

Joshua Tree National Park



New Employee Handbook

CONTACT INFORMATION

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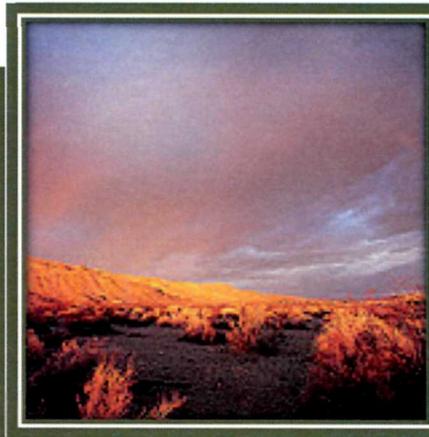
Superintendent	5502	Resources	5560
Administration	5510	Lost and Found	5518
Human Resources	5511	NPS IT Help Desk	800-522-7094
Interpretation	5520	Dispatch Emergency	909-383-5651
Protection	5540	Dispatch Non-Emergency	909-383-5652
Maintenance	5680		

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Welcome to Joshua Tree National Park!

We're happy to welcome you to one of the most exciting and diverse national parks in the country and glad to have you as part of the team! The work you will do while you are here is critical to fulfilling the mission of the National Park Service and Joshua Tree National Park.

This handbook is designed to help you become familiar with the National Park Service, Joshua Tree National Park, and the policies, rules, and regulations for park employees. It will also introduce you to the many important and interesting topics here at Joshua Tree. Though not all-inclusive, it will provide you with an overview you can use to answer visitor questions and serve as a starting point for further exploration of a topic.

If you have any questions or would like to know more about a subject, please let us know. The park's leadership team is here to support your development and success at Joshua Tree. We are always willing to answer questions and provide more information.

Work safely and enjoy the park.

How to Use the Handbook

While you are encouraged to read this handbook in its entirety to become familiar with the National Park Service (NPS), Joshua Tree National Park, and the policies and best practices for park employees, this handbook is also designed to be easily navigated to answer specific questions you may have about the park and working for the park. We hope you will use it as a resource throughout your time at Joshua Tree.

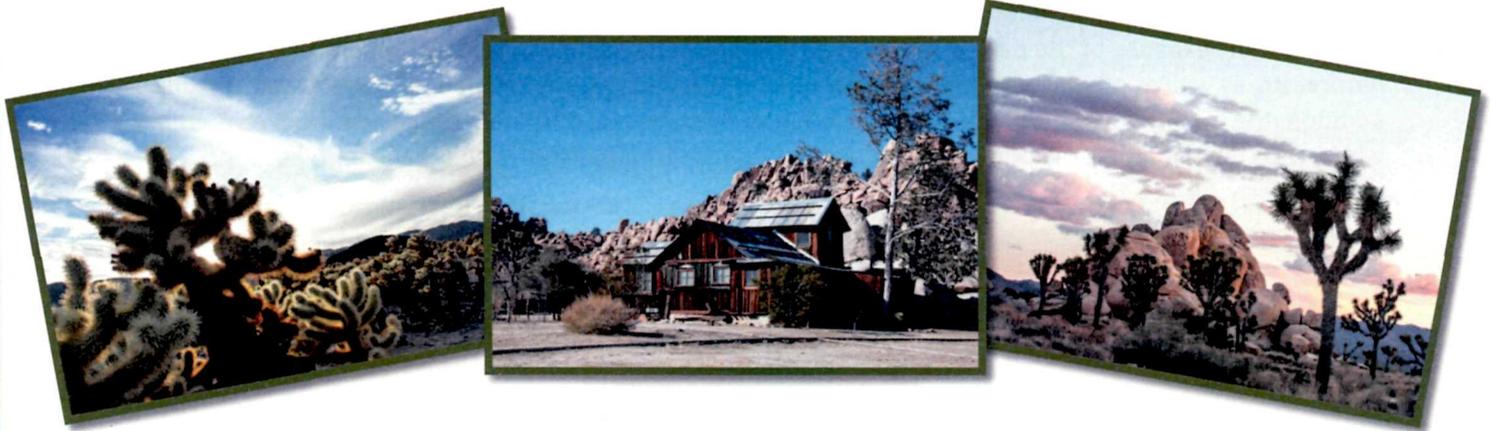
The Legal Stuff

This handbook is for informational purposes only; it is not a policy document. Information contained herein is presumed to be current and correct. Because information frequently changes, every effort is made to ensure its accuracy. Should you find any errors or outdated information, please notify the Visual Information Specialist or the Chief of Administration.

This handbook is not intended to and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

Introduction to Joshua Tree National Park

Joshua Tree National Park preserves and protects the scenic, natural, and cultural resources representative of the Colorado and Mojave deserts' rich biological and geological diversity, cultural history, wilderness, recreational values, and outstanding opportunities for education and scientific study.



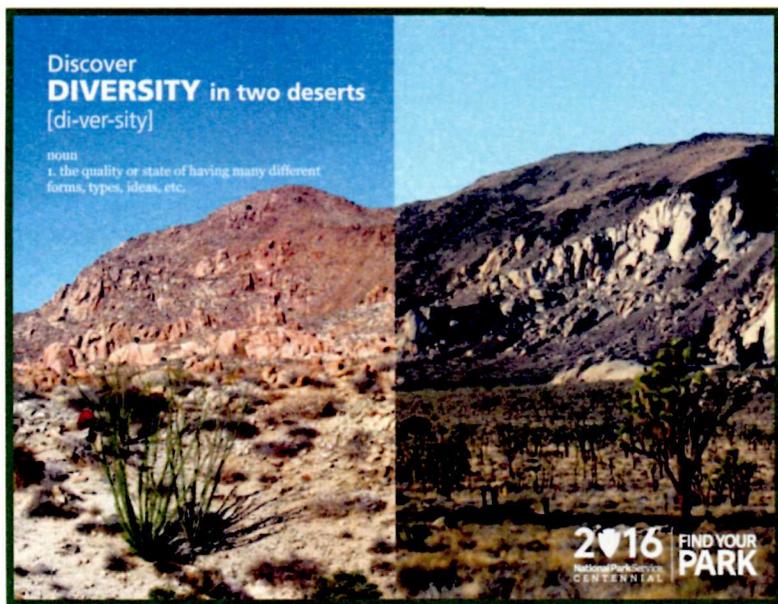
JOSHUA TREE NATIONAL PARK lies along the east-west transverse ranges of the Little San Bernardino Mountains in southern California. The southern boundary of the park follows the base of these mountains along the northern edge of the Coachella Valley; the northern boundary is defined by the Morongo Basin. Ecologically, Joshua Tree National Park lies at the convergence of two deserts—two large ecosystems whose characteristics are determined primarily by elevation. Below 3,000 feet, the Colorado Desert encompasses the eastern part of the park and features natural gardens of creosote bush, ocotillo, and cholla cactus. The special habitat of the Joshua tree is found in the higher, moister, and slightly cooler Mojave Desert. In addition to Joshua tree forests, the western part of the park also includes some of the most interesting geologic displays found in California's deserts. The park includes five fan palm oases, which are the few areas where surface water occurs naturally.

The park lands include a rich and diverse cultural history. Human occupation dates to at least the early Holocene period, with what is known as Pinto culture, and possibly the late Pleistocene, with what are known as the Paleoindian complexes; human occupation continues throughout the historical era with tribes known today as Cahuilla, Chemehuevi, Serrano, and Mojave. In the last half of the 19th century, European American surveyors, cattlemen, miners, and homesteaders began to arrive and, alongside native peoples, created a set of enduring social and cultural legacies for these lands.

On **August 10, 1936**, President Franklin D. Roosevelt established Joshua Tree National Monument as a unit of the national park system through a Presidential Proclamation. After two boundary changes in 1950 and 1961, Congress designated 429,690 acres of the monument as wilderness and 37,550 acres as potential wilderness in 1976. Then in 1984, the monument received a designation of biosphere reserve system with Death Valley National Monuments, Anza Borrego Desert State Park, Santa Rosa Mountains Wildlife Management Area, and Deep Canyon Research Center. In **1994**, the California Desert Protection Act added 234,000 acres (including 163,000 acres of new wilderness) to the park, and re-designated the area as Joshua Tree National Park.

The park boundary now encompasses more than 770,000 acres in federal ownership and nearly 20,000 acres of nonfederal lands. Of the park lands, over 595,000 acres are designated as wilderness and over 70,000 are potential wilderness. The Mojave Desert Land Trust has acquired almost 3,000 acres of land along the northwest boundary of the park, with the intention of donating these lands to the park. The Department of the Interior also is in the process of withdrawing over 20,000 acres of public (BLM) land in the Eagle Mountain area along the park's eastern boundary. The acquisition of these lands will push the park's total acreage to over 800,000 acres. As demonstrated throughout the history of the park, Joshua Tree National Park's acreage and boundaries will continue to change as we move forward into the 21st century.

The park lies within both San Bernardino and Riverside counties approximately 100 miles from the Los Angeles metropolitan area—more than 18 million people live within a three-hour drive of the park. The natural desert expanse of the park provides ideal conditions for campers, photographers, star gazers, naturalists, as well as anyone seeking space for quiet introspection, exploration, or outdoor learning. In addition, the extensive granite rock outcrops, boulder piles, desert mountain ranges, and canyons create a world-class destination for rock climbers, as well as hundreds of miles of scenic trails for hikers and equestrians.



Given its location along a transition line between two desert ecosystems, the park is home to a fascinating diversity of desert plants and animals. More than 700 species of flowering plants have been identified, with the most distinctive being the ocotillo, the cholla, and the Joshua tree. The park also preserves more native palm oases than any other unit in the national park system. These oases support vegetation and wildlife distinct from other species found in the park. The park contains highly diverse fauna. More than 250 species of birds have been recorded at Joshua Tree National Park, as have many unique species of reptiles, amphibians,

mammals, and invertebrates. Some examples include the desert tortoise, the California treefrog, the desert bighorn sheep, and a species of tarantula that is found only in the Joshua tree plant community.

Joshua Tree National Park protects numerous archeological sites associated with the Pinto Culture, one of the earliest prehistoric cultures found in the California desert (7,000–10,000 years old). The park preserves sites and materials associated with at least three overlapping ethnographic native cultures—the Cahuilla, Serrano, and Chemehuevi Indians. Other historic sites preserve information on the history of the processing of gold ore, cattle ranching, rustling, and homesteading of the southwestern deserts.

Joshua Tree National Park Statements of Significance

Significance statements express why a park's resources and values are important enough to merit designation as a unit of the national park system. These statements are linked to the purpose of Joshua Tree National Park, and are supported by data, research, and consensus. Statements of significance describe the distinctive nature of the park and why an area is important within a global, national, regional, and system wide context. They focus on the most important resources and values that will assist in park planning and management. The following significance statements have been identified for Joshua Tree National Park. Please note that the sequence of the statements does not reflect the level of significance.



1. Joshua Tree National Park preserves a world-renowned, undisturbed population of Joshua trees (*Yucca brevifolia*), an integral component of the Mojave Desert ecosystem.
2. Outstanding examples of Mojave and Colorado Desert landscapes that converge at Joshua Tree National Park create a biologically rich system of plant and animal life characterized by iconic Joshua tree woodlands, native palm oases, and vast expanses of creosote scrub that are uniquely adapted to desert conditions. The park also contributes significantly to the connectivity of open lands and large protected areas across the California desert.
3. Joshua Tree National Park provides accessible and diverse opportunities in a remote desert to large and burgeoning urban populations.
4. Joshua Tree National Park preserves a rich array of prehistoric, historic, and contemporary resources that demonstrate the integral connection between desert ecosystems, land use, and human cultures.
5. Joshua Tree National Park lies along one of the world's most active earthquake faults, the San Andreas Fault. Geologic processes, including tectonic activity, have played and continue to play a major role in shaping the mountains, valleys, and basins of the park.
6. Joshua Tree National Park offers unparalleled opportunities for research of arid land ecosystems and processes, adaptations of and

Joshua Tree by the numbers

Natural Features

Nearly 800,000 acres
585,000+ acres of wilderness
Elevations from 536 to 5814 ft
5 official fan palm oases
900+ plant species
40+ reptile species
50+ mammal species
250+ bird species
2 federally threatened species
(Desert Tortoise and Coachella Valley Fringe-toed Lizard)
20+ species of special concern

Cultural and Historic Features

830+ recorded archeological sites (20,000 estimated)
140+ historic structures
6+ cultural landscapes inventoried
240,000+ items in the museum collection
70 oral histories
1 paleontological area, 8 potential areas

Facilities

88 miles of paved roads
81 miles of unpaved roads
190+ miles of hiking trails
32+ trailheads
900+ regulatory and 120+ trail signs
9 campgrounds with 500+ campsites
10 picnic areas with 38 picnic sites
9 solar power stations
4 maintenance facilities
90+ vehicles in fleet

to desert life, sustainability, and indications of climate change. The proximity of the park to urban regions of Southern California and Nevada enhances its value for scientific research and education.

7. Huge, eroded monzogranite boulder formations are world-renowned natural features that provide unique aesthetic, educational, and recreational opportunities for Joshua Tree National Park visitors.
8. Geologic, climatic, and ecological processes create scenic landscapes unique to deserts and fundamental to the character of Joshua Tree National Park.

ADDITIONAL INFORMATION

[JOTR Management Documents](#)
[New Employee Orientation Program](#)
[New Employee Handbook](#)
[NPS Fundamentals Course](#)
[Superintendent's 2015 Compendium](#)

Introduction to the National Park Service



"...conserve the scenery and the natural and historic objects and the wildlife therein 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..."

National Park Service Organic Act, 1916

The National Park Service, a bureau of the Department of the Interior (DOI), is entrusted with administering approximately 84 million acres of land throughout 400+ national park system units in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Northern Mariana Islands, and Guam. These areas include national parks, monuments, battlefields, military parks, historical parks, historic sites, lakeshores, seashores, recreation areas, scenic rivers and trails, and the White House.

400+ national park system units
50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Northern Mariana Islands, and Guam
84 million acres of land

In addition to managing these parks, the National Park Service supports the preservation of natural and historic places and promotes outdoor recreation outside the system through a range of grant and technical assistance programs.

The Mission of the National Park Service is (1) to preserve unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations; and (2) to cooperate with partners to extend the benefits of natural and cultural resources conservation and outdoor recreation throughout this country and the world.

The mission is accomplished through the efforts of a deeply committed workforce of approximately 22,000 employees (both permanent and temporary) and 221,000 Volunteers in Parks (VIPs).

In 2014, there were approximately 292 million visitors to the national parks. Public opinion surveys have consistently rated the National Park Service among the most popular federal agencies



Nine park rangers called the first rangers of Yosemite National Park, shown mounted on horses lined up in meadow in Yosemite Valley, 1915

Core Values

NPS core values express the manner in which, both individually and collectively, we pursue our mission.



Shared Stewardship:

We share a commitment to resource stewardship with the global preservation community.

Excellence:

We strive continually to learn and improve so that we may achieve the highest ideal of public service.

Integrity:

We deal honestly and fairly with the public and one another.

Tradition:

We are proud of it; we learn from it; we are not bound by it.

Respect:

We embrace each other differences so that we may enrich the well-being of everyone.

Code of Ethics for Government Service

Public Law 96-303

Any Person in Government Service Should:

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
2. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
6. 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.
7. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
8. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
9. Expose corruption wherever discovered.
10. Uphold these principles, ever conscious that public office is a public trust.

History of the National Park Service

The author Wallace Stegner once wrote that, “national parks are the best ideas we ever had. Absolutely American, absolutely democratic, they reflect us at our best, rather than our worst.”

For 100 years, this idea has been nurtured by the National Park Service. Today, the National Park System comprises over 400 areas of such national significance as to justify special recognition and protection in accordance with various acts of Congress.

The national park concept is generally credited to the artist George Catlin. On a trip to the Dakotas in 1832, he worried about the impact of America's westward expansion on Native American civilization, wildlife, and wilderness. They might be preserved, he wrote, “by some great protecting policy of government... in a magnificent park.... A nation's park, containing man and beast, in all the wild and freshness of their nature's beauty!”

The parks were born in the mid-1800s because a relatively small group of people had a vision to make sure that America's greatest natural treasures would belong to everyone and remain preserved forever.

Yosemite was at the heart of America's nascent national parks movement. The spectacular California valley inspired some of its earliest European visitors to demand its protection, even as

settlers moved ceaselessly westward, “civilizing” the West and displacing native peoples. Responding to such calls, Congress and President Abraham Lincoln put Yosemite under the protection of California during the Civil War.

In 1872 Lincoln's former general, President Ulysses S. Grant, made Yellowstone America's—and the world's— first truly national park. The founding of Yellowstone National Park began a worldwide national park movement. Today more than 150 nations contain some 2,500+ national parks or equivalent preserves.



John Muir – Father of the National Park Service

Laws Continued

National Historic Preservation Act, 1966

The Act created the National Register of Historic Places, the list of National Historic Landmarks, and the State Historic Preservation Offices.

National Environmental Policy Act (NEPA), 1969

The Act set up procedural requirements for all federal government agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

Endangered Species Act, 1973

The Act provides for the conservation of species that are endangered or threatened throughout all or a significant portion of their range, and the conservation of the ecosystems on which they depend.

