

UNITED STATES
DEPARTMENT OF THE INTERIOR
National Park Service
Branch of Planning and State Cooperation

August 5, 1936

Regional Officers
District Offices
National Park Superintendents
National Monument Custodians
Park Authorities
Procurement Officers
Inspectors

Cover Letter
Subject: Wildlife

Attached is a copy of a technical memorandum on general procedure of the Wildlife Division, Branch of Research and Education.

This memorandum should be carefully studied and filed for permanent reference, since it clearly states the duties of the field personnel of the Wildlife Division and their relationship with other field technical personnel.

As occasions arise this memorandum may be revised or modified to continually meet conditions, and will be supplemented by subsequent memoranda, both of a general and a specific nature, dealing with technical phases of the work that come under the jurisdiction of the Wildlife Division.

It is the plan that similar memoranda will be prepared by the other technical branches in Washington and issued through this office. Therefore, it is requested that you arrange this material and preserve it in such a manner as to be complete and easily accessible.

Conrad L. Wirth
Assistant Director

United States
Department of the Interior
National Park Service
Wildlife Division
Washington, D. C.

Memorandum on General Procedure
of the Wildlife Division, Branch of Research and Education
National Park Service

Because of the reorganization and regionalization of the National Park Service ECW, it is advisable at this time to state the functions and procedure of the Wildlife Division. Briefly, the functions are: In cooperation with other Divisions and Branches of the Service, the preservation and restoration of original faunal and associated floral conditions and wilderness values.

The Wildlife Division is concerned, not alone with the isolated animal, but with the entire environment in its relation to, and as it affects, the animal association. In many cases, especially in State parks, the preservation and restoration of plant life as the habitat and food of animals will be one of the most important duties of the wildlife technician.

All wildlife technicians (including Zoologists and Botanists) are members of the Wildlife Division of the Branch of Research and Education.

ORGANIZATION

Washington

Administrative Personnel

1. Chief
2. Assistant Chief
3. Associate Wildlife Technician

The functions of the Washington Office of the Wildlife Division are:

Technical and general administrative supervision of all wildlife research, management, restoration, planning and investigation in national parks and monuments and other areas being developed by the National Park Service ECW; field supervision, cooperation and practical solution of wildlife problems; field inspections of work of wildlife technicians assigned to the various regions; cooperation with Federal, state, and local conservation officials; and preparation of wildlife publications.

STATUS OF WILDLIFE TECHNICIANS

Each National Park Service ECW region will be assigned one Wildlife Technician, and as many assistants as are required to properly carry on the work of this region. These men are members of the Regional Office Staff and are subject to assignment by the Regional Officer to whatever work is necessary. As a rule the Regional Officer will rely on the Wildlife Technician as his technical advisor and assign him the planning and direction of wildlife projects and of the work of the assistants. Junior wildlife technicians, as available, will be assigned to one or more camps in the capacity of camp technician and will be expected to supervise special projects in the camps of the area and which affect the wildlife in those areas.

DUTIES OF THE FIELD PERSONNEL

Wildlife Technician

Under technical supervision of the Wildlife Division and administrative supervision of the Regional Officer to direct, supervise, and coordinate activities of wildlife technicians

and the entire ECW wildlife program of a region and to have responsible charge and supervision of this program in the region.

To plan and direct special field investigations of national and state park areas presenting difficult ecological problems, and to prepare complete reports on these studies, making such recommendations as appear advisable.

To review and recommend to the Regional Officer and Chief of the Wildlife Division, approval, disapproval, or revision of projects bearing on wildlife conservation.

To furnish professional advice for authorities and conservation agencies concerned on matters involving preservation, protection, and improvement of factors affecting wildlife in national and state park areas.

To review monthly reports of assistants and to make such recommendation for handling problems described in these reports as is deemed necessary.

To address conservation groups on the scope of particular phases of ECW wildlife work or other subjects, and to prepare popular and scientific papers for publication.

Associate Wildlife Technician

Under direct supervision of the Wildlife Technician, to have responsible charge of the ECW wildlife program in national and state park areas of the district to which he is assigned; and to advise, when requested by the Wildlife Technician, on particular problems in other areas of the region.

To assist the Wildlife Technician with duties in the office and field; to conduct research and carry on special field investigations suggested by the Wildlife Technician, Regional Officer and Wildlife Division; to gather data relative to wildlife in national and state park areas, which information will be useful in determining developments as they affect wildlife.

