Training Assistant

Training Center *Guide*

national park service

stephen t. mather and horace m. albright

training centers

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INTRODUCTION

This guide is designed to provide advance information for you when attending courses or conferences at Albright or Mather Training Centers. The guide has information you will need on finances, travel procedures, and what to expect and do at each Center.

Each park and office has been furnished sufficient copies of the Training Center Guide for each trainee attending a course at either Training Center. The guide has been prepared so that it can be used more than once, and thus will be amended to keep it current. It is recommended that this guide be kept in the Personnel or Administrative Office to insure availability to all who will need it. Washington Office employees may borrow their copy from the Branch of Training.

HOW TO USE THE GUIDE

When you are notified by the Albright or Mather Training Centers that you have been selected to participate in a course, pick up a copy of this guide to help you meet your administrative and personal needs during the training period.

Please take the guide to the Training Center to answer questions which might arise while there. When you return to your home area, return the guide to your Administrative Office so it can be used by the next trainee.

This guide is a supplement to other Service documents-

-"Training Opportunities" - presents the NPS Training Center schedule and course descriptions for the current training year. Also included are outlines of regional and other special training programs sponsored by the Service. Use this booklet to plan your training program.

-Specific course announcements will be issued periodically to request nominations and establish deadlines for selections.

-Notices of Selection sent to trainees by Albright and Mather Training Centers will contain specific travel and course requirements.

HORACE M. ALBRIGHT TRAINING CENTER

"Of the few things in this world which are beyond description by poets or painters, surely the Grand Canyon is one. There has never been a line written about it that matches its profound depths, or a painting that captures its full range of colors. One can look at the Canyon, one can measure it, but it eludes comprehension. This greatest abyss on the face of the earth can be reduced to geological definitions; an array of statistics can be presented concerning it; its history can be explained and its hues described in words. Yet the Canyon is always something more than the sum of these particulars. It is the most humbling scene on the continent, the greatest visual shock a human being can experience."

These apt words by Peter Farb suggest how the environment nourishes the training center whose purpose is to change human behavior.

MISSION: The mission of the Horace M. Albright Training Center is to expose the National Park Service employee to the demands placed on him and on the parks by today's environment. Courses are offered to intake and experienced employees, in such fields as Orientation Training for Park Rangers, Aids and Technicians; Maintenance Management; Concessions Management; Law Enforcement; Supervision; and Executive Environmental Management. We encourage you to become involved as much as possible with any other group that may be sharing the Training Center facilities with you. After all, we all work to achieve the same objectives.

ORGANIZATION: Albright Training Center is a part of the Branch of Training, Division of Personnel Management and Manpower Development, Washington, D.C., located in Grand Canyon National Park, Arizona. Albright maintains close liaison with the Branch of Training and Employee Development on the broad aspects of all NPS training and for coordination with Mather Training Center.

The address of the Center is:

Horace M. Albright Training Center
P. O. Box 477
Grand Canyon, Arizona 86023

Telephone: 602-638-2416--17--18

Office Hours: 8:00 a.m. - 5:00 p.m. Monday-Friday
Closed Holidays (except when classes are in session)

ALBRIGHT STAFF:		HOME TELEPHONE (Area Code 602)
Supervisor	Wayne B. Cone	638-2287
Asst. Supervisor	William N. Burgen	638-2539
Training Specialist	Dwight L. Hamilton	638-2209
Training Specialist	Vacant	--------
Instructor	Charles W. Wendt	638-2246
Instructor (Training Assistant)	David B. Ames	638-2585
Secretary	Vacant	--------
Clerk	Gail Hill	638-2948

If anyone on the staff can be of assistance to you before you arrive or while you are at Albright, please don't hesitate to let us know.

Grand Canyon National Park - Grand Canyon National Park provides a great deal of logistical support to the Training Center. Along with the obvious benefits of the location, the staff often participates in the various Training Center programs. On frequent occasions, Training Center facilities, staff, and even trainee manpower are used to good advantage by Grand Canyon National Park.

ABOUT YOUR STAY AT ALBRIGHT

HOUSING: Depending on conditions, at the time of your course, you will be staying at either the Training Center apartments, which include kitchens, or one of the Fred Harvey Hotel facilities in Grand Canyon Village. In either case, all bedding, towels, etc., will be provided.

LAUNDRY & DRY CLEANING: These services are available in Grand Canyon Village at a 15% discount.

RECREATION ASSOCIATION: Proceeds from the sale of coffee, coke, etc., are used in providing athletic equipment and other trainee and trainee family recreational needs.

MEALS: Depending on the season, various Fred Harvey restaurants will be available. Fred Harvey offers a 20% discount on all meals.

CLOTHING & WEATHER: Summer days are warm, the nights are cool, and there are occasional rain showers. The weather in the winter, fall, and spring can include temperatures ranging from below freezing, to the mid-70's, with cold nights and frequent rain in the fall and spring. Snow is common from December through April.

MAIL: You may have your mail sent to you in care of the Training Center address: Box 477, Grand Canyon, Arizona 86023.

TELEPHONE: The Training Center telephone number is 602-638-2416. You may be reached at this number during the day. However, we can only call you out of class if the call is of an emergency nature.