Archaeological Resources Protection Act, 1979

The Act provides for the protection of archaeological resources and sites which are on public lands and Indian lands.

Alaska National Interest Lands Conservation Act, 1980

The Act more than doubled the size of the NPS by adding over 47 million wilderness acres. The largest of the new areas in Alaska, Wrangell–St. Elias National Park, comprises more than 8,300,000 acres.



Stephen Mather

In the years following the establishment of Yellowstone, the United States authorized additional national parks and monuments, many of them carved from the federal lands of the West. These, also, were administered by the Department of the Interior, while other monuments and natural and historical areas were administered by the War Department and the Forest Service within the Department of Agriculture. No single agency provided unified management of the varied federal parklands. Private commercial interests, including hotels, railroads, ranches, and sawmills, saw great profit potential in the parks and began to exploit their resources—often relatively unchecked. In 1915 a millionaire industrialist named Stephen Mather began a crusade to establish a distinct National Park Service dedicated to the preservation ideal. Congress responded as desired, and on August 25, 1916, President Woodrow Wilson approved legislation creating the National Park Service within the Interior Department. The Park Service was directed “to conserve the scenery and the natural and historic objects and the wild life therein 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.” The Secretary of the Interior at that time named Mather the Park Service's first director and Horace Albright assistant director.

The 1933 Reorganization Act transferred nearly 50 historical areas from the War and Agriculture Departments and the national capital to the Park Service, making the Park Service truly national and deeply involved in historic as well as natural preservation.

The Civilian Conservation Corps (CCC) in the Parks

As Roosevelt launched his New Deal, the Park Service received another mission: depression relief. Under its supervision the Civilian Conservation Corps employed thousands of young men in numerous conservation, rehabilitation, and construction projects in both the national and state parks.



World War II

America's entry into World War II forced the Park Service to defend against pressures for consumptive uses in the name of national defense. Ranchers and mining companies pressed to open parks to grazing and prospecting. Timber and other natural resources were sought from national park areas. The Park Service successfully resisted most such demands, which eased as needed resources were found elsewhere.

Mission 66

Conrad L. Wirth, who had led the Park Service's CCC program, became director of the Park Service in December 1951. Facing a park system with a deteriorating infrastructure overwhelmed by the postwar travel boom, he responded with Mission 66, a ten- year, billion-dollar program to upgrade facilities, staffing, and resource management by the bureau's fiftieth anniversary in 1966. Highlights of Mission 66 include park visitor centers, a multiple-use facility with interpretive exhibits, audiovisual programs, campgrounds, and other public services.

Today, the Park Service still strives to meet its original goals, while filling many other roles as well: guardian of our diverse cultural and recreational resources; environmental advocate; partner in community revitalization, world leader in the parks and preservation community; and pioneer in the drive to protect America's open space.

The Future: Centennial Initiative 2016

On August 25, 2016, the National Park Service turns 100! A “Find Your Park” campaign encourages the public to connect to and enjoy their public lands. The centennial will kick off a second century of stewardship of America's national parks and engaging communities through recreation, conservation, and historic preservation programs. The campaign is organized in collaboration with the National Park Foundation, the official nonprofit partner of the National Park Service.



ADDITIONAL INFORMATION

[Centennial Initiatives: Find Your Park](#)

[Centennial Initiatives: NPS Centennial Office](#)

[Complete List of National Park Sites](#)

[National Park Timeline](#)

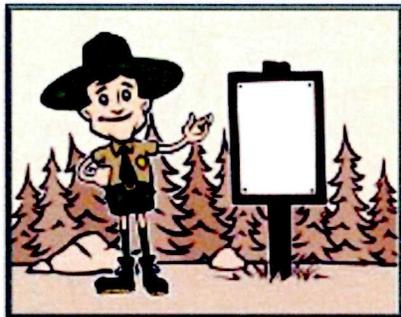
[The National Parks: This is America \(45 minute video\)](#)

[The National Parks: Americas Best Idea](#)

[NPS Brief History](#)

What Every Employee Should Know

Employee Policies and Best Practices



Every Joshua Tree employee is expected to know and comply with Federal, DOI, NPS, and park laws and policies. Employee policy guidance primarily comes from Executive Orders, National Park Service Director's Orders, and Joshua Tree National Park Superintendent's Directives and Division SOPs. These policies provide procedural directions or instructions that are binding and must be complied with by all park staff.

Policy guidance, best practices, and basic park information should be part of the toolkit of every park employee. Below is basic guidance on some of the policies and best practices at Joshua Tree. For more comprehensive guidance, please see the references listed at the end of this section or inquire with your supervisor.

Employee Safety

One of the great strengths of the National Park Service as an organization is the commitment of its employees to the mission. However, your commitment should never cause you to take inappropriate risks. Our goal is for you to go home at the end of the day safe and sound; you owe it to your family, friends, and most importantly, to yourself. Safety is not just a goal, it is a responsibility. It is the responsibility of park management to provide you the training and resources needed to safely complete your task. It is your responsibility to utilize these resources and work in a safe manner.



Supervisors provide training and orientation, and work with employees to identify potential job hazards and ways to mitigate those hazards. Supervisors will also audit employee performance to ensure compliance with policies and procedures. A supervisor who asks to see what equipment you're planning to use on a project or patrol, whether front country or backcountry, should not be viewed as intrusive. Rather, this is an opportunity to talk about the assignment and how to manage any risks that might be encountered. It comes down to being aware of your circumstances (situational awareness) and taking appropriate actions to mitigate any risks (risk management). Once you leave for a job site or work location, you are ultimately responsible for the actions you take to ensure your safety.

Your supervisor will discuss with you the requirements concerning working in the backcountry. These may include, but are not limited to, filing a Wilderness Travel Itinerary of your activities when patrolling or traveling in the backcountry, particularly if alone; communicating any deviations from your prearranged plan or communicating when traveling through potentially hazardous terrain; and carrying a spare radio battery.

It is essential that safety be a part of every employee's job. Because of the varied terrain, elevation, variable and often severe weather, number of visitors, and a variety of work performed, employees and visitors face a myriad of potential natural and man-made hazards. Everyone needs to exercise caution on and off duty. **REMEMBER: There is nothing that we do that is so important or urgent to justify unsafe decisions or actions.**

Operational Leadership

Operational Leadership is a program that focuses on reducing the probability for human error by increasing individual and team effectiveness. Each of us is exposed to some level of risk each day. Studies and accident reports have found that the majority of our injuries are caused not by the conditions around us but by our own actions. Accidents don't just happen; they are largely under our control. All

employees need to take responsibility for identifying risk because nearly every unfavorable consequence that is predictable is also preventable.



Operational Leadership empowers ALL employees to be assertive about their safety and the safety of the employees around them, and encourages them to participate in the decision-making and risk management process at every level. YOU are empowered to speak up about unsafe practices and work areas, and to stop an activity that you believe to be unsafe.

Operational Leadership is the process of coordinating actions among team members that enables them to interact effectively while performing mission tasks. Seven critical skills have been identified that can be employed to reduce the probability of human error. These skills are Leadership, Mission Analysis, Adaptability and Flexibility, Situational Awareness, Decision Making, Communication, and Assertiveness.

Ethics and Personal Conduct

As a federal employee you are held to standards of ethical behavior representative of a public servant.

You should receive a copy of the booklet, Ethics Guide for DOI Employees, which summarizes important ethics laws and regulations. This booklet explains the standards of conduct on topics such as accepting gifts, outside work, gambling on government premises, political activities, and a variety of other topics that may concern a federal employee. As a federal employee, you are required to know and follow the ethics laws and regulations.

You are expected to conduct yourself on or off the job in a manner which reflects favorably upon you and the National Park Service. Infractions of law or park rules or conduct which violate accepted standards of decency or social behavior are cause for disciplinary action, which could include removal from your position. State and federal law, as well as park regulation, applies within park boundaries.

- The legal age in California for possession or use of alcoholic beverages is 21.
- The possession, sale or use of narcotics or drugs, including marijuana, is illegal on federal land. Violators will be prosecuted and are subject to removal.
- *Speeding and reckless or careless driving are violations.*
- All government vehicle accidents are to be reported immediately.

- Employees may not participate in protests or demonstrations, nor wear buttons, armbands, or other insignia denoting support of such events during duty hours. Acceptability of such activity during non-duty hours depends upon its orderliness and conclusions about whether it is in conflict with the operations of the National Park Service or the federal government.
- Employees must get permission from their supervisor for outside work. Outside work or activities must not prevent you from devoting your primary interest, talents, and energies to the accomplishment of your work for Joshua Tree or create a conflict or apparent conflict between your private interests and your official responsibilities.

As a National Park Service employee, it is important to remember:

- We DO NOT make personal recommendations for specific businesses at which to eat, shop, rent equipment, camp, etc.
- We DO give information as to the many options that are available to the visitor.
- We DO NOT accept discounts or free merchandise, food, etc., if offered because of our employee status.

Additional information is available on the NPS Ethics Office site on InsideNPS and at the DOI Departmental Ethics Office website.

Work Place Violence and Conduct Policy

Departmental Policy

It is the DOI's policy to promote a safe environment for its employees. DOI employees deserve to be treated with respect, dignity, and fairness. DOI is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, disruptive types of conflict, or other frightening behavior. In addition, DOI will strive to minimize the likelihood of violence in the workplace through early intervention. Violent outbursts, intimidation, threats, harassment, bullying, or other forms of abusive, aggressive or disruptive behavior will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and referral to appropriate law enforcement authorities. Furthermore, individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Definition

Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes but is not limited to threats (including threats to self); obscene phone calls; an intimidating presence; frightening behavior; harassment of any nature; oral or written statements; gestures, expressions that indicate a direct or indirect threat of physical harm; slapping; grabbing; pushing; or other forms of disruptive conflict or behavior.

Responsibility

Bureau/office heads must ensure implementation of policies and procedures to prevent and respond to workplace violence at all work sites. This includes the availability of effective Employee Assistance Programs and the Department's CORE PLUS conflict management and dispute resolution program. Using the Office of Personnel Management's, *"Dealing with Workplace Violence: A Guide for Agency Planners,"* and other resources (see Attachment B), bureau/office officials should develop a process to identify, report, monitor, and respond to specific areas with high potential for workplace violence. It is essential that managers, supervisors, and employees are made aware of these policies and procedures; their shared responsibilities for preventing, reporting, and responding to threats or acts of violence in

the workplace; and the need to report all threats or acts of violence to management officials. In case of emergency, report directly to local security or law enforcement officials.

Obligation to Report Incidents of Workplace Violence

DOI employees are encouraged to report immediately all instances of violent, threatening, harassing, intimidating, or frightening behavior, or other forms of disruptive behavior. Do not ignore them. If an employee observes or experiences such behavior by anyone on agency premises, whether or not they are an agency employee, the behavior should be reported immediately to any supervisor or to the bureau/office Human Resources office (HR). If the incident is reported to a supervisor, the supervisor will contact HR. If there is a threat or assault requiring immediate attention, security or law enforcement should be immediately contacted.

Computer and Government Office Equipment Use

Government computers and other equipment are provided to employees for official use only. Employees are not allowed to access personal email, do online shopping, check personal Facebook or social media, or just cruise the web while on official duty.

Government equipment MAY be used for a limited amount of personal business during non-duty hours, such as lunch breaks or after hours. Copiers and printers may be used for personal tasks if limited to black and white print jobs, and less than 10 pages per week. Employees are not allowed to stream programs or broadcasts due to limited park wide bandwidth (with the exception of official duties); official training or webcasts should be viewed in groups whenever possible. Use of official government equipment for illegal purposes, gambling, pornography, or running a personal business is never permitted and can be grounds for dismissal.

Computer Access

If approved by the supervisor, a new employee to the park will be given access to a networked government computer once all background investigations are complete and HR has given a green light. The first time accessing a park computer will be done with an assigned login name, known as your Active Directory or AD login. The user will be required to change their initial assigned password to one which is complex and not easily compromised. For all subsequent logins, the employee will log on to this computer by using their Personal Identity Verification card, also known as a PIV or Smartcard. Homeland Security Presidential Directive 12 (HSPD-12) requires that Federal employees and contractors be issued a PIV card and that these cards be used to access federally controlled IT systems. The original AD login and password may still be required to log in to some federal software systems and facilities.

Electronic Mail

All employees with computer access will receive an official email address for accessing government email. Government email cannot be used to send personal mass mailings, "chain" mail, messages of a political or religious nature, or other mailings that are a conflict of interest with your status as a government employee. Personal messages of any kind should be avoided if possible. You can access your mail via the link on InsideNPS, the Park Service's internal website at <http://inside.nps.gov/>.

Mail Room

Official government mail is received, sorted, and distributed through the park's mail room located on the north end of the administrative offices within the headquarters "compound". Letters, flat mail, and parcels are delivered and picked up daily by the US Postal Service carrier as well as FedEx, UPS, and

other specially contracted freight deliveries. Each division/function has a box in the mail room for incoming mail. Employees may drop off and pick up mail during normal business hours (Monday-Friday, 7:30 am to 4:30 pm). Outgoing mail must be addressed clearly and any special instructions noted. The mail room attendant will affix applicable postage on official mail. Recipients of boxes and large parcels will be notified of deliveries. All boxes should be collected within 1-2 days of delivery to allow room for more deliveries as they arrive.

Personal outgoing mail may be left for pick-up in the mail room if adequate postage is included. However, all employees must maintain a personal address separate from the park for personal mail, including those in park housing. PO boxes or General Delivery are available at the Post Office if the postal service does not deliver mail to a home address. Personal items may only be delivered to the park address in rare and special circumstances where a sensitive item would otherwise be delivered to an unsecured mail box or front porch.

NPS helpdesk

When needing assistance with computers, email or alarm codes please submit a helpdesk ticket to **npshelpdesk.nps.gov** via the web, or call **800-522-7094** between the hours of 8am—4pm Monday through Friday. You will use your Active Directory login (i.e. jdoe@nps.gov) and original login password. The helpdesk is a tool that tracks the volume of IT assistance needed within the park and may help justify additional IT staff.

JOTR Alarm System

Entry into park buildings that require key access also usually requires the use of an alarm code. Each employee or volunteer is assigned a 4 digit code that will be applied to buildings for which they are allowed access. These access codes are managed and assigned by the IT specialist after locations are requested by the immediate supervisor of the employee. Employees will not be able to disarm alarms in buildings not specifically requested, even though their key may open the lock.

It is the responsibility of the supervisor to train the employee on how to arm and disarm building alarms. The code should be tested in each building assigned.

Frequently ask questions:

What do I do if I accidentally set off an alarm?

Immediately call Park Dispatch at 909-383-5668, identify yourself, and let them know you have accidentally set off the alarm so that they do not call out the rangers.

What if my code won't turn off the alarm? It worked yesterday!

Clear the register by pressing the # key and try again. If this still does not disable the alarm, call dispatch, request an LE Ranger, and report the problem to IT.

What if I can't get the code to activate when I'm trying to leave?

Make sure all doors and windows are closed. Look for "Enter code to arm system" to ensure system is ready to be armed. Clear the register by pressing the # key and try again. Some buildings have motion sensors that require a few seconds of no motion. If you enter a zero after your four digit code, watch for the <R> to show in the digital display before pressing the zero. If alarm will not set, close and lock all windows and doors and report issue to your supervisor and/or a law enforcement ranger.

Maintenance Requests

If a maintenance work request is for an emergency repair to Buildings & Utilities, such as an overflowing toilet, or a door to a visitor center that won't lock, employees should call B&U Foreman. If they can't reach the foreman, they should contact the Chief of Maintenance.

For non-emergency work requests, employees should email the appropriate work supervisor (buildings and utilities, custodial/campground, roads/signs, or trails/signs). Please copy the FMSS Specialist on all maintenance work requests for tracking in FMSS.

Smoking

Smoking is prohibited in all government-owned buildings and vehicles.

Marijuana Use on Federal Lands

The California State law regarding marijuana use does not apply to federal lands.

Federal laws continue to identify marijuana as a Schedule I illegal drug, and prohibit its use for either recreational or medical purposes. Possession of marijuana or use of any amount of marijuana is still prohibited on all Joshua Tree National Park lands and at all Joshua Tree National Park facilities.

Firearms

As of February 22, 2010, federal law allows people who can legally possess firearms under applicable federal, state, and local laws, to legally possess firearms in this park. Federal law still prohibits firearms in certain facilities in this park; those places are marked with signs at all public entrances. Firearms remain banned from all federal buildings.

It is the responsibility of visitors to understand and comply with all applicable state, local, and federal firearms laws before entering this park. As a starting point, visit the [California Attorney General's website](#).

Tort Claim Procedures

Under the Federal Tort Claims Act, the United States is liable: "for injury or loss of property, or personal injury or death caused by the negligent or wrongful act or omission of any employee of the Government while acting within the scope of his office or employment, under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred."

All tort claims should be referred to park LE.

Media Contacts

The Public Information Officer (PIO), along with the Superintendent, are the park's primary media liaisons. Sometimes news reporters or other journalists (freelance writers, book authors, etc.) will contact park employees for information. Questions on basic information can be handled by staff, but anything that is potentially controversial should be routed to the PIO or Superintendent. Be sure of your facts. Never speculate or voice your personal opinion to the media, and do not attempt to answer questions if you are unsure of the answer.

