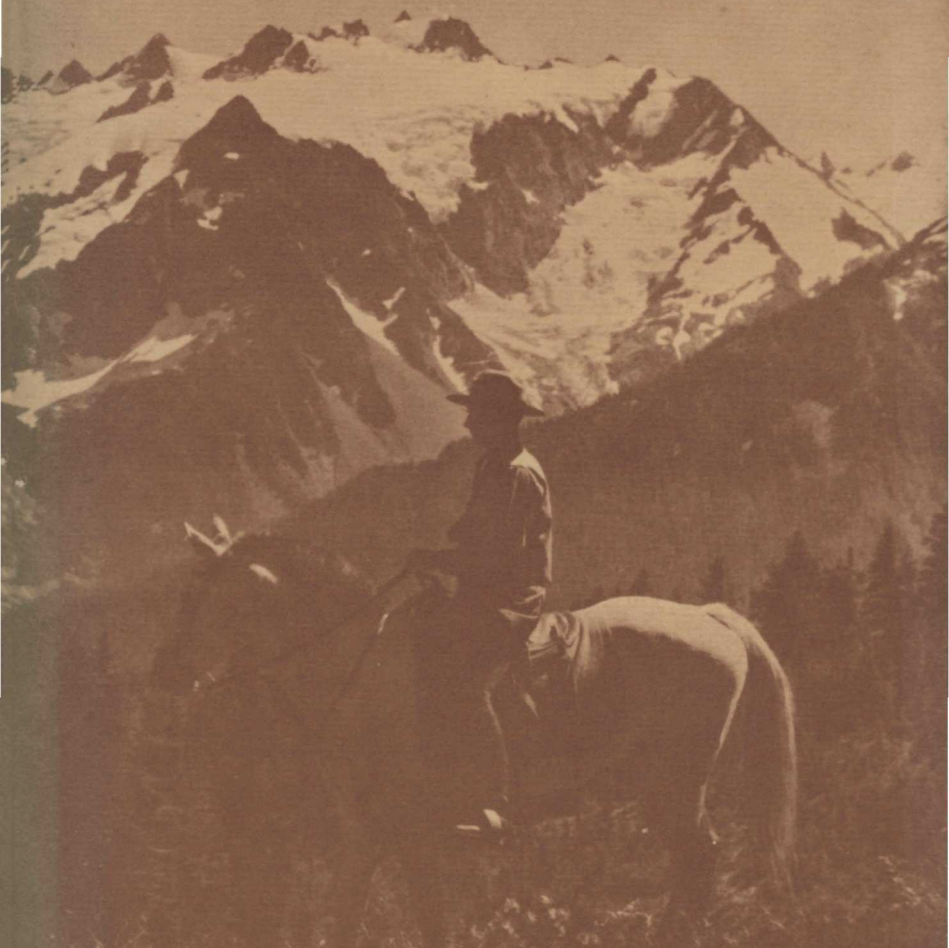


Employee Handbook



NATIONAL PARK SERVICE

U. S. DEPARTMENT OF THE INTERIOR



UNITED STATES DEPARTMENT OF THE INTERIOR

Fred A. Seaton, *Secretary*

NATIONAL PARK SERVICE

Conrad L. Wirth, *Director*



The National Park System is dedicated to conserving the scenic, scientific, and historic heritage of the United States for the benefit and enjoyment of its people.

National Park Service

EMPLOYEE

HANDBOOK

Basic Information for All

Employees

In-Service Training Series

REVISED 1958

Code of Ethics for Government Service

ANY PERSON IN GOVERNMENT SERVICE SHOULD:

Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.

Seek to find and employ more efficient and economical ways of getting tasks accomplished.

Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.

Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.

Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.

Expose corruption wherever discovered.

Uphold these principles, ever conscious that public office is a public trust.

(This Code of Ethics was agreed to by the House of Representatives and the Senate as House Concurrent Resolution 175 in the Second Session of the 85th Congress. The Code applies to all Government Employees and Office Holders.)



UNITED STATES DEPARTMENT OF THE INTERIOR

OFFICE OF THE SECRETARY

WASHINGTON 25, D. C.

To All Employees:

The work of the Department of the Interior is vitally important to the Nation and the Free World in the conservation and development of natural resources. It is varied and challenging, and offers satisfying careers in the public service. Past achievements are a distinct credit to the abilities and dedicated interests of the thousands of men and women who have made them possible.

The Department's reputation as an employer is unequalled in the Federal service. This reputation has been developed by the loyalty of the employees and by personnel policies and practices that recognize and respect the dignity of every individual worker, regardless of grade or title. No opportunity will be overlooked to maintain or improve this reputation while continuing to carry on in an outstanding manner the work and objectives for which we are responsible.

It is hoped that you, like many other employees of the Department, will find your work interesting and profitable.

D. Otis Beasley

Administrative Assistant Secretary

Foreword

I am pleased to be able to present to you this employee handbook. It should be useful to new employees as well as to those already on the job.

If you are a new employee, we believe this booklet will help you understand the work of the National Park Service, its organization, and its many responsibilities and obligations. It also explains the many rights and privileges which you will enjoy as a Federal employee.

You who have been with the Service for some time know that conditions of employment frequently change. Recent modifications in the regulations governing career service, as well as changes in the organization of the Service itself, are covered in this handbook.

The day you became an employee of the National Park Service, the reputation of the Service was placed in your hands. Thousands of visitors never come in contact with more than a single employee, and many of them will judge the Service by that one contact. Favorable public opinion is vital to the Service, so it is easy to understand how important is the role of any employee who has contact with the public.

I am eager that the ability and devotion of Service employees be discovered and given recognition; that rates of pay be commensurate with expected performance; that you who live in the parks be satisfactorily housed; that relationships within the Service be on a plane of mutual trust and confidence; and that each of you find your employment a source of profound satisfaction.


Director

Contents

	<i>Page</i>
THE PURPOSE OF THE NATIONAL PARK SERVICE	1
THE NATIONAL PARK SERVICE AND THE NATIONAL PARK SYSTEM	2
HOW THE SERVICE AND SYSTEM BEGAN AND DEVELOPED	3
BASIC POLICIES OF THE NATIONAL PARK SERVICE	9
MISSION 66	14
ORGANIZATION OF THE NATIONAL PARK SERVICE	15
YOUR JOB IN THE FEDERAL GOVERNMENT	19
WORKING FOR THE NATIONAL PARK SERVICE	41
FOR THE GOOD OF THE SERVICE	58
YOUR DEPARTMENT	70
CONCLUSION	75
YOUR GUIDE	76
SUGGESTED READINGS	77
INDEX	78

The Purpose of the National Park Service

The purpose for which the National Park Service was established is explicitly set forth in the language of the law by which the Service was created. The Service is required "to conserve the scenery and the natural and historic objects and the wildlife . . . and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." This statement will become more meaningful as your career unfolds and you will understand why programs and activities of the Service are so carefully weighed on this fundamental balance.

A broader statement of purpose, which also expresses the philosophy of the national park concept, appears in a report of a Federal Interagency Subcommittee. A part of that report states: ". . . If the American way of life means anything, it means that our Nation provides its citizens with opportunities to grow mentally and spiritually, as well as physically. One of the Federal Government's major contributions to the physical, mental and spiritual growth of its citizenry is to be found in the National Park System. Because there is a National Park Service, it is possible for Americans to enjoy the great scenic places of our country in a natural, unspoiled condition; to savor, in extensive samples of primitive wilderness, something of the America that existed before it was touched by civilization. And, through areas that are significant in our history and prehistory, the System links Americans of the present, physically as well as spiritually, with the past of their country . . ."

The National Park Service and the National Park System

The United States is one of the foremost among the nations of the world in conserving choice examples of land for its people. The preservation of superlative scenic areas, and areas of great scientific and historic interest, for the use and enjoyment of the people—of this generation and future generations—is one of our country's most farsighted policies. In the National Park System are found our truly great places of nature and history.

The National Park System consists of National Parks and National Monuments, and of other variously designated areas chiefly important from the historical viewpoint. The National Park Service exercises control over all areas in the National Park System. The Service also administers a few National Recreation Areas in cooperation with other Federal agencies, such as Lake Mead and Coulee Dam, primary jurisdiction over which rests with those agencies. By cooperative agreement, the National Park Service plans, develops, and administers the lands for recreational use. Such areas, developed primarily for purposes other than recreation, are not considered to be a part of the National Park System.

In what is said hereafter, we shall often use the word "park," but you should understand that the word is used broadly to include any area administered by the National Park Service.

The National Park Service is a major bureau of the Department of the Interior. The functions of the Department, including that of the other bureaus, are described briefly in the section "Your Department."

How the Service and System Began and Developed

The early history of the national park concept is tremendously interesting but has never been fully studied to determine its earliest roots both here and abroad. The Hot Springs of Arkansas were reserved by the Nation for mineral springs in 1832, and the Yosemite Valley and the Mariposa Grove of Big Trees were granted by the Federal Government to the State of California for park purposes in 1864. However, what we refer to as the "national park concept"—the idea of the Federal Government setting aside lands of extraordinary quality "for the benefit and enjoyment of the people"—was first fully exemplified in specific United States Government legislation in 1872, when Congress authorized the establishment of Yellowstone National Park.

Establishment of Yellowstone National Park

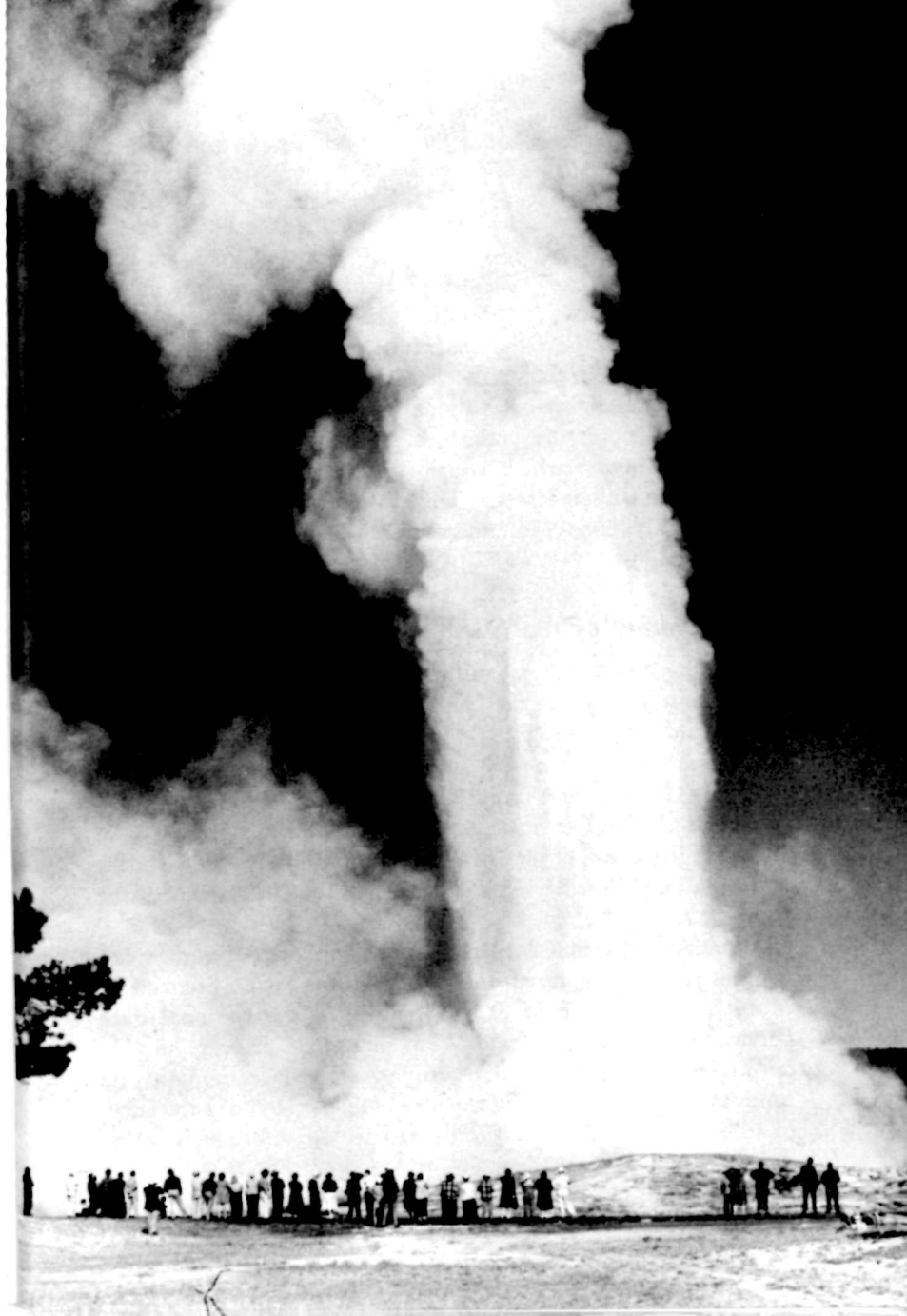
The Yellowstone region, until about 1870, was a land of mystery to most of the residents of this country. Occasional trappers and traders had been visiting the area for nearly half a century but their tales of the geysers and hot springs were generally received with skepticism in the outside world. David F. Folsom, of the Folsom-Cook expedition which explored the Yellowstone country in 1869, was one of the first men to try to bring the wonders of the region to the public's attention. Unfortunately, however, the editors of that day rejected his writings as "audacious imaginings." It remained for others to take hold of the idea of preserving this unique natural domain and to secure public acceptance of the idea.

