

United States Department of the Interior

NATIONAL PARK SERVICE

P.O. BOX 37127 WASHINGTON, D.C. 20013-7127

DECEMBER 16, 1986

A7219(230)

Memorandum

To:

Directorate, Field Directorate, WASO Division Chiefs

and Park Superintendents

From:

Chief, Administrative Services Division

Subject:

Checklist of the National Park Service's

Guidelines and Directives

Attached is the current Checklist of the National Park Service's Directives System replacing the Checklist of January 1, 1986.

It is suggested that the attached Checklist be placed in front of your NPS-1, Directives Management Guideline.

Russell K. Olsen

Attachment

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-1	JAN. 79 (REL. 2) OCT. 83	DIRECTIVES MANAGEMENT AMENDMENT NO. 1 (230)	AS PER REQUIREMENT MEMOS
NPS-2	OCT. 82 (REL. 3) JUNE 83 APRIL 85 MAR. 86	PLANNING PROCESS AMENDMENT NO. 1 AMENDMENT NO. 2 AMENDMENT NO. 3 (763)	AS PER REQUIREMENT MEMOS
NPS-4	SEPT. 78	DIVING MANAGEMENT (650)	AS PER REQUIREMENT MEMOS
NPS-5	JUNE 81 (REL. 2)	CORRESPONDENCE PROCEDURES (230)	AS PER REQUIREMENT MEMOS
NPS-6	MAR. 80 (REL. 3)	INTERPRETATION AND VISITOR SERVICES (650)	AS PER REQUIREMENT MEMOS
NPS-7	JUNE 83 (REL. 2)	VOLUNTEERS IN PARKS (650)	AS PER REQUIREMENT MEMOS
NPS-9	MAY 84 (REL.2) MAR. 86	LAW ENFORCEMENT AMENDMENT NO. 1 (650)	AS PER REQUIREMENT MEMOS
NPS-10	MAY 86 (REL.2)	DRAFTING GUIDELINE FOR DESIGN AND CONSTRUCTION DRAWING (2000)	AS PER REQUIREMENT MEMOS
NPS-12	SEPT. 82 (REL. 2) OCT. 84	NATIONAL ENVIRONMENTAL PROGRAM ACT AMENDMENT NO. 1 (762)	AS PER REQUIREMENT MEMOS
NPS-14	MAY 80	CAVE RADIATION SAFETY AND OCCUPATIONAL HEALTH AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
	J.M., 03	(610)	01/01/87
			01/01/07

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-15		RADIO FACILITY-MGMT & USE (2000) AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
NPS-18	AUG. 86 (REL. 2)	FIRE MANAGEMENT (200)	AS PER REQUIREMENT MEMOS
NPS-19	JULY 85 (Rel. 2) AUG. 79	RECORDS MANAGEMENT (230)	AS PER REQUIREMENT MEMOS
NPS-20	FEB. 83 (REL. 2)	FEDERAL ASSISTANCE AND INTERAGENCY AGREEMENT (230)	AS PER REQUIREMENT MEMOS
NPS-21	SEPT. 79	FILMING (040)	AS PER REQUIREMENT MEMOS
NPS-22	FEB. 78	RECREATION FEE COLLECTION (310)	AS PER REQUIREMENT MEMOS
NPS-25	MARCH 79	LAND ACQUISITION POLICY IMPLEMENTATION (767)	AS PER REQUIREMENT MEMOS
NPS-28	AUG. 85 (REL. 3)	CULTURAL RESOURCES MANAGEMENT (434)	AS PER REQUIREMENT MEMOS
NPS-29	MARCH 80	DRAWING AND MAP NUMBERS (760)	AS PER REQUIREMENT MEMOS
NPS-30	APRIL 80	HOSTEL PLANNING AND MANAGEMENT (650)	AS PER REQUIREMENT MEMOS
NPS-31	APRIL 82	TRAVEL POLICIES AND PROCEDURES (310)	AS PER REQUIREMENT MEMOS
NPS-32	SEPT. 86 (REL. 2)	NPS COOPERATING ASSOCIATIONS POLICIES STANDARDS AND GUIDELINES (650)	AS PER REQUIREMENT MEMOS

