims are investigated and handled promptly as set forth in Part 451 of the Departmental Manual.

11. All Liquefied Petroleum Gas installations and appliances are in compliance with the following standards as each may be applicable to the installation or facility involved:

   5/ NFPA No. 37 Stationary Combustion Engines and Gas Turbines.
   NFPA No. 54 Installation of Gas Appliances and Gas Piping.

5/ See footnote 2/, page 2.

Revised
January 10, 1972
12. All construction, reconstruction and restoration plans and specifications are reviewed for conformance with applicable fire and safety requirements of nationally recognized codes and standards (Service Center responsibility).

13. An up-to-date "Documented Safety Program," is on file in the Center, which provides for:

a. Top management's leadership and participation in the development and operation of the safety program.

b. The assignment of full responsibility for the safety activities to one responsible individual.

c. A Safety Committee comprised of at least one member from each major activity.

d. Periodic hazard detection inspections, by qualified personnel, coupled with a provision for corrective action.

e. The orientation and training of all employees (permanent, temporary, and seasonal) in safety attitudes, and job skills.

f. The safety and health of all employees.

g. Prompt and efficient first aid and medical care of injured persons.

h. A documented "Fire Prevention/Protection Plan" including a written procedure of what to do, and who is to do it, in case of a building fire.
i. A documented "Emergency Action Plan" to be implemented in the event of a bomb threat or other emergencies.

j. The furnishing and required use of personal protective clothing and equipment, when its use is clearly necessary.

k. Prompt investigation and reporting of all personal injury and/or property damage accidents along with all fire losses in accordance with the reporting requirements set forth in Part 395 of the Departmental Manual; Personnel Management Publication No. 14, "How to Help the Injured Employee"; the Federal Property Management Regulations (FPMR 101-39.8); and the NPS Reports Management Handbook.

l. Review and analysis of the Center's accident experience and the implementation of appropriate preventive measures.

m. Compliance with all applicable provisions of Federal, State and local safety, health, sanitation, and fire statutes, codes, and standards.

n. The availability of all applicable statutes, codes, standards, publications, and manuals referred to in this standard.

Revised
January 10, 1972
A. Rates charged special beneficiaries for use of real property (land, including assets and resources or utilities) will be satisfactory when:

1. a. A permit for use will benefit the National Park Service as much or more so than it will benefit the Federal, State, or other political subdivision proponent; then no charge need be made to such agencies for the use of Service real property.

   b. When a permit to a Federal, State, or other political subdivision will benefit the proponent rather than the National Park Service, then the full market value or other quid pro quo will be charged, except in those cases where the policy of OMB Circular A-25 would dictate the charge of a lesser fee, in which case the lesser fee would be charged.

2. The minimum cash use charge in no case is less than $25 per annum or fraction thereof.

3. Use agreements are consistent with Service standards, goals, and objectives and not in conflict with Federal or State laws.

4. Use of real property by others (private parties) shall be on such terms and maintenance conditions as the Superintendent may deem advisable for the preservation of the real property and in accord with the following:

   a. Special conditions of the use agreement are specific enough to avoid misunderstanding and serve as a record for accomplishment and evaluation of the permittee's performance.

   b. Reasonable efforts are made to obtain competition and give all that may be interested an equal opportunity to bid for the use of the real property in order to obtain the benefits of competition and avoid criticism of favoritism by the Service in authorizing private use of public property.
c. Competition may be obtained by circulating notices of availability and conditions of availability to all parties known to have an interest and posting notices in public places (visitor centers, post offices, etc.). This may be waived in cases along a parkway where only the adjoining owner has means of access.

d. Actual cash payments received are deposited in miscellaneous receipts.

e. Compliance inspections are made at least once annually or more often consistent with the sound administration of the use. Requirements which dictate more frequent inspections because of intensive or seasonal use should be made on an interim basis to insure accomplishment of the requirements imposed on the user and to ascertain the need of any corrective action.

f. Renewals may be with the incumbent if his performance has been satisfactory or by repeating the process outlined above.

g. All special use permits, regardless of the term, shall contain a revocation clause that may be exercised at the discretion of the Government. On revocation, a refund of payments made may be accomplished by supplemental agreement to the permit if it is in the best interest of the Service and the revocation is not due to any nonperformance by the permittee.

h. Rates shall be reviewed and affirmed or adjusted periodically but not less than every 3 years. This shall be made a condition of the permit notwithstanding the fact that it is revocable.

i. Rates shall be based on the fair market value of the use authorized, with payment in cash with no allowance for alterations, repair, or improvement.

B. Charges for services or utilities furnished by the Service to special beneficiaries will be satisfactory when:

1. Services and utility charges are set no less than the total direct and indirect costs to the Service for furnishing them, or are based on charges for comparable
services or utilities in the general locality, whichever is higher, and payments for such utilities and services are covered into the Treasury to the credit of the appropriation or appropriations from which the costs of furnishing the utilities or services to the lessee were paid.

2. Records document the resulting rates, charges, and decisions.
PART VI

ADMINISTRATIVE MANAGEMENT

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The budgetmaking functions of the National Park Service by the Washington Office will have been performed satisfactorily when:

1. For existing areas, the budget request of the Service includes its approved programs (see Standards for Program Formulation) and staffing standards for acceptable operations unless deviations in excess thereof are justified by the Region and approved by the Director.

2. For new areas, the budget request includes the program prepared by the appropriate Director of the Region. This program shall reflect staffing in accordance with activation schedules prescribed by the Deputy Director for Legislation and in accordance with the commitments made in connection with the authorizing legislation.

3. The budget request includes full-year funding for all activities and personnel (except one-time emergency activities) funded from reserves in the preceding year.

4. The budget request includes timely funds to implement new activities (such as Environmental Policy Activities) and new legislative authorities (such as Volunteers in Parks). The request shall be supported by a list of all such applicable programs and authorities. This list shall be prepared by the Deputy Director for Legislation.

5. The Department and the Office of Management and Budget are advised timely of fund requirements for supplementals or amendments to the budget.

Revised
January 14, 1972
6. Requests for supplemental budgets and budget amendments are submitted timely for emergencies, new activities, and the implementation of new legislative authorities. (In this connection, see No. 2 above.)