Cornelius Hedges and Nathaniel P. Langford, members of the Washburn-Langford-Doane party of 1870, and Prof. F. V. Hayden, Artist Thomas Moran, and Photographer William H. Jackson, members of the Hayden Survey Party of 1871, were particularly responsible for disseminating the first factual information concerning the wonders of the Yellowstone region. These men worked diligently to spread word of the scenic and natural features they had seen and to promote public realization that the area should be preserved as a public park. Pictures, lectures, written articles, and exhortations of various kinds and from various directions brought results in the passing of the Yellowstone Park Act of March 1, 1872. The act enjoined the Secretary of the Interior to issue regulations to "provide for the preservation, from injury or spoliation, of all timber, mineral deposits, natural curiosities and wonders within said part, and their retention in their natural condition."

For 18 years thereafter Yellowstone was "the National Park." Then in a single year, Sequoia, General Grant (now a part of Kings Canyon National Park), and Yosemite National Parks were established. From 1872 until 1886, Yellowstone and other Federal reservations were administered by civilian superintendents with civilian staffs. Due to public depredations in certain parks it was thought advisable to provide for their protection by the United States Army. Accordingly, in 1886, Army officers

"No nation ever had a larger or more valuable heritage in transcendently inspiring natural scenery than the United States of America. We can be thankful today for those early conservationists who made possible Yellowstone National Park and consequently all the others in the System."

—Horace M. Albright
Old Faithful Geyser
Yellowstone National Park



were detailed as acting superintendents under the general administration of the Secretary of the Interior, and Army troops served in a protective capacity until the establishment of the National Park Service in 1916.

The Antiquities Act

In 1906, after many years of effort directed primarily at preventing the extensive "pothunting" of prehistoric materials on Federal lands, the Congress passed the Antiquities Act. This act restricted the collection of such materials, and authorized the President to establish as National Monuments those "historic landmarks, historic and prehistoric structures, and other objects of scientific interest which are situated on lands owned or controlled by the United States." Under this congressional authority, many of our National Monuments were brought into the National Park System.

Establishment of the National Park Service

With the steady increase in the number of National Parks and Monuments assigned to the Department of the Interior for protection and administration, it gradually became apparent that administrative problems were sufficiently specialized and the parks themselves of sufficient importance to require the creation of a special administrative agency. Efforts to that end resulted, in 1916, in the passage of the act which authorized the establishment of the National Park Service as a bureau of the Department of the Interior.

Although authorized in 1916, the National Park Service was not administratively organized until the following year. Stephen T. Mather, often spoken of as the "Father of the National Park Service," was the first Director. For more than 12 years he gave devoted service to the job, contributing generously from his private funds to advance the work of the new bureau. He was succeeded, in 1929, by his principal assistant, Horace M. Albright, who re-

signed in 1933 to enter private business. Arno B. Cammerer was Director from 1933 to 1940; Newton B. Drury from 1940 to 1951; and Arthur E. Demaray during 1951. Conrad L. Wirth, who is the present Director, succeeded Demaray in December of that year.

The period of most rapid growth of the National Park System occurred in 1933 under the authority of the Reorganization Act of 1933. At this time there were consolidated under the administration of the National Park Service all National Parks and Monuments, National Military Parks, National Battlefield Parks and Sites, National Memorials, and the National Capital Parks, as well as certain National Cemeteries.

The Historic Sites Act

An important law affecting the growth and stature of the Service was one approved in August 1935 empowering the Secretary of the Interior, through the National Park Service, to conduct a nationwide survey of historic American sites, buildings, objects, and antiquities. The act provided for the establishment of National Historic Sites and for cooperative agreements with Federal, State, local, and private agencies, institutions, and individuals for the protection and administration of historic areas of national interest whether the properties belonged to the United States or not. Under the provisions of this act, the National Park Service has accepted and currently administers many historic sites and buildings of national significance and interest.

The Park, Parkway, and Recreational Area Study Act

In June 1936, Congress authorized the Secretary of the Interior, through the National Park Service, to conduct a comprehensive study of the public park, parkway, and recreational area programs of the United States and of the States and their political subdivisions, and of the lands throughout the United States chiefly

valuable for recreation purposes. The act also authorized the Secretary to aid the States in planning adequate park, parkway, and recreational area facilities.

This directive authorized the National Park Service to render advisory assistance to the States, if requested, in planning, establishing, developing, and maintaining recreation areas.

Basic Policies of the National Park Service

To assist you in becoming acquainted with the broad policies which govern our actions, we will briefly mention some of the major guiding policies of the National Park Service.

Standards of Area Selection

The Service receives each year many suggestions from interested individuals and organizations to add new areas to the National Park System. These requests are considered carefully and usually the Service is able to recommend an appropriate means of preserving the area other than in the National Park System. In some cases, however, it is found necessary to have qualified Service personnel investigate the area to determine whether preservation and development by the Federal Government are justified. Whether the area is chiefly important for its scenic, scientific, historical, or recreation values, the elements of national significance and suitability are the determining factors regarding its selection for establishment as a unit of the System. The effort of the Service is directed both toward the inclusion of suitable areas and the exclusion of proposed areas which do not qualify. For every area that has been accepted under this policy, hundreds have been turned down.

Preservation of Features

The primary responsibility of the Service, as stated in the organic act of August 1916, is to "conserve the scenery, the natural

and historic objects and the wildlife” of the areas and to “provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.” This is considered to be the basic purpose of the National Park Service and is applied to all areas which are a part of the National Park System.

All animal species are given equal protection, subject to sensible controls; virgin forests remain unlogged to go through their natural cycles; grazing is limited and is being steadily decreased, with the ultimate objective of eliminating it completely; lands, except where specifically authorized by Congress, are not subject to mineral entry; impoundment or artificialization of lakes or streams for irrigation, hydroelectric power, or other purposes is opposed in accordance with the principle recognized when the parks and monuments were exempted from the provisions of the 1920 Federal Power Commission Act. The basic policy is to preserve nature as created while providing for visitor appreciation and intelligent use.

Concessions

Beginning with the Yellowstone National Park Act of 1872, legislation has recognized the necessity of providing for public accommodations in park areas. It is the policy of the Department and the Service to rely on private capital to provide and operate most of the hotels, lodges, stores, etc., under contracts

“How is the spirit of a free people to be formed and animated and cheered but out of the storehouse of its historical recollections?”

—Edward Everett

Liberty Bell
Independence National Historical Park



which provide for National Park Service control of rates and services, as well as of all construction. No contract can exceed 30 years in duration, although it has been the practice for many years to renew such contracts at their expiration when the services provided have been satisfactory.

Information and Interpretation

Since the properties administered by the National Park Service are established for public enjoyment, it is necessary to provide the public with information concerning the features of the areas, and interpretive comment which will increase visitor appreciation and understanding, thus promoting the protection of the visitors and the park features. This is accomplished in part through free literature describing the areas, supplemented by interpretive sales publications which deal more exhaustively with subjects of scientific or historical interest.

Within the park areas, rangers, naturalists, historians, and archeologists conduct guided trips, participate in campfire and other public programs, maintain museums and other interpretive facilities, and supply information to visitors. Museums and outdoor exhibits assist the visitor to an understanding of the individual areas and of the natural processes they exemplify or the historic events which have taken place. Interpretive programs are backed by careful research and are aimed at acquainting the public with the intrinsic and intangible values of the parks.

Cooperation in the Park and Recreation Field

The Park, Parkway, and Recreational Area Study Act of June 1936, which we have mentioned previously, provides a basis in law for Service assistance to other Federal agencies in planning recreation areas and, in the case of the States, in planning both park and recreation areas and statewide or regionwide systems of such areas. The Service is actively cooperating with the Bureau of Reclamation and the Corps of Engineers in the

appraisal of recreation potentialities of existing and proposed impoundments. With respect to the Bureau of Reclamation reservoirs, this Service has the responsibility of planning and constructing recreational developments in connection therewith. The Secretary of the Interior has given this Service the responsibility of administering recreational use of such areas when they are of national importance.

The National Park Service has a responsibility under the act to concern itself with the overall recreational requirements of the Nation, present and prospective, and to assist in determining how those requirements can be met most effectively and economically. As a part of the MISSION 66 program, the Service is engaged in a nationwide survey of the country's outdoor recreation resources. The purpose of the survey is to develop a national recreation plan providing for the participation of the Federal, State, and local Governments in adequately meeting the increasing outdoor recreation needs of the Nation.

Mission 66

MISSION 66 is a conservation program for the National Park System and all parks managed by the National Park Service. It proposes to develop and staff these parks so as to permit their wisest use, maximum enjoyment and understanding for those who use them, and maximum preservation of the scenic, scientific, and historic resources which give them distinction. It is a comprehensive program bearing upon every facet of the Service's responsibilities—planning, development, interpretation, staffing, budgets, maintenance, land acquisition, training, concessions, and the preparation of a nationwide recreation plan. New employees of the National Park Service should familiarize themselves with MISSION 66 through reading the comprehensive report *MISSION 66 for the National Park System*, the illustrated popular version of the full report entitled *Our Heritage*, a brochure entitled *The National Park Wilderness*, the booklet *Facts About MISSION 66*, and the MISSION 66 proposals for specific parks known as prospectuses. Briefs of the prospectuses are available in various offices of the Service.

Organization of the National Park Service

It is important that you obtain a general knowledge of the organization of the Service and have an understanding of the functions and responsibilities delegated to the various levels of the organization. You are encouraged to study the organization charts which may be examined in any National Park Service office.

Washington Office

The administration of the National Park System is the principal responsibility of the National Park Service. The Service is a bureau of the Department of the Interior and is headed by the Director who is appointed by the Secretary.

The Director is responsible to the Secretary, through an Assistant Secretary, for steering the Service to the successful accomplishment of its objectives. Only broad matters of policy are referred to the Secretary for decision. An Associate Director shares in the responsibility for carrying out the overall objectives of the Service. There are also two Assistant Directors, one in charge of general administration and the other in charge of park operations, and a staff of advisors who make recommendations to the Director, based upon their knowledge of special phases of the work. The primary function of the Director and his Washington Office staff is the determination and supervision of policies, procedures, and standards through which the work and objectives of the Service will be effectively carried on.

Eastern and Western Offices of the Division of Design and Construction

These two offices, in Philadelphia, Pa., and San Francisco, Calif., have the responsibility of supervising the preparation of master plans for the development of parks; preparing plans and specifications for construction projects; assisting with negotiations and contracts for establishment of utility services; serving as liaison with other agencies on problems of construction and public health; and providing assistance to parks in planning public accommodations. The staffs of these offices are comprised mainly of engineers, landscape architects, and architects, and are responsible to the Chief, Division of Design and Construction of the Director's staff in the Washington Office.

Regional Offices

There are five National Park Service regions. The regional offices are located as follows: Region One Office, Richmond, Va.; Region Two Office, Omaha, Nebr.; Region Three Office, Santa Fe, N. Mex.; Region Four Office, San Francisco, Calif.; Region Five Office, Philadelphia, Pa.

The regional directors serve as the principal representatives of the Director in their respective regions and are responsible for the execution of the National Park Service program within the regions. They are responsible to the Director for seeing that the policies of the Service and the Department are uniformly applied and that the parks are administered properly. Each regional director has a staff of professional employees who assist him and the officials in charge of the parks in planning and executing their work. They advise the regional director about matters in their special fields, in a manner similar to the way in which the Director's staff functions in the Washington Office.

Field Area Organization

There is a superintendent in charge of each area of the National Park System. The superintendents are responsible to a regional

director. In some cases, to facilitate more economical and effective administration, the superintendents of smaller parks are administratively responsible to the superintendent of a larger, more adequately staffed park. The latter superintendent, in these cases, is referred to as a coordinating superintendent.

The typical park organization, under the direction of the superintendent, is divided into four operating divisions; i. e., the Division of Administration, the Division of Protection, the Division of Interpretation, and the Division of Maintenance and Operation of Physical Facilities. Differences in internal organization, where they exist, are due almost entirely to variations in the size of the organization and the characteristics of the parks.

The Division of Administration is responsible for personnel management, accounting, budget estimates, procurement, warehousing and mess operations, property accounting, payrolling, and maintenance of general files.

The Division of Protection is responsible for the protection and conservation of the entire park; protection of the visitor population; protection of forests and wildlife; traffic control and law enforcement; sale of entrance permits; special investigations; accident prevention; and the furnishing of general park and directional information.

The Division of Interpretation plans and conducts interpretive programs of illustrated talks and guided trips; conducts research of biologic, geologic, prehistoric, and historic features to implement interpretation and protection; operates museums and other educational facilities; and prepares popular and scientific literature on park features.

The Division of Maintenance and Operation of Physical Facilities is responsible for the maintenance, repair, and operation of all physical facilities and mechanical equipment provided for the administration, protection, interpretation, and operation of the park. Physical facilities include all roads, trails, airport runways, buildings, structures, utility systems, and grounds developments; mechanical equipment includes all motor vehicles,

boats, and fixed installations. The head of the Division serves as a staff assistant to the superintendent in the field of engineering and makes engineering studies and investigations, prepares maintenance plans and estimates, and supervises construction work assigned to the superintendent for execution.

National Capital Parks

The park system of the Nation's Capital, comprising more than 780 units in the District of Columbia and vicinity, is administered by the Office of the National Capital Parks, which is headed by a superintendent. He is responsible to the Director in much the same way as is a regional director. Although located mainly in the city of Washington, the National Capital Parks are a part of the field organization of the National Park Service.

Your Job in the Federal Government

Employment in the Federal Service is often viewed by the new employee with preconceived ideas as to job security, salary, working conditions, holidays, leave, and similar matters. It is true that positions in the Federal civil service offer a number of benefits which may not be granted in similar jobs outside the Government, but many of the privileges associated in the popular mind with Government jobs have no basis in fact. The purpose of this section is to acquaint you with some of the facts concerning Government employment; to bring to your attention those matters which most directly affect your welfare and your job; and to correct erroneous impressions concerning regulations and procedures.

It is important that you understand that the rules, regulations, procedures, and policies, which govern and sometimes limit your actions in employment in the Federal service, are based on law and generally stem from some specific act of Congress. The regulations governing Federal employment receive careful study by Congress, and legislation affecting such regulations is only enacted after thorough deliberation.