RECREATION: If you are going to be at Grand Canyon long enough, hiking is probably the most enjoyable form of recreation available. During the evenings on Wednesday and Saturday, recent motion pictures are shown at the Community Building. Volleyball is available at the Training Center and the High School gymnasium. The Training Center library, the Park library, and the public library are available for your use. Skiing is available at Williams and Flagstaff when in season.

LEAVE: No annual leave can be granted during training except in an emergency. Sick leave, of course, can be granted when necessary.

EQUIPMENT & SUPPLIES: Unless otherwise indicated, in the memorandum informing you of your selection to a particular course, all supplies and materials will be provided for you.

IN AND AROUND GRAND CANYON

TRANSPORTATION: In order to provide adequate transportation for those who travel by common carrier, many of the trainees will be asked to share their government vehicle, while at Grand Canyon.

RELIGIOUS SERVICES: Religious services are available in the following faiths: Roman Catholic, Protestant (Community Church, Interdenominational services), Latter Day Saints, and Baptist.

MEDICAL SERVICES: A doctor and complete medical facilities are available at the Grand Canyon Hospital. At this time, there is no dentist available at the Grand Canyon. The nearest dentist is in Williams, 60 miles from Grand Canyon.

CLUBS & ORGANIZATIONS: The following organizations have regular meetings in or near Grand Canyon Village: Rotary, Lions, American Legion, Masons, and NFFE.

BANKING: The Grand Canyon branch of the Valley National Bank offers complete banking services. You may cash checks at either the bank or the General Store.

STORE: Babbitts General Store includes groceries, clothing, liquors, etc.

GOVERNMENT VEHICLE REPAIR: Repair services are available for both GSA and Department of the Interior vehicles, at the Park Service garage at Grand Canyon. Gas should be purchased with your credit card at the Chevron Station in Grand Canyon Village.

STEPHEN T. MATHER TRAINING CENTER

MISSION: The village clings precariously to the jutting ridge. Harpers Ferry faces the gap carved by the merging Potomac and Shenandoah Rivers. It is still a small town dominated by the ridges and rivers. The environment is clearly master here, and men have met its terms.

Scattered signs tell of human activities in this place. The husks of the federal gun factory, cast aside by the Civil War, sheltered the stirrings of a new way of life. Soon the ridge-top buildings became Storer College, and freedmen found a path to fuller citizenship. For nearly a century students on this growing campus gained the practical and liberal education they needed to cope with their new environment and its responsibilities.

As our society evolved, other schools assumed the mission once served only by Storer College. But the quiet constructive tradition of this institution did not vanish. The National Park Service adapted several of the buildings, and campus life began to stir again in 1963.

The historic setting and the first director's name for the training center remind us of the need for continuity with our best precedents. Here also is a vantage point in the flood of environmental crises that focus in the nation's capital. At this confluence, then, training rests on the conviction that the health of the environment and of humanity are interdependent, and that only dedicated as well as skillful people can meet the demands that now face us all.

ORGANIZATION: Mather Training Center is a division under the direction of the Assistant Director, Interpretation. The Training Center staff are Washington Office personnel detailed to this field operation. Mather maintains close liaison with the Branch of Training and Employee Development on the broad aspects of all NPS training and for coordination with Albright Training Center.

The address of the Center is:

Stephen T. Mather Training Center
P. O. Box 27
Harpers Ferry, West Virginia 25425

Telephone: 304-535-6327

Office Hours: 8:00 a.m. - 5:00 p.m. Monday-Friday
Closed Holidays

Cook Hall Dormitory: 304-535-9936

MATHER STAFF:		HOME TELEPHONE (Area Code 304)
Supervisor	Raymond L. Nelson	535-6530
Instructor	Steven H. Lewis	535-6950
Instructor	Jerry Y. Shimoda	535-6891
Instructor	Albert E. Werking	535-
Training Asst.	Vacant	
Secretary	Margaret D. Button	662-8441(703)
Clerk	Linda M. Housden	725-9558
Clerk	Shirley H. Caniford	535-2222
Clerk	Angelynne O. Reeler	725-7436

If anyone on the staff can be of assistance to you before you arrive or while you are at Mather, please don't hesitate to let us know.

ABOUT YOUR STAY AT MATHER

HOUSING: While you are at Mather, you will live in Cook Hall Dormitory, a 40-bed modern building. The building has two lounges equipped as "living rooms", a small kitchen, and laundry room. Rooms are for double (11), single (3), triple (1), and six-bed (2) occupancy, with central washrooms. Each room is furnished with beds, dresser/desk combination and easy chairs. Bedding linens, towels, washcloths, and maid service are furnished. Rooms will be assigned by the Training Center staff, who will consider special requests based on real needs. There will be no quarters charge to NPS participants; however, non-NPS participants will be charged $4.00 per night for the dormitory.

DORMITORY CHECK-OUT PROCEDURES: On the day that your training session ends, you will place on your bed a "red-green" card located in the night stand to your bed. The red side up will indicate to the maid that you are staying over to leave the following day. The green side up indicates to her that you are leaving after class. Please leave room keys on the "notice" on your desk.