To study and inspect, in the field, ECW projects as they affect wildlife; to plan new projects beneficial to wildlife; to review proposed projects from a wildlife point of view for the information of the Wildlife Technician.

To cooperate with State and Federal agencies in Wildlife conservation, when requested by senior officers, and to act in an advisory capacity to those agencies.

Assistant Wildlife Technician

To work under the direct supervision of the Wildlife Technician and Associate Wildlife Technician assisting them in office and field. To carry on such special surveys and studies as may be requested by the Wildlife Technician.

To take census of species, study food and nesting conditions of wildlife in national and state park areas in order to recommend improvements of the environment; to determine: The approximate present supply of various kinds of wildlife; what kinds of indigenous wildlife not now present might properly be reintroduced; what boundary changes appear desirable to insure adequate living conditions and protection for wildlife; what interrelations and ecological conditions are favorable or unfavorable.

To report findings and recommendations to the Associate Wildlife Technician, or, in the absense of an Associate Wildlife Technician, to the Wildlife Technician.

Field Naturalist

Is located in the Wildlife Division, 611 Sheldon Building, San Francisco. He is directly responsible to the Chief of the Wildlife Division and may be assigned to work in any region.

Supervision of Field research. Staff member and assistant director of Yosemite School of Field Natural History. Assigned to field studies and reports on western fauna. Cooperation with conservation and scientific organizations. Technical advisor on field problems.

Supervisor of Fish Resources

Located at 803 Continental Bank Building, Salt Lake City, Utah. He is directly responsible to the Chief of the Wildlife Division and may be assigned to work in any region. Field supervision of fish production and distribution; compilation of data concerning fishing; preparation of fish management plans. Technical advisor on work of other personnel of the Service when touching on aquatic habitats or life. Furthering of cooperation with the Bureau of Fisheries and State Fish and Game Commissions.

Other Specialists

Personnel with specialized training may be given the title of Botanist or Zoologist with appropriate grade instead of Wildlife Technician. Botanists and Zoologists are directly responsible to

the Chief of the Wildlife Division, and may work at large or be assigned to specific areas, at the direction of the Chief.

The Consulting Biologist, Dr. H. P. K. Agersborg, is located in the First Regional Office, National Park Service, Richmond, Virginia, and with the concurrence of the Regional Officers concerned, may be assigned to problems outside the First Region.

Botanists are consultants on revegetation and vegetative protection in national and state park areas. Assigned studies include plant succession and effects of park development on vegetative cover and special research on flora. Dr. H. M. Jenison, Botanist, is located at Great Smoky Mountains National Park, Gatlinburg, Tennessee.

Zoologists are consultants on animal life and its protection and restoration in national and state park areas.

Wildlife Ranger

The superintendents and custodians of several national parks and monuments have designated one ranger in each area as the "wildlife ranger." This ranger is a member of the local park or monument staff and receives technical supervision from the Wildlife Division. Activities include studies of rodent, predator, tree insect (as related to wildlife), and mosquito problems with suggestions for control if necessary; field studies of park flora and fauna -- distribution, life histories, etc.; cooperation with park naturalist and Wildlife Division in compilation of vertebrate check lists and preparation of museum specimens; preparation of plans for, and supervision of, bear-proofing campgrounds; use of deer repellents

to protect browse plants near developed areas, in cooperation with the Branch of Forestry and park naturalists; and bird-banding.

Since the Wildlife Technician and his staff can only make brief visits to parks and monuments, the intensive work of a resident wildlife ranger is especially valuable in the preservation of wildlife values and in biological research.

The field staff of the Wildlife Division is expected to cooperate fully with wildlife rangers, park naturalists, and other members of the technical staff of the park superintendent, and render advice and assistance when requested.

GENERAL PLAN OF WORK

Wildlife Technicians should undertake the following general types of work:

1. Assist in the examination of all new areas under consideration by the National Park Service, so that their potential value for wildlife can be considered along with other values when new plans of development are being prepared.
2. Make frequent inspection of various types of work in progress which may directly or indirectly concern wildlife values, and offer suggestions for park development and improvement where necessary. Should the technicians observe work that is in any way detrimental to wildlife, immediate recommendation should be made through proper channels to correct or stop such work.

Technicians of the Branches and Divisions and the inspectors where indicated always should be consulted on matters pertaining to their work.