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-34	JUNE 83 APRIL 84 JULY 85 MAY 86	LAND AND WATER VATION FUND GRANTS MANUAL AMENDMENT NO. 1 AMENDMENT NO. 2 AMENDMENT NO. 3 (775)	AS PER REQUIREMENT MEMOS
NPS-36	MAR. 86 (REL. 3) NOV. 86	GOVERNMENT FURNISHED HOUSING (610) AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
NPS-37	JUNE 82	URBAN PARK AND RECREA- TION RECOVERY PROGRAM ADMINISTRATION (775)	AS PER REQUIREMENT MEMOS
NPS-38	OCT. 82	HISTORIC PROPERTY LEASING (400)	AS PER REQUIREMENT MEMOS
NPS-39	OCT. 82	WORD PROCESSING RESOURCES MANAGE- MENT (230)	AS PER REQUIREMENT MEMOS
NPS-40	FEB. 83	DAMS AND APPURTENANT WORK, MAINTENANCE, OPERATION, AND SAFETY (610)	AS PER REQUIREMENT MEMOS
NPS-43	MAR. 85	SERVICEWIDE UNIFORM PROGRAM (424)	AS PER REQUIREMENT MEMOS
NPS-44	APRIL 83	PERSONAL PROPERTY MANAGEMENT (230)	AS PER REQUIREMENT MEMOS
NPS-46	NOV. 83	MICROGRAPHIC RESOURCES MANAGEMENT (230)	AS PER REQUIREMENT MEMOS
NPS-47	NOV. 83	GOVERNMENT PROPERTY IN POSSESSION OF CONTRACTORS (230)	AS PER REQUIREMENT MEMOS

01/06/87

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-48	MAY 86 (REL. 2)	CONCESSION MANAGEMENT (680)	AS PER REQUIREMENT MEMOS
NPS-49	JAN. 85	NATIONAL REGISTER PROGRAMS (650)	AS PER REQUIREMENT MEMOS
NPS-50	MAY 84	LOSS CONTROL MANAGEMENT PROGRAM (610)	AS PER REQUIREMENT MEMOS
NPS-51	FEB. 85	EMERGENCY MEDICAL SERVICES (650)	AS PER REQUIREMENT MEMOS
NPS-52	JULY 85	NPS SIGN SYSTEM SPECIFICATIONS (610)	AS PER REQUIREMENT MEMO
NPS-53	OCT. 1	SPECIAL PARK USES (650)	AS PER REQUIREMENT MEMO
NPS-54	FEB. 85	INTERNAL CONTROL SYSTEM (230)	AS PER REQUIREMENT MEMOS
NPS-61	NOV. 85	NATIONAL CEMETERIES (418)	AS PER REQUIREMENT MEMOS
NPS-62	JAN. 86	ACQUISITION (230)	AS PER REQUIREMENT MEMOS
NPS-65	MAY 86	EXPLOSIVES USE POLICY AND BLASTING PROGRAM (610)	AS PER REQUIREMENT MEMOS

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
76-10	AUG. 10, 81 (REVISED)	ATTENDANCE AT MEETINGS (310)	DIR., FLD. DIR., & WASO DIV. CHIEFS
76-15	DEC. 3, 76	ACTING OFFICIALS (230)	DIR., FLD. DIR., & WASO DIV. CHIEFS
77-10	NOV. 25, 77	APPEALS OF ADMINISTRA- TIVE DECISIONS (650)	DIR., FLD. DIR., & WASO DIV. CHIEFS
78-1	FEB. 6, 78	POLICY GUIDELINES FOR NAT. AMER. CULT. RES. MGMT. (410)	DIR., FLD. DIR., & WASO DIV. CHIEFS
78-2	MAR. 30, 78	SALE OR LEASE OF SERVICES, RESOURCES, OR WATER AVAILABLE WITHIN AN AREA OF THE NPS (470)	DIR., FLD. DIR., & PARK SUPTS.
78-4	JUNE 14, 83 (REVISED)	AUTHORITY TO DENY REQUESTS OR AUTHORIZE FEE WAIVERS UNDER FREEDOM OF INFORMATION (040)	DIR., FLD. DIR., & PARK SUPTS.
78-7	JUNE 21, 85 (REVISED)	COOPERATING ASSOCIATIONS CONCESSIONS PERMITS (680)	DIR., FLD. DIR., & PARK SUPTS.
79-6	OCT. 19, 79	SERVICE OF PROCESS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
79-7	OCT. 24, 79	AIR QUALITY POLICY, PROCEDURES AND RESPONSIBILITIES (022)	DIR., FLD. DIR., & PARK SUPTS.

