

United States Department of the Interior

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

IN REPLY REFER TO:

A7219 (230)

SEP 8 1988

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 22, 1988. It is suggested that the attached Checklist be placed in front of your NPS-1, Directives Management Guideline.

Russell K. Olsen

Attachment

CHECKLIST OF NPS GUIDELINES AND DIRECTIVES

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE TO 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 APR. 85 MAR. 86	AMENDMENT NO. 2 AMENDMENT NO. 3	AS PER REQUIREMENT MEMOS
NPS-4	MAR. 88 (REL. 2)	DIVING MANAGEMENT (650)	AS PER REQUIREMENT MEMOS
NPS-5	JUNE 81 (REL. 2)	CORRESPONDENCE PROCEDURES (230)	AS PER REQUIREMENT MEMOS
NPS-6		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 CONSTRUC-TION DRAWING (200)	AS PER REQUIREMENT MEMOS
NPS-12	SEPT. 82 (REL. 2) OCT. 84	PROGRAM ACT	AS PER REQUIREMENT MEMOS

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-14	MAY 80 JAN. 85	CAVE RADIATION SAFETY & OCCUPATIONAL HEALTH AMENDMENT NO. 1 (610)	AS PER REQUIREMENT MEMOS
NPS-15	(REL. 3)	RADIO FACILITY-MGMT. & USE (2000) AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
NPS-18	AUG. 86 (REL. 2)	FIRE MANAGEMENT (470)	AS PER REQUIREMENT MEMOS
NPS-19	JULY 85 (REL. 2) JAN. 87	RECORDS MANAGEMENT (230) AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
NPS-20	AUG. 86 (REL. 3)	FEDERAL ASSISTANCE & INTERAGENCY AGREEMENT (230)	AS PER REQUIREMENT MEMOS
NPS-21	SEPT. 79	FILMING (040)	AS PER REQUIREMENT MEMOS
NPS-22	MAY 87 (REL. 2) SEPT. 87	RECREATION FEE COLLECTION (309) AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
NPS-25	MARCH 79	LAND ACQUISITION POLICY IMPLEMEN-TATION (660)	AS PER REQUIREMENT MEMOS
NPS-28	AUG. 85 (REL. 3)	CULTURAL RESOURCES MANAGEMENT (434)	AS PER REQUIREMENT MEMOS
NPS-29	MAR. 80	DRAWING AND MAP NUMBERS (760)	AS PER REQUIREMENT MEMOS
NPS-31	APR. 82	TRAVEL POLICIES & PROCEDURES (309)	AS PER REQUIREMENT MEMOS

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-32	SEPT. 86 (REL. 2)	NPS COOPERATING ASSOCIATIONS POLICIES STANDARDS AND GUIDELINES (650)	AS PER REQUIREMENT MEMOS
NPS-34	APR. 84 JULY 85 MAY 86	LAND AND WATER CONSER- VATION FUND GRANTS MANUAL AMENDMENT NO. 1 AMENDMENT NO. 2 AMENDMENT NO. 3 AMENDMENT NO. 4 (775)	AS PER REQUIREMENT MEMOS
NPS-36	(REL. 3)	GOVERNMENT FURNISHED HOUSING (610) AMENDMENT NO. 1	AS PER REQUIREMENT MEMOS
NPS-37	JUNE 82	URBAN PARK & RECREA- TION RECOVERY PROGRAM ADMINISTRATION (775)	AS PER REQUIREMENT MEMOS
NPS-38	OCT. 82	HISTORIC PROPERTY LEASING (400)	AS PER REQUIREMENT MEMOS
NPS-40	FEB. 83	DAMS AND APPURTENANT WORK, MAINTENANCE, OPERATION, AND SAFETY (610)	AS PER REQUIREMENT MEMOS
NPS-43	FEB. 85	SERVICEWIDE UNIFORM PROGRAM (424)	AS PER REQUIREMENT MEMOS
NPS-44	DEC. 87 (REL. 3)	PERSONAL PROPERTY MANAGEMENT (230)	AS PER REQUIREMENT MEMOS
NPS-46	NOV. 83	MICROGRAPHIC RESOURCES MANAGEMENT (230)	AS PER REQUIREMENT MEMOS