7. Justifications accompanying budget requests are factual; supported by photographic evidence, where feasible; and are concisely stated, answering the questions: The accomplishments with funds previously provided; the current need for continuing the activity; the need for an increase, if provided; anticipated benefits; and the results likely to obtain if the increase or the base amount is not funded.

8. Draft testimony to support committee hearings is prepared timely for review and approval by the Director.

9. Reserves and special allocations are identified and withheld in accordance with approved percentages; remaining appropriations are allotted timely to the managing office. Managing offices are promptly advised of expenditure authorizations under continuing resolutions when appropriations are delayed.

10. Funds earmarked for withheld percentages are allocated only in accordance with programs previously approved by the Director, in writing.

11. Liaison is maintained with the Directorate (Washington and Field Offices) with sufficient frequency to insure compliance with the foregoing standards.

12. Liaison is maintained continuously with the staffs of the Department, OMB, and House and Senate Appropriations Subcommittees to insure that they are timely advised of changes, deviations, etc., in budget requests and appropriation act implementation.

March 30, 1971
ACTIVITY STANDARDS

FACILITATING AUTHORITIES (PUBLIC LAW 91-383)

Subsections (a), (b), (d), (e), (f), and (g) of Section 3, Public Law 91-383, (Note: Subsection (c) - Establishment of advisory committees are separate standards under Advisory Boards and Commissions) facilitate the administration of the National Park System. These authorities will be exercised satisfactorily when:

General

The use of these authorities and their costs is included in reports to the Committees of Congress in accordance with the legislative history of Public Law 91-383.

Transportation of Employees at Isolated Locations

1. Transportation is provided for employees and their dependents only after approval of the Director on requests from the Director of the Regions based on the following:

   a. Areas are isolated and commercial transportation is severely limited.

   b. Transportation of employees and dependents is incidental to official transportation and does not result in any significant cost to the Government except for emergency medical attention.

   (Note: At present, only Fort Jefferson, Isle Royale, Statue of Liberty, and Channel Islands have been approved by the Director.)

Revised
January 31, 1972
Recreation Facilities, Equipment, and Services

1. "Isolated Areas" are designated by the Directors of the Regions based upon the Superintendents' documented findings and recommendations as to those parks, or communities located within parks, where employee morale is adversely affected by the nonavailability - within or outside the parks - of community recreation of the type normally available in a non-secluded community.

2. Superintendents of designated "isolated areas" identify, for approval by the Director of the Region, the recreational equipment, facilities and services which would normally be readily available at less isolated areas and are needed to maintain morale, which equipment, facilities and services--

   a. shall be of the type usually provided on a community or public service basis (but not including swimming pools), and such things as games, sporting equipment, books, and other commonly accepted recreation equipment and facilities, and

   b. will not conflict with visitor activities or park resource management.

3. Approved recreational facilities, equipment, and services are included in annual budget requests and justified accordingly.

Field and Special Purpose Equipment

1. The Superintendent determines that the purchase of such equipment for use by employees is required for the adequate or safe performance of their assigned official duties.

2. All purchase of equipment under this authority will be made in accordance with applicable purchasing regulations.

3. All such equipment purchased will be regarded and inventoried as park equipment, and used only in the performance of official duties.

November 22, 1971
Sale or Lease of Services, Resources, or Water

1. The applicant provides public accommodations or services within the immediate vicinity of an area of the National Park System to persons visiting the area.

2. The applicant has demonstrated, and a determination has been made by the Superintendent and the Director of the Region that there are no reasonable alternatives by which to acquire or perform the necessary services, resources, or water.

3. An examination of the effects of the use of the resource on the parks' environment, administration, management and protection has been made and these effects have been determined to be acceptable.

4. The services provided by the applicant are of direct benefit to the park, or to the National Park Service for the direct or indirect benefit of park visitors.

5. Reasonable charges are made based on prevailing rates for similar services, but in no event less than the cost to the Government.

6. It is determined that use of water by the applicant will be in accordance with laws and regulations governing ownership and use of Federal water and rights.

7. An application docket containing a draft of the special use permit, background materials, and recommendation has been forwarded to the Washington Office by the Director of the Region for submission to the appropriate congressional committees for review and concurrence prior to consummating any legally or morally binding commitments.

8. Any use permitted is revocable and terminable within a specified time period and no property rights are conveyed to the user for any resource or water within an area of the National Park Service.

November 22, 1971
Air-Conditioning Units for Passenger Motor Vehicles

1. Purchase of air-conditioned passenger motor vehicles or installation of air conditioners in existing passenger motor vehicles in areas listed below is made in accordance with applicable purchasing regulations:

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2. Requests for air-conditioned passenger motor vehicles or installation of air conditioners in existing passenger motor vehicles in areas not listed above are submitted with complete justification (prior to purchase or installation) to the Washington Office for the necessary approvals.

Sale of Products and Services Interpretive Demonstrations

1. The Director of the Region approves a program developed by the Superintendent which details the number or quantity of products or services produced in the conduct of living history or interpretive demonstrations.

November 22, 1971
2. Any products or services produced in excess of needs are sold by the Superintendent at not less than fair-market value without regard to FPMR and returns the greatest amount to the National Park Service.
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ACTIVITY STANDARDS

PROGRAM FORMULATION

Development

The National Park Service 5-YEAR DEVELOPMENT PROGRAMS include all items directly related to development projects (i.e., planning, surveys, studies, design, construction, salvage, supervision, followthrough maintenance, etc.). These programs will have been formulated satisfactorily when:

1. Each Superintendent has listed all park development requirements by developed areas.

2. Each Superintendent has packaged development requirements in minimum viable (usable) project packages, properly sequenced for each developed area.

3. Each project package is arranged in order of priority as established by the Superintendent. (In this connection, see criteria for establishing construction priorities.)

4. The Superintendent schedules project packages, in consultation with the appropriate Director of the Region, the National Capital Parks, the Denver Service Center, and the Harpers Ferry Center for accomplishment during a 5-year and "future-year" time period to permit economical, orderly, efficient annual work programs.

5. Cost estimates, prepared by the Denver Service Center and the Harpers Ferry Center, for the first year of the Regionwide program shall be Class A. All others may be Class C.