LAUNDRY & DRY CLEANING: Cook Hall Dormitory is equipped with two automatic washers and driers for your use without charge. Dry cleaning and professional laundering is available from a local firm. Pick-up and delivery days are Tuesday and Friday. Those desiring laundry service should leave their clothing with name and specific instructions for starch, etc. in the laundry room. Items that are picked up on Tuesday will be returned on Friday, etc. Pay your bills by placing the amount due in a box on the table in the laundry room on the next delivery/pick-up date.

RECREATION ON CAMPUS:

Cook Hall Dormitory: We have a color television, stereo/hi-fi, table games, and a pool table in the sub-basement.

Wirth Hall: The library is yours, and there is a ping-pong table in the basement.

Athletics: The Training Center has a wide variety of outdoor game equipment--contact the Training Assistant for details.

MEALS: There are no eating facilities in Cook Hall or on campus, and meals must be obtained at nearby commerical establishments. Three restaurants are located in the immediate vicinity: The Cliffside Motel located one mile west of Harpers Ferry on Route 340, Cindy Dee Restaurant in Maryland on Route 340 just east of Potomac River Bridge, and Hilltop Hotel in Harpers Ferry. In Charles Town there are several restaurants including a Howard Johnson's and the New Central Restaurant, both on Route 340. In Maryland, eight miles east of Harpers Ferry at the junction of State Routes 17 and 180 is the Crossroads Inn featuring Italian foods.

WEATHER: During the summer months, temperatures reach into the 90's and the days are often quite humid. Winter temperatures may dip as low as zero and also may be accompanied by high humidity. Snow may accumulate to a depth of a foot or more and may remain for two to three weeks. Spring and fall months are usually mild, with occasional showers. The Training Center stands on a hill, and strong winds are frequent during the spring, fall, and winter seasons.

CLOTHING: Uniforms will not be worn by trainees, and casual sports wear is appropriate in the classroom. Seasonal clothing should include overcoats and boots in winter and shorts in summer.

MAIL: Mail is picked up mid-morning and late afternoon by the Training Center staff and is distributed to trainees or placed into individual mailboxes in the coffee room. Outgoing mail should be placed in the labeled box in the Administration Office.

TELEPHONE PROCEDURES: All personal calls must be paid for by the caller on public telephones provided in the dormitory and Wirth Hall for this purpose. All incoming official calls will be received by the secretary in the north lobby of Wirth Hall. Messages will be placed in your mailbox in the coffee room of Wirth Hall, so you should check your mailbox frequently. The secretary will be happy to assist with outgoing official telephone calls, but these calls must be made collect unless the number is on FTS. The Training Center is "off-net" and therefore only "on-net" FTS telephones can be reached.

RECREATION ASSOCIATION: The Mather Training Center Recreation Association provides the coffee and cookies served at coffee breaks and the vending machines in all campus buildings. Profits from these services are used to provide recreational equipment, magazines, stereo/hi-fi, and television for the trainees. We appreciate your cooperation, which permits us to maintain the equipment and purchase new equipment and services needed for the dormitory.

LEAVE:

Annual Leave: Annual leave will not be granted during the training period except as approved by the Supervisor in cases of emergency.

Sick Leave: In the event of illness while at the Center, sick leave will be granted by the Supervisor. Complete a Request for Leave, SF-71, and mail it to your park or office.

Remember that any annual leave to be taken enroute to the Center or on the return trip must be approved in advance by your supervisor.

EQUIPMENT AND SUPPLIES: All standard classroom and training supplies will be provided by the Center. Should you need personal or specialized items for the course, you will be notified at the time of your selection.

LIBRARY: The Training Center Library is located on the first floor of Wirth Hall. Library rules and procedures are posted, and the Librarian can assist you during office hours.

IN AND AROUND HARPERS FERRY

TRANSPORTATION: Harpers Ferry is located at the extreme eastern tip of West Virginia, placing it within 65 miles of Washington, D.C. and Baltimore, Maryland. As mentioned on page 2, the Baltimore and Ohio Railroad is the only common carrier serving this area and then making connections only east and west.

While at Harpers Ferry, all transportation is by government vehicle. Trainees who drive government vehicles to Mather are asked to provide necessary transportation on a pool basis. In addition, the Training Center has two vehicles which can be used for official business and for going to nearby restaurants. Contact the Training Assistant for one of these vehicles.

Travel reservations for trainees for the return trip will be handled by the secretary located in the north lobby of Wirth Hall.

RECREATION OFF CAMPUS: Within the immediate local area the best type of recreation is self-initiated as the opportunities are limited. Harpers Ferry National Historical Park and C&O Canal National Monument are adjacent and offer a busman's holiday.

The Charles Town and Shenandoah Downs Race Tracks operate ten months of the year in Charles Town, West Virginia, 8 miles west on U.S. 340. Post time is 7:15 p.m., Monday through Saturday.

The Charles Washington movie theatre is located in Ranson, adjacent to Charles Town, and the Fort Drive-In theatre is located ½ mile past the Cliffside.

