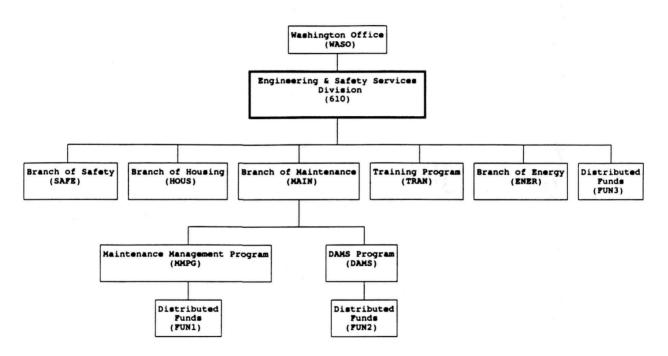


Maintenance Management

WORK PROGRAM - FY91

OCT 3 1990

MAINTENANCE MANAGEMENT MANAGEMENT UNIT ORGANIZATIONAL CHART



MANAGEMENT UNITS

Code Name

WASO WASHINGTON OFFICE

0610 ENGINEERING & SAFETY SER. DIV.

MAIN BRANCH OF MAINTENANCE

MMPG MAINTENANCE MANAGEMENT PROGRAM

DAMS PROGRAM

TRAN MAINTENANCE TRAINING PROGRAM

HOUS HOUSING PROGRAM

ENER ENERGY PROGRAM SAFE SAFETY DIVISION

ACTIVITY LISTING

ACHIVITI	LISTING	
CODE	DESCRIPTION	WORK UNIT
8710	SPECIAL PROJECT	PER HRS
8991	TECHNICAL SUPPORT	PER HRS
8992	BRIEFS/PRESENTATIONS	PER HRS
8993	CLERICAL SUPPORT	PER HRS
9111	GEN OFFICE-CLERICAL	PER HRS
9112	XEROXING	PER HRS
9113	MESSENGER/ERRANDS	PER HRS
9121	PROGRAM MANAGEMENT	PER HRS
9150	MEETINGS	PER HRS
9160	TRAVEL	PER HRS
9190	GEN ADMINISTRATION	PER HRS
9210	PAID LEAVE	PER HRS
9220	UNPAID LEAVE	PER HRS
9230	EMPLOYEE TRAINING	PER HRS
9311	SUPPORT FUNDS-OTHER	DOLLAR
9312	REG. SUPPORT FUNDS	DOLLAR
9320	CONTRACTED WORK	CONTRACT
9330	EQUIP REPLACEMENT	ITEM

LABOR CODES

D.D.O	CODES
Code	Name
1136	K. Brown
1171	D. Compton
1133	C. Davidson
1003	B. Davis
1123	S. Drumming
1111	J. Duran
1004	H. Hagen
1001	D. Herring
1221	B. Fischer
1113	L. Furman
1002	J. Gingles
1122	D. Hartman
1114	C. Karpowicz
1302	T. Krittrell
1132	C. Kurtz
1222	D. Reilly
1305	M. Scott
1124	R. Shireman
1135	B. Shumate
1306	N. Smith
1112	P. Smith
1441	G. Thompson
1304	A. Uzzell
1301	V. Washington

MATER	IIAL CODES
Code	Description
9900	DOLLARS
9910	CONTRACT DOLLAR
9920	TRAINING DOLLAR
9930	TRAVEL DOLLAR
9931	O/S TRAV DOLLAR
9998	REPAIR DOLLAR
9999	SUPPLY DOLLAR

PREMIUM (OVERTIME) CODES

Code	Description
040	EARNED COMP TIME
051	Holiday-Worked
110	Overtime-Regular

TYPE CODES: CODE NAME ADMINISTRATIVE D DIVISION (610) ENERGY PROGRAMS E Н HOUSING PROGRAMS MAINTENANCE PROGRAMS M P PARK AREAS R **REGIONS** S SAFETY PROGRAMS T TRAINING PROGRAMS