It is also important that you understand why certain steps were taken when you entered on duty. Your Application for Federal Employment (Form 57) was carefully studied to determine whether you possessed the basic qualifications required in the position to which you have been appointed. Your signature on the Form 57 certifies that the statements made by you are true, complete, and correct. Deliberate misrepresentation on this form will be cause for dismissal and is punishable by law.

If you have never worked for the Federal Government, your fingerprints were taken as a required step in your loyalty clear-

ance. They are also used to determine if there is anything in your background which would make you unsuited for Government employment. When they have served this purpose, they are placed in the civilian fingerprint file of the Federal Bureau of Investigation.

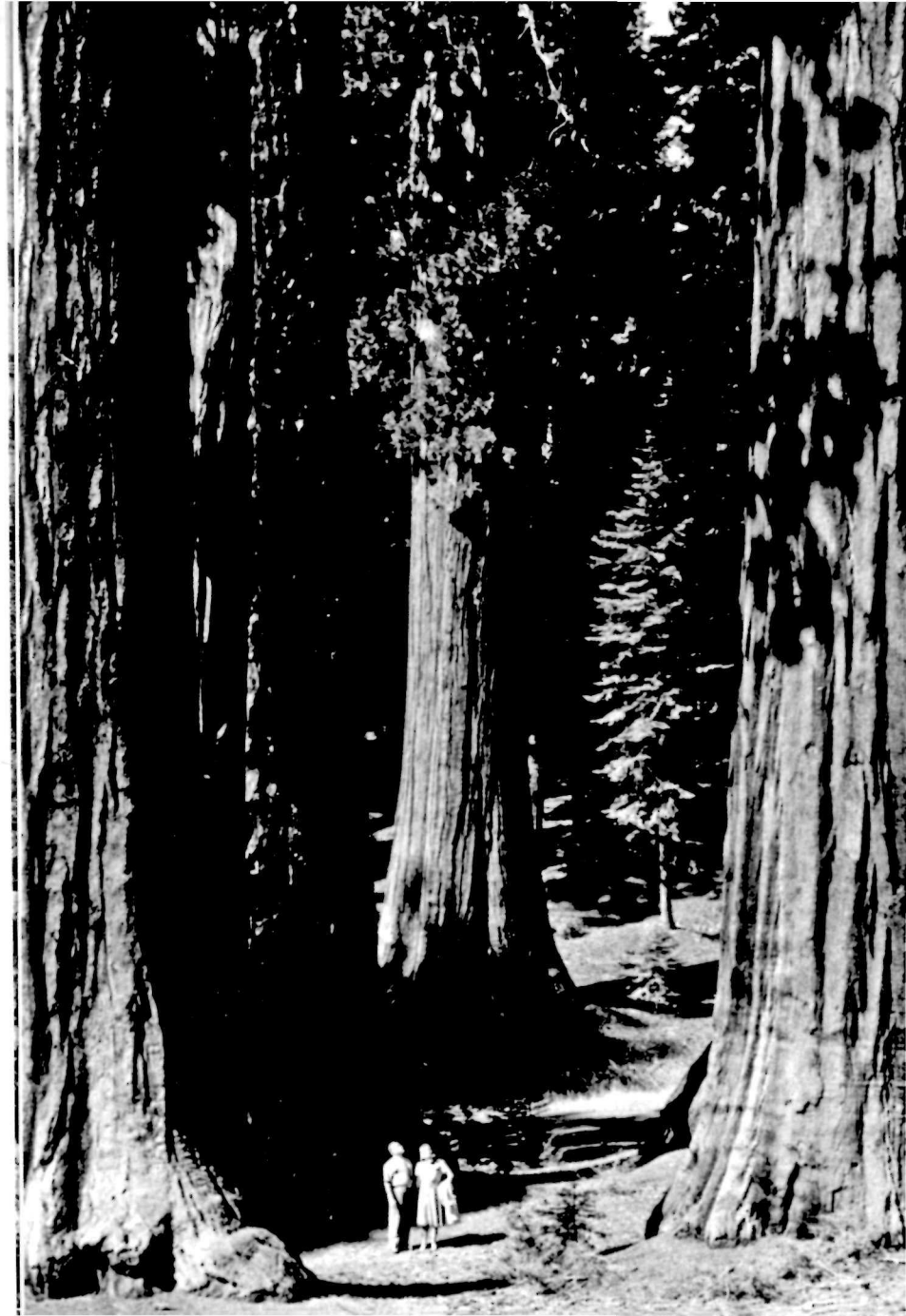
A provision of law also requires that you (and all Federal employees) sign a sworn affidavit that you will support and defend the Constitution of the United States; that you do not subscribe or belong to an organization which advocates the overthrow of the Government of the United States; and that you have not paid money to influence or procure your appointment.

Your birth certificate may be required in order to determine whether you meet the age qualifications of your job. It may be required also for retirement purposes, and for other considerations. You are required to pass a physical examination conducted by a Federal Medical Officer to determine if you meet the physical qualifications of your position, and also to determine if your state of health will be injurious to other employees.

The efficiency with which the Federal Government performs its functions depends largely upon the caliber of the persons chosen to execute its programs. In accordance with the rules and regulations of the Civil Service Commission, you have been appointed to your position on the basis of merit and competitive procedure without regard to race, color, religion, or national origin.

"Here live venerable forest kings in reveries that carry back a thousand years before Jesus Christ walked the shores of Galilee."

—Charles G. Thomson
Mariposa Grove
Yosemite National Park



Kinds of Appointments

The type of appointment under which you are serving is stated on your notice of employment (Form 50) or on subsequent written notices advising you of changes in your status. If you are a new employee, or transferred or promoted from another Federal position, you probably are serving in one of the following five types of appointment:

CAREER-CONDITIONAL. If you have a career-conditional appointment you were selected from a list of eligible applicants sent to your employing office by, or under, the authority of the Civil Service Commission. It is your first step toward a career in the Federal service. You will serve in this type of appointment for 3 years before becoming eligible for conversion to a career appointment. The first year is a probationary, or trial period, during which your employment may be terminated for justifiable reasons without resort to formal removal procedures. The remaining 2 years serve to determine your interest in a career in the Federal service. In a career-conditional appointment you start building retirement credit for which deductions are made from your salary. This type of appointment also affords you certain protections in reduction in force that are exceeded only by those employees who have career appointments.

CAREER. After you have successfully completed 3 years of substantially continuous service as a career-conditional employee, your appointment is automatically converted to a career appointment. This offers you greater protection in reductions in force and priority in placement if separated because of reduction in force.

TEMPORARY LIMITED. A temporary limited appointment is restricted to 1 year or less and may be terminated at any time. Under such appointment you are not subject to the Civil Service Retirement Act but deductions are made from your salary for social security.

TEMPORARY PENDING ESTABLISHMENT OF REGISTER. If you have this kind of appointment it means that no appropriate Civil

Service register of eligibles was in existence when you were employed. You are not subject to civil service retirement, but to social security.

When an examination is announced to establish a register applicable to your position, you must compete successfully in the examination and be certified for career-conditional appointment. Failure to qualify in the examination may result in your being displaced.

EXCEPTED. There are some positions in the Federal service that are not filled through Civil Service competitive examinations. Such positions are referred to as "excepted." If you have an unlimited excepted appointment, your pay is subject to retirement deductions. If you have an excepted appointment of a temporary or indefinite nature, your pay is subject to social security deductions.

Government Employment Policy

It is the policy of the United States Government that equal opportunity for Federal employment be afforded all qualified persons, consistent with the law, and to prohibit discrimination against any employee or applicant for employment in the Federal Government because of race, color, religion, or national origin.

You as an employee, or any duly constituted group of employees, have the right to file a complaint regarding alleged discrimination based on these factors. Such complaints, when filed in accordance with prescribed procedures, will receive thorough and unbiased consideration. The complainant will be notified of the determination finally reached.

Complaints of alleged discrimination are often due to misunderstandings or lack of information. With no intention of nullifying the right to file a complaint, it is suggested that employees consider endeavoring to resolve any possible misunderstanding before taking such action.

The Employment Policy Officer of the National Park Service is the Assistant Director (Administration). The regional di-

rectors, park superintendents, and chiefs, Eastern and Western offices of the Division of Design and Construction are the field Employment Policy Officers.

Classification Act Positions

If your work is administrative, professional, clerical, or protective, you are paid under the provisions of the Classification Act of 1949. Annual salaries for Classification Act grades are established by Congress. From time to time Congress amends the pay schedule to meet changes in salaries in private industry and increases in the cost-of-living. Your supervisor will show you a schedule of salary rates if you are interested.



The purpose of the Classification Act is to provide substantially equal pay for equal work. Thus, all persons employed throughout the Executive Branch of the Federal Government receive equal pay for work of approximately the same level of difficulty and responsibility. Your position is graded or "allocated" according to the nature, difficulty, and responsibility of the duties you perform. Your

promotion from one grade level to a higher grade level is warranted when the duties, responsibilities, qualification requirements, and other classification factors of *the position* (not the person) change significantly.

Positions in the Federal service are graded in accordance with position classification standards established by the Civil Service Commission. Standards which have been published are available for review by employees. Complete sets are available at this time only in the Washington Office, the regional offices, and such other areas which have a trained position classifier. All types of work have not yet been covered by the published standards.

If you feel that your position has not been placed in the proper grade, you may appeal through supervisory channels to the office having classification authority; or, if you prefer, you may appeal to the Director of the National Park Service, the Director of Personnel of the U. S. Department of the Interior, or to the appropriate office of the Civil Service Commission. However, before you make a formal appeal you should discuss your case with your supervisor or with someone in your personnel or administrative office. Information regarding the procedure to be followed, as prescribed by the Civil Service Commission, is available in your personnel or administrative office.

Positions Subject to Wage Board Procedures

Employees engaged in semiskilled or unskilled labor, or in skilled work in the trades and crafts, such as electricians, carpenters, mechanics, and plumbers, are subject to Wage Board procedures.

If your appointment is to a Wage Board position, your rate of pay is based on the prevailing rate for comparable jobs in your locality. The specific wage rate for your position has been established by the regional director, based on a local survey reviewed by a National Park Service regional wage board. This wage-fixing practice is established by the Secretary of the Interior and provides for review of prevailing wage rates each year, or oftener.

Your Job Description

All Classification Act positions have detailed job descriptions. Wage Board positions are covered by standard job definitions or specific descriptions. Your "job sheet" or job definition will tell you what your principal duties are. If you are in a graded position, the grade and title of the position were fixed by the office having classification authority on the basis of the formal position description. When you entered on duty you were given a copy of your job description for your personal file. If for any reason you did not receive the description, you should ask your

immediate supervisor to obtain one for you. Feel free to talk to your supervisor about your job description or job definition so that you will have a complete understanding of your work assignment.

From time to time your supervisor may ask you to perform, temporarily, duties which are not set forth in your job description. These occasions arise because of emergencies, periods of high workload, program changes, or for other reasons. As a member of the Service team, you are expected to perform these added tasks. If new duties are given to you on a permanent basis, your supervisor should see that your position description is changed accordingly.

When You Are Paid

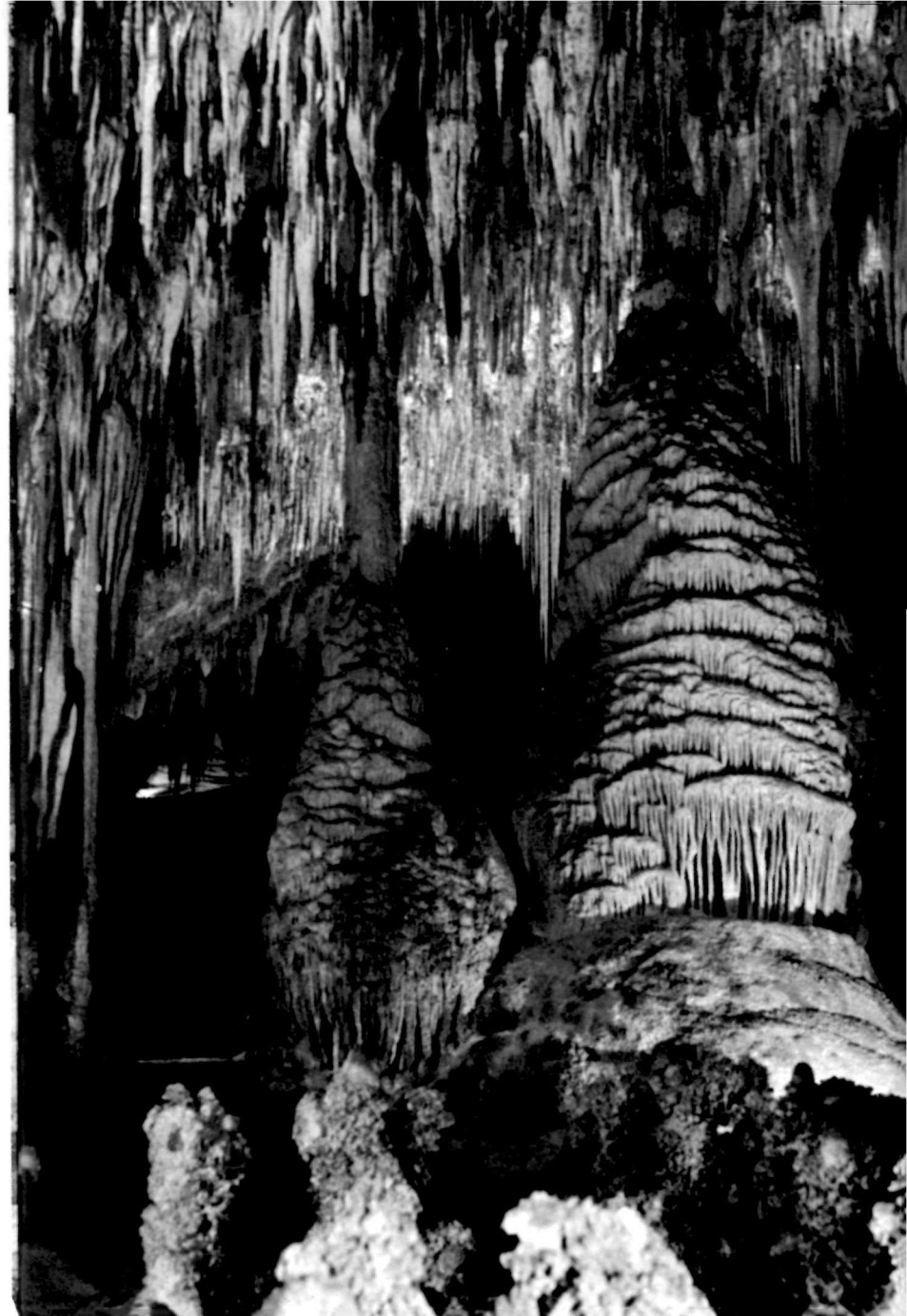
You will be paid every 2 weeks by Government check. You will receive your first paycheck approximately 25 days from the date of your entrance on duty. Subsequent checks will arrive at 14-day intervals.