Vehicles

DOI Vehicles and Fleet Cards

DOI Vehicles are our park-owned vehicles. You can tell an Interior vehicle by the license plate, which will always start with the letter "I". Each Interior vehicle has a specific "fleet" credit card attached to it. Fleet cards are different from an employee's government credit card. A fleet card must be used to purchase fuel, repairs to the vehicle, and items to maintain the vehicle. Supervisors are responsible for the security of fleet cards, and provide them with the keys when using a vehicle. Vehicles should always be returned with adequate fuel for the next trip. Fuel can be purchased from any commercial vendors. When purchasing gas, the pump will ask you for an ID number. It is very important that you enter this correctly. Please don't enter a random odometer reading, as this will interfere with the accuracy of mileage reports and other records, as well as blocking the next person from getting gas if their entry is inconsistent with yours. Drivers should check with their division to see if a receipt for the purchase is necessary and if so, return that to your supervisor. All fuel must be accounted for.



There are several eco-friendly vehicles in our fleet

GSA Vehicles

GSA Vehicles are leased by divisions from GSA for a monthly fee. The license plates for GSA vehicles start with the letter "G".

Fuel and Repair/Maintenance

GSA vehicles also have a vehicle card to use for fuel and maintenance. Repairs over \$100 and all tire and battery purchases require prior approval by GSA, by calling 1-866-400-0411. Oil changes are due when the Oil Life System (OLS) indicator illuminates on the dashboard, or when you are notified by Marilyn Lutz. GSA allows up to two car washes per month, not to exceed \$20 per month for sedans and \$30 per month for trucks and SUVs. There is no car washing in the park.

The GSA fuel card is not accepted at the Arco AM/PM station, but it is accepted at other stations. For a complete list of stations, go to www.wexinc.com/accepting-locations/. To pay at the pump, note the mileage before turning off the ignition. Insert the card and follow pump instructions. Enter odometer reading. Choose the proper fuel for your vehicle and begin fueling. In an emergency you can purchase fuel at a station that does not accept the WEX card by having the merchant call 1-866-939-4472 for an out-of-network authorization.

Users of GSA vehicles must provide monthly mileage reports to Marilyn Lutz, as we are billed for mileage in addition to the monthly charge.

Mileage Reporting

Mileage is reported 15th of each month on your team's spreadsheet on the share drive (jotr > General Interest > GSA Vehicles > Your Team's Folder > Your Team's FY15 Spreadsheet > Current Month Tab of Spreadsheet).

Vehicle Rules and Policy for Operating a Government Vehicle

- Government vehicles may only be used to conduct official business. Any personal use of a government vehicle is subject to disciplinary action. Employees must have a valid driver's license to drive a government vehicle.
- Park employees are required to wear a seat belt when using a government vehicle. This includes all passengers.
- Employees are not allowed to smoke, use chewing tobacco, or use a vapor pen while in a government vehicle.
- Employees are not allowed to use cell phones, even hands free or on speaker, or blue tooth devices in a government vehicle. If you need to receive or place a call you must pull over to the side of the road. Texting while driving is absolutely not allowed.
- Drivers must follow posted traffic laws and speed limits, with the exception of emergency vehicles following standard emergency protocol. If you are pulled over for speeding and receive a ticket it is your responsibility to pay any and all fines. You also must contact your supervisor and report the ticket immediately. Driving citations received while driving in a government vehicle may be subject to disciplinary action.
- If you are involved in an accident while driving a government vehicle you must contact law enforcement immediately and complete the accident report located in the glove box of the vehicle. If the accident occurs in the park, you should call dispatch at 909-383-5668; if outside the park call 911. The vehicle should not be moved, other than to get it to the side of the road, until law enforcement has taken their report. You will also need to contact your supervisor and park LE to inform them as soon as possible. The accident report will help you compile all information needed for you and the other party if one is involved. Your supervisor will inform the Administration Officer and paperwork will be completed and turned over to the Board of Survey to determine negligence.

Travel

Any employees who will be traveling as part of their official duties will be required to obtain a government travel card (see section under Government Credit Cards) and complete a user access form for the current official travel system. Both steps should be completed well in advance of upcoming travel to allow adequate time for delivery and access. Administrative support staff are available to help with these processes.

A travel authorization is required in advance of any official travel. The travel authorization can be prepared by the traveler or their designated travel arranger (usually the assigned Administrative Support Assistant). The authorization is signed electronically by the employee and approved by the immediate supervisor. Any airfare or lodging is reserved through the same system. Employees traveling on official business are paid a daily per diem rate as well as mileage if using a personal vehicle. Any costs associated with lodging or common carrier utilizing the government charge card are paid directly to the vendor.

Within five days of completion of travel, the traveler creates a travel voucher from the travel authorization. All receipts for airfare, lodging, parking, baggage, etc. should be uploaded and attached to the travel voucher. An electronic or hard copy of the voucher will be saved and/or printed outside of the official travel system for future reference. Copies of the voucher and receipts must be attached to the monthly credit card statement as well. Voucher reimbursements are paid electronically directly to the employee's bank account within a few days of voucher submittal.

Transit Subsidy

Park employees who incur qualifying transportation expenses are eligible to participate in the DOI Transportation Subsidy Program. The transit subsidy can pay for part or all of expenses associated with utilizing the Morongo Basin Transit Authority buses. Interested employees will need to complete a program application form and have it certified by their supervisor. They also complete a transit subsidy expense worksheet. Subsidies are received quarterly. Unused transit passes must be returned to the park.

The Department of the Interior also sponsors a bicycle subsidy program. For more information on both programs, refer to the DOI website at www.doi.gov and search for Transportation Subsidy. Participants must recertify annually.

Conformance with Policy

Employees are required to carry out the announced policies and to obey proper requests and directions of supervisors. While policies related to one's work are under development, employees may, and are expected to, express their professional opinions and points of view to assist in writing the policy. Once a decision has been rendered, each employee is expected to comply with the decision and work to ensure the success of programs or issues affected by the decision.

Recycling and E-Waste

Joshua Tree National Park works with the Marine Corps base to dispose of all e-waste (electronic and computer) items. There are processes set in place and strict guidelines that must be followed for the base to accept items. If you need to turn in an e-waste item please see the Supply Technician for guidance.



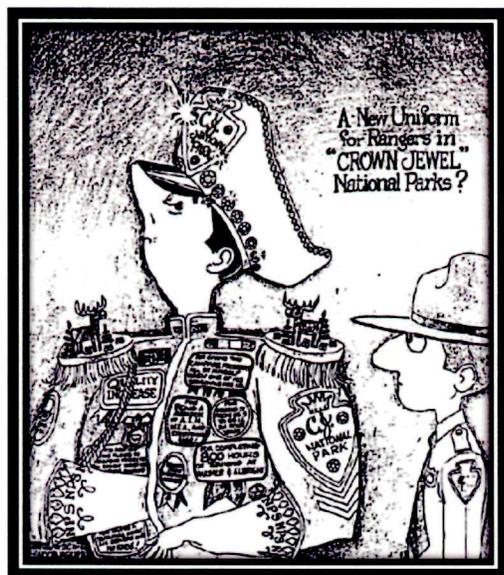
Recycling containers are located throughout the headquarters compound as well as at other work locations in the park. Please do your part to help the environment by recycling appropriate glass, plastic, and cardboard.

Property

Accountable Property is an asset that the park has purchased or received through donation or other sources with a value of \$5,000.00 and above. Sensitive property is a specific listing of items of any dollar value that have a high probability of theft. These include cell phones, iPads, tablets, laptops, desktops, monitors, cameras, GPS units, handheld radios, copiers, and televisions. Any accountable or sensitive property purchased must be issued a property number by the Supply Technician. All are input into the FBMS data base for tracking and accountability. An employee who is assigned property will sign a DI-105 or equivalent form for each item. Government property is intended for official use only and may not be “borrowed” for personal use. If an employee loses or damages government property it must be reported to law enforcement and your supervisor within 24 hours. The circumstances of the loss or damage will be reported to the Board of Survey to determine negligence. Employees are accountable for government property in their possession.

Sometimes property becomes excess to the government’s needs or becomes obsolete and no longer usable for the purpose for which it was acquired. Such property is offered to other government agencies and then listed for sale through the GSA Excess Property website. No employee is allowed to keep obsolete, non-working, or excess government property for personal use. Park employees may bid on and purchase excess government property assuming they did not use the item prior to its disposal. Items that are not sold are donated to non-profit organizations.

Uniforms and Appearance



Keith Hoofnagle originally drew this cartoon for the final issue of *In Touch*, summer 1982, but it wasn't used. *In Touch* was a monthly magazine for interpreters.

From the earliest days until today, uniforms have been a primary expression of NPS identity. The first uniforms in national parks were worn by soldiers sent in 1866 to protect Yellowstone from vandals. To help the army enforce prohibitions against hunting, civilian "scouts" were hired, thus laying the foundation of the National Park Service. The scouts were not uniformed, but displayed their authority (after 1894) in the form of a badge. Not until the separation of the national parks and national reserves in 1905—and the introduction of uniforms into the latter by the Forest Service—did the park rangers give serious thought to their own identity.

As the rangers’ desire for a national identity mounted, department officials waffled, first sanctioning one uniform style and then another. In fact, for a while there were two official uniforms: one forest green, the other olive drab. Finally, with the establishment of the National Park Service in 1916 and the arrival of its first director, Stephen Mather, serious efforts were launched to develop standards of dress.

The culmination of these efforts was the Uniform Regulations of 1920.

With the new regulations, all articles of the uniform—from hat to shoes—were covered. Since their adoption in 1920, NPS uniform standards have been periodically updated in response to changes in fashion, materials, and organizational needs. The uniform today, however, is basically the same as that envisioned in 1920. It now has shoes, trousers, and skirts instead of boots and breeches, but there are far more similarities than differences. The uniform, with its distinctive flat hat, remains a very recognizable public symbol of the agency.

Uniforms at Joshua Tree

As employees of Joshua Tree National Park, we are official representatives of the National Park Service and, as such, are expected to maintain certain standards of personal cleanliness, grooming, and appearance. The Superintendent determines who will wear uniforms and what type of uniform is permitted. At JOTR, this includes most front-line Interpretation, Resources, Protection, and Maintenance staff in addition to the management team and a select few other individuals. Information below is excerpted from Joshua Tree National Park Directive: JOTR-016 updated March 11, 2015. Read the directive located on the share drive in its entirety for additional information and specific divisional requirements.

NPS Uniformed Employees

The appearance of uniformed NPS employees greatly influences public perceptions. The uniform and the men and women, who wear it, are recognized and respected as symbols of excellence and dedication to resource stewardship and public service. The gray and green colors, distinct hat, arrowhead patch, and sequoia cones all help to identify NPS employees as stewards of America's special places. Wearing the uniform, therefore, is a privilege and imposes a heavy responsibility, steeped in tradition. By wearing the uniform, each employee conveys integrity, competence, pride, and approachability. The American people have entrusted the NPS with their most treasured places. In return, as a measure of their pride in that trust, employees must wear the uniform in such a way as to present a competent and confident image to the nation and the world.

Uniform items are not to be mixed with non-approved items. Employees are not to wear the uniform unless it is complete. Employees are not to wear any items bearing the NPS arrowhead patch or other items symbolizing the NPS while off-duty. An exception would be stopping to conduct brief personal business or shopping while directly en route to or from the work site. Use caution not to purchase alcohol or shop in liquor stores.

Some uniform items carried by the uniform provider are not approved for wear at Joshua Tree National Park. Only those items listed in this policy as required and/or approved as optional may be worn. Check carefully before ordering.

As new items are made available they will be reviewed by the Superintendent for their appropriateness for wear at Joshua Tree National Park. New items that are approved for wear will be announced to employees by memorandum and added to the appropriate uniform listing of this directive.

Summer-Winter Uniform Changeover

Summer uniforms will be the year-round uniform at Joshua Tree National Park. Winter uniforms may be worn during those times when cooler/cold temperatures require winter uniform apparel from October 1 through April 30. Mixing of summer and winter uniform apparel is not authorized.

Grooming and Jewelry

Hair styles shall allow employees to safely and capably perform assigned jobs without detracting from the overall uniform appearance. Since a hat/cap is required for all uniformed employees, the hairstyle must allow a proper fit.

Sideburns, beards, and mustaches should be neat, clean, and well-trimmed, with the hair combed. Hair should not present a safety hazard that could get caught in machinery, etc. A clean shaven appearance shall be maintained for those not wearing a beard. Haircuts should occur on a regular basis, so as not to detract from the appearance of the uniformed employee. Facial hair guidelines may be more restrictive for firefighters. See supervisor for locally accepted standards.

Jewelry should not distract from an employee's appearance. It should present a neutral image that encourages interaction with the broadest spectrum of the visiting public. Pins (including length-of-service pins), badges (other than the NPS badge), ribbons, decorations, pin-on jewelry, and similar items may not be worn on the uniform unless specifically authorized by the Director.

National Park Service Non-Uniformed Employees

The appearance of non-uniformed NPS employees also greatly influences public perceptions. National Park Service non-uniformed employees, both permanent and temporary, shall dress in attire that conveys a professional business image. The appearance of the park's non-uniformed employees should also project their commitment to excellence and dedication to the park's mission. The appearance of each non-uniformed employee should convey the same integrity, competence, pride, and approachability, as does the appearance of uniformed employees. Tank tops, halter-tops, crop-tops, cut-off jeans, logo T-shirts, and similar casual attire are inappropriate for the business setting. Apparel must be clean, pressed, in good condition, and fit properly.

Responsibility

Supervisors are responsible for ensuring that employees under their supervision comply with all the requirements of this directive and the NPS Uniform Policy. The Park Superintendent has the latitude to approve uniform items for use within Joshua Tree National Park. Any requests for additional items to be added to the approved list should be forwarded through supervisory channels or through the park's Uniform Coordinator to the Superintendent.

Uniform allowance, caches, and ordering

Employees required to wear the uniform receive a predetermined allowance to help defray the cost of the purchase. The park's uniform coordinator will authorize the allowance through the uniform provider's website at the beginning of the appointment. An employee is responsible for paying any amounts above the authorized allowance out of their personal funds. Employees are authorized to purchase only those uniform items applicable to their position. Ordering other items or uniforms for another person is prohibited. (Ref. P.L. 83-763; P.L. 89-504, and 5 U.S.C. 5901.) Unneeded uniform allowances should be allowed to expire; the Service is only charged for actual uniform expenditures, not the full uniform allowance. The uniform cost is deducted from park's budget at the beginning of each fiscal year for the previous year's expenditures, so not using the full allowance actually saves the park money that can be put to other uses.

Uniform orders are shipped to the park address. Uniforms to be returned should include the uniform exchange form and must be returned within 30 days. Unresolved problems with uniform orders should be brought to the attention of the park uniform coordinator. Any uniform item received after an employee's appointment ends will be returned to the Contractor.

The park has several uniform caches available to provide initial or extra uniform components. GS employees should check with the Protection division, and WG employees should check at Maintenance.

Badges are issued by the park Supply Technician when an employee reports for duty. Badges are the property of the National Park Service, and must be signed for on a Receipt of Property and returned at the end of the appointment.

Name bars are ordered by the park's Contracting Officer. Requests for name bars should be placed by the immediate supervisor prior to entry on duty to allow ample time for delivery.

The website for ordering uniforms can be accessed through InsideNPS. User ID's and passwords are issued by the uniform provider after uniforms are authorized by the park's uniform coordinator.

What does the Arrowhead Symbolize?



1952



1954



2001

The arrowhead was authorized as the official National Park Service emblem by the Secretary of the Interior on July 20, 1951. The elements of the emblem symbolize the major facets of the national park system. The Sequoia tree and bison represent vegetation and wildlife, the mountains and water represent scenic and recreational values, and the arrowhead represents historical and archeological values. It was registered Feb. 9, 1965, by the U.S. Patent Office as the official emblem of the NPS. Further information on the Arrowhead, including definitions, uses, powers to revoke uses, and penalties for wrongful use can be found in the Code of Federal Regulations.



Uniforms through the ages. NPSHC, Gilbert Cohen, artist

Top Tenets for Serving Visitors

- **Welcome them:** In welcoming visitors to Joshua Tree National Park, we recognize they have basic needs that must be met before they can fully enjoy their park experience. Basic needs for everyone begin with food, water, shelter, and safety.
- **Share the experience:** For some visitors, this may be the first and only time they ever get to experience the wonders of Joshua Tree. Share the wonder with them.