WASHINGTON DIVISIONS

LOCATION LIST

LOCATION LIST				
CODE	TYPE	NAME		
ANNUAL	A	ANNUAL LEAVE		
ECOMP	Α	EARNED COMP - TIME		
SICK	Α	SICK LEAVE		
UCOMP	A	USED COMP - TIME		
610	D	ENGINEERING & SAFETY DIV		
611	D	OPERATION ENGINERRING (DSC)		
9999	D	MISCELLANEOUS WORK CAT.		
ENERGY	E	BRANCH OF ENERGY		
HOUS	H	BRANCH OF HOUSING		
DAMS	M	DAMS PROGRAM		
DWR	M	DAILY WORK REPORT PROGRAM		
ICAP	M	INVEN/COND ASSESS PROGRAM		
MAIN	M	BRANCH OF MAINTENANCE		
MMADM	M	MM ADMINISTRATION		
MMCOORD	M	MM COORDINATORS MEETING		
MMP	M	MAINTENANCE MANAGEMENT		
HAZARD	S	HAZARDOUS WASTE PROGRAM		
SAFETY	S	BRANCH OF SAFETY		
TRAN	T	MAINTENANCE TRAINING PROGRAM		
FMDP	T	FAC MGMT DEVELOP PROGRAM		
MFLM	T	MAIN FIRST LINE MANAGERS		
MUCM	T	MAIN UPDATE TRAIN FOR COM		
ATC	T	Albright Training CTR		
HFTC	T	Happers Ferry Train CTR		
	-			

001	w	Director
002	w	Deputy Director
010	W	EEO
022	W	Policy
023	W	International Affairs
040	w	Public Affairs
180	w	Legislation
190	w	Congress Liaison
199	W	Dep Dir Budget/Admin
200	w	Ass Dir Personnel
230	w	Administrative Division
240	w	Personnel Division
270	w	Information/Data Sys Div
280	W	Employee Develop Divsion
300	w	Comptroller
310	w	Finance Division
330	w	Budget Division
400	w	Ass Dir Culture Resources
408	w	Curatorial Services Div
422	w	Park Hist Architecture
470	w	Ass Dir National Resources
472	w	GIS
500	w	Ass. Director, Operations
600	w	Ass Dir Visitor Services
650	w	Ranger Activities Div.
660	w	Land Resource Division
680	w	Concessions Division
700	w	Ass Dir Interpretation
710	w	Interpretation Division
760	w	Ass Dir Planning/Develop
BLM	w	Bur of Land Management
DOI	w	Dept. of the Interior
DSC	w	Denver Service Center
FLHW	w	Federal Lands Highway
WILL	w	Williamsport Pres Tr CTR
WILL	**	Williamsport Tites II CIR
ARO	R	Alaska Region
MAR	R	Mid-Atlantic Region
MWAC	R	MWR Archeological Center
MWR	R	Mid-West Region
NAR	R	North Atlantic Region
NCR	R	National Capital Region
PNWR	R	Pacific Northwest Region
RMR	R	Rocky Mountain Region
SCPC	R	SER Cult Res Pres Center
SEAC	R	SER Archeological Center
SER	R	Southeast Region
SOCU	R	SWR Cultural Resource CTR
SWR	R	Southwest Region
WEAC	R	WRO - Archeo/Conserv CTR
WRO	R	Western Region
WKO	D	A COLUMN NEW TONION

ABLI	P	Abraham Lincoln Bith. NHS
ACAD	P	Acadia NP
ADAM	P	Adams NHS
AGFO	P	Agate Fossil Beds NM
ALFL	P	Alibates Flint Quarries
ALPO	P	Allegany Port. Rail. NHS
AMIS	P	Amistad RA
ANDE	P	Andersonville NHS
ANJO	P	Andrew Johnson NHS
ANTI	P	Antietam NB
APCO	P	Appomattox Court H. NHS
APIS	P	Apostle Islands N Lake.
ARCH	P	Arches NP
ARHO	P	Arlington House-R.E. Lee
ARPO	P	Arkansas Post NM
ASIS	P	Assategue Island NS
AZRU	P	Aztec Ruins NM
BADL	P	Badlands NP
BAND	P	Bandelier NP
BELA	P	Bering Land Bridge N Pres
BEOL	P	Bent's Old Fort NHS
BIBE	P	Big Bend NP
BICA	P	Bighorn Canyon NRA
BICY	P	Big Cypress Nat Pres
ВІНО	P	Big Hole NB
BISC	P	Biscayne NP
BISO	P	Big South Fork NR
BITH	P	Big Thicket Nat Pres
BLCA	P	Black Canyon/Gunnison NM
BLRI	P	Blue Ridge Parkway
BLUE	P	Bluestone NSR
BOAF	P	Boston African-Amer NHS
BRCA	P	Bryce Canyon NP
BUFF	P	Buffalo NR
BUIS	P	Buck Island Reef NM
CABR	P	Cabrillo NM
CACA	P	Carlsbad Caverns NP
CACH	P	Canyon De Chelly NM
CACL	P	Castle Clinton NM
CACO	P	Cape Cod NS
CAGR	P	Casa Grande NM
CAHA	P	Cape Hatteras NS
CAKR	P	Cape Krusenstern NM
CALO	P	Cape Lookout NS