6. The Director of each Region and National Capital Parks, in consultation with the Directors of the Denver Service Center and the Harpers Ferry Center, has consolidated the park programs in a Regionwide 5-year program in which project packages are arranged for the first three of the 5-year period in one

Revised
November 17, 1971
Regionwide priority list. Regionwide 5-year programs are distributed to the Park Superintendents and the Directors of the Denver Service Center and Harpers Ferry Center.

7. The Director has consolidated each Regional program in a 5-year Servicewide program in which each package for the first 3 years is assigned a Servicewide priority and distributed same to the Directors of the Regions, the National Capital Parks, the Denver Service Center, and the Harpers Ferry Center.

8. Except for emergencies occasioned by catastrophe and changes in Administration fiscal policy emphasis, priorities assigned for the first three of the 5-year schedule are changed only upon approval of the Director.

9. The construction packages include museum and audiovisual items, construction supervision, followthrough maintenance and all funds needed for prerequisite construction planning, archaeological salvage, special studies and surveys not otherwise funded which must be made prior to initiation of the project. (In this connection, see Planning Procedures and funding sources therefor.)

10. Projects are packaged by the park on Form 10-238; project packages are listed on the Region's Multiyear Program Formulation Schedule with the Regional priorities shown.

11. The 5-year Regionwide programs include no development project package in the current plus 1 year on which preplanning (First step, Planning Procedures for Existing Areas) and preliminary planning work (Second step, Planning Procedures for Existing Areas), respectively, has not been undertaken, except upon approval of the Director after consultation with the Directors of the Denver Service Center and Harpers Ferry Center.

12. When the final fiscal year program, as incorporated in the President's Budget, is transmitted to the Regions, the 5-year Regionwide program as shown on the Multiyear Program Formulation Schedule is revised and updated. The revision shall include in the first year of the new 5-year program the project packages omitted from the current fiscal year program and projects

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deferred in prior years (after funds are appropriated but which are not included in the current-year program) with revised cost estimates as needed. Third-year packages shall be slipped to future years, if necessary, to maintain balanced work programs.

13. Regionwide programs include no project package in the current plus 2 fiscal years which is dependent upon land acquisition or other contingency over which the Service does not have control.

14. When the fiscal policy of the Administration requires inclusion of project packages other than those in the first year of the 5-year Servicewide program, such packages are included only after consultation with the appropriate Director of the Regions and National Capital Parks, and they in turn have consulted with the appropriate Superintendents and the Directors of the Harpers Ferry and Denver Service Centers.

15. The program indicates method and responsibility for accomplishment of each project; i.e., In-house - Harpers Ferry Center, In-house - Denver Service Center, In-house - Southwest Archeological Center, In-house - ABC Park, Contract with administering office, etc.

16. The Associate Director, Administration, has insured that the final Development Programs include:
   a. Line Item Development and Project Planning.
   b. Historic Structures Restoration.
   c. Major Alterations and Improvements.
   d. Roads and Trails Improvement, Betterment, Resurfacing and Reconstruction.
   e. Facilities to Serve Concession Developments.
   f. Advance Planning.

And each of the above programs includes, as appropriate, the following:

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(1) Surveys and special studies directly related to construction

(2) Comprehensive design, including environmental impact statements and cost estimates

(3) Construction drawings and specifications

(4) Archaeological salvage of items that would be lost by construction

(5) Actual construction

(6) Commercial utility connections

(7) Planning and construction of related museum exhibits and audiovisuals

(8) Construction layout

(9) Construction supervision

(10) As constructed drawings

(11) Followthrough maintenance

Professional Services

The Professional Services programs of the Service involve two types; i.e., those for work affecting operations and management within parks and those involving work outside of parks. Moreover, much of the work within parks is related to development. Those programs are to be managed under the standards applicable to development.

Programs Affecting Operations and Management in Parks

Professional Services programs involving operations and management in parks include: Wilderness Studies; Master Plans; Interpretive Prospectuses; Exhibit and Audiovisual Refurbishing and

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Maintenance; Resource Management Plans for Natural History, History, and Archeology; History, Natural Science and Archeological Studies which are not directly related to development; Ruins Maintenance and Stabilization; and Water Resource Studies. These programs shall have been formulated satisfactorily when:

1. Without financial or other constraints, each Director of the Region and National Capital Parks has prepared from the Development/Study Package Proposals submitted by the parks a 5-year and future-year schedule for accomplishing the work in each of these program areas. The first year of this schedule shall be arranged by priority and shall include Class A cost estimates prepared by the Harpers Ferry Center, the Denver Service Center, and Regional Professionals as appropriate.

2. The priorities are consistent with land acquisition, management, maintenance and related programs and the criteria where applicable.

3. The office designated on the list of responsibilities prepares a current-year pro forma Servicewide program that is consistent with regional priorities. That is to say, no project may be included from the priority list of a Region or NCP that is in lower priority in that Region or NCP without prior approval of the Director of the Region and the Director of National Capital Parks.

4. The Servicewide pro forma program is transmitted promptly to the Directors of the Regions, National Capital Parks, Harpers Ferry Center, and Denver Service Center.

5. After planning allowances are ascertained, the pro forma program is reduced to a final current-year program with priorities consistent with the pro forma program. That is to say, no project may be included in the final current-year program that is of a lower priority than projects listed in the pro forma program without the agreement of the Directors of the Regions, National Capital Parks, Harpers Ferry Center, and the Denver Service Center.

6. Projects once begun are included thereafter in the then pro forma and final current-year programs until completion.

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7. The final current-year program, when approved by the Director, is distributed to the Directors of the Regions, the Harpers Ferry Center, the Denver Service Center, and National Capital Parks.

8. The Directors of the Regions and National Capital Parks upon receipt of approved final current-year programs revise and update the 5-year programs as shown on the Multiyear Program Formulation Schedule.

9. The pro forma and final current-year program indicates method and responsibility for accomplishment of each project; i.e., In-house - Harpers Ferry Center, Contract - Denver Service Center, In-house - Southwest Archeological Center, In-house - ABC Park, etc.