- **Share the rules and regulations:** Visitors come to enjoy resources, yet they may inadvertently harm them without even knowing it. Be proactive. Not everyone knows the rules in national parks. Though most know that hunting and off-road vehicles are prohibited, there are many innocent, minor infractions that occur every day, like feeding wildlife, shortcutting trails, and picking wildflowers. It's not enough to tell people they can't. Tell them why! For example, we don't feed wildlife because human food may make wild animals sick. Animals that become accustomed to humans and human food may become a nuisance and need to be destroyed. Feeding animals draws them close to roads where they can get hit by cars.
- **Know the park:** In addition to knowing the skill or service you provide, know about the area in which you provide it. Because you work in a national park, visitors expect you to know about it. Learn the management issues and the park's stance on them. Attend ranger programs. Read the park newspaper. Explore Joshua Tree's roads, trails, and resources firsthand. Read this handbook and websites and books recommended in the additional information sections.
- **Provide more than facts:** It is illegal to collect artifacts. But why? So what? Make it matter!
- **Share pride and enthusiasm:** The best tool of all is your own enthusiasm! You are the spark that ignites others to learn, understand, care, and protect the park.
- **Be professional:** Even though park visitors come in all shapes, sizes, interests and backgrounds, they all have one thing in common: they have come to Joshua Tree to see and enjoy the park. We, as representatives of the National Park Service and as employees of Joshua Tree, have an important job. YOUR contact with these visitors may be the only contact they will have with a park representative and it will leave an impression.
- **Appearance and Preparedness:** Be neat, presentable, smiling and readily available to tend to visitor needs. Most of all be prepared for anything: a grumpy tourist who cannot find a campsite, as well as a happy one; a complaint, as well as a compliment. Give the visitor your undivided attention. Never allow visitors to feel as though they are imposing upon you. Stop personal conversations or eating and be helpful and courteous.

- **Visitor assists in the park:** Rangers do not tow disabled cars, but they will contact a tow truck service if needed. Assisting visitors with lockouts and jump starts is at the discretion of the ranger. Portable auto battery chargers are located at Cottonwood, North Entrance, West Entrance, Black Rock, Indian Cove and Head Quarters when assistance is required.
- **Equal Treatment:** Each visitor deserves your time and attention equally, always with a smile, always courteous, and always helpful. Listen to complaints with a sympathetic ear. Go out of your way to make each individual feel important and welcome.

Lost and Found

Completing a Lost Report:

Joshua Tree National Park has a Lost and Found department. The park's Supply Technician serves as the Lost and Found Coordinator and handles all lost and found issues. Each entrance station is provided with lost and found report books (Form 10-166). Once the form is completed, please turn it into the Supply Technician located in the Mailroom of the Administration Division.

General Information:

- Wallets need to be inventoried by two persons. Each item needs to be written on the found report for accountability and both employees need to sign the found report. Once completed, turn the wallet over to a Law Enforcement Ranger. The Law Enforcement Ranger will transfer the wallet to the Supply Technician.
- Found items must be kept for 30 days. Items are disposed of after 30 days.
- Found items **CANNOT** be claimed by the finder if the owner cannot be located.
- Lost and found calls and inquiries should be forwarded to the Supply Technician. The phone number is 760-367-5518.
- Items that should not be turned into lost and found are: clothing, water bottles, and trash. Please dispose of these in appropriate trash or recycling receptacles.

Form No. 10-166
(Rev. 05/2005)

US Department of the Interior
National Park Service
LOST-FOUND REPORT

<input checked="" type="checkbox"/> LOST		CASE NUMBER
<input type="checkbox"/> FOUND		

PART I- LOST/FOUND ITEM DESCRIPTION

PARK: Joshua Tree National Park

RECEIVING STATION: Location report taken DATE: Today's date

LOCATION (WHERE ITEM WAS LOST/FOUND): Where item was lost DATE: Date lost

BY: NAME: Visitors Name

ADDRESS: Their address + Phone Number

CITY, STATE AND ZIP: City - State - Zip code

ITEM: Item Lost

DESCRIPTION (INCLUDE CONTENTS): Be detailed about item lost.

EMPLOYEE: Employee print your name

SIGNATURE: Sign neatly please DATE: Today's date

PART II- DISPOSITION

DATE ITEM TURNED IN (DATE)	FOUND CASE NUMBER
DATE RETURNED TO	BY
OWNER	DATE
INCLUDE NAME AND PHONE NUMBER	
DATE ABOVE ITEM WAS RETURNED TO	DATE
OWNER	
DATE ABOVE ITEMS AND/OR CONTENTS WERE RETURNED TO (SIGNATURE)	DATE
PROPERTY OFFICER	
FINAL DISPOSITION OF ITEM AND/OR CONTENTS UNLESS RETURNED TO OWNER	
DISPOSING OFFICIAL (SIGNATURE)	DATE
ORIGINAL - HEADQUARTERS	PINK - REC. STA.

Leave Blank

Obtaining government credit card (CC) and processing statements

The first step in obtaining a government credit card (CC) is to check with your supervisor and confirm what type of card authority they want you to have. The supervisor should then request, to the agency/organization program coordinator (A/OPC), for the employee to have either a purchase/travel card or a travel card. The A/OPC will send the supervisor and employee a link to the training site. Complete the training, print the certificate, and bring the A/OPC the completion certificate. The A/OPC will fill out the CC application with the employee's assistance. The employee signs the application, has

their supervisor sign the application, and returns it to the A/OPC. The A/OPC submits the application for processing. The CC should arrive in about 2-3 weeks.

All purchases are required to be entered on the user's credit card at the time of purchase. When a CC statement arrives, write the account number for each purchase made on the statement. List a description for each purchase made. If the purchase is travel related, write the travel authorization (TA) number on each line and attach a copy of the travel authorization or voucher. Attach all invoices/receipts to the statement for each charge on it. Attach a completed CC log to the statement, showing each charge. Once everything is annotated and attached, sign and date the statement on the final page and take it to your supervisor for their review and signature. Once you have the supervisor's signature and date, bring the statement and all back up documentation to the A/OPC.

Goods and Service Needs

If you need goods or services, inform your supervisor and obtain permission to purchase the needed items either through a purchase card or a purchase request (PR) via the contracting officer. If you do not have purchase authority you will need a co-worker in your section/division who has such authority to make the purchase for you.

If the item or service needed is over the micro-purchase threshold (construction \$2,000, services \$2,500, and supplies \$3,000), then you will need to fill out a purchase request (found on the share drive under purchasing) and attach any market research or quotes that you have, a statement of work (SOW), an independent government estimate (IGE), and any other pertinent information that will aid the contracting officer in purchasing the items/service. Once the PR package is complete, have the supervisor sign the PR authorizing the purchase. The budget analyst must confirm that funds are present to make the purchase. Additional authorizations that could be needed (depending on what is being purchased) are property, information technology (IT), fleet, real property, or radio approvers.

Budget Process Basics

To fulfill its mission, the NPS receives funding from both the Federal appropriations process and other federal revenue sources. Appropriated funds are funds that distributed by Congress to the National Park Service. JOTR receives these funds through two methods: base funding and project money. Funding sources dictate how the park is able to expend the monies. The Federal Fiscal year is October 1-September 30. In general, federal agencies are required to expend all funds in the fiscal year received. The exception is specific funding sources such as monies collected in the fee program, multi-year projects, and donations.

Appropriated Funds

- **Base Funding:**
Operation of the National Park System (ONPS): This annual appropriation funds all operational, maintenance, and administrative costs for parks, regional offices, and the Washington D.C. headquarters office. JOTR's ONPS funding is approximately \$6 million a year.
- **Project Funding:**
Project monies are appropriated funds that park receives through a proposal review process. The process occurs on a yearly basis and allows parks to request and receive funding for specific

uses. Due to the limited funds available, JOTR's projects fluctuate on a yearly basis. Examples include:

- Cyclic Maintenance
- Repair/Rehab
- Youth Partnerships
- National Resource and Cultural Resource Stewardship

Other Federal Revenue Sources

There are a number of revenue sources, authorized by Congress which allows the NPS to retain those funds collected from a variety of sources. JOTR's budget includes several types of these funds sources. Examples include:

- Donations
- Monies collected through the FLREA program (please see the following FLREA section)
- Special Use Permits/Filming Permits
- Permanent and Seasonal Quarters

The NPS requests direct Congressional funding and reports on the other Federal revenue sources through an annual budget document submitted to Congress entitled "Budget Justifications", or more popularly called, the "Green Book" home page. The "Green Book" can be accessed through the following link: <http://www.nps.gov/aboutus/budget.htm>

FLREA

You may hear park staff talk about FLREA dollars or FLREA projects or tell you that you are FLREA funded. FLREA stands for the Federal Lands Recreation Enhancement Act. The Act designates Joshua Tree National Park as a federal recreation fee area, which allows us to collect entrance fees; 80% of fees collected are returned to the Park to fund special projects. Fees collected directly benefit Joshua Tree National Park and the National Park Service by funding projects associated with deferred maintenance, visitor services, or other specific criteria as outlined and approved by the Washington office. FLREA projects are planned and requested for approval two to five years prior to implementation. FLREA funding is often used to fund temporary or career-seasonal (subject-to-furlough) positions during the pay periods they would otherwise be on furlough. It cannot be used to pay the base portion of permanent salaries, or overtime.

ADDITIONAL INFORMATION

[Arrowhead Store](#)

[Budget Information](#)

[DOI Ethics Office](#)

[Email Access not on the Network](#)

[Uniform History](#)

[Superintendent Directives on Share Drive](#)

Basic Radio Operating Procedure

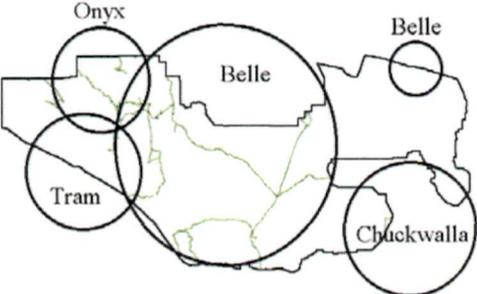
- Park personnel are assigned radio call numbers to use instead of their last name.
- To call up a station, first identify the station being called using the radio call number, and then identify yourself (your radio call number). Be sure to press the transmit button on the radio before speaking.
Example: "San Bernardino - 317" (this is 317 calling dispatch) "317 - San Bernardino" (this is dispatch answering 317)
- Use "Clear Speech" language on the radio. Clear speech is common language using short, concise words and phrases to convey the proper message. Do not use obscene language, slang, CB jargon or 10 codes.
- Plan your message and think before transmitting to avoid rambling and too much detail.
- Long transmissions should be broken at intervals to allow any emergency radio traffic to break in. Say "break" before releasing the transmitter when breaking up a transmission. Speak clearly in a normal tone of voice.
- It is not necessary to yell into the radio.
- Radio equipment is expensive and delicate. It should be treated with respect and care; avoid rough handling, dropping it, or exposure to excessive heat or moisture.
- Remember that all radio communications are recorded in the Communication Center and there are many radios and scanners throughout the area and surrounding communities. Always be professional on the air. All Dispatch telephone conversations are recorded, as well.
- Do not transmit if LE is on a traffic stop or emergency unless you are reporting another emergency.

Joshua Tree



RADIO FREQUENCY GUIDE

San Bernardino Dispatch
Emergency: 909-383-5651
Non-Emergency: 909-383-5652
JOTR VC: 760-376-5522



The map shows the outline of the Joshua Tree area with several overlapping circles representing radio frequency coverage. The circles are labeled: Onyx (top left), Belle (center), Tram (bottom left), and Chuckwalla (bottom right). There is also a small circle labeled Belle in the top right corner.

Employee Personnel Information

Types of Appointments

A *TEMPORARY appointment* is made to fill a specific administrative need. The appointment usually lasts 1039 hours or less in a year, but it may be extended for up to two years in certain cases. Temporary appointments may be terminated at any time. Temporary employees have no entitlement to rehire in future years. Employees on temporary appointments are not covered under the Federal Employees Retirement System (FERS) but are eligible for health benefits; deductions are made for Social Security.

A *TERM appointment* is a temporary appointment for a special project expected to last up to four years. Employees in TERM appointments receive all the benefits that permanent appointments are entitled to with the exception of tenure.

A *PERMANENT CAREER-SEASONAL appointment* is made to fill jobs that continue indefinitely but may be seasonal in nature. They may be full-time, part-time or a combination of mixed tour schedules. All career-seasonal appointments are required to have a furlough (non-pay) status lasting a minimum of two weeks but not exceeding 26 weeks. Furloughs are scheduled to coincide with reduced workload; weeks of furlough status do not need to be consecutive. Career-seasonal appointments are covered by retirement, health insurance and life insurance. Career-conditional tenure is established initially.

Should you leave federal service within your first three years of career-conditional status, you will have reinstatement rights for up to 3 years. Career tenure is established after 3 years in a permanent position and entitles you to lifetime reinstatement status should you ever leave federal service. Both career-conditional and career status provides eligibility in applying for Merit Promotion jobs open only to Federal employees.

A *PERMANENT appointment* is made to fill jobs of a year round nature. They may be full-time, part-time or a combination of mixed tour schedules. Permanent appointments are covered by retirement, health insurance, and life insurance. Career-conditional tenure applies the same as above.

How Your Pay is Determined

Your pay is determined by the complexities and responsibilities of the position to which you are assigned. Actual pay grades are determined by position classifiers following federal Office of Personnel Management criteria. You are employed in one of the following pay systems:

General Schedule (GS). Administrative, professional, and clerical employees are usually covered under the General Schedule and are graded GS-1 through GS-15. GS **permanent** employees receive within-grade increases based on length of time in the job and may receive quality increases based on exceptional performance on the job.



GL pay system (GL). Refers to- permanent GS employees in grades 3 through 10 in a law enforcement position. GL employees receive within-grade increases based on length of time in the job and may receive quality increases based on exceptional performance on the job.

GS and GL pay rates follow standardized salary tables utilized nationwide. Adjustments are made to accommodate geographic variations in cost of living, referred to as “locality pay.” San Bernardino County (and JOTR) fall within the Los Angeles locality. Salary tables are available for all geographic areas at www.opm.gov.

Wage Grade (WG, WL, WS). Most trade, craft, and labor employees are paid prevailing rates for similar jobs within their geographic area. Under the wage grade system, pay is at the same rate for all Federal agencies in a geographic area and is comparable to similar positions in private industry in the same area.

Pay Increases

Within-grade increases apply to GS & GL Term and Permanent appointments and to all wage grade appointments. They do not apply to seasonal GS positions. Within-grade increases are scheduled as follows:

GENERAL SCHEDULE EMPLOYEES		WAGE GRADE EMPLOYEES	
<i>(Permanent/Term Employees)</i>		<i>(Permanent/Term/Seasonal)</i>	
<u>Step in Grade</u>	<u>Waiting period to next step</u>	<u>Step in grade</u>	<u>Waiting Period</u>
Steps 2, 3, 4	52 calendar weeks	2	26 calendar weeks
Steps 5, 6, 7	104 calendar weeks	3	78 calendar weeks
Steps 8,9,10	156 calendar weeks	4 & 5	104 calendar weeks
Within-grade increases do not apply for employees in step 10.		Within-grade increases do not apply for employees in step 5.	
Within-grade increases can be withheld for employees who are performing at less than a fully satisfactory level.		Within-grade increases can be withheld for employees who are performing at less than a fully satisfactory level.	

Work Schedules

Full time work schedules consist of 80 hours per pay period (two weeks). A variety of work schedules are available *at the discretion of your supervisor*. The most common full time schedules are:

- A “straight 8” schedule consisting of five 8-hour days each week. Days off may be consistent or vary depending on the needs of your division, but are established prior to the beginning of each pay period. They do not have to be consecutive.
- A “4-10’s” schedule consisting of four 10-hour days and three days off each week. Days off are determined based on the needs of your division. They are fixed and cannot be changed without an official personnel action.
- A “5/4/9” schedule consisting of eight 9-hour days and one 8-hour day in the two week period, with five days off. The scheduled hours per day and days off are fixed and cannot be changed without an official personnel action.

- A “maxiflex” schedule consisting of 80 hours in a pay period. The supervisor may assign core hours for which the employee must be present, but otherwise the employee has the flexibility to work more or less hours in a day and can work any day of the week, as long as the total hours add up to 80. Work on Sundays or in the evening hours do not confer premium pay on a maxiflex schedule unless Sundays/evenings are part of the core hours.

Part time work schedules are prearranged and contain between 16 and 32 hours in a work week. Leave accumulation and benefits are prorated. Part time schedules count the same as full time when determining length of service. Regular overtime rules apply.

Intermittent schedules have no set number of hours or planned schedule. An employee on an intermittent work schedule does not earn holiday pay, nor do they accrue leave. Overtime is paid for any hours in excess of 8 hours a day when ordered in advance by management. Length of service for any intermittent period will be calculated based on actual hours worked and not by pay period. Because of these impacts, it is recommended that an actual part time or full time schedule be devised and followed rather than utilizing an intermittent appointment if possible.

Other less-common work schedules are also listed at www.opm.gov. Check with your supervisor or administrative staff if you have special considerations not addressed through those listed above.

Telework

The Department of the Interior encourages supervisors to allow employees to telework when appropriate. Some positions do not lend themselves to telework due to the nature of the position. Any telework opportunities require completion of mandatory training and a written telework agreement signed by the employee and the supervisor. Click on the “Employee Center” link in InsideNPS (right side) then the telework menu item on the left side for more information.

Premium Pay

Premium pay is granted for overtime work, scheduled work on Sundays and holidays, scheduled work in evening hours, and for performing certain hazardous tasks. Conditions are as follows:

- Overtime: dependent upon your work schedule you may earn overtime pay when you work more than your scheduled hours in a day or more than 40 hours in a week. If you are on compressed or irregular schedules, you are eligible for overtime pay for any hours in excess of your regularly scheduled hours. The rate for overtime pay is 1½ times the usual hourly rate with exceptions for those that are classified as **exempt** under FLSA (usually GS-9 and above). You may request compensatory time off in lieu of overtime pay. Overtime or comp time must be approved *in advance*.
- Sundays: *regularly scheduled* work on a Sunday pays 1¼ times the normal rate
- Holidays: federal employees have 10 paid holidays each year. If the employee works on the holiday, they receive double-time for hours worked. If the holiday falls on their regular day off, they receive an additional day off OR they are paid double-time for working an “in lieu of” holiday – usually the day immediately preceding the holiday. Holidays falling on a Sunday have an “in lieu of” on the following Monday. Holiday hours are paid based on the individual work schedule; maxiflex schedules pay 8 hours. Your timekeeper will help you in determining appropriate holiday pay.