CANA	P	Canaveral NS
CANY	P	Canyonlands NP
CARE	P	Capitol Reef NP
CARL	P	Carl Sandburg Home NHS
CASA	P	Castillo De San Marcos NM
CATO	P	Catoctin NP
CAVO	P	Capulin Volcano NM
CEBR	P	Cedar Breaks NM
CHAM	P	Chamizal N MEM
CHAT	P	Chattahoochee River NRA
CHCH	P	Chickamauga/Chattanooga
CHCU	P	Chaco Culture NHP
CHIC	P	Chickasaw NRA
CHIR	P	Chiricahua NM
CHIS	P	Channel Island NP
СНОН	P	Chesapeake/Ohio Canal NHS
CHRI	P	Christiansted NHS
CLBA	P	Clara Barton NHS
CODA	P	Coulee Dam NRA
COLM	P	Colorado NM
COLO	P	Colonial NHP
CORO	P	Coronado NM
COSW	P	Congaree Swamp NM
COWP	P	Cowpens NB
CRLA	P	Crater Lake NP
CRMO	P	Craters of the Moon NM
CUGA	P	Cumberland Gap NHP
CUIS	P	Cumberland Island NS
CURE	P	Curecanti NRA
CUST	P	Custer Battlefield NM
CUVA	P	Cuyahoga Valley NRA
DENA	P	Denali NP and PRESERVE
DEPO	P	Devils Postpile NM
DESO	P	De Soto NM
DETO	P	Devils Tower NM
EBLA	P	Ebey's Landing NHR
EDAL	P	Edgar Allan Poe NHS
EDIS	P	Edison NHS
EFMO	P	El Morro NM
ELMA	P	El Malpais NM
ELRO	P	Eleanor Roosevelt NHS
EUON	P	Eugene O'Neill NHS
EVER	P	Everglades NP
	-	

FEHA	P	Federal Hall NM
FIIS	P	Fire Island NS
FLFO	P	Florissant Fossil Beds NM
FOBO	P	Fort Bowie NHS
FOBU	P	Fossil Butte NHS
FOCA	P	Fort Caroline N MEM
FOCL	P	Fort Clatsop N MEM
FODA	P	Fort Davis NHS
FODO	Ρ .	Fort Donelson NB
FOJE	P	Fort Jefferson NM
FOLA	P	Fort Laramie NHS
FOLS	P	Fort Larned NHS
FOMA	P	Fort Matanzas NM
FOMC	P	Fort McHenry NM
FONE	P	Fort Necessity NB
FOPO	P	Foint Point NHS
FOPU	P	Fort Pulaski NM
FORA	P	Fort Raleigh NHS
FOSC	P	Fort Scott NHS
FOSM	P	Fort Smith NHS
FOST	P	Fort Stanwix NM
FOSU	P	Fort Sumter NM
FOTH	P	Ford's Theatre NHS
FOUN	P	Fort Union NM
FOUS	P	Fort Union Trading Post
FOVA	P	Fort Vancouver NHS
FOWA	P	Fort Washington Park
FRDO	P	Frederick Douglass NHS
FRHI	P	Friendship HillNHS
FRLA	P	Frederick Law Olmsted NHS
FRSP	P	Fredricksburg/Spotsylvan.
GAAR	P	Gates of the Arctic NP
GATE	P	Gateway NRA
GAUL	P	Gauley NRA
GEGR	P	General Grant NM
GERO	P	George Rogers Clark NHP
GETT	P	Gettysburg NMP
GEWA	P	George Washington Birth.
GICL	P	Gila Cliffs Dwellings NM
GLAC	P	Glacier NP
GLBA	P	Glacier Bay NP & PRES
GLCA	P	Glen Canyon NRA
GOGA	P	Golden Gate NRA
GOSP	P	Golden Spike NHS