During the weekend of a two-week course, time may be available to permit groups of trainees to visit nearby National Park Service areas and related sites. The government vehicles used to transport trainees to Harpers Ferry and the Training Center vehicles may be used for this purpose. The Training Assistant will coordinate requests for such trips.

RELIGIOUS SERVICES IN LOCAL AREA:

HARPERS FERRY-BOLIVAR	WHERE	TIME (Sundays)
Bolivar Methodist	Washington St.	11:00 a.m.
Camp Hill Methodist	Washington & Gilmore	11:00 a.m.
Gospel Chapel Assembly of God	Washington St.	11:00 a.m.
John Wesley Methodist	Ridge St.	11:30 a.m.
Pentecostal Church of Christ	Route 340 top of Alstadt Hill	11:00 a.m. 7:30 p.m.
St. John's Episcopal	Washington St.	11:00 a.m.
St. Peter's Roman Catholic	Jefferson Rock Trail	10:00 a.m.

CHARLES TOWN		
Asbury United Methodist	N. Charles St.	11:00 a.m.
Charles Town Presbyterian	E. Washington St.	11:00 a.m.
King Apostle Holiness	Ranson, W.Va.	11:00 a.m.
St. James Roman Catholic	416 S. George St.	8:00 a.m. 11:00 a.m.
St. Thomas Lutheran	Ranson, W.Va.	11:00 a.m.
Zion Episcopal	E. Congress St.	8:00 a.m. 11:00 a.m.

MARTINSBURG		
Beth Jacob Congregation	126 W. Martin St.	Friday - 8:00 pm
First Church of Christ Scientists	120 W. Martin St.	Unavailable

FREDERICK, MARYLAND		
Church of Jesus Christ of Latter Day Saints	600 S. Queen St.	Unavailable
First Church of Christ Scientists	5 E. Second St.	Unavailable
Seventh Day Adventist Church	1305 N. Market St.	Unavailable

ORGANIZATIONS AND CLUBS: If your schedule permits, you may wish to attend a local meeting of a national organization to which you belong. Attached is a list with the information available at time of publication.

LOCAL ORGANIZATIONS

NAME OF ORGANIZATION	MEETING PLACE	TIME
D.A.R. (Bee Line Chapter)	Ranson, W.Va.	1st Monday - 7:30 p.m.
ELKS (John Brown Lodge 84 I.B.P.O.E.)	Route 340 Charles Town, W.Va.	Unknown
JAYCEES	Turf Diner, East Washington St. Charles Town, W.Va.	2nd Monday - 6:30 p.m. 4th Monday - 7:30 p.m. (Membership Meeting held at the American Legion)
KIWANIS	Turf Diner, East Washington St. Charles Town, W.Va.	Thursdays - 6:15 p.m.
LIONS	Cliffside Restaurant Harpers Ferry, W.Va.	2nd & 4th Wednesday 6:30 p.m.