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
80-1	FEB. 12, 86 (REVISED)	GUIDANCE FOR MEETING NPS PRESENTATION & & PROTECTION STANDARDS FOR MUSEUM COLLECTION (424)	DIR., FLD. DIR., & PARK SUPTS.
80-5	NOV. 14, 80	IMPLEMENTATION OF REVISED OMB CIRCULAR A-76 (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
80-6	DEC. 9, 80	LIMITATION FOR CON- STRUCTION OF BUILDINGS IN NATIONAL PARKS (330)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
81-1	JAN. 21, 81	RESEARCH AND PLANNING (418)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
81-2	APRIL 9, 81	ENERGY SURVEYS AND RETROFITTING FOR ENERGY CONSERVATION IN HISTORIC STRUC- TURES & STRUCTURE HOUSING COLLECTIONS (500)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
81-5	DEC. 16, 81	PREFERRED FORMAT FOR RESPONDING TO FINAL GAO REPORTS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-2	JUNE 29, 83 (REVISED)	CAPITALIZED PERSONAL PROPERTY ACCOUNTABILITY (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-3	JUNE 8, 84 (REVISED)	AUDIT FOLLOW-UP (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-4	MAR. 1, 82	POLICY GUIDELINES FOR METRIC MEASUREMENTS IN NPS PUBLIC INFORMATION MATERIALS (022)	

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
82-5	MAY 3, 82	MONEYS OWED TO THE U.S. GOVERNMENT BY GRANTEES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-6	JULY 12, 82	POLICY ON USE OF DEAD AND DOWN WOOD AND WOOD PRODUCTS (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-7	JULY 12, 82	POLICY ON MEMBERSHIPS IN SOCIETIES AND ASSOCIATIONS (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-8	JULY 12, 82	EQUAL OPPORTUNITY POLICY (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-11	OCT. 13, 82	POLICY ON USE OF GOVERNMENT-OWNED VEHICLES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-12	NOV. 26, 82	POLICY ON HISTORIC PROPERTY LEASES AND EXCHANGES (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-13	DEC. 6, 82	SERVICEWIDE VEHICLE & MOTORIZED EQUIPMENT- FLEET MANAGEMENT (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-1	FEB. 10, 83	ADVANCE ACQUISITION PLANNING (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-2	JUNE 20, 85 (REVISED)	NEW POLICY ON NPS PRODUCED UTILITY RATES (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-3	JUNE 30, 83	NPS POLICY ON ACCESS FOR DISABLED PERSONS (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
83-4	JUNE 30, 83	MILITARY OPERATIONS IN NATIONAL PARK SYSTEM (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-6	AUG. 27, 85 (REVISED)	MANAGEMENT OF TRAVELERS INFORMATIONAL STATIONS (TIS) (610)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-7	NOV. 5, 84 (REVISED)	NPS SAFETY & OCCUPA- TIONAL HEALTH MANAGE- MENT POLICY (610)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-2	SEPT. 30, 85 (REVISED)	NPS CONCESSIONS MGMT. POLICIES (680)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-3	OCT. 12, 84	WOMEN AND MINORITY REPRESENTATION ON NPS TASK FORCES AND WORK GROUPS (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-4	NOV. 16, 84	PROPERTY MANAGEMENT REPORTING REQUIREMENTS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
85-1	APRIL 8, 85	DAY CARE FACILITIES (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
85-2	APRIL 30, 85	HOME BUSINESSES IN NATIONAL PARK SYSTEM AREAS (022)	

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
85-4	NOV. 18, 85	PROCEDURES FOR MUSEUM COLLECTIONS REPOSITORY, WESTERN REGION (424)	DIR., FLD. DIR., WASO DIV. CHIEFS
86-1	MAR. 20, 86	DESIGNATION OF DIREC- TORATE & DELEGATION OF WASO SIGNATURE AUTHORITY (230)	DIR., FLD. DIR., WASO DIV. CHIEFS
86-2	MAY 15, 86	ENERGY MANAGEMENT/ CONSERVATION PROGRAM GUIDELINES (610)	DIR., FLD. DIR., WASO DIV. CHIEFS
86-3	JUNE 11, 86	TELECOMMUNICATION MANAGEMENT (610)	DIŔ., FLD. DIR., WASO DIV. CHIEFS
86-4	JUNE 12, 86	WILDLAND FIRE MOBILIZATION (650)	DIR., FLD. DIR., WASO DIV. CHIEFS
86-5	JULY 8, 86	CASH MANAGEMENT & DEBT COLLECTION POLICIES & PRACTICIES (310)	DIR., FLD. DIR., WASO DIV. CHIEFS
86-6	JULY 11, 86	USE OF EMERGENCY LAW & ORDER FUNDING (650)	DIR., FLD. DIR., WASO DIV. CHIEFS