Additions to Your Pay

Although your regular rate of pay has been determined under the classification process or by wage board procedure, increases in your paycheck may occur for one or more of the following reasons:

"It is important to scientific study and to the health and sanity of man, that there be preserved some unique areas for scientists to observe nature's continuing evolution; for future generations to know historical landmarks as they were when history marked them; for dwellers in a crowded planet to have resort to the grandeur and peace of nature."

—Samuel H. Ordway, Jr.
Carlsbad Caverns National Park



WITHIN-GRADE SALARY INCREASES. Employees whose positions are in grades GS-1 through GS-10 will receive a salary increase annually through an established series of steps. In grades higher than GS-10, the "within-grade" increase is granted every 78 weeks. This regular increase in salary does not constitute a promotion since the grade of the position does not change. Your within-grade increase will be withheld for any one of the following reasons: (1) your failure to achieve a performance rating of "satisfactory" or better; (2) if your appointment is for a limited period of time; or (3) if your salary is in the top step of the grade in which you are employed.

LONGEVITY SALARY INCREASE. A longevity salary increase is a regularly scheduled increase in pay for employees in grade GS-15 or below who meet all of the following requirements: (1) the last 3 years of employment must have been served in the top salary step of the grade; (2) the employee must have spent an aggregate of 10 years in the present grade or a higher grade; and (3) the current performance rating must be "satisfactory" or better.

OVERTIME. If you are required to work in excess of your normal working hours, you are entitled to overtime pay in addition to your regular pay for all hours worked in excess of the 40-hour basic workweek. If your pay has been established by wage board procedure, your overtime pay has been set in accordance with the prevailing rate practice in your locality, at no less than time and one-half of your regular hourly rate. Overtime pay rates for graded employees are fixed by Congress but generally start at time and one-half of the regular rate. A graded employee may elect to take an equivalent number of hours of compensatory time in lieu of the overtime pay for hours worked in excess of the 40-hour basic workweek.

PREMIUM PAY. Pay which is granted for work performed on a legal holiday amounts to double the regular rate and is called premium pay. Any Government employee is eligible for premium pay if required to work on a holiday which falls within his regularly scheduled workweek.

NIGHT PAY DIFFERENTIAL. Night pay differentials for ungraded employees are fixed through wage board procedure. For other employees, if all or any part of regularly assigned work hours fall between 6 p. m. and 6 a. m., an increase of 10 percent of the hourly rate is authorized for the number of hours so worked.



OVERSEAS DIFFERENTIALS. Graded employees outside the continental United States may receive a cost-of-living or other special allowance.

Deductions From Your Pay

Deductions from your pay will be made for one or more of the following reasons:

INCOME TAX. The law provides that an amount will be withheld from your biweekly pay and deposited to the account of the Treasurer of the United States for income-tax purposes. The amount to be withheld is based on the information you supplied on the Employee's Withholding Exemption Certificate which you filed when you entered on duty. If there is a change in your family status you should notify your payroll clerk and fill out a new withholding form so as to adjust your income-tax deductions.

The deduction often does not cover your entire Federal income tax. If you wish to do so, you may have a larger deduction made by claiming a smaller number of exemptions than you expect to claim on your tax form, in order to pay more of the tax "as you go."

In some States, a State income tax is also deducted from your pay. This varies from State to State. Your payroll office can give you complete information.

RETIREMENT. Your biweekly pay will be reduced by 6½ per cent of your gross pay if you are covered by the Civil Service Retirement Act.

Employees subject to the Civil Service retirement system become eligible for annuity after certain periods of service and under certain circumstances. The amount of annuity is dependent upon the number of years of creditable service and the average of the highest consecutive 5 years salary. You may retire under one of the sets of circumstances set forth below.

(a) *Age.* Retirement is compulsory upon reaching age 70 with at least 15 years service, including 5 years of civilian service.

(b) *Optional.* Retirement may be elected at age 62 with 5 years of civilian service, at age 60 with 30 years of creditable service including 5 years of civilian service, or at reduced annuity at age 55 with 30 years of service, including 5 years of civilian service.

(c) *Disability.* After 5 years participation in the retirement fund you are eligible for disability retirement if you have illness or injury which is totally disabling and prevents you from engaging in gainful employment.

(d) *Discontinued Service.* At any age with 25 years service, or at age 50 with 20 years service, you may elect retirement if you are separated involuntarily and without cause. If you are 60 years of age or older, when you are separated involuntarily and without cause you will receive annuity without reduction based on your years of creditable service and your earnings. However, for each year you are under age 60, your annuity will be reduced in accordance with an established formula.

SURVIVORSHIP. Several options in survivorship annuities are



available which you may care to consider. When you plan to retire you should ask your supervisor or the personnel office for detailed information on survivorship benefits.

REFUNDS. Retirement deductions will be refunded to an employee who resigns or is separated, regardless of length of service, if claim is filed prior to 31 days before eligibility for annuity.

DEFERRED ANNUITY. If you resign, are separated, or transfer to a position that is not under the Civil Service Retirement Act, before becoming eligible for an immediate annuity, you may be entitled to a deferred annuity beginning at age 62. If you leave your position, it is suggested that you ask your personnel or administrative office whether you are eligible for this annuity before you make request for refund of retirement deductions. If you have any questions about the computation of your retirement income, you should read your Certificate of Membership in the Retirement System or consult your personnel office.

SOCIAL SECURITY. Most Federal employees who are not covered by the provisions of the Civil Service Retirement Act are covered by social security. Deductions are made from your biweekly pay and are deposited to the account of the Treasurer of the United States for this purpose. This plan provides for monthly benefits to be paid to individuals who retire after the age of 65 or to the survivors if the insured individuals die before or after the age of 65. Both you and the Government are equal contributors to the social security fund.

A certain percentage of your earnings is deducted each pay period as your contribution to this fund and the Government contributes an equal amount during the same period. The rate of deduction is (in 1958) 2¼ percent of the first \$4,200 of your annual salary, to be increased at stated intervals until it is 3¼ percent in 1970.

Federal Employees Group Life Insurance

The Federal Employees Group Life Insurance Act of 1954 makes life insurance available to you at reasonable cost and with-

out medical examination. With few exceptions all Federal civilian employees are automatically covered upon entrance on duty, unless they execute a Waiver of Life Insurance Coverage form. This form is available in your personnel office should you not care to participate in this insurance plan.

The plan provides for low-cost insurance with payment of double indemnity for accidental death and payment for accidental loss of eyesight or of one or more limbs.

The cost of your insurance is shared by you and the Government. Your pay is reduced by 25 cents each biweekly pay period per \$1,000 of insurance until you reach age 65, after which the insurance is continued in reduced amounts without cost.

If you participate, you will be insured for an amount equal to the nearest thousand dollars above your annual salary. For example, an employee earning \$3,175 per year will be insured for \$4,000. If you are 65 or older, or when you become 65, the amount of your insurance will be reduced by 2 percent for each month you are over 65 until a reduction of 75 percent is reached. The remaining 25 percent stays in effect so long as you live.

If you retire on an immediate annuity, either for disability or after at least 15 years of creditable service, you will continue to be covered by the Federal life insurance provisions without cost to you—but the amount of coverage will be reduced beginning at age 65, and double indemnity and dismemberment protection stops.

When you leave Government service, your insurance continues in effect for 31 days during which time you may buy, without a medical examination, an equivalent or less amount of individual life insurance at standard rates.

The insurance under this plan may be canceled by you at any time, but you are encouraged to give serious thought to the retention of this life insurance protection.

Detailed information on the insurance plan can be obtained from your personnel or administrative office.

Quarters Rental

Not all areas of the System contain quarters or residences for employees. As a rule, those National Parks and Monuments which are remote from communities where living quarters may be obtained will provide residences for employees. The rental rate for your quarters has been established by appraisal boards within the provisions of a Bureau of the Budget procedure based on specific legislation. The rental rate is based upon the rates charged for comparable dwellings in your vicinity, plus factors of operating costs and degree of isolation. If utilities such as heat, light, and water are furnished by the Government, an equitable rate has been set for these services. Most Government residences are equipped with stoves, refrigerators, and space-heating units.

If you are occupying Government quarters, a regular deduction will be made to cover such occupancy. Since quarters rates vary from park to park, you should contact your superintendent's office if you have a question with respect to this deduction from your pay.

Bonds

Many employees purchase Government bonds through a payroll savings program which automatically deducts an optional sum from each biweekly pay. Your payroll clerk will be glad to explain this program and procedure to you.

Your Leave Benefits

Congress has provided that all Federal employees with regular tours of duty shall be entitled to earn both annual and sick leave. The regulations governing leave benefits are very detailed and have changed frequently within the last few years. The annual and sick leave programs currently in effect are briefed in the following paragraphs:

ANNUAL LEAVE. If you have up to 3 years of service you are entitled to 13 days of annual leave per year; between 3 and 15 years of service, 20 days per year; and over 15 years of service, 26 days per year. New employees must remain in their positions for 90 days before becoming eligible to take annual leave. In emergencies, or other unusual circumstances, it is sometimes possible to take advance annual leave, but only if the practice meets with the approval of the park superintendent or other ranking supervisor.



In general, there is a ceiling of 30 days on the amount of annual leave which you can accumulate. A few employees who had annual leave in excess of 30 days as of January 1, 1952, are permitted to carry forward the ceiling which they had accrued as of that date, or a reduced ceiling if they elect to use leave which would reduce the total below that figure.

If you wish to take annual leave, you must apply for it and have it approved in advance. This practice enables your supervisor to plan his work program with due consideration to absences of employees. The approval of annual leave in parks or other offices may be governed by the season of the year during which you wish to be absent. The operations in most parks of this Service are highly seasonal and during the heavy travel season you may find that your request cannot be granted. Similarly, you should not expect to be granted annual leave during periods of emergency in your park or office.

Annual leave is charged at the rate of 1 hour for every hour or fraction thereof taken. Thus, 1 hour is the minimum amount which can be used at any one time.

SICK LEAVE. All employees earn sick leave at the rate of 13 days per year and accumulate to their credit all sick leave not used. A new employee may take sick leave at any time after

placement on the job. Sick leave is only granted when you are unable to perform your duties because of illness, injury, or when a member of your family has a *contagious* illness and the doctor recommends that you absent yourself from your work. Sick leave will also be granted when you undergo medical, dental, or optical treatment. In some cases a doctor's signature will be required on your application form for sick leave. A 1-hour period is the minimum of sick leave which may be granted. Illness should be reported as early as possible on the first day of absence.

LEAVE WITHOUT PAY. Leave without pay is a temporary non-pay status from regular duties. It may be granted for educational purposes, for service with non-Federal public or private enterprises when the job is of temporary character, for the purpose of recovery from illness or disability not of a permanent nature, and for reasons of maternity. In all cases such leave must be applied for and approved in advance. Ordinarily all accrued sick and/or annual leave must be used before leave without pay becomes effective.

MILITARY LEAVE. Up to 15 calendar days military leave may be granted to career, career-conditional, and indefinite employees who are members of military or naval reserve organizations when ordered to training duty. You should make application for military leave well in advance of the annual training period of your reserve organization.

COURT LEAVE. You may be granted leave with pay if you are a permanent employee and are officially summoned for jury duty or as a witness on behalf of the United States or the Government of the District of Columbia. Employees holding career, career-conditional, or indefinite appointments or temporary appointment pending establishment of register are considered permanent for this purpose and may be granted court leave. Such leave is not available to temporary and "when actually employed" personnel. As a usual practice, the Department does not ask to have personnel excused from such duty.

Pay received for service as a juror or as a witness while on court leave may not be retained by the employee.

Designation of Beneficiary

Current legislation provides an order of precedence in which beneficiaries may claim the amount in your retirement account, any compensation due you for final salary payment, your Government life insurance, and accrued annual leave in case of your death. If you do not wish to follow the line of sequence fixed by law, or if you are a single person to whom the order of precedence may not apply, you should execute a Designation of Beneficiary form (Form 2808) for the amount in your retirement account. A similar form (Form 54) is used for your Government life insurance. These forms must be filed with your personnel or administrative office. This will assist in explaining the laws and the purpose and distinction of the various necessary forms.

Holidays

The following are legal holidays for Government employees:

NEW YEAR'S DAY—January 1

WASHINGTON'S BIRTHDAY—February 22

MEMORIAL DAY—May 30

INDEPENDENCE DAY—July 4

LABOR DAY—First Monday in September

VETERAN'S DAY—November 11

THANKSGIVING DAY—Fourth Thursday in November

CHRISTMAS—December 25



By order of the President or the Congress, any other day may be designated as a special holiday. When a legal holiday falls on Sunday, you are granted the following Monday as a holiday.