CURRENT GUIDELINES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
NPS-47	NOV. 83	GOVERNMENT PROPERTY IN POSSESSION OF CONTRACT-TORS (230)	
NPS-48	(DET O)	CONCESSION MANAGE- MENT AMENDMENT 1 AMENDMENT 2 AMENDMENT 3 AMENDMENT 4 AMENDMENT 5	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 MEMOS
NPS-53	OCT. 86	SPECIAL PARK USES (650)	AS PER REQUIREMENT MEMOS
NPS-54		INTERNAL CONTROL SYSTEM (230)	AS PER REQUIREMENT MEMOS
NPS-58	JUNE 87	STRUCTURAL FIRE (650)	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 & BLASTING PROGRAM (610)	AS PER REQUIREMENT MEMOS 07/01/88

	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	
76-10		ATTENDANCE AT MEETINGS (309)	DIR., FLD. DIR. & WASO DIV. CHIEFS
76-15	DEC. 76	ACTING OFFICIALS (230).	DIR., FLD. DIR. & WASO DIV. CHIEFS
77-10	NOV. 77	APPEALS OF ADMINI- STRATIVE DECISIONS (650)	
78-2	MAR. 78	SALE OR LEASE OF SERVICES, RESOURCES, OR WATER AVAILABLE WITHIN AN AREA OF THE NPS (470)	
78-4	JUNE 83 (REV.)	AUTHORITY OF DENY REQUESTS OR AUTHORIZE FEE WAIVERS UNDER FREEDOM OF INFORMATION (040)	
78-7	JUNE 85 (REV.)		DIR., FLD. DIR. & PARK SUPTS.
79-6	OCT. 79	SERVICE OF PROCESS (230)	DIR., FLD. DIR. WASO DIV. CHIEFS & PARK SUPTS.
79-7	OCT. 79	AIR QUALITY POLICY, PROCEDURES AND RESPONSIBILITIES (205)	DIR., FLD. DIR. & PARK SUPTS.
80-1	FEB. 86 (REV.)	GUIDANCE FOR MEETING NPS PRESENTATION & PROTECTION STANDARDS FOR MUSEUM COLLECTIONS (424)	DIR., FLD. DIR. & PARK SUPTS.

	ISSUED DATE		ISSUED TO
80-5	NOV. 80	IMPLEMENTATION OF REVISED OMB CIRCULAR A-76 (230)	DIR., FLD. DIR. WASO DIV. CHIEFS & PARK SUPTS.
80-6	DEC. 80	LIMITATION FOR CON- STRUCTION OF BUILDING NATIONAL PARKS (330)	WASO DIV. CHIEFS
81-2	APR. 81	ENERGY SURVEYS AND RETROFITTING FOR ENERGY CONSERVATION IN HISTORIC STRUCTURES & STRUCTURE HOUSING COLLECTIONS (500)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
81-5	DEC. 81	PREFERRED FORMAT FOR RESPONDING TO FINAL GAO REPORTS (230)	
82-3	JUNE 84 (REV.)	AUDIT FOLLOW-UP (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
82-4	MAR. 82	POLICY GUIDELINES FOR METRIC MEASUREMENTS IN NPS PUBLIC INFORMATION MATERIALS (205)	WASO DIV. CHIEFS
82-5	MAY 82	MONEYS OWED TO THE U.S. GOVERNMENT BY GRANTEES (230)	

