

THE PROGRAM

"Ranger Skills" is designed primarily to provide a basic foundation in Visitor Protection, Natural and Cultural Resources Management, and Interpretation to relatively new, permanent Park Service Rangers and Technicians.

The program includes both conceptual as well as "hands on" skills. You will be busy! While much of your time will be spent indoors with lectures, discussions and exercises, a considerable number of activities will be held outdoors.

OTHER OBLIGATED TIME

You will find that you will be spending quite a bit of evening time in the Center and probably some weekend time, also.

FAMILY ATTENDANCE

Spouses and families are encouraged to attend with you and quarters will be assigned accordingly. You must absorb any additional travel expenses incurred by bringing family members. Families who have attended in the past have felt it to be a rewarding experience. If at all possible, we hope your family can be with you. Space is limited; we must know immediately (by phone) if you plan to bring any family members.

CLASSROOM ATTENDANCE OF SPOUSES

Spouses are invited to observe any of the classes. They will not be able to accompany you on official time away from the Center (field exercises). By the nature of the exercises, participant numbers must be kept small.

SPECIAL INFORMATION FOR SPOUSES

As much of each course participant's time will be spent in class or on special projects, there will be a lot of time for you to plan and carry out independent activities, such as hikes, trips, etc. You may want to bring hiking equipment (especially a good pair of hiking shoes or boots). There will be very few times when dressy clothes will be needed, so bring lots of informal or casual clothes. Some community activities, crafts and recreation programs are available. Both the Training Center and a community library are available for your use as well as TV in the training apartment lounge. You are encouraged to participate in the physical fitness program. Recreational equipment mentioned further on will also be available for your use, although you may wish to bring some of your own.

CHILDREN

We have few toys here, so plan to bring some if you have children who will need them. There is a fenced-in play area near the apartments, and it includes a good variety of playground equipment. "Gerry" packs (for carrying small children) will be available for checkout on a first-come, first-served basis. All children must be supervised by an adult when using the Lounge in D Building.

CLOTHING AND EQUIPMENT

Classroom dress will include both: the NPS uniform and casual attire. If you ordinarily wear a uniform on your job, bring it. The uniform will be worn in class as noted on the agenda (attached). The uniform shall be as follows:

- for park ranger, park technician who normally wear dress uniform - men's or women's Class A.
- men's and women's Class A uniform will be the winter uniform. If you do not have a traditional winter uniform, the winter seasonal uniform of your park will be appropriate.
- do not bring your personal weapons.

Uniform specifics and appearance standards published as part of the National Park Service Uniform Standards will be the hallmark of proper dress. Uniforms will be clean, pressed and adorned with the proper items for either class or field situations, and will be worn in such a way as not to discredit the National Park Service.

Additional items of wearing apparel should include sports clothes, warm field clothes and boots, (see below) and such other apparel as you may desire. Grand Canyon Village is at an elevation of 7,000 feet, and rain, snow, cold or warm weather are all possible during your stay; so we suggest you come prepared for them.

Physical training, geared to your needs, will be a daily part of the program, so bring clothes suitable for this activity. You probably will want one pair of tennis shoes to be used indoors only and a pair of running shoes for use outdoors. Bicycles are available to checkout, as is equipment for volleyball, basketball, tennis, billiards, and ping-pong.

Cameras, binoculars, rucksacks, and other outdoor gear will be useful for your off-duty hours exploration of the Grand Canyon area. Participants frequently hike into the Canyon or visit other nearby park and wilderness areas.

The Field Study will involve backpacking/camping for 3 days and 2 nights at a location to be assigned later. The trip will cover somewhat rugged terrain on steep, maintained trails and/or well defined trails that are not maintained. Weather conditions during the trip may vary from sunny and warm to rain, sleet, and snow or all conditions may be encountered within the span of one day.

In view of these factors, it is suggested that you bring the following items with you, or mail them in advance, if you own them or they are available to you: sturdy hiking boots that fit well and are well broken in; 2-3 pairs of wool socks; sunglasses; 2-3 wool shirts or sweaters; down or fiber-filled parka; 60-40 or similar windbreaker parka; rain gear; wool mittens or gloves; wool balaclava or ski cap; backpacking tent; sleeping bag; pack; stove; freeze-dried food; any other personal equipment that you feel necessary or desirable. Albright has a limited supply of tents, sleeping bags, packs, cook kits and stoves if you do not have these items.

HOUSING

We will provide an apartment (see attachment #1) for your family, if you have one. Single participants will share one-bedroom apartments.

The Training Center apartments are furnished with single beds and/or double hide-a-beds, dressers, desks, lamps, corner tables, dinette sets, and lounge chairs. Linens will be issued to you when you arrive. You will be responsible for their care for the duration of your stay, and will turn them in when you leave. We will also furnish a pillow and 2 blankets for each participant and dependent. We have some sturdy cribs (available on a first-come, first-served basis), but no crib linens.