- Night Differential: *regularly scheduled* work between 6:00pm and 6:00 am (GS/GL) or 3:00 pm and 8:00 am (WG). Night diff. pays an additional 10% for GS/GL employees. Wage rate employees only receive night differential if the majority of their work schedule (5 or more hours) falls after 3:00 pm; the rate varies from 7½% to 10% depending on hours worked.
- Hazard pay: rate varies depending on the hazardous condition. Hazard pay is only paid for conditions predetermined by the Office of Personnel Management to be hazardous.

Leave

All employees with an appointment lasting longer than 90 days earn sick leave and annual leave. Any shortage of hours from a full time or part time work schedule in a given pay period must be accounted for through documented leave. Leave is taken and recorded in 15 minute increments. Leave is requested and approved using a completed OPM-71 form, or electronically within the timekeeping system as determined by your supervisor.



Annual Leave

Employees earn annual leave based on their length of service with the federal government. Military time and service with other agencies is combined to determine the total length of service for leave purposes. Employees may accumulate and carry over up to 240 hours of annual leave in a calendar year. Any accumulated leave in excess of 240 hours not utilized by the end of the leave year is forfeited. Annual leave is requested in advance and in writing by the employee. Supervisors have the option of denying leave during critical periods. Leave requested in writing and then denied may be restored if there is no opportunity to reschedule it during the leave year. Deadlines are applied in November each year for requesting leave that might later need to be restored.

Leave is earned based on the following schedule:

Amount of Service:	Annual Leave Earned Per Year
Less than 3 years:	13 days (4 hrs per biweekly pay period)
3 to 15 years	20 days (6 hrs per pay period, plus 4 additional hrs added to last pay period of the year)
Over 15 years	26 days (8 hrs per pay period)

Employees are paid for any unused annual leave at the end of their appointment.

Sick Leave

Employees earn sick leave at the rate of 4 hours a pay period regardless of the length of service. There is no limit to the amount of accumulated sick leave that can be carried over from one year to the next. Accumulated sick leave remains available to employees who terminate employment but then return to federal service at a later date. Unused sick leave is calculated as "days worked" for retirement benefit purposes.

Employees have the right to use their sick leave when unable to work due to sickness, injury, or pregnancy; to receive medical, dental, or optical examinations or treatment; or when the employee would jeopardize the health of others by his/her presence on the job because of exposure to a

communicable disease. Sick leave can also be used to care for a family member who is ill, requires caregiver assistance, or must be driven to a medical appointment. Supervisors have the obligation to ensure that sick leave is being used correctly, and can require a doctor's note for sick leave of three days or more, or upon notice to the employee when there is reason to believe sick leave benefits are being abused. Scheduled sick leave can also be denied during critical periods. Any absence due to illness should be reported to the immediate supervisor within the first hour on every day of absence on sick leave, with written leave requests prepared upon return to work, if necessary.

Leave Without Pay (LWOP)

Leave Without Pay (LWOP) is a pre-approved temporary non-pay status and absence from duty that is granted in writing at the request of the employee. Leave without pay may not be granted for the purpose of outside employment. It may be granted for educational purposes, for service with non-Federal public or quasi-public organizations when the job is of a temporary nature, for reasons of maternity, in some cases for performing duties as an elected or appointed union officer, or for conditions defined in the Family and Medical Leave Act. LWOP should be approved by the Superintendent.

Military Leave

Up to 15 calendar days of military leave may be granted to career, career-conditional, and indefinite employees who are members of military or naval reserve organizations. Advance notice of ordered military leave is required so that your supervisor may make appropriate work adjustments.

Court Leave

An employee holding a permanent, term, or seasonal appointment with a prearranged tour of duty may be granted leave with pay when officially summoned for jury duty or as a witness on behalf of a federal, state, or local government, or on behalf of a private party when the federal, state, or local government is a party to the proceedings. DOI does not ask to have personnel excused from jury duty. Paid court leave is not available to intermittent personnel. Pay received for service as a juror or as a witness while on court leave may not be kept by the employee. Checks must be immediately turned over to the Administration Division. Reimbursement for mileage or other travel costs may be kept by the employee; this should be a separate reimbursement from the court if possible. If the witness service in a nonofficial capacity is in a judicial proceeding involving only private parties, absence must be charged to annual leave or leave without pay. Be sure to bring back a pink slip.

Maternity/Paternity Leave

A female employee may be granted sick leave for any period her doctor certifies that she is incapacitated for duty in her position for maternity reasons. A male employee may request family sick leave for purposes of assisting or caring for his children or the mother of his newborn child while she is incapacitated for maternity reasons. This also pertains to adoption and foster care. If sick leave balance is insufficient to cover the entire time, up to 30 days of sick leave may be advanced, annual leave may be granted, or leave without pay may be requested. The length of absence from work is to be determined by the employee, the mother's physician, and supervisor on an individual basis. If the employee desires maternity-related time off when she is not incapacitated for duty, annual leave may be requested. If there is an insufficient annual leave balance for this purpose, a request for leave without pay may be approved under the Family and Medical Leave act for up to 12 weeks per year.

Absence Without Approved Leave (AWOL)

An employee who is absent from duty without authorization or for which a request for leave has been denied is considered AWOL and receives no pay for the hours absent. Charging hours as AWOL is not a

disciplinary action, but disciplinary action or adverse action may be taken subsequent to an instance(s) of AWOL.

Administrative Leave

Brief periods of administrative leave may be authorized (not chargeable to other leave) because of voting during elections, donating blood, inclement weather, breakdown of office/work facilities, or other special occasions as appropriate and approved by the superintendent. An employee who is on annual or sick leave at the time administrative leave is authorized for all employees may not have his or her annual or sick leave changed to administrative leave, unless specifically authorized (such as during Government Shutdown situations). Supervisors have the discretion to maintain such workforce as deemed appropriate when administrative leave is authorized. Employees granted administrative leave will be compensated at their regular rate of pay.

Time & Attendance

The park uses a program called Quicktime to process time and attendance (T&A). Quicktime is a web-based T&A system that allows an employee to enter their own time, as well as traditional timekeeper data entry. Employees can electronically enter pay codes, hours worked, and select accounts to charge, create leave requests, and request overtime, compensatory time earned, etc. Each division has slightly different processes for timekeeping purposes. Check with your Division Chief to determine the specific processes you will follow. Be sure to notify your supervisor if reporting late to work.

Ideally, employees enter and validate their time and attendance the last Friday of the pay period. Employees are responsible for ensuring that leave slips and/or requests for extra hours (i.e. overtime, compensatory time earned, travel time earned, etc.) have been filled out and submitted for approval by their supervisors. Some divisions may use hard copies of leave and extra hours requests. In this case, form OPM 71 Request for Leave and Approved Absence is used for leave requests such as annual and sick leave. The JOTR Request for Pay Differential form is used for extra hours requests including overtime, holiday, or compensatory time. Annual leave and extra hours requests should be approved by supervisors in advance of occurrence. Supervisors will provide appropriate account numbers to which employees' payroll will be charged.

Timekeepers verify pay codes, hours, and accounts entered by employees. Once verified, the employee's supervisor (or an alternate) should certify payroll no later than noon on the first Monday following the end of the pay period. After being certified, payroll will be released and processed by the Denver Service Center. Note that once certified an employee's payroll cannot be changed. Timekeepers must then create and submit amendments to correct payroll errors. It is very important for timekeepers and certifiers to review employees' payroll carefully before verifying and certifying to avoid errors and time-consuming corrective action.

The Quicktime system can also be used to research leave balances, determine when compensatory time will expire, and calculate total hours worked, as well as other reporting capabilities.

Supervisors and timekeepers can assist employees with various timekeeping functions. Your timekeeper is your primary point of contact for submitting time and attendance and resolving payroll issues. The park's QT Administrator is also available, to help with password resets and other system issues.

Employee Check In and Check Out

Staff will be given an Employee Check In and Check Out form to complete at the start and end of employment. Completion of these forms is **MANDATORY**. Checkout procedures should be followed to ensure you are paid for any outstanding travel, follow up on any unresolved payroll issues notify system administrators of your departure, and to ensure all issued property is returned. Employees may be billed for assigned property that is missing upon checkout.

Equal Opportunity

It is the policy of the National Park Service to ensure that its workforce is treated fairly and that any type of discrimination or harassment based on race, color, religion, sex, age, national origin, disability, sexual orientation, or reprisal will not be tolerated.

How to Read Your Leave and Earnings Statement

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of your leave and earnings showing entitlements, deductions, allotments, leave information, tax withholding information, Thrift Savings Plan (TSP) and benefits paid by the National Park Service. You can access your statement twenty-four hours a day, seven days a week at www.employeeexpress.gov.

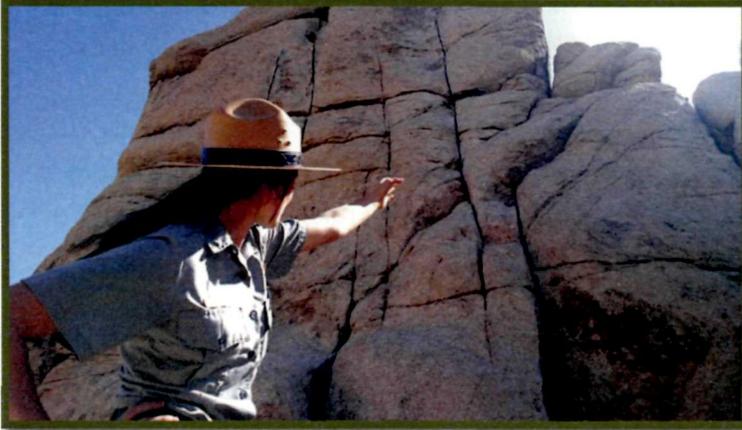
Your pay and leave information is important! You should always review your LES for unexpected changes or errors each pay period. If you believe your pay is not correct or if you have any questions, call the Customer Support Center at 303-969-7732, 1-800-662-4324, or 888-FOR-1NBC (1-888-367-1622).

	Data Element Name	Description
1	Agency	The agency an employee works for
2	For Pay Period Ending	The current pay period ending date. The Federal calendar is divided into 2 week sections called pay periods. There are typically 26 pay periods each year
3	Net Pay	A total of all earnings (current pay period and any adjustments) less all deductions (current pay period and any adjustments)
4	Pay Period	The current pay period in which an employee was scheduled to work
5	Pay Date	The day you receive your net check
6	Name	The employee's name as it is stored in the Federal Personnel Payroll System (FPPS)
7	Pay Plan/Grade/Step	An employee's current pay plan, grade and step
8	Annual Salary	Current annual salary
9	Hourly Rate	Current pay period hourly pay rate
10	Home Address	Employee's home address for mailing end-of-year W-2
11	Pay Check Mailing Address	Address your check is mailed to. If check is direct deposited to your bank, no mailing address will appear

12	Basic Information SSN Cumulative Retirement Agency Organization Code Financial Institution Service Comp Date Dept ID Pay Begin Date Agency	The last four digits of an employee's Social Security Number Total retirement deductions collected by your payroll provider Current organization employee works for Name of employee's bank An actual or constructed date used to determine benefits that are based on how long a person has been in federal service. It is also used to determine the rate at which an employee accrues annual leave. Current department an employee works for Date current pay period began Current agency employee works for
	FSLA Class TSP (amt/pct)	Fair Labor Standards Act: A non-exempt employee is covered by the overtime provisions; an exempt employee is not covered by the overtime provisions of this act. The amount/percentage the employee is contributing to their Thrift Saving Plan account
13	Your Pay Consists Of	Your current pay period and year-to-date totals for your gross pay, total deductions and net pay
14	Tax Information	Your current federal and state marital status, exemptions, and additional withholdings. Displays your current state tax identifier and your year-to-date wages
15	Earnings	Displays the type of pay (regular, leave, etc.), hourly rate paid, any adjustments for prior pay periods, number of hours paid during the current pay period, and gross wages for the current pay period
16	Deductions FERS/CSRS Retirement Medicare Tax State Tax FEGLI – Regular OASDI Tax Federal Taxes Health Benefits – Pretax Thrift Savings Plan (TSP)	Includes all current pay period deduction amounts or percentages and the type of deductions that are being deducted from your current gross pay. Also displays year-to-date deduction amounts Withholding contributions to your Federal Employees Retirement System, Civil Service Retirement System Reflects Medicare withholding State taxes withheld from your salary Amount withheld for Basic life insurance Old Age, Survivor and Disability Insurance – Social Security Federal taxes withheld from your salary Withholding for your TSP contributions
17	Benefits Paid by Govt	Displays the contribution type and amount contributed by your employing agency for the current pay period and year to date
18	Leave	The number of leave hours available to you at the beginning of the current pay period (Begin Bal Current) and at the beginning of the current leave year (Begin Bal Lv Yr) The type of leave hours earned and used in the current pay period and the total hours earned and used year-to-date. Displays the type of leave and the number of leave hours available at the end of the current pay period (Ending Bal)

Department of the Interior EARNINGS AND LEAVE STATEMENT		For Pay Period Endin 08/04/2010	Net Pay \$960.50							
1		Pay Period # 17	Pay Date 08/14/2010							
Name STALLONE, SYLVESTER	Pay Plan/Grade/Step GS 07 05	Annual Salary \$44,616.00	Hourly Rate \$21.38							
Home Address 7007 LOTSAMUNEE WAY LAUREL CANYON CA 90046-0068	Pay Check Mailing Address									
10		11								
Basic Information SSN XXX-XX-1294 Cumulative Retirement Agency \$3733 Organization Code 2714 Financial Institution AMER HERITAGE FCU		Service Comp Date 06/12/1993 Dept ID IN Pay Begin Date 7/22/2010	Agency NPS FSLA Class NON-EXEMPT TSP (amt/pct) 10%							
12										
Your Pay Consists of	Current	YTD	Tax Information							
Gross	1813.00	29739.00	Marital Status							
Total Deductions	852.57	14,133.00	Federal							
Net Pay	960.50		State - CA							
13		14								
EARNINGS										
TYPE	RATE	ADJUSTED	ADJ HOURS	HOURS	CURRENT	YTD				
Regular	21.38			80.00	1710.00		15			
DEDUCTIONS										
TYPE	MISC	ADJUSTED	CURRENT	YTD	TYPE	MISC	ADJUSTED	CURRENT	YTD	
FERS/CSRS Retirement Deduction	.8		13.68	215.80	OASDI Tax	4.2	3.72	106.16	1800.75	
Medicare Tax	1.45	0.87	24.83	421.14	Federal Taxes			158.37	2907.14	
State Tax 1/CO			38.83	724.71	Health Benefits-Pretax	474		40.89	695.13	
FEGLI - Regular			7.05	112.35	Charity Contribution			30.00	500.00	
Thrift Savings Plan Loan			309.41	0.00	Thrift Savings Plan (TSP)			342.08	1,048.86	
16										
BENEFITS PAID BY GOVT										
TYPE	CURRENT	YTD	TYPE	CURRENT	YTD					
FEGLI	3.53	56.19	FEHB	122.69	2085.73					
FERS/CSRS	191.56	3021.70	Medicare	25.70	421.14					
OASDI	109.88	1800.75	TSP Basic	17.10	269.78					
TSP Matching	68.42	1079.18								17
LEAVE										
TYPE	Begin Bal	Begin Bal Lv	Earned Current	Earned YTD	Used Current	Used YTD	Adv	Ending Bal		
Annual	57.15	17.15	6.00	90.00		44.00		63.15		
Sick	54.45	25.00	4.00	60.00		26.15		58.45		
Comp	16.00		3.00		16.00			3.00		
18										
Annual Leave Category: 8		Projected Yr End Bal: 0.00		Max Carry Over: 240.00		Use or Lose Balance:		19		
REMARKS										
PLEASE REVIEW YOUR LES PROMPTLY AND THOROUGHLY. IF YOU THINK YOUR PAY IS IN ERROR, NOTIFY YOUR PAYROLL CONTACT IMMEDIATELY. OVERPAYMENTS MAY CAUSE TAX IMPLICATIONS IF NOT REPAID THIS YEAR. REMARKS/MESSAGES: PAY/LEAVE QUESTIONS? CALL PAYROLL HOTLINE (303) 969-7732; FROM HOME 1-800-662-4324. EMPLOYEE IS RESPONSIBLE FOR VERIFICATION OF PAY, DEDUCTIONS, AND LEAVE.										
20										

Seasonal Rehire



A temporary seasonal employee may be offered the same position the next year under rehire authority. There is no guarantee or requirement for a supervisor to rehire a returning employee. Seasonal reemployment procedures vary slightly from year to year. Either you will be notified of proper procedures for applying for jobs for the next season at the time of your seasonal evaluation, or instructions will be mailed to the forwarding address listed on your

Employment Checkout form. As a general rule, an employee is only eligible for rehire consideration to the same position from which he/she held the previous season(s). Therefore, if you are interested in being considered for a higher or lower graded or different position, you must apply for that position if and when the position is advertised. If you have any questions regarding this issue, please contact your supervisor and HR before you leave at the end of the season.

