

UNITED STATES
DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
Northeast Region
143 South Third Street
Philadelphia, Pa. 19106

In Reply Refer To:
H2215-RHAA

April 20, 1965

Memorandum

To: Superintendents, Northeast Region
From: Acting Regional Director, Northeast Region
Subject: Archeological Resource Studies Program, N.P.S. Areas

Beginning July 1, 1965, the F.Y. 1966 program for archeological projects will be maintained on RSP cards, a sample of which is enclosed. When more of these cards are available, a supply will be sent to all parks. Instructions from the Washington office for the new RSP cards are summarized herewith.

The Resource Studies Proposal Form 10-189, will be submitted in duplicate to this office for each archeological project, together with a priority list, initially for F.Y. 1966 only. To get the new program underway, we have already forwarded Forms 10-189 for the F.Y. 1966 projects we are aware of to the WASO. Copies of those submitted for the areas involved (Minute Man, Morristown, Allegheny Portage, Ft. McHenry and Harpers Ferry) will be sent under separate cover. Please review them and advise this office of any changes that need to be made. An RSP Form 10-189 should be made up for each 1966 archeological project in your area.

When the Archeology Resource Studies Reports are incorporated in the Reports Management Handbook, Forms 10-189 will be requisitioned from Washington on a DI-1 requisition through normal channels.

Enclosed, also, are copies of the Resource Studies Proposal forms for archeological projects for the current F.Y. 1965.

Research Progress Report

A Monthly Progress Report, listing all on-going projects is due in this office by the 5th of the following month. Enclosed is a supply of these forms. Please bear in mind that the report is only for those projects actually in progress, and that they cover the complete

project-field work, study and inventory of artifacts, and writing the report. Projects begun in previous fiscal years, but as yet incomplete in one of these regards, are to be included. Do not include projects scheduled for the current F.Y., but which have not yet been started. Areas which have no 1965 F.Y. archeological projects programmed, should not submit a negative report.

Please retain these instructions to use when an archeological project is desired for your area.

Resource Studies Proposal Approval System

Before initiating work on any research proposal, the RSP must have been approved by the Washington office, and any deletions of or additions to the program will require written approval from WASO, and submission of an RSP card for any new project. In emergency situations, telephone approval may be requested, but must be followed by a written request for the change. Following receipt of RSP's and the Regional priority list from the Region, the Washington office will issue a list of approved projects, and this office will notify the areas concerned accordingly.



George A. Palmer

Enclosures

Instructions for Preparation of the Archeological Resource Study
Proposal Card, Form 10-189.

I. Program Data

1. Describe briefly, but fully, the character and scope of the proposal. If a continuing project, describe it as a whole, not just a single fiscal year operation.
2. Date the card was filled out and name of individual presenting the information.
3. Enter the source of the project money (Example: 144.1A, 128, etc.)
4. If the project is to be done by a National Park Service Archeologist, all that is needed is an entry stating "Archeologist, (Area)." An indication of the specific name of the cooperator's field director who will carry out the project is necessary. If this is not known at the time the Resource Study Proposal is prepared, we should be notified as soon as it is known and preferably prior to project implementation. Also list cooperators handling subsidiary studies.
5. This is the most important part of the program data; it is the explanation of why the project must be accomplished now and the reason for the priority assignment.
6. Est. F.W. Start:) These refer to the estimated dates.
7. Est. F.W. End:) When field work will begin and end.
8. On contracts this date is specified; a similar date should be assigned for National Park Service investigators and strong attempts made to meet the deadline so that present lag between field work and report submission is reduced.
9. The fiscal year(s) in which the project is programmed. There will be projects for which no year is indicated. It is desirable to have these so that when funds become available, the projects can be programmed.
10. Give a breakdown of the preliminary estimate amount for the current fiscal year and for continuing projects, one additional year.
11. This figure is generally part of the contractors back-up data for contracts and can generally be inferred from a cooperator's past performance.

12. Emphasize any new or unusual techniques or procedures which will be used on the projects.

II. Operating Data

Please note that Items 13-24 will be filled out in the Washington office, with information supplied in the regional monthly progress report. The entries, generally, can only be made after projects are underway and actual allotments, contractors, etc. are known.

13. This refers to the initial project gross allotment made to the Regional Office.

14. The amount spent directly on the research project - does not reflect the regional overhead.

15. This figure represents total project cost including Regional and Washington Office overhead.

16. Self-explanatory contract information includes contract or purchase order number and amount, the name of the institution or individual contracted with, and the contract date. The last entry will show date and amounts of any supplements to the original contract.

17.) Actual dates of the start and end of the field work.
)

18.) Entries will be made from information provided in the monthly reports.

19. The Washington Office will make pencil entries indicating date of last monthly report received.

20. Dates when project was inspected by Washington Office personnel.

21. A pencil entry will indicate progress of report writing.

22. Date final research report received in WASO and the listing of the title of the report and its author.

23. The name of the individual in direct charge of the project in the field.

24. The final cost figure will usually differ sharply with original estimate costs and allotment figures.

Items 25 through 35, except item 27, will be filled out in the Region.

26. The operations of each region come under the scrutiny of one or more Field Committees, i.e.; The Southwest Field Committee, the Missouri River Basin Review Committee, etc. When one of our research projects falls into an area of responsibility of any of these committees, please enter the committee's name.

27. The date the Resource Study Proposal is approved in the Washington Office.

32. This is the Resource Study Proposal number and should remain unchanged during the life of the proposal. There is a separate series of numbers for each discipline in the Resource Studies organization. The Archeology series is prefixed with the abbreviation of the Park area or reservoir, followed by the letter "A" and a number = A-1, A-2, A-3, etc.

34 & 35. These two items are on the back of the card and can be considered as confidential evaluations of project personnel, overall program effectiveness, etc., for eventual use as a management tool. Other comments can be added as seems suitable or as needed.

Archeological Research Progress Report

Use of the new monthly Archeological Research Progress Report has been established on the basis of the unanimous agreement of the Regional Archeologist during the workshop session.

Item 1. Fiscal year or years project programmed.

" 2. Self-explanatory.

" 3. Self-explanatory.

" 4. Fund source - M&P, Const., M&R, or Donated.

" 5. Amount allotted to Region for the Project.

Net Amount
Gross Amount

" 6. Check appropriate column for projects being accomplished by contract or Service personnel.

" 7. Actual date project starts 10/1/64
Actual date project ends 6/30/65

" 8. % Field Work Completed - with a running total

" 9. % of Report writing completed; also a running total

" 10. Remarks - of particular interest are:

- a) Contracting institution, amount of contract.
- b) who is in direct charge in the field.
- c) Significant findings - items of particular interest that are worthy of publicity releases, or of such nature they can be used in interpretive talks, displays, etc., or are of value to management of area concerned (construction schedules, etc.).