You're Protected When Injured

If you are injured while on duty you will receive compensation under the provisions of the Federal Employees' Compensation Act. In case of injury, you should notify your supervisor as soon as

possible and complete a report of injury form and file it promptly. If your claim of injury is valid, the Government will provide medical and hospital care without cost to you. However, no benefits will be granted if the injury is caused by misconduct, intoxication, or willful intent to bring about the injury. No compensation, except sick leave, can be granted if injury occurs while you are not on duty.



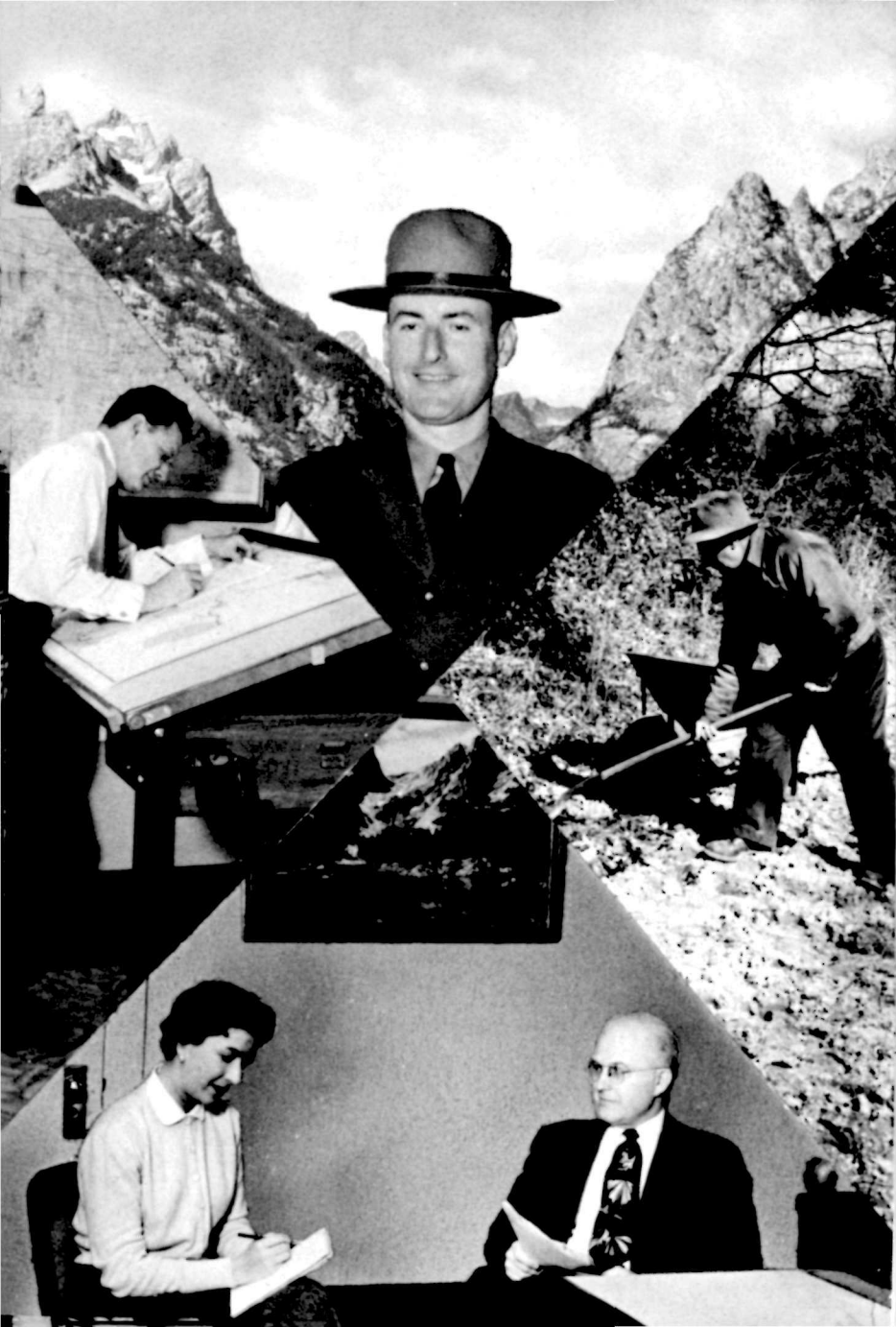
Unemployment Compensation

As a civilian employee of the United States Government you have the protection of unemployment insurance without cost to you. Unemployment benefits are paid by a State employment security agency under the provisions of its employment security law. Benefit rights will generally be determined by the law of the State of your last official station. Further information and necessary forms for filing a claim will be furnished you if you are separated from Federal employment.

Reemployment After Military Service

Any Government employee who voluntarily or involuntarily enters the military service is granted a military furlough for the duration of time that he is away from his civilian duties. After being released from military service under honorable conditions, the employee may either be restored to the same position or to a comparable or better position. While away from the National Park Service on military duty, an employee will be given the same consideration for promotion and periodic within-grade increases in salary that he would have earned if he had remained on the job. If he is called into military service during his probationary period, the time spent in military service will be counted toward the completion of the probationary period.





Working for the National Park Service

While there are general guides which govern the activities of all Federal employees, each Government agency may operate within the framework of these guides and yet have different policies which affect its employees. Such differences are necessary because of the various programs for which individual agencies are responsible.

The nature of the program which the Department of the Interior and the National Park Service are undertaking requires working policies and working conditions which may vary considerably from those of other Government agencies and bureaus. The purpose of this section is to acquaint you with the general policies governing working conditions in the National Park Service.

You and Your Supervisor

Everyone in Government has a supervisor who plans and reviews the work of subordinates. This system, referred to as the line of authority, runs through the entire organization of the National Park Service from the top policymaking positions down to each office and park position; and it is through this means that the work of the Service is carried on.

It is important that you and your supervisor have complete understanding and work together. Perhaps you have a feeling that supervisors and their subordinates are in two dissimilar categories. Actually, both have much in common. Each is working for one employer—the people of the United States. Each is working toward the same goal—the more efficient administration of areas administered by the National Park Service and the Department of the Interior. Remember that your supervisor cannot easily do his job without good performance on your part, and you cannot progress very far without benefit of his experience and help. Consequently, you will find that he will be ready and anxious to assist you, and you should be ready and willing to help him.



Your supervisor is interested in your success. Problems and questions concerning your work should be taken to him—he will give you the answer or get it for you.

Training

Your supervisor is responsible for instructing you in the duties of your position. You will receive on-the-job training so that you can perform your assigned duties more effectively. The benefit you receive from such training is dependent upon your acceptance of it and the effort you put into it. The better you do your present job, the greater your chances for promotion.

Further training in various fields is offered Service employees from time to time. Also, certain training is made available to selected employees to prepare them for other assignments and for promotion to higher grade positions when these become vacant.

Your performance in your present job is an important factor when selections are made for these special training opportunities.

You can also improve your chances of advancing your career by developing yourself. Through the study of manuals, memoranda, circulars, pamphlets, and books you can learn more about your job and the work and objectives of the Service and the Department. Participation in civic organizations, community affairs, employee organizations, and professional associations and societies is also an excellent means of self-development. Active membership in professional societies provides employees an opportunity to mingle socially and exchange ideas for the advancement of both employees and the Service. Many of these societies publish journals and monographs which help members to keep up with the latest developments in their field of work.



You may wish to enroll in school for further formal training or education outside duty hours. Should you complete any outside courses or do anything which gives you added skills, be sure to notify your personnel office so that this information will be recorded in your official personnel folder.

Performance Evaluation

Your performance in your position is judged by your supervisor on a day-to-day basis. Supervisors are expected to keep employees constantly informed concerning the quality and quantity of work expected of them.

If you hold a permanent competitive or excepted position, graded or ungraded, and have served in it for 90 days or more, you will receive a formal performance rating usually as of March

31 each year. This is the official record of your supervisor's appraisal of your performance during the period covered.

The latest official performance rating is a factor that is considered in connection with most personnel actions, particularly promotions, demotions, transfers, salary increases, removals, and reductions in force. Employers in private industry and in other Government agencies often request information concerning the performance of applicants who are, or were, employees of this Department.

Your supervisor will discuss with you the performance requirements of your job and, for some positions, he will give you written information about them. You are urged to be intimately familiar with them. Your supervisor will explain any that may not be entirely clear to you. Periodically he will inform you if your work is satisfactory or, if improvement is expected, how you can do better work.

You will receive a copy of your Performance Rating Report (Form DI-352 when it is issued each year. This will indicate the elements upon which you are rated, the evaluation of each, and one of the four authorized summary ratings; i.e., "Outstanding," "Excellent," "Satisfactory," or "Unsatisfactory." When your supervisor is making the rating, and before he forwards it to the reviewing official, he will discuss it with you whenever practicable.

Employees who do not agree with their summary rating have the right to appeal it within 30 days after receipt of the Performance Rating Report. The appeal right extends to the summary rating only. The element ratings may not be appealed separately and independently of the summary ratings. Your appeal should be made through your supervisor to your personnel or administrative office for reconsideration.



An employee with an "Unsatisfactory" summary rating may obtain an impartial review by the Service Performance Rating Committee or he may appeal directly to the Statutory Board of Review for the Department. He may also appeal to the Board of Review within 30 days after receiving notice of the results of an impartial review by the Service Committee. A summary rating of "Satisfactory" or better may be appealed to the Service Performance Rating Committee or the Statutory Board, but not to both.

An employee who wishes to appeal his performance rating should consult with his personnel office for details of the proper procedure.

The Incentive Awards Program

The Incentive Awards Program of the Federal Government is designed to secure your participation in improving the efficiency and economy of Government operations. It recognizes and rewards employees, individually or in groups, for suggestions, inventions, superior performance, or other special personal achievements. It authorizes cash awards for adopted suggestions and inventions, and for sustained superior performance or special acts or services. It also provides for honorary recognition in the form of medals, emblems, citations, and certificates.

SUGGESTIONS AND INVENTIONS. You are encouraged to suggest improvements in methods, procedures, working conditions, service to the public, employee morale, health, and safety. Suggestions may be either outside your job responsibilities or within,



if sufficiently meritorious to warrant award recognition. Submit them in writing to your supervisor, your local or regional incentive awards committee, or to the Department's Incentive Awards Committee in Washington. Cash awards range from \$10 to \$25,000 for adopted suggestions and inventions. The award depends on dollar benefits, the extent and scope of application, or the importance of the programs affected. Inventions made in connection with your official duties must be reported by you through channels to the Solicitor of the Department. Those adopted for use in Government operations are eligible for awards.

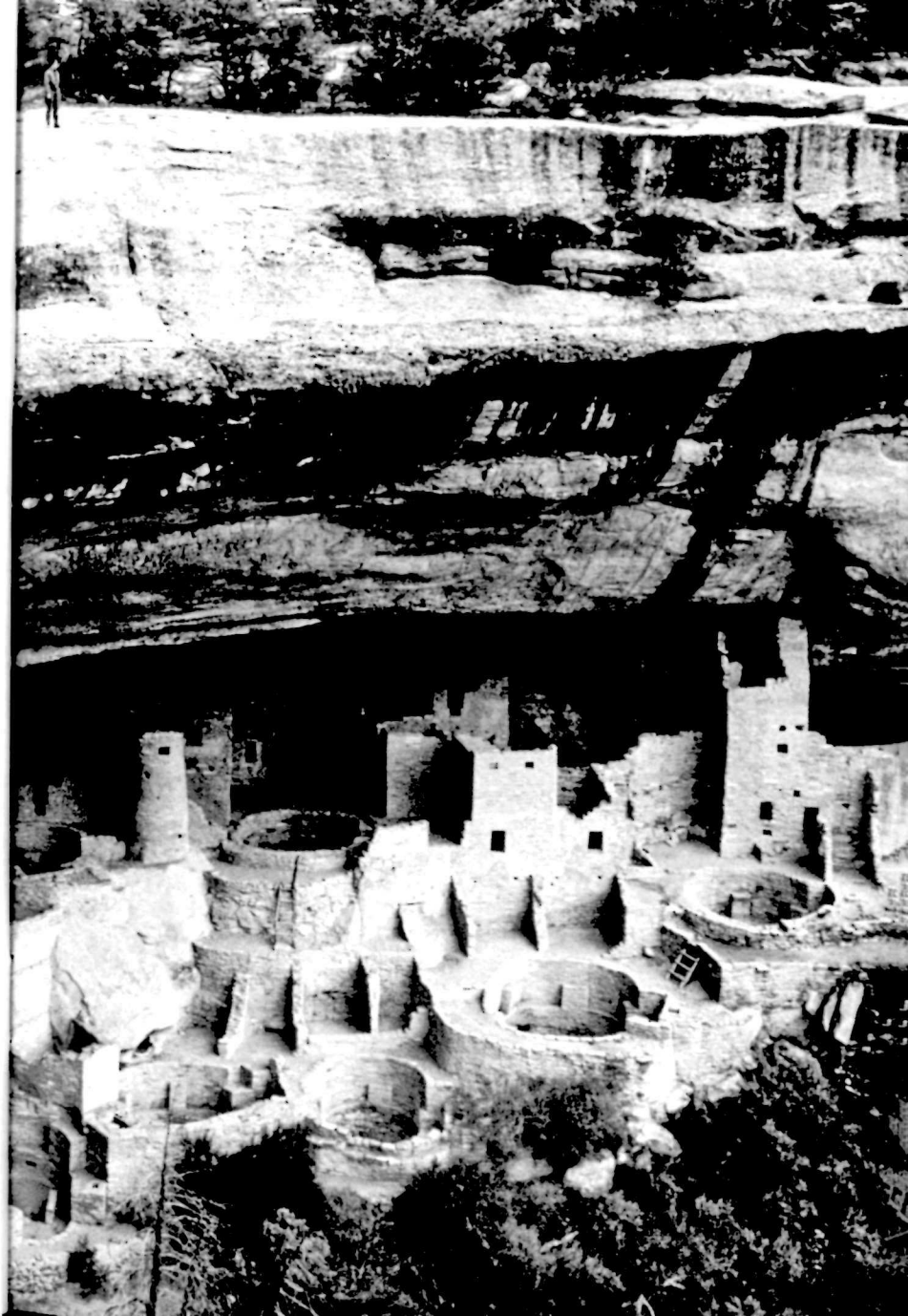
SUSTAINED SUPERIOR PERFORMANCE. You may receive a cash award for sustained superior performance for at least six continuous months on your job when recommended by your supervisor, or on the basis of having received an outstanding performance rating. The minimum award is \$100; the maximum, \$25,000.