REMEMBER: if you wish to be considered for a different position, you must apply for that position if and when the position is advertised.

Park Housing

Joshua Tree National Park has a limited number of housing units available for rent. Except for certain required occupancy positions, housing is shared and reserved for seasonal employees, volunteers and researchers. Housing is located at Cottonwood, Black Rock, and Indian Cove. Housing assignments are requested through the supervisor and granted primarily on a first-come, first-served basis, with some exceptions. Pets are not allowed in shared housing (see park pet policy).



The park also has a few trailer pads available for employee-owned RV's and trailers. They are requested through the same process as other housing units. While pets are allowed in personal RV's, they are not recommended at Cottonwood due to temperature extremes. Lack of adequate electricity prohibits the extended (all-day) use of air conditioning units (see below).

Solar Power

The remote Cottonwood district of the park operates off the commercial power grid using solar power. All park facilities in the area share the same limited solar power system. Electricity is collected and batteries charged only during daylight hours. It is possible to use up ALL the battery power overnight or

when in cloud cover, leaving everyone without electricity. Tenants at Cottonwood must remain cognizant of their energy consumption and limit electrical use. Lights and other items not currently in use should be turned off and/or unplugged. Energy hogs such as hot plates, heaters, portable coolers, etc. should never be used. Computers and other devices should only be charged during daylight hours. Appliances (other than refrigerator/freezer) should be used in daylight whenever possible. Electricity should be utilized for essential needs and never for strictly decorative purposes.

Dorm Rules

Because tenants will be sharing housing with other employees, common courtesy is required as part of the housing assignment (see park housing policy at check in). The following rules are applied to shared units:

1. Clean kitchen facilities, appliances, and dishes immediately after use.
2. Put away food and close packaging to discourage mice & ants
3. Containerize grease and dispose of in trash, not down sink.
4. Empty trash to outside dumpsters and deliver recycling on a regular basis.
5. Share responsibilities for mopping and vacuuming.
6. Share acquisition of cleaning supplies and paper products
7. Clean bath & shower facilities after use and remove towels to personal space.
8. Clean laundry area, empty lint traps, and remove clothes when done.
9. Close doors or screens to inhibit rodent entry.
10. Do not remove government-owned furniture, appliances, or dishware from unit.
11. Do not make holes in structure to accommodate antennas or wires.
12. Do not cut directly on countertops.
13. Spouses or partners may share private room of tenant only on approval of the park superintendent.
14. Occasional overnight guests are not allowed, nor can they be offered vacant rooms by existing tenants.
15. Tenants are responsible for the conduct of any guests on the premises.
16. Pets are not permitted in shared housing units.
17. No smoking or open flames (candles, incense, etc.) allowed inside housing.
18. Quiet time hours are 10 pm to 6 am.

Other Important Points:

- Please practice resource conservation. Turn off all lights when leaving a room. Turn off electrical equipment when not in use. Use water sparingly – never let it run “unused” down the drain. Monitor thermostats for lowest possible energy consumption when leaving the residence.
- All tenants are responsible for leaving the personal and shared space clean and ready for the next person’s use. Tenants may be billed for cleaning fees if unit is left in an unacceptable condition.
- Tenants are responsible for scheduling a formal check-out with housing staff at least one week prior to departure. Rent deductions/charges continue until checkout paperwork is signed.
- Upon checkout, ensure all doors and windows are closed and locked and thermostats turned to the lowest position or off.
- Tenants utilizing the gym at Black Rock must obtain an alarm code. Submit an IT helpdesk ticket.
- Contact **Tenant Manager at 760-367-5518** for maintenance requests during working hours.

Emergency Contacts:

JOTR Dispatch **909-383-5668**

After hours emergency maintenance **760-861-4756**

Park Perks and Benefits

As a Joshua Tree employee, you are authorized to use the following:

Pro Deals

Promotive offers deals on over 300 brands. To access these, you must sign up with your nps.gov email.

1. Go to www.Promotive.com/usdepartmentofinterior
2. Click the button that says "Join This Team"
3. Enter your information and email address and click finish application

Use of Lost Horse Campsite

Joshua Tree National Park has designated a campsite in the park for use by the park SAR team, the Desert Institute, park employees, and their guests as authorized in 16 USC, sec 1a-2 (b).

Reservations must be made for all day use and camping in the Lost Horse Campsite. The park's SAR program will have first priority with the Desert Institute requests having second priority. All other user requests will be processed on a first-come, first-serve basis. All requests for reservations must be made, in writing, (any form of writing will be accepted) through the Superintendent's secretary.

For more information, see the Joshua Tree National Park Directive JOTR-028 on the share drive.

Desert Institute Class

The Joshua Tree National Park Association (JTNPA) sponsors the Desert Institute at JOTR which is an adult education program offering an in-depth exploration of the park's natural wonders. Employees are able to take one class per year from the Desert Institute, free of charge, provided there is available space. Contact Kevin Wong, the Desert Institute Program Coordinator for more information. <http://www.joshuatree.org/desert-institute/>



**JOSHUA TREE
NATIONAL PARK
ASSOCIATION**

JTNPA Donation

New employees receive selected book(s), a \$25 bookstore credit, or \$25 toward a JTNPA membership.

ADDITIONAL INFORMATION

[Association of National Park Rangers](#)

[Desert Institute](#)

[DOI Learn](#)

[Employee Express](#)

[Leave and Earning Statements](#)

[NPS Equal Employment Opportunity Office](#)

[NPS Fundamentals](#)

[OPM](#)

[Promotive](#)



A Quick Guide to the Park

Natural Resources

Deserts:

Joshua Tree National Park spans two deserts. But what exactly is the definition of a desert? Some sources define a desert as an area receiving no more than ten inches of precipitation annually. However, many areas receiving this amount of precipitation are not deserts. This definition is not complete. Both the timing and type of precipitation determine the environment established.

In a desert, rain isn't evenly distributed throughout the year. Weather patterns often create short, violent downpours that produce flash floods. Much of the water runs off before it can soak into the soil. A lot of moisture is also lost to evaporation.

Many deserts lie in areas of high pressure systems where there is little cloud cover. At least 90 percent of the sun's rays reaches Earth's surface, producing seasonal hot temperatures. (For comparison, the surface of more humid lands, covered with more vegetation, receives only 40 percent of possible solar radiation.) The hot, dry air causes any available water to evaporate quickly.

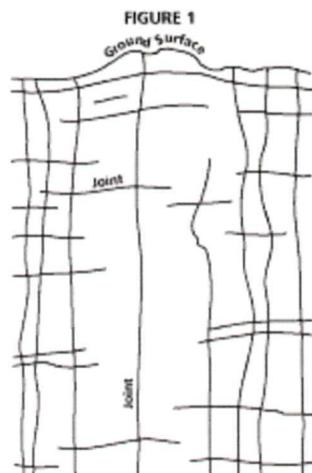
When temperatures are extremely hot, rain can evaporate before it reaches Earth. The conditions producing high daytime temperatures reverse the process after sundown. Approximately 90 percent of the day's accumulated heat radiates back toward the sky. (In moister climates only about 50 percent of this heat is lost.) These conditions produce the wide range of daily temperatures characteristic of deserts. This range is often 50 degrees or more.

The rapid heating and cooling of air create another characteristic of most deserts: strong winds. These winds, circulating air that is often hot and dry, increase the already high rate of evaporation. *Evaporation in American deserts ranges from 70 to 160 inches per year.*

A desert then is not so simply defined. Several characteristics: seasonal, temperature extremes; low, sporadic rainfall; a high rate of evaporation; wide temperature ranges; and strong winds are part of the definition.

Geologic Formations:

Scientific evidence suggests the face of our modern monzogranite landscape was born more than 80-100 million years ago. Molten liquid, heated by the continuous movement of Earth's crust, oozed upward and cooled while still below the surface. These plutonic intrusions are a granitic rock called monzogranite.



The monzogranite developed a system of rectangular joints. One set, oriented roughly horizontally, resulted from the removal—by erosion—of the miles of overlying rock, called gneiss (pronounced “nice”). Another set of joints is oriented vertically, roughly paralleling the contact of the monzogranite with its surrounding rocks. The third set is also vertical but cuts the second set at high angles. The resulting system of joints tended to develop rectangular blocks (figure 1). Good examples of the joint system may be seen at Jumbo Rocks, Wonderland of Rocks, and Split Rock.

As ground water percolated down through the monzogranite's joint fractures, it began to transform some hard mineral grains along its path into soft clay, while it loosened and freed grains resistant to solution. Rectangular stones slowly weathered to spheres of hard rock surrounded by soft clay containing loose mineral grains. Imagine holding an ice cube under the faucet. The cube rounds away at the corners first, because that is the part most exposed to the force of the water. A similar thing happened here but over millions of years, on a grand scale, and during a much wetter climate (figure 2).



After the arrival of the arid climate of recent times, flash floods began washing away the protective ground surface. As they were exposed, the huge eroded boulders settled one on top of another, creating those impressive rock piles we see today (figure 3).

Visitors also wonder about the “broken terrace walls” laced throughout the boulders. These are naturally occurring formations called veins. Younger than the surrounding monzogranite, dikes were formed when molten rock was pushed into existing joint fractures. Light-colored aplite, pegmatite, and andesite dikes formed as a mixture of quartz and potassium minerals cooled in these tight spaces. Suggesting the work of a stonemason, they broke into uniform blocks when they were exposed to the surface.



Of the dynamic processes that erode rock material, water, even in arid environments, is the most important. Wind action is also important, but the long-range effects of wind are small compared to the action of water. The erosion and weathering processes operating in the arid conditions of the present are only partially responsible for the spectacular sculpturing of the rocks. The present landscape is essentially a collection of relict features inherited from earlier times of higher rainfall and lower temperatures.

Mountains:



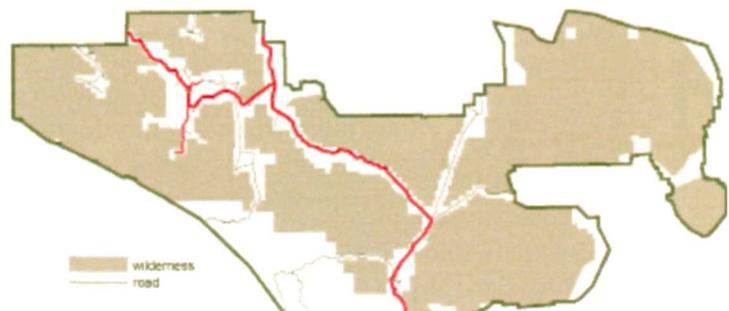
Within the park there are six distinct mountain ranges: the Little San Bernardino Mountains in the western and southwestern part; the Cottonwood, Hexie, and Pinto Mountains in the center; and the Eagle and Coxcomb Mountains in the eastern part. Both the southern and northern margins of the park are marked by steep escarpments that rise abruptly from the lower desert areas. Much of the park lies at elevations above 4,000 feet.

Between the park's numerous mountain ranges, there are valleys, which are classified according to their method of formation. Queen Valley and Lost Horse Valley were formed by a difference in the rate of erosion between the rock underlying the valley itself and the rock composing the surrounding mountains. The mountainous rock is more resistant to erosion and therefore rises above the valleys. Pleasant Valley, on the other hand, was formed by down-dropped motion along faults that formed basins (called grabens). Some valleys have playas: lakes that may contain water a few weeks a year during the rainy season.

Wilderness:

Wilderness has different values for different people. In 1976 about eighty percent of Joshua Tree National Monument was designated wilderness. The 1994 California Desert Protection Act added 163,800 acres.

September 2014 marked the 50th anniversary of the Wilderness Protection Act of 1964. This act defines wilderness as an area "...where the earth and its community of life are untrammelled by man, where man himself is a visitor who does not remain..."



Designated wilderness is the highest level of conservation protection for federal lands. Only Congress may designate wilderness or change the status of wilderness areas. The Wilderness Act prohibits permanent roads and commercial enterprises, except commercial services that may provide for recreational or other purposes of the Wilderness Act. Wilderness areas generally do not allow motorized

equipment, motor vehicles, mechanical transport, temporary roads, permanent structures or installations (with exceptions in Alaska).

Wilderness visitors, along with all people, play a key role in protecting and preserving the wild character of Joshua Tree wilderness. Many wilderness visitors do not realize the impacts their actions can have. Please help take care of your wilderness by practicing and educating visitors about Leave No Trace.

Biological Soil Crust:

Otherwise known as cryptobiotic crust or “desert glue,” this layer of biotic organisms “hidden” (crypto-) in the surface of park soils. Living soil crusts are found throughout the world, from the hottest deserts to polar regions. In the desert, these crusts are dominated by cyanobacteria (blue-green algae), but also include lichens, mosses, green algae, microfungi, and bacteria.



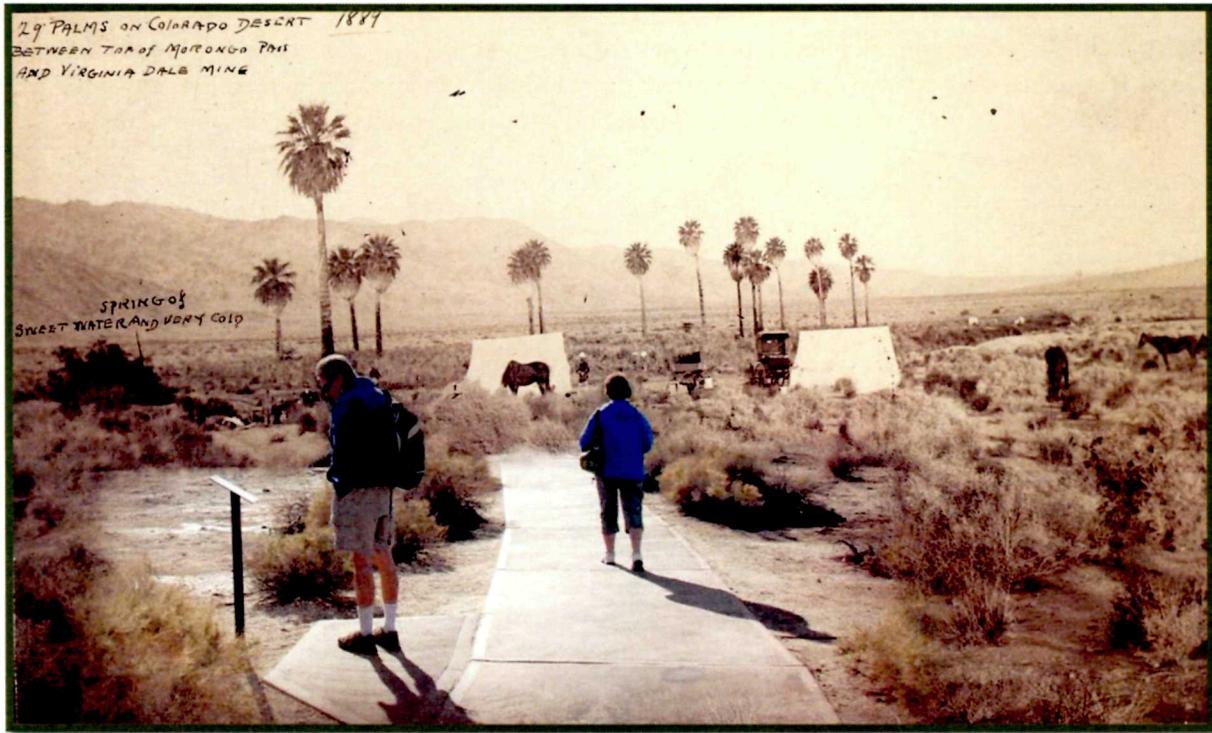
Crusts play a vital role in desert health. Cyanobacteria in the desert form filaments surrounded by sheaths. With summer or winter rains, these filaments become moist and active, moving through the soils, leaving behind a trail of the sticky sheath material. The sheaths stick to surfaces such as soil particles, forming an intricate webbing of fibers. In this way, loose soil particles are joined together, and otherwise unstable, highly erosion-prone surfaces become resistant to both wind and water erosion.

These sheaths build up in the soil over long periods of time, up to 15 cm deep in some areas. Not only do they protect the soil from blowing away. They also absorb precious rainfall (reducing flash flood runoff) and provide a huge surface area for nutrients to cling to. They contribute nitrogen and organic matter to ecosystems which is critical in deserts where such resources are few and far between.

Fan Palm Oases:

There are only 158 desert fan palm oases in North America. Five are located in Joshua Tree National Park: Munsen Canyon, Cottonwood Springs, Lost Palms Oasis, 49 Palms Oasis, and the Oasis of Mara. The verdant display requires a constant supply of water so oases often occur along fault lines, where uplifted layers of hard impermeable rock forces underground water to the surface. While most oases do occur along fault lines, 49 Palms Oasis is not a fault oasis. It was created due to rock formations in a canyon stopping the flow of water.

Oasis of Mara:



American Indians, miners, & cowboys all used the oasis

The oasis was first settled by the Serrano people who called it Mara, meaning "the place of little springs and much grass." The palms therein provided the Serrano with food, clothing, cooking implements, and housing.