Responsibilities - Program and Office Responsible:

Associate Director, Legislation
Wilderness and Master Plans related thereto

Associate Director, Professional Services
Other Master Plans (Includes development concept plans and special studies related to Master Plans)

Director, Harpers Ferry Center
Interpretive Prospectus
Museums - Rehabilitation
Audiovisuals and Films - Maintenance and Rehabilitation

Director, Office of Natural Science
Natural Science Studies (Includes Resource Management Plans and Ecological Service Lab)
Water Resource Studies

Director, Office of Archeology and Historic Preservation
History Studies and Management Plans
Historic Structures - Historic Furnishing Reports unless related to a larger development package

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Archeological Studies and Management Plans
Prehistoric Ruins Maintenance and Stabilization

Programs Involving Work Outside of Park

The Professional Services programs of the Service involving work outside of parks include: Historical American Building Survey, Historical American Engineering Records, Historic Site Surveys, Archeological Investigation and Salvage, Informational Publications, Natural Theme Studies and Landmarks, Environmental Education Landmarks, and New Area Studies. Professional Services programs in these areas shall be formulated satisfactorily when:

1. Without financial or other constraints the office designated on the list of responsibilities prepares a Servicewide 5-year pro forma program for accomplishing the work in each of these program areas that is consistent with Servicewide policy and priority. These programs will include Class A cost estimates. (Cost estimates for work to be performed by the Denver Service Center will be provided by that office.)

2. The Servicewide pro forma program is transmitted promptly to the Directorate, the Directors of the Regions, the National Capital Parks, the Denver Service Center and the Harpers Ferry Center as appropriate for their review and comments.

3. The designated office has incorporated the comments of the Regions, Denver Service Center, Harpers Ferry Center, and National Capital Parks into the program or transmitted any unresolved differences to the Office of Programming and Budgeting for resolution.

4. After planning allowances are ascertained, the pro forma program is reduced to a final current-year program with priorities consistent with the pro forma program.

5. Projects once begun are included thereafter in the then pro forma and final current-year programs until completion.

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6. The final current-year program, when approved by the Director, is distributed to the Directorate, the Directors of the Regions, National Capital Parks, the Denver Service Center, and Harpers Ferry Center as appropriate.

7. The pro forma and final current-year program indicates method (Contract, In-house, other agency, etc.) and responsibility for accomplishment (Harpers Ferry Center, Denver Service Center, WASO Division, etc.) of each project.

Responsibilities - Program and Office Responsible:

**Director, Office of Archeology and Historic Preservation**
- Historical American Building Surveys
- Historical American Engineering Records
- Historic Sites Survey and Historic Landmarks
- Archeological Investigations and Salvage

**Associate Director, Operations**
- Publications

**Associate Director, Legislation**
- New Area Studies

**Director, Office of Natural Science**
- Natural Theme Studies and Natural Landmarks

Reprogramming

Congressional Approval

A reprogramming requiring congressional approval will have been done satisfactorily when:

1. The work proposed involves an emergency.

2. The funds to be reprogrammed involve work which, because of changes or other delays in execution, cannot be accomplished as proposed in the appropriation act.

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3. The appropriate Directors of the Regions, the National Capital Parks, the Harpers Ferry Center, and the Denver Service Center concur in the reprogramming and the projects to be deferred.

4. The staffs of the House and Senate Interior Appropriations Subcommittees are briefed prior to the formal submission of any reprogramming to the Congress. When of major concern to the legislative committees, the staffs of these committees are also briefed.

5. Prior to formal submission to the Congress, the Congressman from the district in which the reprogrammed work is to be done shall be advised. Moreover, each Congressman from a district in which a project is to be deferred shall be advised, together with the reason for the deferral and an estimate of when the deferred project may be rescheduled. The Senators from each State involved shall also be briefed accordingly.

6. Reprograming proposals shall be processed promptly and continuously to a conclusion.

7. Any difficulties encountered in the reprogramming proposal shall be resolved satisfactorily by the Associate Director, Administration, or be reported promptly to the Deputy Director, or Director, with reasons as to why difficulties cannot be resolved.

Within Service

A reprogramming which does not require congressional approval will have been done satisfactorily when:

1. The work proposed is an emergency that must be performed within the current fiscal year.

2. The funds to be reprogramed involve work which, because of changes or other delays in execution, cannot be accomplished as originally programed.

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3. The appropriate Directors of the Regions, the National Capital Parks, the Harpers Ferry Center, and the Denver Service Center recommend the reprogramming and the projects to be deferred.

4. Reprogramming proposals are processed promptly and continuously to a conclusion.

5. Any difficulties encountered in the reprogramming proposal shall be resolved satisfactorily by the Director, Office of Programming and Budgeting or be reported to the Deputy Director Operations, with reasons as to why difficulties cannot be resolved.

**Park Management and Operating Programs**

The Management and Protection and Maintenance and Rehabilitation 5-year programs of the National Park Service shall have been formulated satisfactorily when:

1. Without financial or other constraints, each Park Superintendent has programmed requirements for operating and maintaining services, facilities, and resources at standard on Form 10-237.

2. Increases proposed by the Superintendent in the first-year program are accompanied by supporting justification adequate for the succeeding year budget submission. The justification will be adequate when:

   a. The justification shows clearly why the particular program should be accomplished; reveals in precise detail what is needed in terms of staffing and funding to conduct the program; and clearly indicates why it needs to be accomplished.

   b. The justification reveals where the work is to be performed.

   c. The justification shows clearly how the work is to be accomplished.

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d. The justification is accompanied by photographs where they are relevant in portraying conditions and needs.

3. The Superintendent establishes priorities among needs for the first-year program.

4. Programed increases are consistent with development and related programs.

5. The Directors of the Regions and the National Capital Parks, as appropriate, have consolidated park programs and assigned Regionwide priorities among proposed increases for the first year on the Park Operating Increases ADP report and distributed copies of such Regionwide priorities to the parks and Harpers Ferry. Proposed increases for the first year are accompanied by justifications adequate for the succeeding year budget submissions.

6. The Director has consolidated Regional programs, assigned Servicewide priorities to proposed increases for the first year and distributed copies of the program to the Regions, National Capital Parks, and Harpers Ferry Center.

Criteria

General Development

The National Park Service development criteria to be utilized for programing projects and planning funds associated therewith are as follows:

1. Facilities needed to protect human life, public health and safety, including water and air pollution abatement, emergency repairs and reconstruction resulting from fire, flood, and other catastrophes.