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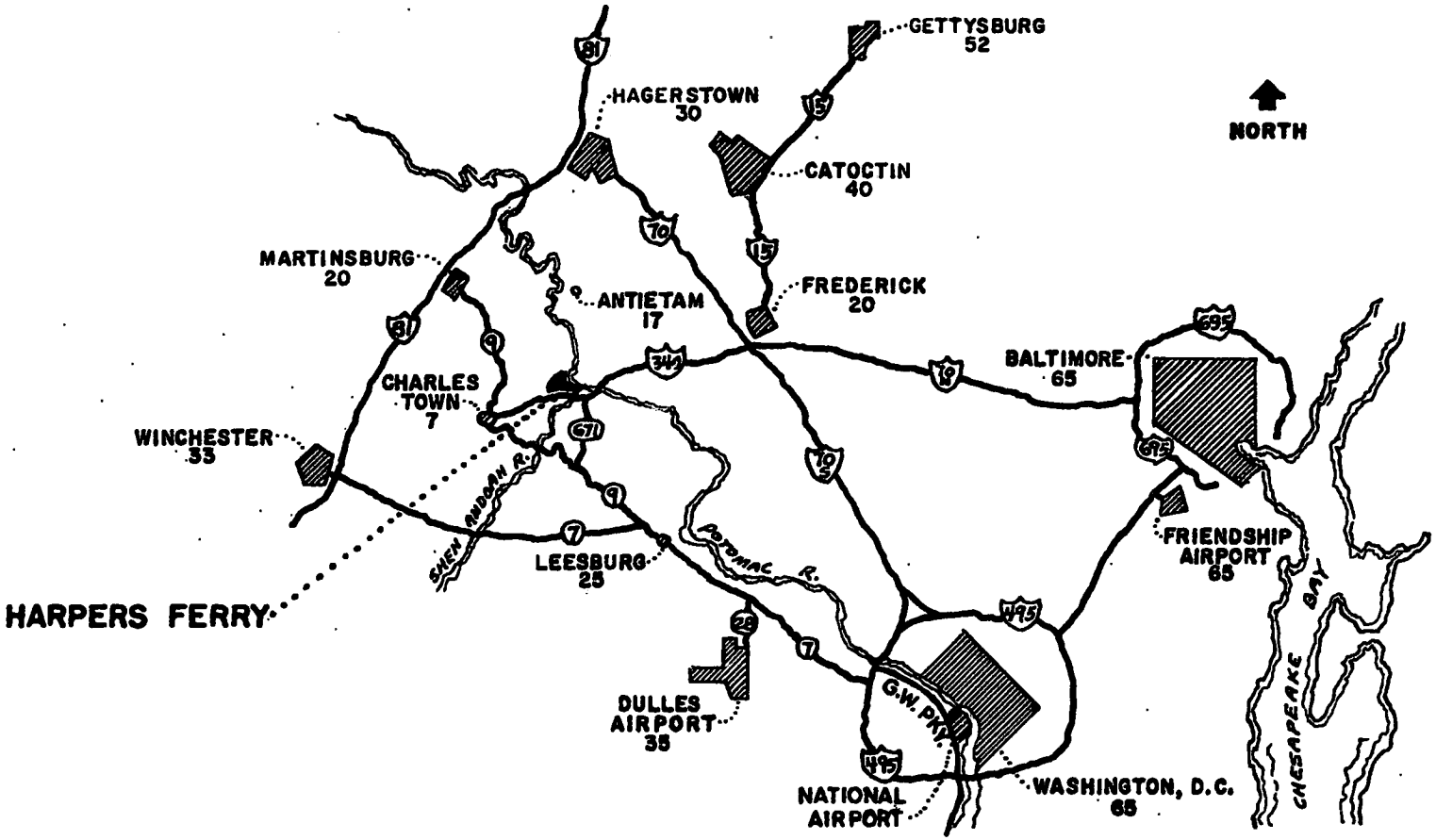
NAME OF ORGANIZATION	MEETING PLACE	TIME
MASONIC LODGE (Logan Lodge)	Masonic Hall, Washington St. Harpers Ferry, W.Va.	2nd & 4th Tuesday 8:CC p.m.
MOOSE	Moose Lodge, E. Washington St. Charles Town, W.Va.	Wednesdays - 8:00 p.m.
ODD FELLOWS	Filmore Street Harpers Ferry, W.Va.	Mondays - 7:30 p.m.
ORDER OF THE EASTERN STAR (Deborah Chapter)	S. Lawrence St. Charles Town, W.Va.	1st Monday - 3rd Friday Time: Unknown
ORDER OF THE EASTERN STAR (Charles Town Chapter 128)	Over Police Station George Street Charles Town, WlVa.	2nd & 4th Thursday 8:00 p.m.
ROTARY	B&O YMCA Brunswick, Md.	Thursdays - 6:00 p.m.
ISAAC WALTON LEAGUE	Clubhouse Leetown, W.Va.	Tuesdays - 7:30 p.m.

MEDICAL SERVICES: The nearest medical doctors, dentists, and hospital are located in Charles Town, W.Va. Routine medical office calls are on a first come first served basis each afternoon except Wednesdays. Consult the local telephone directory for current listing of doctors. Additional services are located in Brunswick and Frederick, Maryland, and the Veteran's Administration Hospital in Martinsburg, West Virginia.

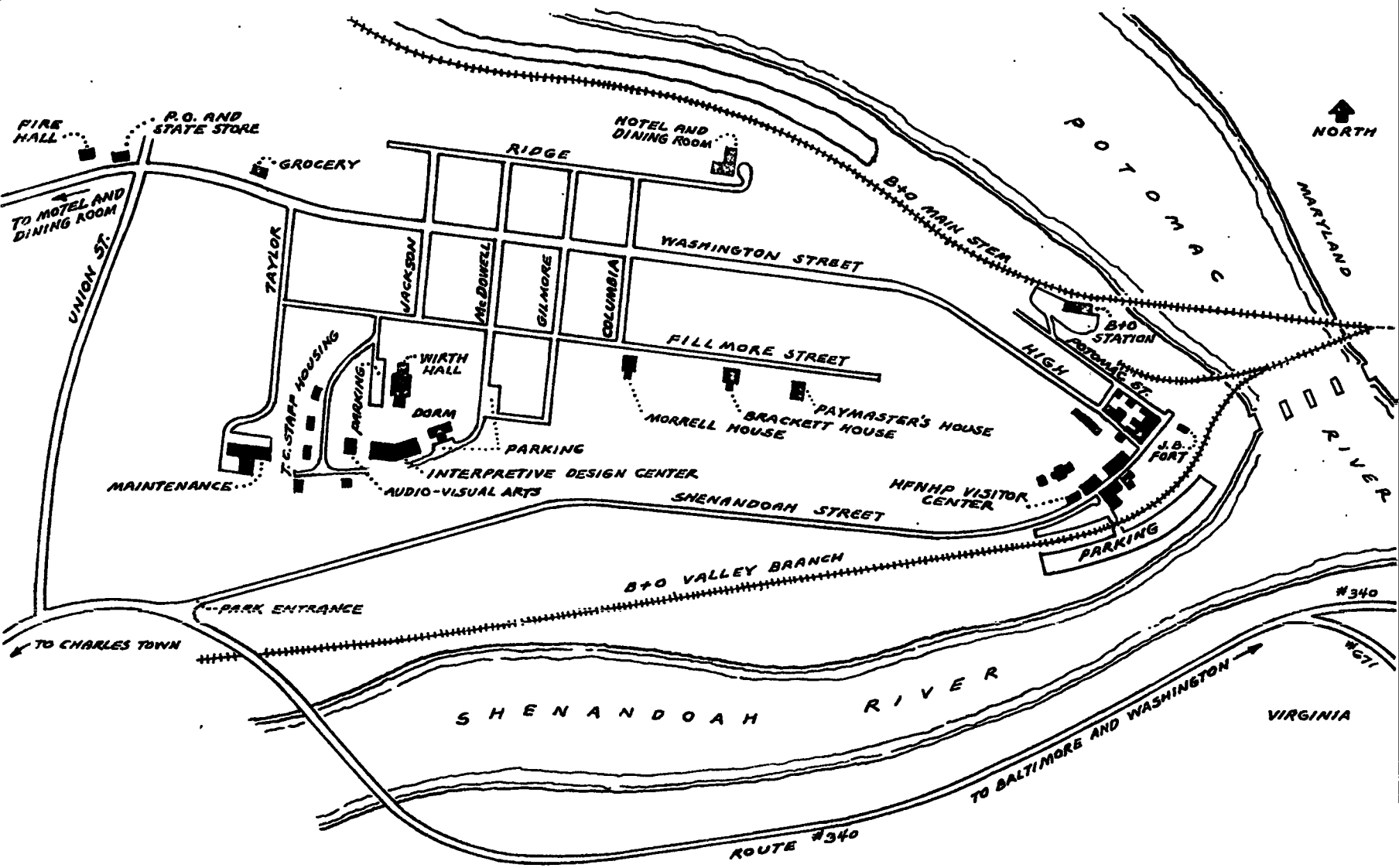
BANKING: Please come with sufficient funds (from personal sources or through a travel advance) for the duration of the course. Arrangements will be made to cash travel advance checks on the first day of the course. The Training Center normally makes a banking trip each Monday. The Training Assistant will help you in any personal financial matters.