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
76-4	SEPT. 7, 77 (REVISED)	PROCEDURES FOR HANDLING ILLNESS COMPLAINTS (501)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
76-6	JUNE 8, 78 (REVISED)	POLICY CONCERNING THE PROCUREMENT OF AUDITING SERVICES (310)	DIR., & WASO DIV. CHIEFS
76-8	APRIL 11, 85 (REVISED)	PUBLIC REPORTING PROGRAM (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
76-9	OCT. 9, 80 (REVISED)	PROCEDURES FOR MONITORING WATER SUPPLY SYS. (501)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
76-11	APRIL 16, 86 (REVISED)	POLICY RELATING TO HOUSEHUNTING, ETC. (310)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
76-15	JULY 18, 83 (REVISED)	NAT. RECREATION TRAILS (763)	DIR., FLD. DIR., & PARK SUPTS.
76-25	DEC. 28, 76	VISITOR CENTER SALES COUNTERS OPER BY COOP. ASSN. (760)	DIR., FLD. DIR., & PARK SUPTS.
77-3	JUNE 2, 78 (REVISED)	REST STOPOVERS ENROUTE FOR TRAVEL BETWEEN MULTIPLE TIME ZONES (310)	DIR., FLD. DIR., & WASO DIV. CHIEFS
77-7	AUG. 1, 77	CHECKOUT PROCEDURES OF NPS EMPLS. UPON SEPARATION (260)	DIR., & WASO DIV. CHIEFS
77-8	AUG. 5, 77	METHODS OF TRANSPORTA- TION & MILEAGE ALLOW. FOR OFFICIAL TRAVEL (310)	DIR., FLD. DIR., & WASO DIV. CHIEFS

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
77-9	JUNE 28, 83 (REVISED)	FOREIGN TRAVEL (770)	DIR., FLD. DIR., & WASO DIV. CHIEFS
78-7	OCT. 4, 78	COORDINATION OF DEDICATIONS AND SPECIAL EVENTS (040)	DIR., FLD. DIR., & PARK SUPTS.
78-10	NOV. 1, 78	METERING OF WATER & ENERGY USE - NEW CONSTRUCTION (610)	DIR., FLD. DIR., & PARK SUPTS.
79-4	APRIL 25, 79	ORGANIZATIONAL CHANGE (230)	DIR., FLD. DIR., & PARK SUPTS.
79-5	OCT. 24, 80 (REVISED)	CASH MGMT. POLICIES & PRACTICES (NON-FED. CUSTOMERS) (310)	DIR., FLD. DIR., WASO DIV. CHIEFS, & SUPTS.
80-2	MAR. 7, 80	DIVISION OF SPECIAL PROGRAMS AND POPULATIONS (650)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
80-4	APRIL 13, 82 (REVISED)	GEOGRAPHIC NAME PROPOSALS (022)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
81-2	MAY 26, 81	INVENTIONS BY EMPLOYEES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-1	FEB. 22, 82	MAIL MANAGEMENT POLICIES AND RESPONSIBILITIES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
82-2	APRIL 8, 82	WASTE MANAGEMENT (610)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
82-4	OCT. 20, 82	POLICIES & PROCEDURES FOR DESIGNATED COLLEC- TION OFFICERS (310)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-2	FEB. 15, 83	DELEGATION OF AUTHORITY TO SIGN FINDINGS & DETERMINATIONS REQUIRED BY FEDERAL PROCUREMENT REGULATIONS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-4	MAY 24, 83	ESTABLISHMENT OF NEW TRANSMITTAL SYSTEM (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-5	SEPT. 1, 83	POLICIES & PROCEDURES REGARDING NPS/TICKETRON RESERVATION SYSTEM SALES, REFUNDS, AND DEPOSITS (310)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
83-6	JAN. 22, 86 (REVISED)	PROCEDURES FOR DOCUMENTS TO BE PUBLISHED IN THE FEDERAL REGISTER (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-1	MAY 10, 84	DONATIONS POLICY AND PROCEDURES (330)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
84-2	JUNE 18, 84	IMPLEMENTATION OF FIRE SAFETY EVALUA- TION SYSTEM TO PRO- VIDE FLEXIBILITY IN ACHIEVING LIFE SAFETY EQUIVALENCE (610)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-3	OCT. 24, 84	CANCELLATION AND/OR RESOLICITATION OF PROPOSED ACQUISITIONS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-4	FEB. 24, 86 (REVISED)	STATUTORY & OTHER REPORTS TO CONGRESS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
84-5	DEC. 18, 84	ESTABLISHMENT OF SERVICEWIDE PROCE- DURES FOR RESPONDING TO NOTIFICATIONS UNDER PUBLIC LAW 93-291 (436)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
85-1	DEC. 5, 85	NPS POLICY ON USE OF BLUE ENVELOPES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
86-1	FEB. 10, 86	FLOOD PLAIN MGMT. (610)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
86-2	OCT. 6, 86	DAMS AND APPURTENANT WORKS DESK REFERENCE MANUAL FOR MAINTENANCE, OPERATION, AND SAFETY (610)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.
86-3	OCT. 21, 86	MANAGEMENT OF LABOR COST (310)	DIR., FLD. DIR., WASO DIV. CHIEFS, & PARK SUPTS.

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