2. Facilities needed to protect park values (pollution abatement other than water and air, erosion, trespass and minimum visitor and operational facilities to protect new areas).

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3. Facilities needed to make projects usable for which partial funding has been provided previously.

4. Facilities for which prior commitments have been made, especially those that implement foregoing criteria or those which involve matching private donations.

5. Facilities to effect significant construction and operating economies. These economies must be demonstrable.

6. Facilities to implement special observances, anniversaries, etc., of national significance and programs of national emphasis such as the National Park Service Centennial and the American Revolution Bicentennial Commission.

7. New visitor use facilities in geographical locations where major deficiencies in park and recreation facilities exist.

8. Facilities in developed areas which while usable are not complete.

9. Facilities in localities where a comparatively high volume of visitor use will occur per Federal dollar spent.

10. Facilities for areas where entrance or user fee may be charged after full development.

11. Facilities not clearly identifiable in preceding criteria, and those needed facilities which may fall in another of the criteria, but which must be deferred for reason of appropriation ceilings on land and development funds, etc.

Museum Exhibit and Audiovisual Programs

Curatorial services related to artifact accession, preservation, etc., shall be programmed in the category designated by the criteria.

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Museum exhibits and audiovisuals related to construction project phases should receive the same development criteria number as the development portion of the project.

1. Museum exhibits and audiovisuals for existing facilities (buildings, roads and trails) in which exhibits and audiovisuals have been omitted or are incomplete.

2. Minimum facilities for newly authorized areas.

3. Maintenance and rehabilitation of existing exhibits and audiovisuals.

4. Temporary or traveling exhibits and audiovisuals related to Service programs or projects.

5. New exhibits and audiovisuals to expand programs.

History and Archeology Studies Programs Development

(History and Archeological salvage related to construction in parks shall be included with the construction project and receive the same criteria number as the development portion of the project.)

1. Preparation of park history studies and archeological investigations (broad overview to gather data) and historical and archeological base maps.

2. Preparation of resource studies and management plans (singularly or consolidated).

3. Continuation of needful studies underway to support management.

4. Initiation of new resource studies to support management.

Natural Science Study Program Development

1. Preparation of study and resource management plans.

(Basic data and special studies to support master planning

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and development to be included in master planning and develop­
ment programs.)

2. Continuation of needful management studies in progress.

3. Preparation of ecological base maps.

4. Initiation of new studies needed to support park management.

**Planning Procedures**

The planning procedures for the Service involve both pre­
authorization planning and the four-step sequence for post­
authorization planning, development, and operation.

**Proposed Areas**

In considering planning for proposed areas, it is important
to note that no portion of the preauthorization planning be
initiated until each preceding step has been accomplished.

**First Step:**

Prepare a new area significance study based upon
the theme studies, through the Natural Landmark
Survey, the National Survey of Historic Sites, or
as part of the Nationwide Outdoor Recreation Plan.

**Second Step:**

Prepare a new area alternative study including
assembly of adequate basic data. The study at
this step should propose all feasible alternative
ways of developing and managing the area. The
alternative study should include a recommended
course of action. If Federal management is

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proposed, the study should specify a minimum alternative beyond which Federal management is not feasible.

Third Step:

Prepare management objectives, proposed area plan, and additional support data needed for legislation based on the alternative selected for consideration. The master plan includes a general development plan which locates the sites to be developed as well as determines the functions and activities to be located at the sites. The support data includes an ownership, cost and acquisition plan, development schedule, staffing and operating program, and other data as required, such as a list of existing improvements, tax assessments and taxes, etc.

Following authorization, assemble such additional Basic Data as may be required for management, and revise Statement of Management, Objectives and Master Plan to reflect congressional policy directives, if any, in authorizing legislation.

Existing Areas

The planning and programming functions of the Service for existing areas involve four basic steps as described below. Generally, these steps follow in sequence from plan through development to operation. In the development phase, to insure timely obligation of construction funds, the next step in the sequence is not to be initiated until the work of the preceding step has been accomplished.

First Step:

Prepare the Master Plan, which includes a management statement, or in the case of newly authorized areas, revise and update management statement and Master Plan as may be required by legislation. This includes a general development plan which locates the sites

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to be developed as well as determines the functions and activities to be located at the sites.

Prepare a wilderness plan, if required.

Prepare resource management plans and research plans, if required.

Prepare concession management plans and concession prospectus, if required.

Prepare land acquisition schedule, if required.

(This step is financed from M & P funds.)

Second Step:

Prepare interpretive prospectus which describes in detail where and how the area resources will be interpreted to the visitor. (Financed from Advance Planning - Construction funds.)

Prepare development concept plans, showing the site locations for specific existing and proposed facilities. (Financed from Advance Planning - Construction funds.)

Complete historical and/or archeological research when required. If historic structures are involved, prepare a Historic Structures Report. (Financed from Advance Planning - Construction funds.)

Prepare a Design Directive. (Financed from Advance Planning - Construction funds.)

Prepare special studies for each site, such as soil test and topographic surveys. (Financed from Advance Planning - Construction funds.)

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Prepare a Development/Study Package Proposal for facilities to be provided within each developed area to be included in the Service's proposed construction program. (Funding sources: Park and Regional Offices - M & P; Denver Service Center - Advance Planning - Construction funds.)

Prepare comprehensive design (preliminary plans) for construction. (Financed from Advance Planning - Construction funds.)

Third Step:

Prepare interpretive plans and working drawings (Museum exhibits and audiovisual program).

Prepare construction drawings and specifications. (This step is financed from Project Planning - Construction funds.)

Fourth Step:

Request funds in the budget for construction of projects (roads, buildings, interpretive exhibits, films, historical restoration or reconstruction, and archeological excavation and stabilization).

(Financed from Project Construction funds.)

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ACTIVITY STANDARDS

QUARTERS APPRAISAL, RATE SETTING, AND MANAGEMENT

Appraisal and Rate Setting of Government Quarters

The objective of this activity is to establish and maintain fair and equitable rental rates and related utility and services charges for all Service owned or managed housekeeping and nonhousekeeping living quarters, except areas in Alaska.