GRBA	P	Great Basin NP
GRCA	P	Grand Canyon NP
GREE	P	Greenbelt Park
GRPO	P	Grand Portage NM
GRSA	P	Great Sand Dunes NM
GRSM	P	Great Smoky Mountains NP
GRTE	P	Grand Teton NP
GUCO	P	Guilford Courthouse NMP
GUIS	P	Gulf Islands NS
GUMO	P	Guadalupe Mountains NP
GWMP	P	George Washington Mem P
HAFE	P	Harpers Ferry NHP
HAFO	P	Hagerman Fossil Beds NM
HAGR	P	Hamilton Grange N MEM
HALE	P	Haleakala NP
HAMP	P	Hampton NHS
HAVO	P	Hawaii Volcanoes NP
НЕНО	P	Herbert Hoover NHS
HOBE	P	Horseshoe Bend NMP
HOFR	P	Home of Frank D Roose NHS
HOFU	P	Hopewell Furnace NHS
HOME	P	Homestead NM of America
HOSP	P	Hot Springs NP
HOVE	P	Hovenweep NM
HSTR	P	Harry S Truman NHS
HUTR	P	Hubbell Trading Post NHS
INDE	P	Independence NHP
INDU	P	Indiana Dunes NL
ISRO	P	Isle Royale NP
JAGA	P	James A Garfield NHS
JECA	P	Jewel Cave NM
JEFF	P	Jefferson Nat Expan Mem
JELA	P	Jean Lafitte NHP and Pres
JICA	P	Jimmy Carter NHS
JODA	P	John Day Fossil Beds NM
JODR	P	John D Rock Jr Mem Parkw
JOFI	P	John F Kennedy NHS
JOFK	P	John F Kennedy Center
JOFL	P	Johnstown Flood NM
JOMU	P	John Muir NHS
	P	Joshua Tree NM

KAHO	P	Kaloko-Honokohau NHP
KALA	P	Kalaupapa NHP
KATM	P	Katmai NP & Preserve
KEFJ	P	Kenai Fjords NP
KEMO	P	Kennesaw Mountain NBP
KICA	P	Kings Canyon NP
KIMO	P	Kings Mountain NMP
KLGO	P	Klondike Gold Rush NHP
KNRI	P	Knife River Ind VillNHS
KOVA	Ρ.	Kobuk Valley NP
LABE	Ρ.	Lava Beds NM
LACH	P	Lake Chelan NRA
LACL	P	Lake Clark NP & PRESERVE
LAME	P	Lake Mead NRA
LAMR	P	Lake Meredith Rec Area
LIBO	P	Lincoln Boyhood Home NM
LIHO	P	Lincoln Home NHS
LONG	P	Longfellow NHS
LOSA	P	Lower St Croix NSR
LOWE	P	Lowell NHP
LYJO	P	Lyndon B Johnson NHP
MACA	P	Mommoth Cave NP
MALU	P	Martin Luther King NHS
MALW	P	Maggie L Walker NHS
MANA	P	Manassas NBP
MASI	P	Manhatttan Sites
MAVA	P	Martin Van Buren NHS
MEVE	P	Mesa Verde NP
MIMA	P	Minute Man HNP
MISS	P	Mississippi NR & NRA
MOCA	P	Montezuma Castle NM
MOCI	P	Mound City Group NM
MOCR	P	Moores Creek NB
MONO	P	Monocacy NB
MORA	P	Mount Rainier NP
MORR	P	Morristown NHP
MORU	P	Mount Rushmore NM
MUWO	P	Muir Woods NM
NABR	P	Natural Bridges NM
NACC	P	NCP - Central
NACE	P	NCP - East
NAHP	P	NARO - Historic Pres CTR
NAPA	P	NP of America Samoa
NATC	P	Natchez NHP