3. Assist the Regional Officer and national park superintendents in preparing the plans for areas where wildlife and other native values are concerned.
4. Recommend to the Regional Officers for consideration in state park areas various types of work projects which would provide food, cover or nesting places for wildlife or enhance the value of the area for state, county, or municipal purposes as a wildlife recreational area.
5. Cooperate with state conservation and wildlife officials in bringing about a better understanding of the objectives sought by the different types of development, and to promote wildlife conservation in the different states.
6. Review master plans for national and state park areas, making recommendations for the incorporation of such features as appear advisable.
7. Perform any related work which may be assigned by the Regional Officer.

SPECIFIC PROBLEMS TO BE UNDERTAKEN

It is desirable to attempt to determine the following for each area, though it is realized that considerable time will have to be given to more immediate problems, such as planning and inspection. However, in many cases this work can progress simultaneously with the above work. These data should

be collected as opportunity offers and should be kept as reference material on which to decide important problems for the different areas.

1. Approximate present supply of various kinds of wildlife.
2. Approximate the natural faunal composition which originally existed in the area.
3. What kind of indigenous wildlife not now present should be reintroduced?
4. In state park areas, what can be done to restore and sustain food, cover, breeding places, etc., of the various wildlife species suited to the area?
5. What boundary changes appear to be desirable in order to secure adequate living and breeding conditions for wildlife?
6. What ecological conditions exist which will be affected by park development and what can be done to correct unsatisfactory conditions.
7. Status of fish, watersheds suited to native fish; and other problems of fish production.
8. Special investigation of problems as outlined from time to time by special instructions.
9. In cooperation with other Branches of the Service, investigate the need for research areas in wilderness national park and monument areas with recommendations as to establishment.

As needs may arise, the Chief of the Wildlife Division may, with the concurrence of the Regional Officers concerned, assign wildlife technicians temporarily to special investigation and duties outside the technician's assigned region.

FIELD PROCEDURE

The Wildlife Technician is a member of the staff of the Regional Office and is directly responsible to the Regional Officer and to the Chief of the Wildlife Division, through the Regional Office.

Associate, assistant, and junior wildlife technicians are responsible to the wildlife technician.

Upon entering an area under the jurisdiction of a resident, administrative officer, the technician should immediately contact the superintendent or custodian or his representative. Full cooperation must be accorded this officer and his technical staff throughout the duration of the stay of the technician in the area.

The primary responsibility of the wildlife technicians is in connection with ECW projects. This should take the form of cooperating in setting up and reviewing all proposed projects bearing on wildlife and to suggest the revision or elimination of those projects which may be destructive to wildlife. Close supervision of all projects having a bearing on wildlife is desired and because of far-reaching effects of man's actions on Nature, this includes practically all work to be undertaken outside of developed areas, as well as many within. Wildlife technicians are held responsible for the preservation of wildlife values within the parks and monuments, and other areas assigned to them. Cooperation with technicians of other branches should be maintained at all times.

It is recognized that, in order to fully and efficiently perform these primary duties, basic research should be carried on at every opportunity.

REPORTS

Reports of field personnel will be of two kinds; monthly and special. Numbers of copies and method of distribution will follow the practice prescribed by the Regional Officer with the stipulation that two copies of each report will be sent to the Washington Office of the Wildlife Division. Monthly reports will cover activities for the calendar month and will be due in Washington not later than the ~~sixth~~ ^{tenth} day of the following month.

Photographs are an important part of any record and their judicious use in the special reports is favored. Ordinarily, their use in monthly reports will not be necessary.

Monthly Reports

(Cover Form)

Report on activities of Wildlife Technician (Associate or Assistant) for (insert region). For the period from (month, day) to (month, day, year).

Submitted (month, day, year)

(Name)

(Title)

(Signature)

(Body of Report)

Report on activities of (Grade) Wildlife Technician for (Region).

For the period from (month, day) to (month, day, year).

(Name and Title)

1. Summary

This should outline briefly all important findings mentioned under "Field Work" or "Office Work" and

"Special Activities." It should consist of condensed statements rather than of lists of subjects treated; in other words, it should constitute an abstract rather than a table of contents for the report.

2. Itinerary

3. Field Work

(a) Name of Area

1. ECW Supervision

General review of projects and brief statement of status of major projects affecting wildlife.