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
82-6	JULY 82	POLICY ON USE OF DEAD & DOWN WOOD AND WOOD PRODUCTS (205)	
82-7	APR. 87 (REV.)	POLICY ON MEMBERSHIPS IN SOCIETIES & ASSOCIATIONS (022)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
82-8	JULY 82	EQUAL OPPORTUNITY POLICY (205)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
82-11	OCT 82	POLICY ON USE OF GOVERNMENT-OWNED VEHICLES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
82-12	NOV. 82	POLICY ON HISTORIC PROPERTY LEASES & EXCHANGES (205)	COLUMN TO THE CO
82-13	DEC. 82	SERVICEWIDE VEHICLES & MOTORIZED EQUIPMENT- FLEET MANAGEMENT (230)	DIR, FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
83-1	FEB. 83	ADVANCE ACQUISITION PLANNING (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
83-2	JUNE 85 (REV.)	NEW POLICY ON NPS PRODUCED UTILITY RATES (205)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
83-3	JUNE 83	NPS POLICY ON ACCESS FOR DISABLED PERSONS (205)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
83-4	JUNE 83	MILITARY OPERATIONS IN THE NATIONAL PARK SYSTEM (205)	
83-7	JAN. 87 (REV.)	NPS SAFETY & OCCUPA- TIONAL HEALTH MANAGE- MENT POLICY (610)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
84-3	OCT. 84	WOMEN AND MINORITY REPRESENTATION ON NPS TASK FORCES & WORK GROUPS (205)	WASO DIV. CHIEFS
84-4	NOV. 84	PROPERTY MANAGEMENT REPORTING REQUIRE- MENTS (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
85-1	APR. 85	DAY CARE FACILITIES (205)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
85-2	APR. 85	HOME BUSINESSES IN NATIONAL PARK SYSTEM AREAS (205)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
85-4	NOV. 85	PROCEDURES FOR MUSEUM COLLECTIONS REPOSI-TORY, WESTERN REGION (424)	
86-1	MAR. 86	DESIGNATION OF DIRECTORATE & DELEGATION OF WASO SIGNATURE AUTHORITY (230)	DIR., FLD. DIR. & WASO DIV. CHIEFS

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
86-2	MAY 86		The second secon
86-3	JUNE 86	TELECOMMUNICATION MANAGEMENT (610)	DIR., FLD. DIR. & WASO DIV. CHIEFS
86-5	JULY 86	CASH MANAGEMENT & DEBT COLLECTION POLICIES & PRACTICES (309)	DIR., FLD. DIR. & WASO DIV. CHIEFS
86-6	JULY 86	USE OF EMERGENCY LAW & ORDER FUNDING (650)	
87-1	APR. 87	DEVELOPMENT COST ESTIMATES FOR GENERAL MANAGEMENT CONCEPT PLANS & SPECIAL STUDIES (763)	DIR., FLD. DIR. & WASO DIV. CHIEFS
87-2	MAY 87	EQUAL EMPLOYMENT OPPORTUNITY TRAINING (010)	DIR., FLD. DIR. & WASO DIV. CHIEFS
87-3	JULY 87	CONSERVATION OF ARCHEOLOGICAL RESOURCES (434)	DIR., FLD. DIR. & WASO DIV. CHIEFS
87-4	OCT. 87	DAMS AND APPURTENANT WORK-DESK REFERENCE MANUAL FOR MAINTE-NANCE, OPERATION & SAFETY (610)	DIR, FLD. DIR. & WASO DIV. CHIEFS

NUMBER ASSGND	ISSUED DATE		ISSUED TO
87-5	DEC. 87	REQUIRED OCCUPANCY (610)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
88-1	APR. 88	PROGRAMMABLE TWO-WAY RADIOS (610)	DIR., FLD. DIR., WASO DIV. CHIEFS & ALL PARK SUPTS.
88-2	APR. 88	FIRST-AID & CPR CERTIFICATION REQUIRE- MENTS ASSOCIATED WITH NPS LAW ENFORCEMENT COMMISSIONS (650)	WASO DIV. CHIEFS
88-3	APR. 88	EMPLOYEE HOUSING - RESPONSIBILITIES OF MANAGEMENT (610)	WASO DIV. CHIEFS
88-4		EMPLOYEE HOUSING - DESIGN & REHABILITA- TION (610)	50 Sec. 104 Sec. 105

CURRENT SPECIAL (SALMON) DIRECTIVES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
76-4		PROCEDURES FOR HANDLING ILLNESS COMPLAINTS (501)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
76-6	JUNE 78 (REV.)	POLICY CONCERNING THE PROCUREMENT OF AUDITING SERVICES (309)	DIR. & WASO DIV. CHIEFS
76-8		PUBLIC REPORTING PROGRAM (230)	DIR, FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
76-9		PROCEDURES FOR MONITORING WATER SUPPLY SYSTEMS (501)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
76-11		POLICY RELATING TO HOUSEHUNTING, ETC. (309)	DIR, FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
76-25		VISITOR CENTER SALES COUNTERS OPERATED BY COOP. ASSN. (760)	DIR, FLD. DIR., & PARK SUPTS.
77-3		REST STOPOVERS ENROUTE FOR TRAVEL BETWEEN MULTIPLE TIME ZONES (309)	DIR., FLD. DIR. & WASO DIV. CHIEFS
77-7	AUG. 77	CHECKOUT PROCEDURES OF NPS EMPLOYEES UPON SEPARATION (260)	DIR. & WASO DIV. CHIEFS