BANKING

Brunswick, Md.	Address	Hours of Business
Bank of Brunswick	Brunswick, Md.	Mon-Fri 9-2; Fri 6-8:30
Peoples National Bank	Brunswick, Md.	Mon-Fri 9-2; Fri 6-8:30
Charles Town, W.Va.		
Bank of Charles Town	E. Wash. St.	Mon-Fri 9-2; Fri 5-8
Blakely Bank	Ranson, W.Va.	Mon-Fri 9-2; Fri 5-8
Peoples Bank	E. Wash. St.	Mon-Fri 9-2; Fri 5-9



MILEAGE FROM HARPERS FERRY GIVEN BELOW PLACE NAMES



MATHER TRAINING CENTER FACILITIES, HARPERS FERRY, WEST VIRGINIA 25425

HARPERS FERRY CENTER

The role of the Harpers Ferry Center is to furnish leadership and provide a focus for environmental program innovation and for maintaining the relevancy of the National Park idea in a world of change.

In addition to Mather Training Center, the following divisions of Interpretation are part of the Harpers Ferry Center:

HARPERS FERRY NATIONAL HISTORICAL PARK - The park has the primary responsibility for planning and programming programs pertaining to resource management and visitor protection for the Center. It will work closely with other Center divisions in developing and demonstrating interpretive methods through park resources, provide most public contact with park visitors, and report and evaluate visitor reaction to the interpretive program.

HARPERS FERRY JOB CORPS CIVILIAN CONSERVATION CENTER is a residential living program designed for young men between the ages of 16 and 22 who have dropped out of school. It provides them an opportunity to continue their academic education and to receive training in one of nine vocational areas. The Corpsmen's work-training activities are directed toward development of resources in Harpers Ferry National Historical Park and other nearby areas of the National Park System.

THE DIVISION OF ENVIRONMENTAL DESIGN STUDIES has Service-wide responsibility. It evaluates the effects of visitation, development and outside pressures upon the total park environment, and the place of the parks in the larger scale national environment. It is concerned with broad design and construction concepts affecting the entire system.

DIVISION OF AUDIOVISUAL ARTS has primary responsibility for planning, programming, and producing audiovisual programs including motion pictures, videotape, sound/slide presentations, and other programs for in-Service and nationwide use. The division provides direction to the parks and offices of the Service in the selection of all audiovisual equipment and for Servicewide equipment maintenance. The division is also responsible for producing and utilizing still photography as a medium of information and interpretation, and provides for a library and production system to encourage the use of Service photographic resources.

DIVISION OF MUSEUMS is responsible for planning, researching, designing, constructing, installing, and maintaining museum and outdoor wayside exhibits and outdoor graphics throughout the Service. The division formulates Servicewide museum operating policies, and issues guidelines and directives on museum methods and techniques to assist field areas in operating and maintaining interpretive museums and in preserving museum collections. It is responsible for the refurnishing and display of historic buildings.

DIVISION OF PUBLICATIONS is responsible for the informational publications program, including the development of manuscripts, editing, graphics, artography and layout, and publication through the Government Printing Office. The division is responsible for Servicewide book publishing, and coordinates the Service's informational and interpretive publications work for literary, cartographic, and graphic consistency, as well as responsibility for special projects and presentations in the graphics field.