Appraisals and the resulting rates will be satisfactory when:


2. All rates are affirmed or adjusted at least every 3 years.

3. Rents and related utility charges for all Service owned or operated housekeeping or nonhousekeeping living units are comparable to costs of similar local housing and reflect local housing values, environment, rental market customs and trends which have bearing in the rate setting procedure.

4. Adjustments to the comparable basic shelter rent are based on the 15 amenities permitted by OMB Circular A-45.

5. Adjustments are made to basic comparable rental rates, within the limits and intent of authority contained in OMB Circular A-45 and DM Part 424, for unusual transportation costs incurred at some locations.

6. Records document the rates and decisions affecting rents and charges pertaining to each quarters survey.

7. All managers, employees, and quarters occupants have had the opportunity for discussions relating to the purpose,

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methods, conditions, and results pertaining to quarters appraisals and rates.

8. Any acceptable rental data developed or generated by realtors or Government or nongovernment agencies are utilized.

9. Accurate reports of quarters surveys and appraisals are distributed not more than 30 days following the field survey.

10. No more than 25 percent of an employee's base salary is charged for shelter and utilities combined for employees up to and including GS-9 level and equivalent Wage Board Scales.

11. Nothing in these Standards precludes (a) Job Corps Center Directors from providing quarters, without charge, to Job Corps Resident Workers, Nonpaid Assistants, and to VISTA Volunteers in accordance with Interior Manual Addition (Part 755) to the Job Corps Administrative Manual (830.02), Job Corps Administrative Manual (312.24-6), and in accordance with Job Corps Administrative Manual (312.13-3), respectively; and nothing precludes (b) Park Managers from providing quarters to Volunteers in Parks as provided in the Standards for Volunteers in Parks.

Management of Government Quarters

Employee requirements or preference may dictate that he live in privately owned housing. The Service's mission can be accomplished and still provide this opportunity of choice to most employees. However, Service responsibilities do require a limited few employees to occupy Government owned quarters as a condition of their employment.

Employees not required to occupy Government owned quarters as a condition of their employment may by choice occupy Government owned quarters if available, or privately owned quarters.

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Service owned or managed housekeeping and nonhousekeeping living quarters will be satisfactorily managed when:

1. Each area has developed and implemented a housing utilization plan.

2. First consideration in assigning quarters to employees is given to incumbents of positions which require occupancy of Government quarters as a condition of employment and in conformity with Section 5 of Public Law 88-459 which reads, "An employee or member of the uniformed services shall not be required to occupy quarters on a rental basis unless the head of the agency concerned shall determine that necessary service cannot be rendered, or that property of the Government cannot adequately be protected otherwise."

   a. Incumbents in positions requiring occupancy of quarters as a condition of employment are notified in writing by the Director of the Region.

3. Second consideration in assigning quarters is to those employees agreeing to occupy Government housing in accordance with the Housing Utilization Plan.

4. Quarters not needed for employee occupancy are made available to cooperating Government and nongovernment agencies.

5. Area managers assume the customary responsibilities accompanying landlordship and occupants of rental quarters assume the customary responsibilities of tenants of privately owned housing.

6. A housing committee with membership from park employees, wives, and unions (if any) inspects quarters periodically and advises in the development of a quarters maintenance program, in priority of accomplishment for the Superintendent's approval.

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January 14, 1972
ACTIVITY STANDARDS

VOLUNTEERS IN PARKS

The Volunteers in Parks program will be considered satisfactory when:

General

1. Each park has identified the activities and functions that are neither hazardous nor normally assigned career employees and established volunteer positions with the necessary qualifications.

2. Each Superintendent has designated a Volunteers in Parks Coordinator who has kept the park staff up to date on new ideas and procedures for Volunteers in Parks and helps the park staff and the volunteers to achieve a worthwhile harmonious volunteer experience.

3. Volunteers in Parks serve as living history interpreters; guides; art and craft demonstrators; interpretive assistants; Deputy Park Rangers; history, archeology, and natural science aids; and environmental study area assistants. They do not serve in any maintenance capacity or job.

4. The volunteer is recruited, trained, and accepted without regard to civil service classification laws, rules or regulations, but meets the qualification and selection criteria (except for education) that applies to seasonal employees of the National Park Service.

5. Volunteers are recruited from the general public of the local community, including concessioners at the park.

6. Volunteers under the age of 18 have the written consent of their parents.

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Employment and Records

1. Application is made using Standard Form 170.

2. Volunteers are appointed locally using the authority of the "Volunteers in the Parks Act of 1969" (Public Law 91-357) on a Standard Form 50, which will contain a simple statement of purpose for which the appointment is made.

3. Volunteers are in good health and physically able to carry out their duties.

4. A file on each volunteer is maintained containing his Standard Form 170, Standard Form 50, record of training, medical records, and other pertinent information, including the amount and purpose of any monetary expenditures for each volunteer.

5. A certificate of appreciation is awarded to each volunteer upon completion of his/her services.

Training

1. Each volunteer has been given a training program equivalent to that given seasonal National Park Service employees.

2. Volunteers recruited for law enforcement duties (Deputy Park Rangers) have a minimum of 400 hours of professional law enforcement training or equivalent experience prior to being appointed.

3. Volunteers recruited for wildlife reduction duties (Deputy Park Ranger) have documented evidence of passing the National Rifle Association Hunter Safety Test or its equivalent. (Hunters licensed by the State of Wyoming and deputized by the Secretary of the Interior as Rangers at Grand Teton National Park for purposes of Section 6(a) of the Act of September 4, 1950 (64 Stat. 849), are excluded from the Volunteers in Parks Program.)

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Benefits

1. There has been explained to each volunteer that he shall be considered an employee of the Federal Government only for the purposes of the Federal Employees Compensation Act relating to the compensation of Federal employees for work injuries and for the purposes of the claims provisions of the Federal Tort Claims Act.

2. There has been explained to each volunteer that he is not subject to the provisions of law relating to Federal employment (except as in 1 above).

3. Each volunteer understands that he will not receive salary.

4. Park Superintendents, at their discretion, make provision for the payment of incidental expenses (such as fees for training, uniforms, demonstration clothing articles, medical examination, local transportation, meals and lodging); establish per diem rates; and if available, consider furnishing Government quarters without charge to the volunteer.