CURRENT STAFF (SALMON) DIRECTIVES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
77-8	AUG. 77	METHODS OF TRANSPORTA- TION & MILEAGE ALLOW- ANCE FOR OFFICIAL TRAVEL (309)	
77-9	JUNE 83 (REV.)	FOREIGN TRAVEL (023)	DIR., FLD. DIR. & WASO DIV. CHIEFS
78-7	OCT. 78	COORDINATION OF DEDICATIONS & SPECIAL EVENTS (040)	DIR., FLD. DIR. & PARK SUPTS.
78-10	NOV. 78	METERING OF WATER & ENERGY USE - NEW CONSTRUCTION (610)	DIR., FLD. DIR. & PARK SUPTS.
79-4	APR. 79	ORGANIZATIONAL CHANGE (230)	DIR., FLD. DIR. & PARK SUPTS.
80-2		DIVISION OF SPECIAL PROGRAMS & POPULA-TIONS (650)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
80-4		GEOGRAPHIC NAME PROPOSALS (205)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
81-2	MAY 81	INVENTIONS BY EMPLOYEES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
82-1	FEB. 82	MAIL MANAGEMENT POLICIES & RESPONSI- BILITIES (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.

CURRENT STAFF (SALMON) DIRECTIVES

NUMBER ASSGND	ISSUED DATE	TITLE AND OFFICE OF PRIMARY REPONSIBILITY	ISSUED TO
82-2	APR. 82	WASTE MANAGEMENT (610)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
82-4	OCT. 82	POLICIES & PROCEDURES FOR DESIGNATED COLLECTION OFFICERS (310)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
83-4	MAY 83	ESTABLISHMENT OF A NEW TRANSMITTAL SYSTEM (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
83-5	SEPT. 83	POLICIES & PROCEDURES REGARDING NPS/TICKET-RON RESERVATION SYSTEM DEPOSITS (309)	DIR., FLD. DIR., WASO DIV. CHIEFS & WASO SUPTS.
83-6	JAN. 86 (REV.)	PROCEDURES FOR DOCU- MENTS TO BE PUBLISHED IN THE FEDERAL REGISTER (230)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
84-1	MAY 84	DONATIONS POLICY & PROCEDURES (330)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
84-2	JUNE 84	IMPLEMENTATION OF FIRE SAFETY EVALUA- TION SYSTEM TO PROVIDE FLEXIBILITY IN ACHIEVING LIFE SAFETY EQUIVALENCE (610)	DIR, FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.

CURRENT STAFF (SALMON) DIRECTIVES

NUMBER ASSGND		TITLE AND OFFICE OF PRIMARY RESPONSIBILITY	ISSUED TO
84-3	OCT. 84	CANCELLATION AND/OR RESOLICITATION OF PROPOSED ACQUISITIONS (230)	WASO DIV. CHIEFS
84-4		STATUTORY & OTHER REPORTS TO CONGRESS (230)	
84-5	DEC. 84	ESTABLISHMENT OF SERVICEWIDE PROCEDURES FOR RESPONDING TO NOTI- FICATIONS UNDER PUBLIC LAW 93-291 (436)	
85-1	DEC. 85	NPS POLICY ON USE OF BLUE ENVELOPES (230)	
86-1	FEB. 86	FLOOD PLAIN MGMT. (610)	DIR., FLD. DIR., WASO DIV. CHIEFS & PARK SUPTS.
86-3	OCT. 86	MANAGEMENT OF LABOR COSTS (309)	DIR., FLD. DIR. & WASO DIV. CHIEFS
87-1	JAN. 87	PROCEDURES FOR USING THE NPS CLEARINGHOUSE TO DISPOSE OF EXCESS & ACQUIRE NEEDED MUSEUM OBJECTS (424)	

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