SPECIAL ACTS OR SERVICES. You may receive a cash award for special acts or services in the public interest in connection with or related to your official duties, such as exemplary courageous handling of an emergency situation, or initiative and creative efforts which make important contributions to science or research. The minimum award is \$100; the maximum, \$25,000.

"So we see that national parks are really national museums. Their purpose is to preserve, in a condition as unaltered as is humanly possible, the wilderness that greeted the eyes of the first white men who challenged and conquered it. It is to insure that the processes of nature can work, without artifice, upon all the living things, as well as the earth forms, within their boundaries. It is to keep intact in the wilderness areas all the historic and pre-historic evidences of occupation by our predecessors. And in doing these things, the extra reward of recreational value emerges."

—Freeman Tilden

Cliff Palace
Mesa Verde National Park



HONOR AWARDS. The Department gives three types of honor awards: (1) Distinguished Service Award (gold) for an outstanding contribution to the public service beyond the call of duty, an outstanding contribution to science, outstanding skill or ability in performance of duties, an eminent career in the Government service, or outstanding record in administration; (2) Meritorious Service Award (silver) for significant performance of official duties, important contributions to science, a notable career in the Government service, superior or exceptional service in administration or execution of duties, initiative in devising new and improved work methods and procedures, or superior achievement in improving safety or health of workers or employee morale; (3) Commendable Service Award (bronze) to each employee upon retirement or death, after 5 years of satisfactory service in the Department, unless a higher award has been given previously or is merited at that time.

VALOR AWARD. This award is given for demonstrating unusual courage involving high personal risk in the face of danger. It consists of a special gold medal and a citation, and may be given to an individual or to each participant in a group.

LENGTH-OF-SERVICE EMBLEMS. Upon completion of 10, 20 and 30 years of total Government service, employees are given appropriate length-of-service emblems.

INTERDEPARTMENTAL AWARDS. Upon recommendation of the Civil Service Commission, you may receive an additional cash award and/or honorary award for an approved contribution resulting in benefits to other Government departments.

Promotion Policy and Procedure

As an employee of the National Park Service, you should understand that this is a career Service. The Director and his staff believe that efficient personnel administration and maintenance of proper morale depend, in a large measure, upon adherence to a fair and effective promotion policy, and they aim to maintain and follow such a policy.

As vacancies occur in permanent positions, it is the policy of the National Park Service to fill them through selection of the best qualified individuals available and, accordingly, careful consideration is given to possible candidates from outside the Service. However, employees qualified for promotion are the primary source for recruitment in filling vacancies. Every effort is made to identify employees who show promise of development and capacity for promotion to more responsible jobs. Qualified employees are periodically recommended for promotion by their supervisors, and their names are placed on registers of promotable employees maintained in the regional and Washington offices. The same areas of competition are not used for all positions. For positions in the higher grades, requiring broad experience or specialized knowledge, the area of competition is the entire Service. Most other positions are filled by selection from regional promotion registers. However, clerical and nonsupervisory positions are normally filled by local selection. In filling vacancies, appointing officials are provided with the names of several employees selected from the appropriate promotion register in the Washington or regional office.

The appointing official carefully reviews the qualifications of each candidate nominated, and he contacts the candidate he believes best qualified for the vacancy. If the first candidate declines, other candidates are considered and contacted. *Seniority is the deciding factor in final selection only when employees of approximately equal ability are available for promotion to a specific vacancy.* When outstandingly qualified candidates of limited seniority are available, they will be given favorable consideration in the interest of selecting the best qualified person.



Employees may justifiably expect promotions provided they have demonstrated their ability to produce work of high quality; have accepted responsibility; have good work habits; have performed their duties with intelligence, enthusiasm, and cheerfulness; and have demonstrated ability to perform work of a higher degree of difficulty than is required by their present positions.

If you are eligible for military service, or are likely to be, you will be pleased to know that employees furloughed for duty in the armed forces are considered for all promotions or other changes for which they would have been considered had they remained on active duty in their civilian positions. They are notified of any personnel actions taken during their military furlough which concern them.

Your supervisor will make the full promotion program statement of the National Park Service available for review and examination if you are interested in securing more information on this subject. Employees, both as individuals and through employee groups, helped develop the present promotion program. You are invited to suggest, through channels, to the Washington Office, any changes in the promotion program which you think would be desirable. Your suggestions will receive careful consideration.

Transfers

It is the policy of the National Park Service to transfer employees from office to office, park to park, or region to region, whenever it is in the best interest of the Service to do so. Employees of the Service should expect to be transferred as their capabilities increase and to help their development as well. The best interest of the Service may occasionally require the transfer of an employee without promotion or without his consent. Employees should not resist proposed transfers except for very compelling personal reasons. You may be sure that the Director will conscientiously try to avoid taking actions that will impose genuine

hardship on any employee. If you are moved from one place to another for the convenience of the Government, transportation expenses for you and your family will be provided by the Government.

Safety and Health

The National Park Service is sincere in wanting to carry on its various operations in the safest and most healthful manner possible. While management has the responsibility of providing safe working equipment, procedures, and conditions, you as an employee have the responsibility of following safe practices and offering safety suggestions. If you are indifferent to safety precautions and safe practices, you are a hazard to yourself and to the welfare of other employees. There is enough danger naturally inherent in the work of this Service without more danger being caused by carelessness and indifference.

Falls and mishandling of objects are leading causes of personal injury in the Service. Less frequent but serious injuries have resulted from failure to use goggles where needed and failure to use other protective devices when such are provided for employee safety. Safe driving practices are a "must" on the roads in parks of the National Park Service.

Safety committees have been organized in the parks of the National Park Service to assist superintendents in carrying out their responsibility for both public and employee safety and, in turn, the Service's safety program. Become acquainted with members of the safety committee and offer them wholehearted cooperation.



When You Travel Officially

If you must travel in the normal course of your Government business, you will be reimbursed for the expenses of your travel. Depending upon the circumstances of your particular trip, you may travel by plane, train, Government-owned transportation, or by privately owned automobile. Airplane or train tickets will be secured at no cost to you through means of Government transportation requests. Other travel expenses are authorized by Congress at approved per diem rates. Should your travel by private automobile be authorized, you will be allowed a specified mileage rate in addition to your per diem allowance.

Your Official Personnel Folder

Your personnel folder contains all official papers in connection with your employment and is the permanent record of your service in the Federal government. Most of the material in your folder will be forms you filled out when you reported for duty and copies of notices that were sent you concerning your position, such as notices of appointment or changes in your position or salary, and description of your duties.

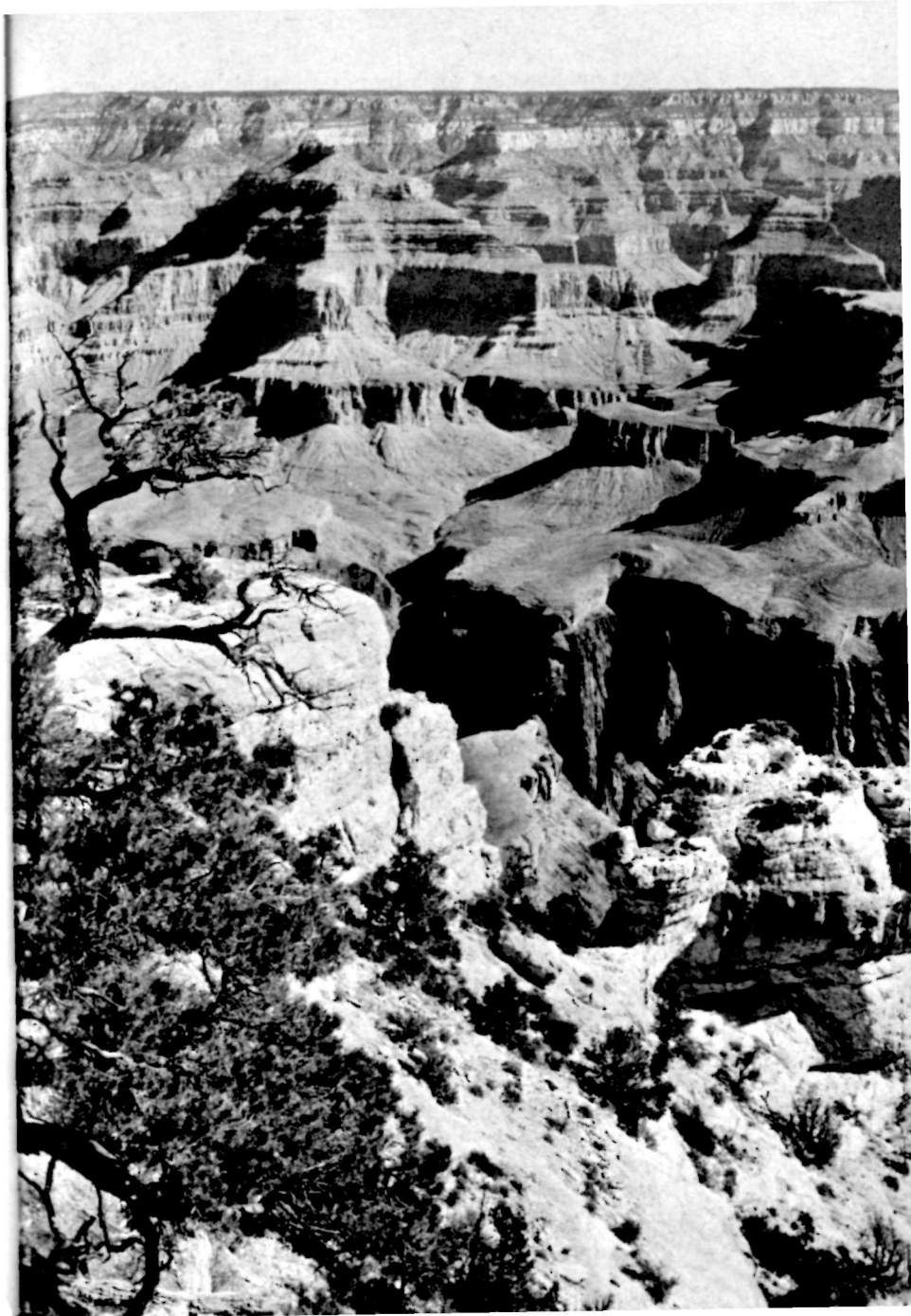
Some of the material in your folder will be of a confidential nature and may be seen only by persons authorized to do so in the course of their duties. Upon proper application you may inspect or copy any of the nonconfidential material in your official personnel folder.

It is important to keep current in your personnel folder a record of additional experience, education or training as you ac-

"A national park, preserved in all its beauty and at the same time made accessible for the public for all time, is as grand a heritage as it is possible to leave to future generations."

—Robert Bradford Marshall

Grand Canyon National Park



quire it. Your qualification for a more responsible position may be materially increased, and this fact should be reflected in your official personnel folder.

Official personnel folders are maintained by the various agencies for the Civil Service Commission, and may be retained in the park, the regional office, or the Washington Office, dependent upon the level of the employee's position. If you are an ungraded employee or are in grade GS-11 or below and your park or office has authority to process personnel actions, your personnel folder is usually retained in the personnel office where you work.

Your Work Schedule

The standard Government workweek is a 40-hour week extending from Monday through Friday. The National Park Service, as is true of other Federal agencies, is often required to vary the normal work schedule due to local conditions existing in the parks. Ordinarily, if you are employed in the Washington Office or a regional office, your work schedule will follow the standard Government workweek—Monday through Friday. In the parks, the standard workweek may be altered in order to provide service and protection to park visitors during each day of the week. If you are required to work both Saturday and Sunday in your official workweek, you will be granted two consecutive nonwork days during the week in lieu of Saturday and Sunday. One lieu day will be granted if you regularly work either Saturday or Sunday.



Blood Donations

The goal of the nationwide civilian and military blood program of the American Red Cross is to provide a blood bank for dis-

persing, without charge, blood and blood derivatives to persons throughout the Nation who may need them, and to meet military needs and national emergencies.

If you desire to give blood, you may be excused from your official duties without charge to leave for a reasonable length of time (not over 4 hours).

Unions are O. K. . . .

Federal employees may join a union. There is no basis for fear that membership or lack of membership in such an organization is cause for discrimination. The National Federation of Federal Employees and the American Federation of Labor-Congress of Industrial Organizations have established local groups throughout the United States and are open to membership by Federal employees. You are urged, however, in view of the obligations you assumed when you accepted Government employment, to carefully investigate any organization with which you affiliate yourself. Many organizations on the Attorney General's list of subversive groups have altruistic titles.



. . . And So Are Employee Organizations

Federal employees in many localities have organized or become affiliated with special groups for the purpose of providing certain benefits or services. These groups afford the employee the opportunity to join in group hospitalization and medical plans, group life insurance plans, group savings and credit loan programs, and group recreation and other community activities. Your supervisor will be glad to acquaint you with such activities available in your locality.

If You Have a Grievance

You are obligated to give the National Park Service the most efficient work of which you are capable. If you have a grievance which relates to working conditions and working relationships which are outside your control and which prevent you from rendering efficient service, you should make these facts known.

The first person you should consult, in an attempt to settle your grievance, is your immediate supervisor. He can usually take steps to settle the grievance or provide you with information which will either eliminate or change the complexion of your grievance. However, if your complaint cannot be adjusted satisfactorily through such discussion, you should try to obtain a solution from your personnel office, administrative office, or the superintendent.