2. Scientific studies

Progress made since last report.

Details should be included in special report.

4. Office Work

Brief statement concerning such activities as:

1. Special reports in preparation or submitted during the month.

2. Laboratory work.

3. Library work.

4. Miscellaneous

5. Special Activities

(a) Conferences

Meetings with Service and ECW personnel; conferences with members of cooperating agencies; as other branches of the Government, state bureaus, etc.

6. Recommendations

Suggestions for improvement of procedure.

Note:

Because details of field work will be given in Special Reports, the value of Monthly Reports will be in direct relation to their brevity.

Special Reports

Special reports are for the purpose of initiating or furthering ECW development of areas, reporting special problems which need immediate attention, and gathering scientific data. A report should be made for each area visited; after a rather complete report has once been made subsequent statements may, according to the nature of the inspection, be very brief. The following list gives an idea of the range of subjects which may be treated in a special report.

1. Federal, State, or local areas proposed for ECW development. In such a report a description of the area should be given; recreational objectives of the maintaining agency; wildlife possibilities; recommendations concerning extent of development, protection of unusual flora or fauna, ultimate boundaries, research or sanctuary areas.
2. General report of an area. Same as No. 1. Many areas have been the subject of special reports. Additions to reports on file, such as progress of projects, with recommendations concerning projects which should be undertaken or those suggested for revision, should be made.

3. Scientific reports. Scientific studies include such subjects as: Life histories, food studies, distribution studies, species lists, field collections, plant and animal surveys, population studies, bird-banding, stream (fish) surveys, range and forest management studies, animal control work, ecological studies, field statistical work. The above reports will be made when requested by the Wildlife Technician, the Regional Office, or the Chief, Wildlife Division.

PHOTOGRAPHS

Photographic finishing will be done at the regional or district headquarters. After sufficient prints for illustration of reports have been set aside, two prints should be labeled with the following data:

Number (photographer's own serial number)

Date

Locality (in case of state park area, county and state should be given)

Description of scene

Name of photographer

One print should be sent to the regional office file; the other, with the negative, should be sent to the Wildlife Division, San Francisco. The negative and print will there be filed and a permanent serial number assigned. The technician will be notified of the new number replacing the old one so that additional copies can be requested at any future time.

WORK PROJECTS

It is important that all projects relating in any way to wildlife be reviewed by the wildlife technician before they are released to the field.

Responsibility for complete statements, and all information necessary to a thorough understanding of the work proposed, is the responsibility of the field.

ITINERARIES

Itineraries need not be submitted to Washington, since all contact between Washington and wildlife technicians will be through the Regional Officer. All technicians must furnish the Regional Officer with copies of their itineraries.

PUBLICATIONS

Members of the Wildlife Division are encouraged to submit articles dealing with results of their work to scientific or conservation magazines.

In addition to authorship, title as well as connection (Wildlife Division, National Park Service) should be given. All such articles must be submitted to the Regional Officer and the Wildlife Division, Washington, for review, prior to submission to the publisher.

CORRESPONDENCE

General

Copies of all correspondence should be furnished to:

1. The regional office marked for attention of the Wildlife Technician.
2. The district office
 - (a) if concerned, or
 - (b) if headquarters of the writer.
3. Wildlife Division, Washington.
4. Wildlife Division, National Park Service, 611 Sheldon Building, San Francisco, if the subject pertains to national parks or monuments.

5. Superintendent or custodian, if a national park or monument is concerned.

This is in addition to such copies as may be required by the Regional Officer.

Official Correspondence with Governmental Agencies

At various times the wildlife technicians have occasion for official correspondence with the Bureau of Biological Survey or other branches of the Federal Government. It is the established policy of the National Park Service that all letters to other bureaus or government agencies must be prepared for the signature of the Director of the National Park Service. This is an accepted routine from which there should be no deviation.

Any such letter prepared for the Director's signature should be sent with four copies, through the Regional Officer to the Chief of the Wildlife Division, for transmittal to the Director. One carbon will then be returned to the writer as indication that the letter has received the Director's signature and has been mailed.

/s/ VICTOR H. CAHALANE
Acting Chief, Wildlife Division

Concurred: July 28, 1936

/s/ FRED T. JOHNSTON
Acting Assistant Director
Branch of Planning and State Cooperation

Approved: July 28, 1936

/s/ ARNO B. CAMMERER
Director