Work Performance

1. Volunteers serve on a part-time or intermittent basis, receiving supervision in the manner of regular employees, and are supervised by permanent staff employees of the National Park Service. V.I.P.'s serving as Deputy Park Rangers shall operate only under the strict supervision of a permanent, full-time Park Ranger of the Service.

2. The Superintendent has explained to the volunteer that his conduct will be governed by 370 DM and FPM Chapter 735, "Regulations Governing Responsibilities and Conduct of Employees," and provides a copy to him.

3. The Superintendent has explained to the volunteer who to contact in emergency situations.

4. A specific person has been designated to answer questions and discuss problems for each volunteer.

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5. Appropriate uniforms are determined by the Superintendent and the requirements for their wearing are explained to the volunteer and considered as part of his performance of duty.

6. A motor vehicle operators identification card (Standard Form 46), as necessary for prescribed duties, is issued for incidental use.

7. Authorization for Deputy Park Rangers to carry firearms while performing their duties is made in consonance with the requirements for full-time paid National Park Service employees.

Reports

1. Annually, each Director of a Region and the Director, National Capital Parks, submits a report to Washington on the Volunteers in Parks activities in his region which will include the number of volunteers by park area, total volunteers, the number of volunteers serving in each volunteer category, total volunteer service hours, the total dollar amount spent on each type of reimbursable expense (such as meals, lodging, local transportation, uniforms, medical examination, etc.), and the yearly average cost per volunteer.
PART VII

URBAN PROGRAMS

Section

Free Transportation to Parks ...................... 1
ACTIVITY STANDARDS

FREE TRANSPORTATION TO PARKS

Free transportation of children from nearby communities to and from any unit of the National Park System in connection with organized recreation and interpretive programs of the Service will be satisfactory when:

1. Programs for which children are transported are preplanned and part of the interpretive and/or recreational program of the area visited.

2. Emphasis for the selection of communities to be served by the program is placed upon urban and other centers known to have a high percentage of underprivileged children.

3. The selection of individuals or groups to participate in the program is made through public or quasi-public agencies familiar with the problems and needs of children in that community.

4. Appropriate leadership is provided by the agency sponsoring the group or by the National Park Service from the time the children are picked up until they are returned to the point of origin.

5. Transportation is by Government-owned vehicles or by leased commercial vehicles meeting State liability insurance requirements and operated by licensed professional drivers.

6. All funds expended are solely for transportation.

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PART VIII

COOPERATIVE PROGRAMS

Section

Cooperating Associations ......................... 1

Environmental Impact Statements .................. 2
ACTIVITY STANDARDS

COOPERATING ASSOCIATIONS

Cooperating Associations are organized associations whose function is to facilitate the conservation education and interpretive programs of an area, as authorized by the Act of August 7, 1946 (60 Stat. 885), and the Act of August 21, 1935 (49 Stat. 666).

Cooperating Association activities will be satisfactory when:

Documents

1. Each association maintains in secured nongovernment storage at its parent office the original documents for the association, including NPS designation, Articles of Incorporation, bylaws, application to IRS and determination of tax-exempt status, State or States operating authority, including retail licenses, sales tax assignments (State and local, if required), and approval of workmen's compensation insurance coverage, insurance policies, bonds, deeds, and other pertinent documents.

2. Each branch or agency of the association maintains in secured nongovernment storage copies of authorizing and operating documents and such original documents as bonds, insurance policies, deeds, etc., which apply only to the branch or agency activities.

3. The associations, including branches or agencies, have on public display such authorizations (retail licenses, etc.) as are required by Federal, State, or local governments.

Organization

1. All provisions of the Articles of Incorporation and bylaws are complied with.

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2. Membership of the associations is currently documented.

3. Meetings are publicized and minutes are recorded.

4. Annual and long-range programs, together with other actions, are developed and approved by the Board of Directors, and, following approval by the appropriate NPS authority, are implemented.

5. Associations with annual gross sales (a) in excess of $50,000 employ business management and professional bookkeeping services; (b) under $50,000 employ such services as needed to assist the officers of the association in the event the Superintendent of the park does not make qualified park staff available.

6. Personnel (NPS or association employees) are trained and oriented in NPS-association visitor services programs.

Scope of Operations

1. The association provides interpretive assistance and offers sales programs at one or more locations.

2. The association, through the production and/or acquisition of publications for resale, provides a variety of information about the major phases and resources of the parks.

3. A sales program is developed, approved by the Superintendent, and implemented; which program (a) is coordinated with the contractual rights of the park concessioner and with the ready availability of goods from private enterprise reasonably accessible to the park; (b) offers quality items to meet visitor needs, such as, visual aids, maps, post cards, mementos and handicraft that are directly related to the park theme or are nationally significant, and other supplies designed to enhance visitor understanding and enjoyment of the parks; (c) provides for sale of visitor-convenience items where justified and not otherwise

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reasonably available; and (d) provides for attractive display of merchandise.

4. All sales items are formally approved by appropriate NPS authority.

5. As requested by the Superintendent, associations conduct or assist in presenting interpretive demonstrations, involving as needed, employment of demonstrators, purchasing supplies and materials, and sale of demonstration products.

Publications

1. Based on experience, technical competence, and financial resources, an annual and long-range publication program, approved by the appropriate NPS authority, has been developed and implemented.

2. The association, on a continuous basis, adds to and keeps current the publications available for sale.

3. All publications exhibit editorial and design skills.

Fiscal and Procurement Control

1. Management procedures follow good business practices utilizing procurement purchase orders, system of receipts, invoice payments, and inventory records and control.

2. Records of daily business are reported for all sales locations.

3. All accounting procedures comply with the Standard Accounting System for Cooperating Associations, with such variations as the system permits for small independent operations or for branches and agencies.

4. Financial activities are audited annually and all Statements of Income and Expense and all Statements of Assets, Liabilities, and Net Worth Balance Sheets, required for the annual report to NPS, are verified by an Independent

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Certified Public Accountant or an Independent Public Accountant licensed by a regulatory authority of a State or other political subdivision.

5. A complete annual financial report supported by annual audit verification has been prepared and submitted as part of the association's annual report to the Director.