Early American survey parties arrived at the Oasis of Mara in 1852 and noted 29 palms in the vicinity. At the time, the area was under cultivation by the Serrano, with corn, beans, pumpkins, and squash all grown with the life-giving waters that rise at the oasis along the Pinto Mountain Fault. The Chemehuevi settled at the Oasis in 1867 and intermingled peacefully with the Serrano.

By 1870, prospectors attracted to California by the discoveries at Sutter's Mill had drifted into the desert looking for gold. The Anaconda Mine began operation south of the Oasis in 1874. The Lost Horse, Desert Queen, and other claims soon followed. Trees began to be cut at the Oasis, and water siphoned away to support the growing mining operations.

On the heels of the miners, cattlemen moved to the area in the 1880s to take advantage of the high desert grasslands of the Pinto and Little San Bernardino Mountains. The McHaney brothers ran an active cattle trade that was alleged to include stolen cattle that they pastured in isolated rocky coves near Hidden Valley.

Oasis of Mara Cabin

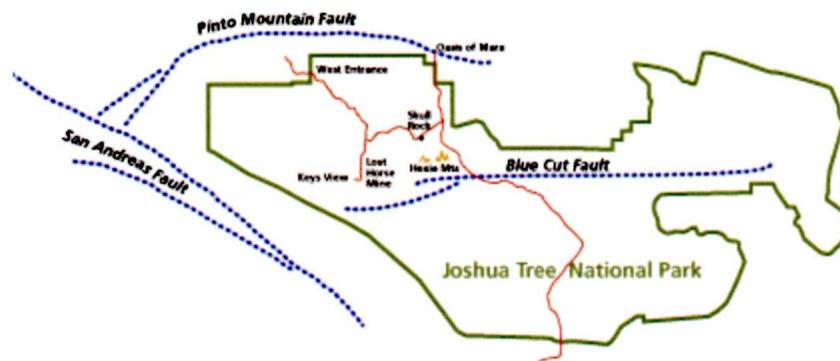
In the late 1800's, Jack Rankin and Billy Neaves built an adobe house at the east end of the Oasis. It stood for over 40 years and served as a residence, a stage line stop, and a meeting place. The Barker and Shays Cattle Company dug a 600-gallon well around 1900 for use by the growing population. A 1902 census found 37 Serrano and Chemehuevi still living at the Oasis, but as more non-indigenous people arrived, the American Indian families began to drift away, and by 1913, the Serrano and Chemehuevi were all gone.

Following World War I, the town of Twentynine Palms saw an influx of veterans suffering from the effects of mustard gas inhalation, drawn to the area by its warm, arid climate. The establishment in 1936 of a vast stretch of the desert above town as Joshua Tree National Monument drew more people to the area. The Twentynine Palms Corporation donated the Oasis of Mara to the National Park Service in 1950 to use as its headquarters and primary visitor center. Today, the oasis is habitat for a wide variety of desert creatures from desert iguanas to colorful orioles and the palm-boring beetle.

Earthquake Faults:

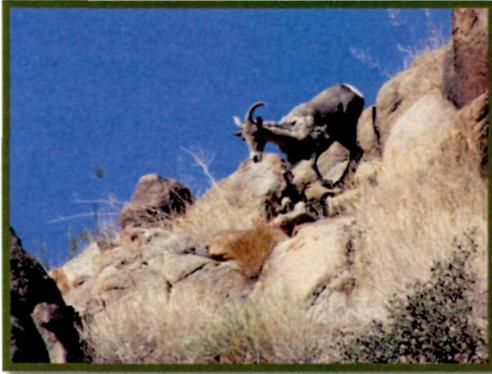
Joshua Tree is crisscrossed with hundreds of faults, and is a great place to see raw rocks and the effects of earthquakes. The San Andreas Fault bounds the south side of the park, and can easily be observed from Keys View. Blue Cut Fault in the center of the park can be seen from the hilltop behind Lost Horse

Mine. The fault forms the straight, abrupt base of the Hexie Mountains east of Queen Valley.



Fault zones are important factors in localizing natural springs. Movement by faults causes impervious zones of shattered rock fragments to form an underground dam forcing ground water to rise. The Oasis of Mara at the visitor center in Twentynine Palms marks the Pinto Mountain fault.

Wildlife



Mammals:

Because scarcity of food in the desert limits the number of large mammals that can be supported, most desert mammals are small. Joshua Tree National Park is home to 52 species of mammals. Of these, 24 are small rodents and many of the others are bats.

A few desert mammals, such as the round-tailed ground squirrel, a diurnal rodent, enter a state of aestivation when the days become too hot and the vegetation too dry. They sleep away the hottest part of the summer. They also hibernate in winter to avoid the cold.

Most desert mammals are herbivores and derive water directly from the plants they eat. Some, like kangaroo rats, have extreme adaptations enabling them to live without ever drinking water. They have very efficient kidneys that extract most of the water from their urine and return it to the blood.

Birds:



Over 250 species of birds have been recorded in Joshua Tree National Park. Lying astride the inland portion of the Pacific flyway, the park serves as a rest stop for many migrant species. The aquatic areas of Barker Dam and the Desert Queen Ranch attract many types of waterfowl on their way to the Salton Sea, birds that would not otherwise be seen in the desert. Many of our migrants are actually residents of the nearby mountains, from which they fly to escape the heavy winter snows.

Although most birds require drinking water almost every day, this is not such a limiting factor as might be supposed. There are many springs and seeps in the park, which are readily accessible to animals that can fly. The chief limiting factor for birds in the desert is food. Birds require relatively large amounts of food daily, especially during the breeding season. Thus, it is understandable that there are only 78 species of birds known to nest and raise young in the park.

Complete birding checklists are available at the visitor center.

Reptiles:

Reptiles are closely associated with the desert in many peoples' minds. This seems to be based partly on reality and partly on perception. Reptiles do form a very conspicuous part of the vertebrate fauna of warm deserts such as are found in Joshua Tree National Park. There may not be any larger number of reptiles in the desert than in neighboring less arid areas, but the lack of dense vegetation on the desert certainly makes them easier to see. Many of the lizards are especially conspicuous as they bask atop boulders or other elevated sites.



The reptiles of Joshua Tree National Park include one tortoise, 18 lizards, and 25 species of snakes. Although desert tortoises and probably most other reptiles will drink water when it appears after summer rains, many lizards and snakes probably go their whole lives without a drink of water.

Amphibians:

Two amphibian species are found in Joshua Tree National Park.



The red-spotted toad (left), *Bufo punctatus*, is a true denizen of the desert, where it spends most of its life underground. Found from one end of the park to the other, toads appear after good, soaking rains. The red-spotted toad lays its eggs in potholes, springs, and the intermittent streams found in rocky canyons. They are most often seen at Barker Dam and Rattlesnake Canyon after a good rain.

The California tree frog (right), *Pseudacris cadaverina*, is a species of special management concern in Joshua Tree. It has a limited range in the park and is isolated from the rest of the California tree frog population. Tree frogs are found in the rocky, permanent water sources created by the Pinto Fault along the northern edge of the park. In Joshua Tree, the species is at the easternmost edge of its range.

Arthropods:

There are thousands of species of arthropods in Joshua Tree National Park. They range in size from the four-inch-long tarantula, *Aphonopelma iodium*, and the green darner, *Anax junius* (with a four-inch wingspan) to tiny gnats and mites. Joshua Tree's arthropods include the beautiful salmon-colored fairy shrimp, *Branchinecta*; the five-inch giant desert scorpion, *Hadrurus arizonensis*; and more than 75 species of butterflies. There are even more kinds of moths than butterflies. The yucca moth, *Tegeticula paradoxa*, is responsible for pollinating Joshua trees.



Plants, Fungi, and Similar

Bryophytes:

Bryophytes, the first plants to grow on land, include three distinct lineages: mosses, liverworts, and hornworts. These non-vascular plants lack roots, flowers, seeds, and a defined system of tissues for transporting fluids. They reproduce by single-celled spores or form new plants by vegetative means. Lacking roots, bryophytes are not restricted to growing in soil; many bryophytes are quite content to grow on rock surfaces.

Cacti / Desert Succulents:

Hot temperatures pose special problems for cacti. Most leafy plants cool themselves during the day by opening their pores. The movement of water from stem to leaf to air keeps leaf temperatures from rising too high. Because their pores open only at night, cacti cannot take advantage of such transpirational cooling. They adapt to desert heat by internal mechanisms. They have several adaptations that help them survive; studies show them to do a good job at staying cool.

Joshua Trees:

The park's namesake Joshua tree, *Yucca brevifolia*, is a member of the Agave family. (Until recently, it was considered a giant member of the Lily family, but DNA studies led to the division of that formerly huge family into 40 distinct plant families.) Like the California fan palm, the Joshua tree is a monocot, in the subgroup of flowering plants that also includes grasses and orchids.

Visitors often confuse the Joshua tree with the Mojave yucca, *Yucca schidigera*. This close relative can be distinguished by its longer, wider leaves and fibrous threads curling along leaf margins. Both types of yuccas can be seen growing together in the park. The Joshua tree provides a good indicator that you are in the Mojave Desert.

Creosote:

Known scientifically as *Larrea tridentata*, it produces small, pretty yellow flowers in spring and summer. But it is the pleasantly pungent smell, which the leaves produce as soon as a summer rain starts, that is most noticeable.

The creosote bush is the signature plant of the southern part of the park and a common, characteristic, and often dominant shrub of the deserts of southwestern North America. Its closest relative lives in the arid regions of Argentina.

Lichens:

Lichens are a symbiosis between a fungus and a photobiont, an alga and/or a cyanobacterium. The name and taxonomy of the lichen is based on the fungus. There are approximately 17,000 species of lichen worldwide and approximately 1500 lichen taxa in California. Lichens occur from the intertidal zone to the top of mountains. They grow on soil, rocks, on bark and wood, even barnacles and roofs. There are currently recorded 145 lichen taxa in Joshua Tree National Park.

Endangered and Threatened Species

Each year, throughout the world, more and more plant and animal species are listed as rare, of special concern, threatened or endangered. Threatened and endangered species are given a conservation status and are protected by law. Park employees and volunteers work with other organizations and community members to observe and study protected species and implement policies and programs to stabilize and prevent further damage to populations.

There are two animal species that live in Joshua Tree National Park that have protected status. The federal and state of California conservation status of the **Desert Tortoise** (*Gopherus agassizii*) is listed as threatened; the **Coachella Valley Fringe-toed Lizard** (*Uma inornata*) is listed as endangered in California and threatened in the United States. Eighteen other animal species are listed by the park as being of special concern or as rare. This list includes mammals, reptiles and one amphibian. The park contains two plant species with protected conservation status: the **Triple-ribbed Milk Vetch** (*Astragalus tricarinatus*) is listed as endangered, and the **Parish's Daisy** (*Erigeron parishii*) is listed as threatened.



When and How to Move a Tortoise

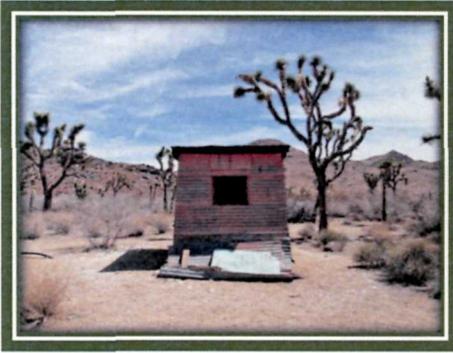
Tortoises are often spotted along the park road. The only time it is appropriate to touch a tortoise is when it is in imminent danger of being killed on the road. If it is moving off on its own, play tortoise crossing guard. If it is necessary to move the tortoise, follow these simple rules:

1. Use a barrier (if available) between you and the tortoise to prevent the spread of disease amongst tortoise populations.
2. Move it LOW and SLOW.
3. Move it in the direction it was going.
4. Place it in a shady spot 50-100ft from the road.



If handled improperly, the tortoise may become frightened and empty its bladder as a defense mechanism. This can be potentially fatal. For additional information and guidance, see the park's video on how to move a tortoise.

Cultural Resources



The human story of the park is told by its cultural resources, including archeological and ethnographic resources, cultural landscapes, historic structures, museum objects and archives. Joshua Tree protects hundreds of documented sites and thousands of undocumented sites. The museum collection contains over 240,000 items related to park resources.

Humans have been an integral part of the park ecosystem for at least tens of thousands of years. The pre-contact history includes the Pinto Complex, Deadman Lake Complex, Gypsum Complex, and Rose Spring Complex. There are several tribes traditionally associated with the park landscape: the Cahuilla, Chemehuevi, Mojave, and Serrano. Historic period themes include settlement (including homestead farming, mining, and cattle ranching), recreation, federal land conservation, and military.

Preserving surviving historic structures and landscapes is a tangible means of preserving the history of settlement and development of the area. Cultural resources are a significant element of Joshua Tree and their protection is a fundamental park responsibility.

Pinto Complex

As the Pleistocene Epoch drew to a close ten thousand years ago, and the rivers of glacial ice melted, people lived in an environment dramatically different from today—both cooler and wetter. Braided rivers, lakes and marshlands existed where no water remains now. Lush grasslands covered the plains, supporting Columbian mammoths, horses, camels, and, in some areas, bison.

Early Habitation

Projectile points found along an extinct water channel in the Pinto Basin represent the earliest known human occupation of this area. Dated from eight to four thousand years ago, this Pinto complex was first described by amateur archeologists, William and Elizabeth Campbell in the 1930s.

The Campbells believed that there had once been a river flowing through Pinto Basin. The points collected by the Campbells are thick and triangular in shape, with notched shoulders and a broad stem. Pinto hunters attached the points to a wooden spear shaft and used a spear thrower, or atlatl, to propel the spear. Based on the relatively large number of Pinto points—as well as cutting and scraping tools—compared with the few



seed-processing implements found at these early sites, it is believed that Pinto Culture was a mobile population dependent upon large game hunting and seasonal plant gathering.

The period of Pinto Complex occupation was an era of decreasing moisture, and by the end the environment was probably close to what we have today. Throughout the early Holocene, as the Pleistocene water sources dried up, only desert adapted plants and animals survived. The archeological evidence suggests that the human population gradually adapted as well, by hunting smaller game and processing small seeds.

Today's Tribal Groups:

Four modern American Indian groups, the Cahuilla, Chemehuevi, Mojave and Serrano occupied and traded within the park's boundaries prior to the early 1900s. Archeological materials added to the collections from research investigations, including lithic tools, basketry, and ceramic objects, help to tell the story of early American Indian life.

Homesteading, Cattle Ranchers and Mining:

Cattle grazed throughout the park from the 1870s until 1945. The grazing ratio was about one adult animal to 17 acres. Old-timers noted that the grass was tall and abundant. The cattle companies located springs, dug wells, and developed rainwater impoundments called "tanks," which can be seen today at places like White Tank and Barker Dam.

Even before the California Gold Rush of 1849, prospectors were finding gold in southern California. As the take from the mines in the Sierras petered out, miners fanned out into the deserts. Here hot summers, scarce water, limited wood sources, and the difficulty and high cost of transporting equipment and provisions created a challenging environment in which to operate a mine. But a few hardy adventurers persevered and about 300 mines were developed in what is now Joshua Tree National Park—although few were good producers.

An exception is the Lost Horse Mine, which produced more than 10,000 ounces of gold and 16,000 ounces of silver (worth approximately \$5 million today) between 1894 and 1931. When the story of the Lost Horse Mine is told, it sounds like a western campfire tale: gun slinging cowboys, cattle rustlers, horse thieves, the lure of gold, and a sticky-fingered miner.

From 1863 to 1977, United States citizens could claim 160-acre parcels in the Mojave Desert from the Federal Government—though not after 1936 in the area that became Joshua Tree National Monument. Depending on the land act, claimants had three to five years to "prove up" on their property, which meant building a small cabin and an outhouse. After sending a photo of the improvements to Washington, D.C., the homesteader received a deed to his property.



Keys Ranch:

In the high desert country that was to become Joshua Tree National Park, rugged individuals tried their luck at cattle ranching, mining, and homesteading. William F. Keys and his family are particularly representative of the hard work and ingenuity it took to settle and prosper in the Mojave Desert. The site is listed on the National Historic Register and is restricted to access with a ranger only.

Abbreviated Keys Ranch Timeline:

1879	William and James McHaney settled and started running cattle in the area.
1894	A five stamp mill was constructed at the DQR to process the DQM.
1894	The McHaney brothers began developing mining operations at the DQM.
1910	Keys began living at the DQR while supervising the DQM.
1914	Keys created a reservoir north of the house by erecting a system of earth dams. He also developed several springs, watering holes and wells.
1914	Keys began planting an orchard adjacent to the house with a variety of fruit trees.
1917	McHaney's vacated ownership of the DQR.
1917	Keys acquired the DQM after the death of owner William Morgan.
1918	Keys married Frances Mae Lawton.
Sept 1919	William Franklin Keys, Jr. born; dies five days later.
Jan 5, 1921	Willis Lawton Keys born.
Jan 9, 1923	Ellen Virginia Keys (Virginia Keys McLeod) born.
May 22, 1925	David Keys born; dies five days later.
Aug 31, 1926	Ellsworth George Keys born; dies 1937
~1928	Keys first met Oran Booth. Booth teaches Willis and Virginia from 1930 – 1932.
Oct 18, 1928	Patricia Elizabeth Keys (Patricia Keys Garry) born.
1930	Keys acquired the nearby two-stamp mill and Wall Street Mine.
Oct 3, 1931	Phyllis Ann Keys (Phyllis Keys Meidell) born.
~1933 – 1935	Lela Carlson Perkins hired by Keys as teacher.
1935 – 1936	Miss Starr hired by Keys as teacher.
1936	Joshua Tree National Monument established.
1936 – 1937	Mrs. March hired by Keys as teacher. Husband also lives on the DQR.
1937 – 1942	Howard and Della Dudley hired by the San Bernardino County School System and sent to teach at the Desert Queen School.