NATR	P	Natches Trace Parkway
NAVA	P	Navajo NM
NCRW	P	White House
NEPE	P	Nez Perce NHP
NERI	P	New River Gorge NR
NISI	P	Ninety Six NHS
NOAA	P	Northwest Areas
NOAT	P	Nostak N Preserve
NOCA	P	North Cascades NP
OBRI	P	Obed Wild & Scenic River
OCMU	P	Ocmulgee NM
OLYM	P	Olympic NP
ORCA	P	Oregon Caves NM
OREG	P	Oregon NHT
ORPI	P	Oregon Pipe Cactus NM
OZAR	P	Ozark NSR
PAAL	P	Palo Alto Battlefield NHS
PAAV	P	Pennsylvannia Ave NHS
PAIS	P	Padre Island NS
PECO	P	Pecos NM
PEFO	P	Petrified Forest NP
PERI	P	Pea Ridge NMP
PETE	P	Pertersburg NB
PEVI	P	Perry's Vic/Int Peace MEM
PIMA	P	Hohokam Pima NM
PINN	P	Pinnacles NM
PIPE	P	Pipestone NM
PIRO	P	Pictured Rocks NLS
PISC	P	Piscataway Park
PISP	P	Pipe Springs NM
POPO	P	Poverty Point NM
PORE	P	Point Reyes NS
PRWI	P	Prince William Fores Park
PUHE	P	Puukohola Heiau NHS
PUHO -	P	Puuhonua O Honaunau NHP
RABR	P	Rainbow Bridge NM
REDW	P	Redwoods NP
RICH	P	Richmond NBP
ROCR	P	Rock Creek Park
ROLA	P	Ross Lake NRA
ROMO	P	Rocky Mountain NP
ROWI	P	Roger Williams NM
RUCA	P	Russell Cave NM

ACN	P	Saint Croix NSR
ACR	P	Saint Croix Island INHS
AFR	P	San Francisco Mar NHP
AGA	P	Saint-Gaudens NHS
AGU	P	Saguaro NM
AHI	P	Sagamore HillNHS
AIR	P	Saugus Iron Works NHS
AJH	P	San Juan Island NHP
AJ U	P	San Juan NHS
ALI	P	Salinas Pueblo Miss NM
AMA	P	Salem Maritime NHS
AMO	P	Santa Monica Mountain NR
ARA	P	Saratoga NHP
CBL	P	Scotts BliffNM
EQU	P	Sequoia NP
HEN	P	Shenandoah NP
HIL	P	Shiloh NMP
ITK	P	Sitka NHP
LBE	P	Sleeping Bear Dunes NLS
OAR	P	Southwestern Arizona Grou
PAR	P	Sprinfield Armory NHS
TEA	P	Steamtown NHS
TLI	P	Statue of Liberty NM
TRI	P	Stones River NB
UCR	P	Sunset Crater NM
нко	P	Thaddeus Kosciusko NM
HRB	P	Theodore Roose Birth NHS
HRI	P	Theodore Roose Inaug NHS
HRO	P	Theodore Roosevelt NP
HST	P	Thomas Stone NHS
TCA	P	Timpanogos Cave NM
UMI	P	Timucuan Ecolog Hist Pres
ONT	P	Tonto NM
UIN	P	Tuskegee Institute NHS
UMA	P	Tumacacori NM
UZI	P	Tuzigoot NM
IPDE	P .	Upper Delaware Scenic RR
ISAR	P	U.S.S. Arizona Memorial
AFO	P	Valley Forge NHP
AMA	P	Vanderbilt Mansion NHS
ICK	P	Vicksburg NMP
'IIS	P	Virgin Islands NP
OYA	P	Voyageurs NP
		• •
,	ICK IIS	ICK P

San Antonio Missions NHP

SAAN

WACA	P	Walnut Canyon NM
WAPA	P	War in the Pacific NHP
WHIS	P	Whiskeytown NRA
WHMI	P	Whitman Missions NHS
WHSA	P	White Sands NM
WICA	P	Wind Cave NP
WICR	P	Wilson's Creek NB
WIHO	P	William Howard Taft NHS
WORI	P	Women's Rights NHP
WOTR	P	Wolf Trap Farm Park
WRBR	P	Wright Brothers NM
WRST	P	Wrangell-ST Elias NP & P
WUPA	P	Wupatki NM
YELL	P	Yellowstone NP
YOSE	P	Yosemite NP
YUCH	P	Yukon-Charley Rivers N Pr
YUHO	P	Yucca House NM
ZION	P	Zion NP
ZUCI	P	Zuni-Cibola NHP

MAINTENANCE MANAGEMENT ACTIVITY LISTING

The following activities are to used by Facility/Project/Program Managers.

Code Name WORK UNIT

8710 SPECIAL PROJECTS PER HRS

Is used to identify and track all "UNPLANNED special requested work which is over and above routine daily work requirements. A WORK REQUEST FORM must be completed for any work which exceeds 8 person hours to complete or any requested work which extends over more than one person day.