DIVISION OF PLANNING AND INTERPRETIVE SERVICES is responsible for directing preliminary interpretive planning for all interpretive development projects and for participating in new area and master plan studies. It establishes criteria and provides direction for the preparation of interpretive prospectuses. It is responsible for fostering and strengthening a communication channel for keeping permanent field interpreters advised of advances in professional techniques, methodology, and professional knowledge of general interest.

DIVISION OF ENVIRONMENTAL OPERATIONS, a part of the Office of Interpretation, is concerned with all phases of National Park Service activity. Its objectives are to engender a sound environmental ethic in: all National Park Service employees; school children of all ages and backgrounds; and the ever-increasing numbers who visit or live near our national park areas. The role of this office is to initiate, coordinate, and assist the National Park Service, and other concerned groups, in the development and implementation of environmental awareness programs.

All divisions at Harpers Ferry cooperate to provide an imaginative program of environmental awareness through interpretation and training. Each also stands ready to assist you during your visit on a personal basis or through group action in the Training Center program.

TRAVEL AND FINANCIAL INFORMATION APPLICABLE TO BOTH TRAINING CENTERS

When you are notified of your selection to participate in a training center program, your specific mode of travel will be given. Requests for exceptions must be directed to the Training Center involved for approval. The information in this section of the guide will enable you to plan your travel efficiently.

If your travel involves spending government funds, you and your administrative officer should check the following subjects. In addition to the information given here, Washington and Regional Office instructions on finance should be followed.

1. Travel Authorizations: Travel Authorizations, Requests for Advance of Funds, and Transportation Requests are to be prepared by the participant's park or office. The Finance Office serving the park or office will receive these documents for accounting purposes. Costs for transportation and per diem will be charged to a designated account in the Finance Office and accumulated by course for eventual billing to the Washington Office.

The account numbers to be used with a description of the purpose are as follows - please use the appropriate account number on your travel papers.

ALBRIGHT TRAINING CENTER

Account 12:0682 - HOAL, Intake Training Program Expenses:

This account is used only by the Southwest Finance Office. It is a direct allotment account for Intake trainees (new employees) and backlog trainees (employees now assigned to park areas, including Park Aids and Technicians) the costs to be charged to this account are:

Intakes:	Backlogs, Aids & Technicians:
First year salary	Travel costs to and from center
Initial Uniform allowance	
Transfer expense to intake parks	Per diem while at center

(It should be noted that when this is used the Travel Authorization, etc., must be written on the Southwest Region Finance Office.)

21:3611 HOAL General Training Center Courses: This account is limited to travel and per diem of trainees attending Albright Training Center sessions.

MATHER TRAINING CENTER

21:3621 STMA General Training Center Courses: This account is limited to travel and per diem of trainees attending Mather Training Center sessions.

2. Salary: Your salary during your training period will continue to be charged to the account to which it is normally charged. Overtime, holiday, and night and Sunday differential pay are not authorized by the Training Centers.

3. Advance of Funds: Requests for Advance of Funds, SF-1038, if needed, should be prepared at the time the travel authorization is executed. The advance of funds should not exceed 90% of the estimated per diem expenses. If you have the check mailed directly to the Training Center, it should be there when you arrive.

4. Transportation Requests: All Transportation Requests, SF-1169, will be issued by your office. You should use them to purchase round-trip tickets. Total cost for tickets must be shown on the buff copy of the T/R which you give to your administrative officer to submit later with your travel voucher.

5. Travel Vouchers: All expenses for your authorized training travel are to be covered by one travel voucher, submitted to your finance office, charged as noted in paragraph 1.

If your official travel to the Training Center includes additional official travel which is not part of the training program this should be indicated on your travel voucher. These additional expenses cannot be charged to the training account. If you have questions about authorized expenses or your travel voucher, contact the Training Assistant at either Center.

6. Government Vehicle Expenses: Expenses for Government vehicles used to transport trainees to Albright or Mather and return will be charged as stated in paragraph 1. These expenses include those normally incurred in operating the vehicle while in a travel status, i.e. the actual cost of operating the vehicle (gas, oil, lubrication, etc.) plus amortization for the time the vehicle is away from the area. A pro-rated mileage cost will not be paid. All bills or tickets for incurred vehicle expenses should be presented to the Administrative Officer of your area upon return. GSA vehicles will be billed at the prevailing rates charged by GSA.

7. Use of Private Vehicles vs. Government Vehicles:

A. If government vehicles are available but the trainee prefers to use his personal car, and he has been authorized to do so, reimbursement is limited to GSA vehicle rental rent of .033¢ per mile and $2.10 per day.

B. If a government vehicle is not available or will not serve the purpose adequately, private vehicles may be authorized upon a determination of an advantage to the government. Reimbursement is then limited to .07¢ per mile for use of the personal vehicle.

The determination of the applicability of paragraph A or B will be made with the concurrence of the Training Center involved. The Training Centers have the responsibility to determine your travel mode.