Failing in this procedure, you may submit a written request for a hearing before an impartial committee or board. Your request may be addressed, at your discretion, to the superintendent, the regional director, or to the Director. Careful consideration will be given to your request and, if it is concluded that such a hearing would not be in the best interests of the Government, an explanation will be given to you. If your request for a hearing is denied, and the grievance is not settled to your satisfaction, you may appeal in writing to higher authority and even to the Secretary of the Interior, if you consider it necessary. You may appeal direct to the Secretary in the first instance, if you feel that the circumstances warrant such action. Information concerning the proper procedure can be obtained from your personnel office or administrative office. The important thing to remember is that grievances should be adjusted as promptly as possible for your own benefit as well as for that of the Service.



Reduction in Force

When the number of employees must be cut because of lack of funds or work, or because of organizational changes, the order in which they are separated is determined in accordance with an established system based on length of career status, veteran's preference, and performance rating. If you should be affected by a reduction in force you will be given an opportunity to inspect the retention register and an explanation of how the order of retention and separation was determined. Should you then feel that you have been affected through an error in applying the reduction-in-force system, you are entitled to appeal the action and to receive a full explanation of the appeal procedure. With your cooperation, you will be given assistance in finding further employment in the Government service.

If You Leave the Service

There is a procedure to be followed when you leave the Service just as there is a routine of completing forms and signing for property when entering on duty. If you resign, at least 2 weeks' advance notice of the effective date of your resignation will be appreciated so that your work can be continued without interruption.

A check-out procedure has been established at your headquarters office in order to arrange for your pay, retirement, and withholding deductions. At this time you will be expected to return all Government property in your possession.

Whenever you leave your position for any reason other than transfer to another position under the same leave system, you are paid in a lump sum for all annual leave to your credit.



For the Good of the Service

Much of this booklet has been devoted to describing the benefits and protection which are afforded to you as a Government employee. You should recognize clearly that you also have a responsibility to the National Park Service and to the Federal Government in the way you perform your job. You must always remember that you, too, are a taxpayer and in your role of a Federal employee you can see to it that the tax dollar which is used to pay for your services is a dollar well spent.

As an employee of the United States Government, you are expected to comply with Federal laws and to observe the regulations of the Civil Service Commission, the Department of the Interior, and the National Park Service. You should be especially concerned with your conduct and behavior while performing your official duties. Your private affairs and personal moral concepts will not be invaded except in cases of extreme personal misconduct, and then only when such misbehavior adversely reflects upon the dignity and prestige of the Federal service. You are urged to cultivate those personal qualities which characterize a good civil employee—loyalty to the United States, a sense of responsibility for the public trust, and a standard of personal deportment which will be a credit to you as an individual.

It is not possible in this handbook to set forth rules governing conduct of employees in all circumstances. As a responsible and mature individual you are, however, presumed to know right from wrong and expected to conduct yourself with propriety.

The following sections point out some of the things that you alone can do to make your job and the work of the Service more pleasant and efficient.

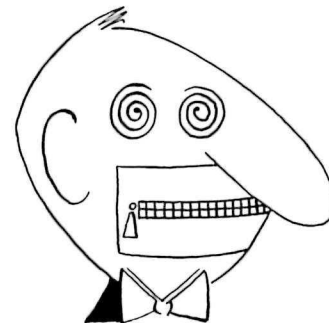
Public Relations Is Your Job

In any job, public relations is the means whereby persons outside the organization are able to judge the purpose and effectiveness of the organization's work. In the National Park Service every employee plays an important role in public relations. The efforts of Service employees have resulted in the winning of many friends to the objectives and programs of the Service. Public relations is a never-ending task, and any failure to achieve good public relations results in added difficulties in performing your job.

Confidential Information

Except as specifically authorized to do so, you shall not disclose any official information that is confidential or represents a matter of trust which comes to your knowledge as a result of your employment in the National Park Service. Moreover, you shall not disclose any other information of such character that its disclosure would not be in the best interests of the Government, the Department, or the Service.

Don't try to impress your friends or fellow employees that you're on the inside by passing out to them information which normally should not be released by you. Be sure to keep your trust!



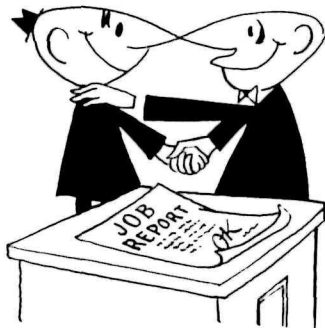
Inventions and Patents

Inventions made by employees are subject to a uniform patent policy. The Government, as the employer and as the representative of the people of the United States, should have the ownership and control of any inventions developed by you in the course

of your governmental duties. You are required, upon request, to assign to the United States all domestic and foreign rights to any invention made by you within the scope of your Government employment. Every invention made by you must be reported through channels to the Solicitor of the Department.

Your Loyalty and Cooperation

In accepting a position with the National Park Service, you have also accepted a responsibility to cooperate fully and in good faith with its directives and requirements. Service policies are intended to be fair and just to all employees. In turn, your criticism and judgments of the Service should be based on a clear understanding of related facts so that they may be fair, just, and constructive.



Security

No person will be employed, or retained as an employee, in the Department of the Interior unless the employment of such person is clearly consistent with the interests of national security. Each employee should make certain that his behavior, activities, and associations, both on and off the job, are above reproach and beyond suspicion at all times.

No person will be considered for employment who supports the objectives or is a member of any organization that: (1) advocates the overthrow of the Government by force, violence, or other unconstitutional means, (2) advocates the right to strike against the Government, or (3) is designated as subversive in nature by the Attorney General of the United States.

The principal characteristics which will be considered in determining security eligibility for employment include reliability, trustworthiness, and discretion. Excessive use of alcohol, bragging of a knowledge of confidential material, perversion, and use of narcotics are some of the factors which may cause a person to be ineligible from the standpoint of security.

Political Activity

You may not make use of your government position to assist a political party or candidate. This applies to such activity in city, county, State, or National elections, whether primary or regular, in behalf of any party or candidate, or any measure to be voted on. You may not solicit funds for the benefit of any political party or candidate for political office.

However, in addition to the right to vote, you have the right to express political opinion privately, to make voluntary contributions to a political organization, to attend political meetings, and to petition Congress. You may also belong to a political club but you may not be an officer in such an organization.

You may participate in activities of organizations that have for their primary object the production of good government or the local civic welfare, provided such activities have no connection with the campaigns of particular candidates or parties. A few local offices, such as membership on school boards, do not come under prohibited political activities.

Penalties required by law for violating the restrictions on political activity are severe. If you contemplate political activity of any kind you are urged to obtain and read thoroughly U. S. Civil Service Commission Pamphlet No. 20, "Political Activity of Federal Officers and Employees."



Personal Property

Neither the Department nor the National Park Service is responsible or accountable for the loss or theft of your personal property. Personal belongings, other than those for protection from unexpected inclement weather, should not be kept at the place of your employment.

Personal Mail

Your business address should not be used for personal mail. Delivery of personal mail to your place of work interferes with Government business. Request your correspondents to address mail to you at your home.

Soliciting

Unauthorized canvassing, selling, and soliciting are prohibited in any office or park of the National Park Service.

Changes in Name, Home Address, and Home Phone

You are required to make a prompt report in writing to your supervisor of any change in your name resulting from marriage, divorce, or other legal proceedings.

Notify your supervisor immediately of any changes in your home address or your home telephone number.

"It is a good thing for all Americans, and it is an especially good thing for young Americans, to remember the men who have given their lives in war and peace to the service of their countrymen, and to keep in mind the feats of daring and personal prowess done in times past by some of the many champions of the nation in the various crises of her history."

—Theodore Roosevelt

Lincoln Memorial National Memorial



Care of Government Property

You will be held accountable for Government property or monies which may be entrusted to you in connection with your official duties. You should use them economically and for official purposes only. It is your responsibility to protect and conserve them. Not only should you be careful of large or expensive items of equipment, but you should also be conservative in the use of lesser items and office supplies. Losses in these smaller items can amount to staggering proportions in the course of a single year throughout



Government service if reasonable precautions are not taken by every employee.

Government-owned supplies, tools, equipment and other property, including passenger cars, trucks, and tractors, may not be loaned or borrowed for unauthorized or private use.

Your cooperation is expected in keeping neat, sanitary, and uncluttered, such facilities as buildings, grounds, drinking fountains, eating spaces, and washrooms.

Outside Work

It is possible for you to engage in part-time employment outside the Federal service. Any such work, however, must not impair the efficiency or performance of your regular duties, or utilize information you obtained through your position, or tend to embarrass the National Park Service or the Department of the Interior. Before engaging in any outside employment you should consult your supervisor about the propriety of the employment and learn the current regulations which govern such outside employment.

If You Write or Lecture

In conformity with governing regulations you may express yourself non-officially through public writings, lectures, graphic presentations and other means, even though some of the subject matter may be related to your official duties. Such expressions



are encouraged, subject to clearance and consent in advance of publication or presentation, to achieve better public understanding of the National Park Service's programs and to increase the spread of knowledge concerning the results of our scientific, technical, and administrative activities. Such expression is not restricted unless it is in the public interest to do so, nor are you de-

prived of proper recognition, including financial payment, for non-official expression. If, however, the subject matter involves any contribution by the Government, either in preparation or presentation, you may not accept and retain remuneration from outside sources.

If you are planning some form of non-official expression you should obtain, through your personnel or administrative office, a copy of the Department's regulations and the Service's policy on the subject for your guidance.

Debts

You are expected to pay your debts. If you consistently obligate yourself financially beyond your capacity to pay with reasonable promptness, and your creditors are frequently compelled to bring such matters to the attention of your supervisor or your personnel office, this reflects on your fitness and on the prestige of the Federal service and may lead to disciplinary action.

Gifts

You may not accept gifts, loans, or gratuitous services from persons or firms with which you have official dealings. You should avoid accepting entertainment from persons or firms when it might create, or be interpreted as creating, a sense of obligation on your part. You are forbidden by law from presenting, or soliciting contributions or making a donation for, a gift or present to your official supervisor. As a supervisor, you may not accept a gift or present from those you supervise.

Land Acquisition

You and your spouse are prohibited from holding an interest in any lands or resources administered by the Bureau of Land Management, unless officially authorized and excepted, while you are an employee of any office or bureau of the Department of the Interior. If you or your spouse now have, or contemplate acquiring, any such interest you should request your supervisor to obtain for you from your personnel or administrative office, detailed information concerning the procedure for reporting your interest and requesting an exception authorizing you to retain it.

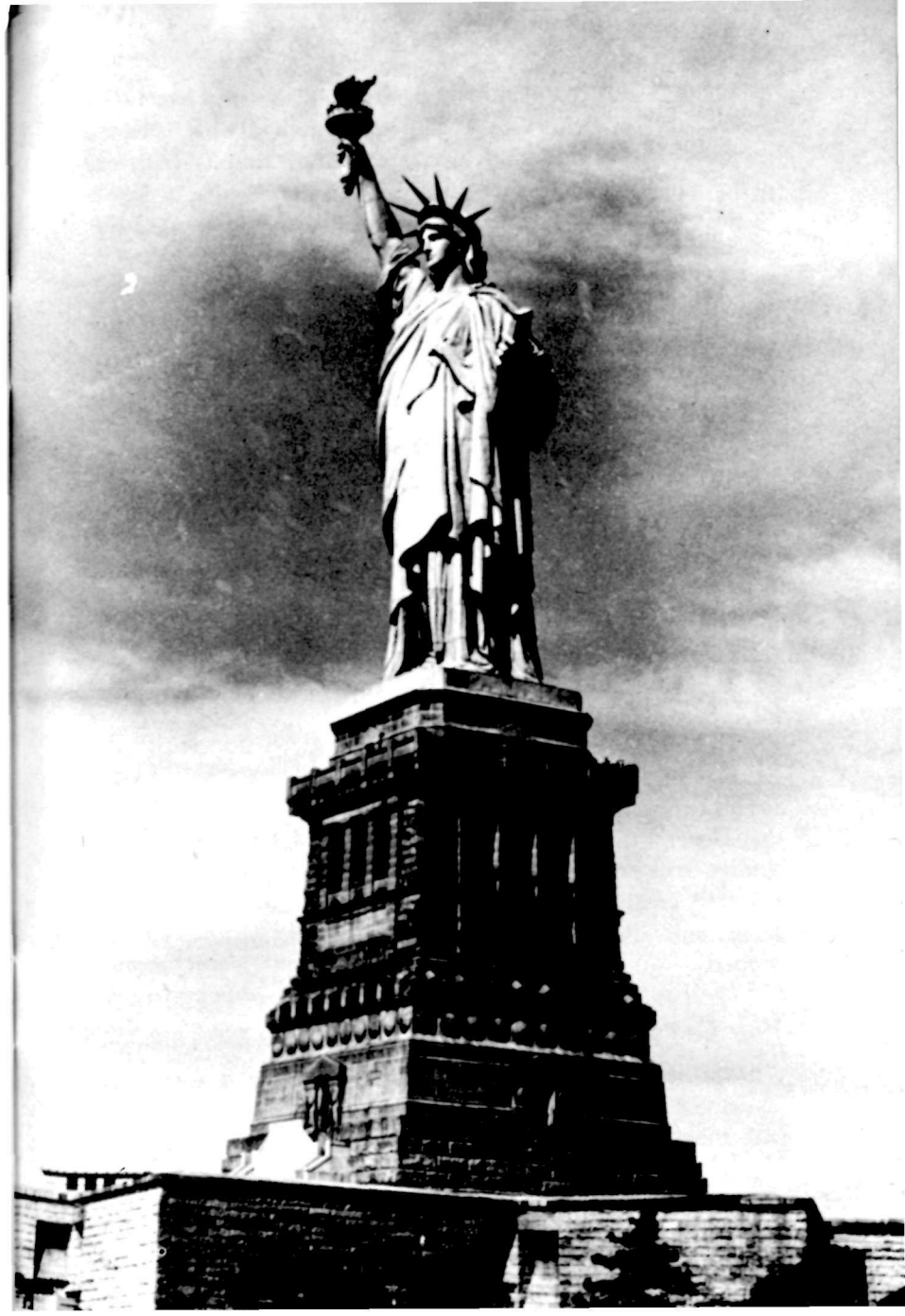
Disciplinary Actions

Your supervisor is responsible for providing the leadership and example that ordinarily will result in obtaining from you

"Historic places and objects teach patriotism and nourish moral sentiments, while they care also in some measure for the aesthetic nature. When once established, these famous places become unsalaried teachers. They never die, never ask to be retired on pensions, and their voices grow stronger and more convincing with increased age."