8991 TECHNICAL SUPPORT PER HRS

Is used to identify and track all *PLANNED technical support / assistance to parks, regions, other divisions, or to specific Programs and or project, i.e., telephone coordination, development NPS policy / guidelines, review documents, provide recommendations/guidance, etc.

8992 BRIEFINGS/PRESENTATIONS PER HRS

Is used to identify and track the number of briefings and/or presentations that are prepared.

9121 PROGRAM MANAGEMENT PER HRS

Is used to identify and track all work required to manage a specific program, i.e., program coordination, contract administration, schedules, drafting memorandums, letters, and budgets (this activity is primarily used by a "program managers", however a project manager or other employee may use this activity).

9160 TRAVEL PER HRS

Is used to identify and track the hours (travel time only) and the dollars expended during official employee travel. This activity is also used to plan/track travel costs to bring field personnel in to the washington office to assist in program development (when reporting cost incurred by field personnel to this activity used the appropriate location code "O/STRAV" and the material resource code "9931").

The following activities are to be used by Clerical Employees.

Code Name

WORK UNIT

8993 SUPPORT TO OTHERS

PER HRS

Is used by the clerical staff to identify and track general office work, i.e., word processing, answering telephones, and maintaining office files for other branches, divisions and/or agencies..

9111 GENERAL OFFICE - CLERICAL

PER HRS

Is used by the clerical staff to identify and track general office work, i.e., word processing, answering telephones, and maintaining office files.

9112 XEROXING

PER HRS

Is used by the clerical staff to identify and track the total number of person hours devoted to significant/major xeroxing efforts which exceeds .5 person hours in length (for xeroxing efforts less than .5 person hours report under work activity "9911 General Office - Clerical".

9113 MESSENGER/ERRANDS

PER HRS

Is used by the clerical staff to identify and track the number of hours required to run errands, i.e., hand carrying travel authorizations, requisitions, pick-up of documents, etc. The following activities are to used by all employees.

Code Name WORK UNT

9150 MEETINGS PER HRS

Is used to identify and track an employees time spent attending meetings that are greater than .5 person hours in length.

9190 GENERAL ADMINISTRATION PER HRS

Is used to identify and track all work and dollars associated with general administrative responsibilities, i.e., personnel actions, performance appraisals, and MM reporting. This activity is also used to plan and track the dollars expended for small purchasing of supplies and for equipment repairs (reported by the person initiating the requisition as material costs as: 9999 Supply Dollars and 9998 Repair Dollars. Attached the GREEN requisition copy to the DWR).

9210 PAID LEAVE PER HRS

Is used to identify and track all hours earned/used annual, sick, military, administrated and shared leave. This activity is also used to track used compensatory "COMP-TIME" leave (only). When using this activity report the specific type of leave using the appropriate location code "UCOMP".

9220 UNPAID LEAVE PER HRS

Is used to identify and track the number of person hours taken as unpaid leave. This activity is also used to track EARN compensatory "COMP-TIME" leave (only). When using this activity report the specific type of leave using the appropriate premium code "040" location code "ECOMP"

9230 EMPLOYEE TRAINING PER HRS

Is used to identify and track the total number of person hours devoted to employee development.

The following activities are to used to plan and track program information.

Code Name WCFK UNIT

9300 PROGRAM/BUDGET ACTIVITIES:*

9310 SPECIAL ACTIVITIES*

9311 REGIONAL SUPPORT FUNDS*

DOLLAR

Is used to identify and track the total number of dollars for regional support for Maintenance programs.

9312 FUNDS - OTHER AGENCY*

DOLLAR

Is used to identify and track the total number of dollars provided to OTHER AGENCIES (non NPS) for technical assistance of NPS programs.

9330 EQUIPMENT REPLACEMENT*

ITEM

Is used to identify and track the number of equipment replaced and all cost associated in the planned purchase/replacement of office equipment, i.e., computers, printers, calculators, etc. Dollars are reported using the material resource code "9900 DOLLAR".

9320 CONTRACTED WORK*

CONTRACTS

Is used to identify and track planned contract work (dollars) for services to support program requirements. The purpose of contracting is to procure services and/or products which are required to accomplishing program requirements, exceeds the current available labor resources. Dollars are reported using the material resource code "9900 DOLLAR".

NOTE: * INDICATES NON STANDARD WORK ACTIVITIES