Cooking equipment, utensils, dishes, and silverware are provided. Each apartment is furnished with electric range and oven, sink and refrigerator. It is assumed that participants will wish to cook most of their meals. There are, however, several concession dining rooms and a general store (with delicatessen) within walking distance of the apartments. They are all open 7 days a week.

You will have to bring such other personal furnishings and equipment as you think you will need, such as small appliances, electric irons, alarm clocks, etc. We provide ironing boards, brooms, and mops. Coin-operated automatic washers and dryers are available in a laundry room in each apartment building. Commercial laundry and dry cleaning services are available from the park concessioner. Storage lockers are provided for excess suitcases and boxes, but such space is limited.

You may wish to ship some items in advance. Ship via truck or air freight, UPS or parcel post. Do NOT use a Government franked label to send personal belongings. There is no rail service to Grand Canyon.

Pets are not permitted.

Personal mail may be sent to you in care of the Horace M. Albright Training Center, P.O. Box 477, Grand Canyon, Arizona 86023.

TRAVEL AND PER DIEM

Travel to Grand Canyon may not exceed the cost based on air transportation from your duty station to Grand Canyon, and per diem will be paid on the same basis. If you elect to travel by means which add to time and expenses, you must absorb the additional costs.

If traveling by common carrier, the following information will be useful to you. Please make your reservations well enough in advance to take advantage of either Super-Saver or Excursion fares. Fly into Phoenix, Arizona. We will have transportation there to bring you to Grand Canyon. This transportation will leave Phoenix promptly at 3:30 p.m. from Terminal 3 on Wednesday, April 15. There will be an NPS person (in uniform) waiting to greet you at the American Airlines baggage carousel (in Terminal 3) between 3:00 and 3:30 p.m. Please check in with that person. You will be returned to Phoenix on Wednesday, May 20, leaving Grand Canyon at 4:00 p.m., arriving Phoenix approximately 9:00 p.m. Please make your airline reservations to arrive in Phoenix prior to 3:00 p.m. on April 15 and to depart Phoenix after 10:30 p.m. on May 20 or on Thursday morning, May 21. We will make motel reservations for those needing to stay in Phoenix the night of May 20.

You will receive \$8.00 per diem while at the Training Center. No charges for quarters will be made to the participant or family.

OVERTIME

Participants in training courses will not be paid overtime during the period of training. (Reference: FPM Supplement 990-2, Subchapter SI-3 and FPM Letter 551-3, August 29, 1974.)

FINANCING

Please transfer the Training Order Number, from the attached list of participants, to the upper right-hand corner of the Travel Authorization (below the date); also to the upper right-hand corner of the Travel Voucher; and to ALL other documents concerning the training course (GTR's, GSA Billings). This enables the finance offices involved to identify all training costs. The account shown on all travel documents must be your Region's Training Account Number.

COMMUNITY SERVICES

Grand Canyon Village is an active community, with a broad assortment of civic service and fraternal organizations. Catholic, Protestant, Southern Baptist, and Latter-Day Saints religious services are conducted every Sunday. A doctor and clinic staff are available in the community. A general store, a bank and a post office are within walking distance of the apartments. A six-lane bowling alley is available in Tusayan, 6 miles south of the park. Movies are shown at the Community Building several nights a week.

Grand Canyon has good schools, Kindergarten through 12th grade. Your children of school age are welcome, but you should bring birth certificates, previous school records (or address of previous school if records are not obtainable), and records of vaccinations and inoculations. Pre-school is available for children ages 3-4.

When you call to notify us of plans to bring a family, we will need names, ages and grades of children.

PHYSICAL FITNESS

During your class session here at the Grand Canyon, you will be exposed to high altitudes, inclement weather and strenuous outdoor activities. For your own well-being, we strongly recommend you have (or have had) a physical examination within the last year.

As an integral part of the "Ranger Skills" course, we are pleased to afford you the time and opportunity to develop (or maintain) a "personalized" physical fitness program that you can and will continue using upon returning to your park.

The Albright physical fitness program and materials were developed with the help of NPS supervisors and managers, who have engineered successful physical fitness programs among Service personnel; Harvey Anderson (whom you will meet during the course), who has done it for many organizations; and others who have committed to writing their professional expertise on the subject.

We expect that you will have read and be generally familiar with the enclosed book - The New Aerobics or - Aerobics for Women when you arrive at the Training Center. It's important -- do it!!

Additionally, if you don't meet the current uniform height/weight standards, we suggest you give some serious thought toward initiating a weight reduction program as an integral part of your physical fitness effort. Overall, you have a few weeks before you arrive at the Training Center to initiate or begin "easing" into a physical fitness program. When combined with the 5 weeks we'll be together, we then have a substantial period of time during which we can help you develop and maintain an "individualized" fitness program that will serve both you and the public well.

A final reiteration -- NOTE the key words "help you develop" a personally suitable fitness program tailored to "your" interests, abilities and job responsibilities. This is not a pass or fail training camp effort. But rather a developmental period where literally everyone "can be a winner."

Please bring all enclosures with you.