**Association Funds**

1. At the end of its fiscal year, each association contributes to the National Park Service for the benefit of Servicewide programs, at least $1.5 percent of the association's gross sales.

2. Association salaries, for those associations whose gross sales are in excess of $10,000, do not exceed 20 percent of gross sales; and associations whose gross sales are less than $10,000, do not exceed 15 percent of gross sales; except upon prior approval in writing by appropriate NPS authority.

3. Expenditures not included in the association's approved annual and long-range programs, are in accordance with the "Cooperating Associations Management - Guidelines and Procedures."

**Reporting**

1. Association reports are in accordance with Report NPS (M)-8 Part II Reports Management Handbook.

2. Reports are made to association members and others on annual accomplishments through summarized versions of the annual report to NPS or through minutes of Board meetings.

Revised
June 23, 1971
With respect to National Park Service programs the provisions of Section 102(2)(C) of the National Environmental Policy Act of 1969 shall have been followed adequately and properly when:

1. All applicable requirements of 516 DM 2 and the following amplifications thereof are complied with.

2. The official responsible for initiating each action has applied the criteria of 516 DM 2.5 and determined if the act would significantly affect the quality of the human environment and therefore require an environmental impact statement; except that he need not apply those criteria to the following actions all of which shall require such statements:
   
   a. Legislative proposals bearing on the physical environment;
   
   b. New area proposals;
   
   c. Master Plans, Resource Management Plans and Development Concept Plans;
   
   d. Actions within the purview of Section 106 of the National Historic Preservation Act of 1966 (80 Stat. 915; 16 U.S.C. 470); and
   
   e. Actions likely to be highly controversial.

3. The official responsible for initiating the action has prepared the environmental impact statement. (The Directors of the Regions are responsible for determining which actions shall require statements and for the preparation of such statements.)

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statements for all actions pertaining to the parks in their regions. The preparation of statements for actions of a general nature or having an effect which is not confined to a particular region, is the responsibility of the Assistant Director, or Chief of Office in the Washington Office having program responsibility for the act.)

4. Officials responsible for preparing environmental statements have--

a. performed the functions set out in 516 DM 2.4G;

b. formulated the statements and attachments in accordance with 516 DM 2.6; and, in addition, included therein information as to the anticipated duration of the project, graphics illustrative of the narrative statement, and a concise statement of the legislative purpose of the National Park Service unit, together with any statutory constraints;

c. achieved coordination as provided in 516 DM 2.7; and, in addition, have actively encouraged early input from other agencies concerning draft statements and have attached their comments to the final environmental statement. (This is especially important with respect to statements on action affecting properties on the National Register of Historic Places and Class VI lands in natural and recreational areas in view of the review requirements of the Advisory Council on Historic Preservation whose procedures for compliance and criteria for effect are published in Federal Register, Volume 36, pages 3310-3340, February 20, 1971, and annually thereafter); and

d. provided for public participation and information in accordance with 516 DM 2.8. In determining whether to hold a public hearing (516 DM 2.8B),

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the responsible official shall consider the extent of public interest, the possible controversial nature of the action, and whether a public hearing is otherwise provided; e.g., wilderness hearings and legislative hearings. A record shall be made of all public hearings held under 516 DM 2.8B. (Where action involves wilderness proposals, announcement of the availability of the draft environmental statement may be concurrent with announcement in the Federal Register of the public hearing under the Wilderness Act.)

5. Environmental statements for new areas, wilderness, design and construction projects, and master plans contain the input of all the disciplines involved, including the managerial and professional disciplines located in the Service Center and elsewhere.

6. Environmental statements have been concurred in and approved—as the case may be—by appropriate reviewers in the decisionmaking process. Draft statements are signed by the official responsible for their preparation and final statements are signed by the Director of the National Park Service on its behalf.

7. The action approved by the responsible manager is taken only after all environmental factors have been considered. (In some cases the given undertaking may need to be modified to minimize environmental impact or the best action may be to forego an undertaking, or critical portions thereof, when adverse aspects of environmental impacts cannot be satisfactorily minimized or removed.)

8. Environmental concerns are an ever present consideration in the planning, design and construction, management and decisionmaking processes of the National Park Service as well as in the repair, rehabilitation, restoration and reconstruction of existing facilities.

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Environmental statements of the National Park Service will have been processed satisfactorily when:

1. The requirements of 516 DM 2.9 and the following amplifications of specific sections have been complied with.

2. (See 516 DM 2.9A(2).) Environmental statements are prepared on the concept presented by master plans and also on their subsequent implementation through specific actions. (The master plans being source documents for the concepts and intent of most programs and projects which could affect the environment, environmental statements on master plans may answer the requirements for an environmental statement on annual budget estimates or assist in identifying which budget items (programs or projects) may require separate environmental statements.)

3. Officials responsible for preparing the draft environmental statements submit 20 copies of the draft statement and the notice of its availability to the Assistant Director, Cooperative Activities for transmission as prescribed by 516 DM 2.9F(3)(a).

4. After assignment of a control number by the Assistant Secretary—Program Policy, in accordance with 516 DM 2.9F (3)(b), the Assistant Director, Cooperative Activities notifies the officials responsible for the statement of the control number and date so assigned.

5. (See 516 DM 2.9F(3)(d).) Concurrent with clearance by the Department, the Assistant Director, Cooperative Activities notifies the officials responsible for the statement as to the date the Federal Register will publish the notice of availability of the statement and such officials make distribution of the draft statement to reviewing entities on the date of publication.

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6. The official responsible for preparation of the draft environmental statement maintains a log in accordance with 516 DM 2.9F(4), such log to include a summary of responses by category of their content.

7. Officials responsible for preparing environmental statements submit 20 copies of the final statement to the Assistant Director, Cooperative Activities, for transmission as prescribed by 516 DM 2.9F(5)(a).

8. In furtherance of 516 DM 2.9F(5)(b) the Assistant Director, Cooperative Activities, notifies the responsible official of the assigned control number and date.

9. The Assistant Director, Cooperative Activities, Washington Office, exercises Servicewide responsibility for preparation and implementation of policy relating to environmental statements, development of environmental statement work forecasts, and the monitoring of environmental statement work to assure proper followthrough.

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