8. Excess Baggage: If there are charges for excess baggage, they are to be paid for by the trainee and added as a separate item on the travel voucher. Excess baggage charges are not to be included on Transportation Requests.

9. General Information on Travel: Trainees traveling together by government or private vehicles will be expected to communicate with each other to arrange details of their trip. Those traveling via government car will be asked to travel at the rate of 400 miles a day where appropriate. Travel costs by non-government vehicles are limited to the cost of common carrier. This is also the case for the amount of time allowed for travel. (The fastest or most efficient method from your area.) All time used in travel which is in excess of the fastest travel time required must be charged as annual leave. Further, remember that there are no lieu days while in travel status: i.e. under new regulations, even though you are not required to travel on Saturdays and Sundays, you cannot claim per diem for days you do not travel. Your office must give the administrative approval for any overtime pay for travel required outside regular work hours. (Specific reference can be found in F.P.M. Letter 550-52.)

SPECIFIC ALBRIGHT TRAVEL AND FINANCIAL INFORMATION

1. Per Diem: The per diem rate of $14.00 will be authorized enroute where overnight accommodations are required. A rate of $7.00 will be authorized while at the Training Center with the cost of quarters being borne by the Training Center without direct charge to you.

2. Transportation to Grand Canyon: Air West has daily flights to the Grand Canyon National Park Airport from Phoenix, Salt Lake City, and Las Vegas. Scheduled air taxis; Apache Airlines and Scenic Airlines serve Grand Canyon from Phoenix and Las Vegas. A staff member will be happy to pick you up if given advance notice. A Fred Harvey company bus meets all flights and will bring you to the Training Center if you ask the driver. Someone will be available at the Training Center to help you check in. Frontier Airlines connects with Flagstaff, Arizona, 80 miles southeast of Grand Canyon, from Denver and Phoenix. The only bus connection between Flagstaff and Grand Canyon leaves the Greyhound terminal in Flagstaff at 9:00 a.m. each day. The Flagstaff Airport limousine stops at the bus terminal. The Santa Fe Railway passes through Williams, Arizona, 60 miles south of Grand Canyon. A Fred Harvey bus meets trains in Williams, departing from Williams Junction for Grand Canyon at 8:30 a.m. and 5:50 p.m. daily.

3. Registration Time: There will be someone available at the Training Center to help you check in on the Saturday and Sunday prior to the beginning of your course.

4. Shipping Items to the Training Center: Bulky items may be shipped to the Training Center only via parcel post or prepaid Sante Fe Truck Freight. Address the truck freight to yourself in care of Horace M. Albright Training Center, Park Service Warehouse, Grand Canyon, Arizona. Do not ship via railway express or rail freight.

SPECIFIC MATHER TRAVEL AND FINANCIAL INFORMATION

1. Per Diem: A per diem rate of $14.00 is approved for travel to and from Mather Training Center where overnight lodging is required. Otherwise, the per diem rate will be $6.00 from the time of departure until the trainee returns home to cover costs other than lodging. (Occasionally a course will be scheduled for which no dormitory funds were budgeted. In these instances NPS participants will be required to pay $3.00 per night and non-NPS participants $4.00. Adjust your per diem allowance to cover these charges.)

2. Registration and Arrival at Harpers Ferry: If authorized to travel by air, you may use any of the three airports in the Washington area. They are: Washington National, Dulles International, and Baltimore's Friendship Airport. All have limousine service to Washington's Union Station where you can take the Baltimore and Ohio Railroad to Harpers Ferry. The B&O is the only common carrier serving Harpers Ferry, and its trains leave Washington, D.C. on the following schedule (subject to change):

Lv. D.C.	Ar. Harpers Ferry
8:05 a.m. daily	9:17 a.m.
12:01 p.m. (S.,S.,Hol.only)	1:12 p.m.
2:30 p.m. (Except S.,S.,Hol.)	3:42 p.m.
4:45 p.m. daily	5:51 p.m.
6:15 p.m. (Except S.,S.,Hol.)	7:32 p.m.
11:10 p.m. daily	12:26 a.m.

Lv. Harpers Ferry	Ar. D.C.
6:18 a.m. (Except S.,S.,Hol.)	7:35 a.m.
7:53 a.m. daily	9:15 a.m.
9:25 a.m. daily	10:50 a.m.
4:00 p.m. daily	5:15 p.m.

Round trip fare - $3.75

Someone from our staff will meet the trains if we are notified in advance.

Regardless of method of travel, you must plan your trip so you arrive at Harpers Ferry only on the day before the course begins.

Registration will be held from 12:00 noon to 6:00 p.m. in the basement of Cook Hall Dormitory on the day before the course. Additional registration and arrival time information appears in your notice of selection memorandum.

3. Tour of Duty: Most courses begin Monday mornings at 8:30 a.m. and terminate on the closing Friday by 5:00 p.m. Thus your normal tour of duty will be Monday through Friday with exceptions noted in your notice of selection memorandum.

Most training day schedules are 8:30 a.m. to 5:00 p.m. with 15 to 30 minute breaks both morning and afternoon, and one to one and a half hours for lunch. Evening sessions are scheduled at 7:30 p.m. Specific information about the training day is included in the course outline.

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