—Horace M. MacCracken

Statue of Liberty National Monument



willing and full compliance with instructions, with established policies, procedures, rules, and regulations, and with accepted standards of personal and official conduct. However, if your performance of duty or your personal conduct is unsatisfactory because of neglect, failure, or unwillingness to follow the rules, your supervisor will start appropriate disciplinary action.

Whenever disciplinary action is taken, the principle of like penalties for like offenses will apply. To assist in this objective, the table of offenses and penalties in the Federal Personnel Manual will be used as a guide.

You will be informed fully of the reasons for any proposed adverse personnel action against you.

General Deportment

The law forbids gambling and the use of intoxicants in the buildings, offices, and areas used or occupied by the Department and its bureaus and offices. Any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct on the part of an employee is cause for his removal from the service of the Government. The use of abusive or objectionable language,

loitering, creation of hazards, improper disposal of rubbish and waste, and other unseemly conduct are prohibited on Federal property.



You Can Be Fired!

Some people believe that Government employees cannot be discharged for poor work, indifference, or failing to work well with those with whom they are associated. *This is not so!* A

procedure has been established by law (see the paragraph below) to provide for the dismissal of unsatisfactory employees.

A Federal employee may also be removed for misconduct, insubordination, disloyalty, violation of the law, striking against the Government, or other serious reasons. Fortunately, such action is not required very often. However, when such an instance does occur, the employee is notified in writing of the reasons for the proposed removal and is given full opportunity to reply. The reply is given thorough and unbiased consideration before final disposition is made of the case. If the employee still feels that the action is unjust, he can appeal for a hearing through the established removal procedure. The regulations which govern this dismissal procedure provide for the protection of employees from prejudice, discrimination, and injustice; but the procedure is designed primarily to promote the efficiency of Government operations by establishing the means of weeding out undesirable or inefficient employees.



Your Department

The Department of the Interior was created by Congress on March 3, 1849. Its work is concerned principally with the management, conservation, and development of the natural resources of the United States.

The jurisdiction of the Department extends over the continental United States, to islands in the Caribbean and the South Pacific, and to lands in the Arctic Circle. It includes the custody of approximately 750 million acres of land, the conservation and development of mineral resources, the promotion of mine safety, the protection of fish and wildlife, the administration of the Nation's great scenic and historic areas, the reclamation of the arid lands of the West through irrigation, and the management of hydro-electric power systems. The Department is also responsible for the welfare of persons in the territories and island possessions and has guardianship of Indians, Eskimos, and Aleuts.

Office of the Secretary

The *Secretary of the Interior* is the principal official of the Department and is responsible for directing and supervising all of its functions. To facilitate the carrying out of this responsibility, certain authority has been vested in him by the Congress or delegated to him by the President. Included in this authority is that which permits him to assign functions to any officer or organizational unit of the Department. By such assignments of functions and delegation of portions of his authority, the Secretary has provided for the effective and efficient conduct of the Department's operations and assistance in directing and supervising them.

The functions and authority of the Departmental officials who

are the principal assistants of the Secretary are as follows:

The *Under Secretary* assists the Secretary in the discharge of all of his duties, may exercise some of the Secretary's authority, and in the absence of the Secretary performs his functions.

The *Assistant Secretary, Fish and Wildlife*, discharges the duties and exercises the authority of the Secretary with respect to fisheries and wildlife and has supervision over the United States Fish and Wildlife Service created by the Fish and Wildlife Act of 1956. The Service is comprised of the Office of the Commissioner of Fish and Wildlife, the Bureau of Commercial Fisheries, and the Bureau of Sport Fisheries and Wildlife.

The *Assistant Secretary, Minerals Resources*, discharges the duties and exercises the authority of the Secretary with respect to minerals and fuels and has supervision over the Bureau of Mines, Geological Survey, Office of Oil and Gas, Office of Minerals Mobilization, Office of Geography, and Defense Minerals Exploration Administration.

The *Assistant Secretary, Public Land Management*, discharges the duties and exercises the authority of the Secretary with respect to land utilization and management and territorial and Indian Affairs and has supervision over the Bureau of Land Management, National Park Service, Bureau of Indian Affairs, and Office of Territories.

The *Assistant Secretary, Water and Power*, discharges the duties and exercises the authority of the Secretary with respect to water resources and electric power, and has supervision over the Bureau of Reclamation, Bonneville Power Administration, Southwestern Power Administration, Southeastern Power Administration, and Office of Saline Water.

The *Administrative Assistant Secretary* discharges the duties and exercises the authority of the Secretary with respect to administrative management including administrative services, budget and finance, inspection, management research, personnel management, property management, and security.

The *Solicitor* is the Secretary's principal legal adviser and chief

law officer of the Department. He has supervision over all legal work and the personnel performing such work, and he may exercise the Secretary's authority in many matters.

The primary organizational units of the Department (other than the National Park Service) and the basic purposes, objectives and functions that are assigned to each are set forth below.

The *Office of the Secretary* includes, in addition to the Secretary and the other Departmental officials previously referred to, various divisions which provide advice and assistance to those officials in directing and supervising Departmental activities.

Bureaus

The *Bureau of Indian Affairs* was created in the War Department in 1824, and transferred to the Department of the Interior when it was established in 1849, to discharge the responsibility assumed by the United States by treaty or otherwise for the incorporation of Indians into our national life. Its primary objectives are the creation of conditions under which the Indians will advance their social and economic adjustment, the adaptation of Indian institutions and attitudes to secure such adjustment, and the ultimate termination of Federal supervision and services special to Indians.

The *Bureau of Land Management* was created in 1946 by merging the General Land Office (established in 1812) and the Grazing Service (formed in 1934) and is responsible for the management and custodianship of the public domain and its resources which include approximately three-quarters of a billion acres in the continental United States and Alaska, containing timber, mineral, grazing, and other resources. This includes planning and coordinating long range programs for the proper conservation, use and disposal of the public land based on the greatest public interest.

The *Bureau of Mines* was created in 1910 and is primarily concerned with the Nation's mineral supply. It is responsible for making technologic and economic studies of the problems of

mineral industries that affect the availability of domestic and foreign minerals. It fosters the development and conservation of the Nation's mineral resources, particularly those of strategic and vital concern; promotes health and safety in the mineral industries; conducts technical research in the mining, preparation, and utilization of minerals; and assists the minerals industry through consultation, dissemination of technical data and statistics, and development of new techniques for utilizing available resources and substitutes for materials not produced domestically in adequate supply.

The *Bureau of Reclamation* was formed in 1902 to promote the development of agricultural and industrial economics in the arid and semiarid states of the West by the construction and operation of multiple-purpose projects providing water for irrigation, hydroelectric energy, control of floods, aids to navigation, and water for domestic and industrial uses.

The *United States Fish and Wildlife Service* was created by the Fish and Wildlife Act of 1956 to replace and succeed the former Fish and Wildlife Service, established in 1940 by Reorganization Plan III. The Service is comprised of the Office of the Commissioner of Fish and Wildlife and two bureaus: a Bureau of Commercial Fisheries responsible for commercial fisheries, including whales, seals, and sea lions, and a Bureau of Sport Fisheries and Wildlife responsible for wild birds, mammals (except whales, seals, and sea lions), and sport fisheries. The functions of the Service are administered under the supervision of the Commissioner of Fish and Wildlife who is subject to the supervision of the Assistant Secretary for Fish and Wildlife.

The *Geological Survey* was established in 1879 to collect, distribute, and make available information about mineral and water resources, conduct research in geology and related fields, prepare and distribute topographic maps, and supervise the technical mineral operations on leased public, Indian, and certain acquired lands, and on the naval petroleum reserves.

The *Bonneville, Southwestern, and Southeastern Power Administrations* were established as power-marketing agencies for electric energy generated at certain projects erected and operated by the Federal Government in their respective areas.

The *Office of Territories* was established to coordinate and guide the operating programs designed to promote the economic and political development of the former Territory of Alaska and the Territory of Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, the Trust Territory of the Pacific Islands, and other islands in the Central Pacific.

Other Departmental Offices

The *Office of the Solicitor* provides all legal services for the entire Department.

The *Office of Geography*, in conjunction with the Board of Geographic Names, standardizes names throughout the world for use on maps and other publications of the Federal Government.

The *Office of Minerals Mobilization* is concerned with the adequacy of supplies of certain metals, minerals, and solid fuels for civilian and military needs under conditions of partial and full mobilization.

The *Office of Oil and Gas* is responsible for coordination of the Government's national oil and gas activities, preparedness planning, and the administration of the Connally Act which prohibits the shipment in interstate commerce of petroleum produced in violation of State regulatory laws.

The *Defense Minerals Exploration Administration* is concerned with expansion of production and supply of strategic metals and minerals in the United States and its territories and island possessions.

The *Office of Saline Water* is concerned with the development of practical means for economical production, from sea and other saline water, of water suitable for agricultural, industrial, municipal, and other beneficial uses.

Conclusion

The information contained in the preceding pages of this handbook generally applies to all employees. We hope you will find it interesting, informative, and worthy of study. If there is anything that is not clear to you in this handbook, or if there is any question concerning your employment for which you do not find an answer, your supervisor or your personnel or administrative office will discuss it with you.

On the following page is provided a means for recording pertinent information concerning your position. For your convenience you should keep it up to date. Your supervisor will assist you in filling in the necessary information.

Your Guide

Your name..... Room number.....
 Telephone number..... Building.....
 Name of supervisor.....
 Title of your position.....
 Date you entered on duty.....
 Working hours: From..... To.....
 Lunch period: From..... To.....
 Workweek: From..... To.....
 Annual salary \$.....
 Gross pay per payroll period \$.....
 6½% retirement deductions \$.....
 Social Security deductions \$.....
 Withholding Tax \$.....
 Bond allotment \$.....
 Insurance deduction \$.....
 Quarters rental \$.....
 Other \$.....
 Total deductions \$.....
 Biweekly take home pay \$.....
 Annual leave earned per year.... days
 Sick leave earned per year 13 days
 Name of Employment Policy Officer.....
 Location of personnel office.....
 Notes:.....

Suggested Readings

- BUTCHER, DEVEREUX. *Exploring Our National Parks and Monuments*. Houghton Mifflin Co. 1955.
- COLBY, C. B. *Park Ranger*. Coward-McCann, Inc. 1955.
- JAMES, HARLEAN. *The Romance of the National Parks*. The Macmillian Co. 1939.
- NATIONAL PARK SERVICE. *A Study of the Park and Recreational Problems of the United States*. Government Printing Office. 1941.
- SHANKLAND, ROBERT. *Steve Mather of the National Parks*. Alfred A. Knopf. Revised 1954.
- TILDEN, FREEMAN. *The National Parks, What They Mean To You and Me*. Alfred A. Knopf. 1951.

Index

- Appeals: Classification 25; employment policy 23; performance rating 44
- Appointments, kinds of, 22, 23
- Beneficiaries 36
- Blood donations 54, 55
- Bonds 33
- Classification Act positions 24
- Confidential information 59
- Debts 65
- Deportment 68
- Disciplinary actions 66
- Dismissal procedures 68, 69
- Employee organizations 55
- Employment policy 23
- Ethics, Code of, ii
- Gifts 66
- Government property 64
- Grievances 56
- Holidays 36
- Housing (quarters rental) 33
- Incentive awards 45-48
- Income tax deductions 29
- Injuries 36, 37
- Insurance, group life 31, 32
- Inventions and patents 59
- Job: definition 25; description 25; performance 43, 44
- Land acquisition 66
- Leave benefits 33-35
- Leaving the Service 57
- Longevity salary increases 28
- Loyalty and cooperation 60
- Military furloughs 37
- Night pay differential 29
- Outside work 64
- Overseas differential 29
- Overtime pay 28
- Pay: additions to 28, 29; deductions from 29, 31; frequency of 26
- Performance evaluation 43-45
- Personal mail 62
- Personal property 62
- Personnel folders 62
- Political activity 61
- Premium pay 28
- Probationary period 22
- Promotion policy 48-50
- Public relations 59
- Quarters rental 33
- Reduction in force 57
- Reemployment rights (military) 37
- Retirement program 30, 31
- Safety and health 51
- Security 60, 61
- Social security 31
- Soliciting 62
- Suggestions 45
- Supervisors 41, 42
- Training 42
- Transfer policy 50, 51
- Travel, official 52
- Unemployment compensation 37
- Unions 55
- Wage Board positions 25
- Within-grade salary increases 28
- Work schedules 54
- Writing for publication 65

National Park Service In-Service Training Series

Tips on Your Job (1952)

Talks (1953)

Conducted Trips (1954)

Information Please (1955)

Campfire Programs (1955)

Manual of Training Methods (1956)

Information Handbook (1957)

Antiquities (1958)

Federal Creed of Service

We as members of the civil service accept our obligation and our opportunity to serve the American people well and in full measure, doing our best to further the free and democratic institutions of our country

We believe it is our duty to . . .

Carry out loyally the will of the people as expressed in our laws

Serve the public with fairness, courtesy, integrity, and understanding

Help improve the efficiency, economy, and effectiveness of our work

. . . and thus do our part in performing the great services of the Government