1943 – 1948	Keys sent to San Quentin Prison for killing Worth Bagley. Returns to the DQR Oct 25, 1948.
1950 – 1951	Storehouse completed. March 1951 Frances issued a permit by the health Department of San Bernardino County to operate the store.
1963	Frances Keys dies.
1964	Keys sold DQR to Henry Tubman of LA for ~\$131,000 but maintained tenancy rights.
1966	Henry Tubman traded the DQR to the government for land elsewhere.
1969	Keys dies and is buried alongside his wife and three of their children.
1974	Keys Ranch conveyed to the National Park Service.
1976	First public tours conducted (first tour actually 1975 November).

ADDITIONAL INFORMATION

[Endangered Species Act](#)
[Keys Ranch Comprehensive Plan \(2005\)](#)
[Mammal Checklist](#)
[Park Species List](#)
[Plant Checklist](#)
[Reptile Checklist](#)
[Wilderness Act Information](#)
[USDA Plant Checklist](#)

[Wildlife Information Guide from Resources on share drive \(2015\)](#)
[Additional library and share drive resource](#)

Additional Useful Resources

Suggested Reading List

Many of these books are sold in the bookstore or can be found in the park library. The park library also has a number of in depth resources.

Joshua Tree National Park General:

Joshua Tree: The Complete Guide
Joshua Tree Desert Reflections
Joshua Tree National Park (Images of America)
Twentynine Palms (Images of America)
On Foot in Joshua Tree
Administrative History: A History of Preserving the Desert

James Kaiser
Stephen Trimble
Joseph W. Zarki
Vickie Waite
Patty Furbush
Lary Dilsaver

Geology:

Finding Fault in California: An Earthquake Tourist's Guide
A Land in Motion: California's San Andreas Fault
Joshua Tree National Park Geology
Geology Underfoot in Southern California
What's So Great About Granite?
Shaping the Earth: Techtonics of Continents and Oceans

Susan Elizabeth Hough
Michael Collier
D.D. Trent, Richard W. Hazlett
Robert P. Sharp
Jennifer H. Carey
Eldridge M. Moores

Wildlife:

The Desert Tortoise
Tortoises through the Lens
A Birder's Guide to Southern California
Birds of Southern California
Desert Lizards
Harmless Snakes of the West
Peterson Field Guides: Western Reptiles and Amphibians
Venomous Animals of the California Deserts

James W. Cornett
David Lamfrom
Brad Schra
Kimball L. Garrett
James W. Cornett
Brian Hubbs
Robert C. Stebbins
James W. Cornett

Other/General:

Wildlife Information Guide from Joshua Tree (on share drive)
50 Common Insects of the Southwest
A Field Guide to Desert Holes
Desert Bighorn Sheep
Desert Bighorn Sheep: Wilderness Icon

JOTR Resources
Carl E. Olson
Pinau Merlin
Dale E. Towell
Mark C. Jorgensen

Human History:

Native Americans:

The Cahuilla Indians of Southern California
The Chemehuevi Indians of Southern California
Indian Uses of Desert Plants
Indians and Desert Animals
Plants of the Cahuilla Indians
The Serrano Indians of Southern California
Sovereignty, Land & Water: building tribal environmental and cultural programs on the Cahuilla & Twenty-Nine Palms Reservations

Lowell Bean, Harry Lawton
Ronald Miller, Peggy Miller
James W. Cornett
James W. Cornett
Robert James Hepburn
Francis J. Johnston

Anthony Madrigal

Miners, Homesteaders, Ranchers:

Ambush: The Story of Bill Keys	Art Kidwell
Growing Up at the Desert Queen Ranch	Willis Keys, Art Kidwell
Historic Furnishings Report of Keys Ranch 2012	
Historic Resources Study: A History of Land Use (1983)	Linda Greene
Historic Resources Study: New Lands, Old Lands (2009)	Donald Hardesty, Jessica Smith
Mining History and Geology of Joshua Tree National Park	Margaret Eggers
In the Shadow of the Palms, Vol 1 & Vol 2	Art Kidwell
Cultural Landscapes Inventory, Keys Ranch Historic District 2004	
Cultural Landscapes Inventory, Hexie Mountain Historic Mining District 2008	
Cultural Landscapes Inventory, Northern Piñon Historic Mining District 2011	
Cultural Landscapes Inventory, Lost Horse Historic Mining District 2012	
Cultural Landscapes Inventory, Piñon Mountain Historic Mining District 2014	

Women:

National Parks and the Women's Voice	Polly Welts Kaufman
Women Trailblazers of California: Pioneers of the Present	Gloria G. Harris

Night Sky:

National Audubon Society: Field Guide to the Night Sky	
National Geographic Backyard Guide to the Night Sky	Howard Schneider
Sand in My Shoe: Homestead Days in Twentynine Palms	Helen Bagley

Ecology:

Colorado Desert Wildflowers	Jon Mark Stewart
Falcon Guide: Mojave Desert Wildflowers	Pam Mackay
Flowers and Shrubs of the Mojave Desert	Janice Emily Bowers
Introduction to California Desert Wildflowers	Philip A. Munz
Mojave Desert Wildflowers	Jon Mark Stewart
Wildflowers of Joshua Tree National Park Brochure	
Desert Palm Oasis	James W. Cornett
Early Uses of California Plants	Edward K. Balls
Edible and Useful Plants of California	Charlotte Bringle Clarke
Indian Uses of Desert Plants	James W. Cornett
The Joshua Tree	James W. Cornett
70 Common Cacti of the Southwest	Pierre C. Fischer
Cacti, Agaves, and Yuccas of California and Nevada	Stephen Ingram
Shrubs and Trees of the Southwest Deserts	Janice Bowers

Other:

Cadillac Desert	Marc Reisner
California Desert Miracle: The Fight for Desert Parks and Wilderness	Frank Wheat
The California Deserts: An Ecological Rediscovery	Bruce M. Pavlik
Desert Solitaire	Edward Abbey
Earth in Mind: On Education, Environment, and the Human Prospect	David Orr
National Park Ranger: An American Icon	Charles Farabee
The Secret Knowledge of Water	Craig Childs

What does that Acronym Stand for?

Abbreviated List

ADA	Americans with Disabilities Act
AIR	Artist-in-Residence
BC	Backcountry
BLM	Bureau of Land Management
BR	Black Rock
CDPA	California Desert Protection Act
CMS	Content Management System
CWVC	Cottonwood Visitor Center
DOI	Department of the Interior
EA	Environmental Assessment
FISSA	Federal Information Systems Security Awareness
FWS	Fish and Wildlife Service
GBI	Great Basin Institute
GIS	Geographic Information Systems
IC	Indian Cove/Incident Command
JOTR	Joshua Tree National Park's official four-letter NPS code
JTNPA	Joshua Tree National Park Association
JTVC	Joshua Tree Visitor Center
LE	Law Enforcement
LNT	Leave No Trace
NEPA	National Environmental Policy Act
NOAA	National Oceanic and Atmospheric Association
NP	National Park
NPS	National Park Service
OVC	Oasis Visitor Center
PFT	Permanent Full Time
PIO	Public Information Officer
PPE	Personal Protective Equipment
PPT	Permanent Part Time
PSF	Permanent Subject to Furlough
PWR	Pacific West Region
SAR	Search and Rescue
SCA	Student Conservation Association
SOPs	Standard Operating Procedures
USGS	United States Geological Survey
VIPs	Volunteers in Parks
VUA	Visitor Use Assistant
WFR	Wilderness First Responder

**Full 12 page acronym list can be found [online](#).



Climate Change

Overview

Climate change presents significant risks and challenges to park resources, infrastructure, and visitor experience. While some effects of climate change are already visible on the landscape, many are just beginning to be understood. Most climate change impacts are complex and far-reaching.

Known effects include: warming temperatures, melting glaciers and sea level rise, changing weather patterns, expanded fire seasons, species range and migration shifts, and more frequent precursor conditions for pests, pathogens, disease, and exotic species invasion.

Effects on Joshua Tree

Analysis of climate data and occurrences of Joshua trees (*Yucca brevifolia*) in the park indicates that projected warmer and drier conditions may eliminate suitable habitat for the species within the park. (Cole et al. 2011).

Finer-scale research models demonstrate that a climate shift of plus 1°C would decrease Joshua tree distribution by 31%. An increase of 2°C would decrease the number of Joshua trees in Joshua Tree National Park by 69% and only about 1% of the current distribution of Joshua trees would exist within the park with a climate shift of plus 3°C (Barrows and Murphy, 2012).

Similar trends exist for many Mojave Desert plants (Barrows and Murphy, 2011).

Desert wildfire and severe drought has diminished the survivorship of Joshua trees (*Yucca brevifolia*) within the park (DeFalco et al, 2010).

Fires larger than one-quarter acre have increased in frequency since 1965. Prior to 1965 no fires larger than a quarter acre were recorded in the park. (JOTR FMP, 2005).

Weather data collected in Twentynine Palms from 1936 to 2011 show a statistically significant increase in the mean annual temperature, with a rise of nearly 1°C (Gonzalez, 2012).

NPS Response

The National Park Service has developed a strategy in response to climate change that focuses on four integrated components to be implemented by parks, regional climate science centers, and landscape conservation cooperatives.

1. Under the science component of the strategy, parks would conduct scientific research and vulnerability assessments, as well as learn from the best scientific work available.
2. The purpose of the mitigation component of the response strategy is to reduce the carbon footprint of National Park Service units by promoting energy efficient practices and integrating them into all aspects of NPS planning and operations.

3. The adaptation strategy component would develop the capacity for park managers to adapt to climate change by exploring management options and their associated risks, and prioritizing actions and monitoring results.

4. The fourth integrated component of the NPS response to climate change, communication, would provide training for park staff about the science of climate change and provide park managers with tools for decision making and for coping with change. This component includes interpreting climate change and its impacts on park resources to the general public.

See share drive for original PDF
Last updated 10/12



Artist-in-Residence

Background

National parks have a distinguished history of involvement with the arts. Beginning in the last half of the 19th century, when gold prospectors and fur trappers began to describe the natural magnificence of the West to incredulous audiences in the East, artists have been moved to create work based on these landscapes. In 1871, the Hayden Geological Survey explored the Yellowstone region. The survey party included photographer William Henry Jackson and landscape painter Thomas Moran whose work became an important part of the campaign that persuaded President Grant to establish Yellowstone as the world's first national park. Lacking the monumental architecture of Europe, Americans embraced the prestige of the sweeping vistas and stunning canyons of the West and viewed them as their natural cathedrals.

Several NPS sites, such as Wolf Trap National Park for the Performing Arts, Weir Farm National Historic Site, Saint-Gaudens National Historic Site and Carl Sandburg Home National Historic Site are dedicated to acknowledging the importance of the visual, performing, and literary arts.

More than 25 National Park Service sites offer Artist-in-Residence (AIR) programs throughout the nation, from Acadia National Park in Maine to Denali National Park in Alaska. Joshua Tree National Park is proud to be a part of this historically and culturally important tradition.

The Program

Since 2008, Joshua Tree has hosted almost 30 artists from around the U.S., working in a wide range of disciplines that include painting, photography, poetry and prose, printmaking, musical composition, and choreography.

Selected artists spend two to six weeks at the off-the-grid Lost Horse cabin located in the interior of the park. Residents have numerous opportunities to

interact with the surrounding communities while here. Some artists have exhibited work in the Joshua Tree Visitor Center; others have given readings, performed at the Indian Cove amphitheater, been interviewed by local media, and held workshops in classrooms in their chosen medium. Program artists also agree to donate a representative piece of their work to the park.

Partners

The primary partner of the park's AIR program is the Joshua Tree National Park Association. Past partners have included the Riverside Art Museum, 29 Palms Creative Center & Gallery, Hi-Desert Cultural Center, Hi-Desert Nature Museum, Morongo Unified School District, Copper

Mountain College, KPSP Television, and the Sun Runner Magazine.

As future possibilities present themselves, the AIR program will continue to pursue partnerships in both the high and low deserts.

Contact

AIR Program Coordinator

[760-367-3012](tel:760-367-3012)



Visiting with Pets



Pets are an important part of our lives, providing companionship, love, and joy to their caretakers. While park regulations do not allow pets to join you on hiking trails, in the backcountry, or in park buildings, there are many great alternative areas to explore on a pet-friendly visit to Joshua Tree National Park.

Alternative Areas for Pets

Unpaved roads see little vehicle traffic, making them feel a lot like wide trails and a great place to hike with your pet. Anywhere you can drive your vehicle, you can go with your leashed pet.

See below for a list of unpaved roads.

Picnic areas and campgrounds also offer many opportunities to experience the park's diverse scenery with your pet. Pets are also permitted on the paved Oasis of Mara trail.

See park map for locations of picnic areas and campgrounds.

"Why not take my pet wherever I want?"

For many visitors, seeing wildlife is a highlight of a national park visit. Unfortunately, the mere presence of pets in the park alters the natural behavior of native wildlife. In national parks, the native species have priority.

Odors left behind by dogs may prevent wildlife from returning to important habitats such as fan palm oases.

Sensitive archeological sites are often difficult to see and may inadvertently be disturbed by inquisitive four-legged visitors.

The safety of your pet is important as well. Abundant cactus spines, rattlesnakes, and thorns are good reasons not to let your pet roam free.

Dogs are natural hunters, but can easily become the hunted. Predators such as coyotes and mountain lions can kill pets, even during daylight hours.

Even though your pet follows instructions and is very well behaved, others do not know your pet and may feel uneasy when encountering an unleashed animal.

By following the park's simple regulations and respecting fellow visitors, you and your pet can have a happy and healthy park outing.

Pet Regulations

- Pets must remain on a leash at all times. Leashes may be no longer than 6 feet (1.8 m).
- Pets may go no more than 100 feet (30.5 m) from any road, picnic area, or campground.
- Owners must pick up any droppings – leave no trace!

Violators of these regulations are subject to fine.

Remember to bring plenty of water for your pet.

Leaving pets in unattended vehicles may be fatal to your pet and is strongly discouraged – especially on warm days.



Curiosity isn't always just for cats. Barbed tips make removing cactus spines painful and often difficult.

Unpaved Roads

Some unpaved roads require 4-wheel drive and/or high-clearance vehicles. Be sure you are prepared with food and plenty of water before beginning your trip.

Most roads have pullouts or nearby parking areas where you may park and begin hiking. See park map for locations of unpaved roads.

Unpaved Roads – All Vehicles:

(total one-way road length)

Bighorn Pass Road

(3.2 mi / 5.1 km)

Desert Queen Mine Road

(1.2 mi / 1.9 km)

Geology Tour Road (to mile 5.4)

(11.7 mi / 18.8 km)

Odell Road

(1.5 mi / 2.4 km)

Stirrup Tank Road

(1.5 mi / 2.4 km)

Queen Valley Road

(2.9 mi / 4.7 km)

Unpaved Roads – 4-wheel drive:

(total one-way road length)

Berdoo Canyon Road

(11.5 mi / 18.5 km)

Black Eagle Mine Road

(9.6 mi / 15.4 km)

Geology Tour Road (past mile 5.4)

(11.7 mi / 18.8 km)

Old Dale Road

(12.6 mi / 20.2 km)

Pinkham Canyon Road

(19.2 mi / 30.9 km)

Covington-area roads

(9.9 mi / 15.9 km)

Additional Information

Boarding your pet will give you the freedom to explore the park freely and more thoroughly. Boarding information can be found through local chambers of commerce, listed below.

Twentynine Palms Chamber of Commerce

www.29chamber.org

29chamber@29chamber.org

760-367-3445

Joshua Tree Chamber of Commerce

www.joshuatreechamber.org

info@joshuatreechamber.org

760-366-3723

Yucca Valley Chamber of Commerce

www.yuccavalley.org

chamber@yuccavalley.org



Unpaved roads offer spectacular scenery and a chance to get off the beaten path. You can immerse yourself in the desert landscape with your pet while following park regulations and protecting park resources.



Know Your Visitor: Visitor Experience

Results are based on systematic random samples of Joshua Tree National Park visitors during November 16-22, 2010 and April 3-9, 2004. In 2010, 767 questionnaires were distributed to visitor groups. Of those, 502 questionnaires were returned, resulting in a 65.5% response rate. For the spring, 2004 survey, 700 questionnaires were distributed with 525 returned for a 75% response rate.

	2010	2004
Visitor Residence	United States visitors were from 45 states and Washington D.C. with 62% from California. International visitors were from 19 countries and comprised 19% of total visitation. 12% of visitors surveyed were from Riverside County.	United States visitors were from 33 states and Washington D.C. with 76% from California. International visitors were from 18 countries and comprised 8% of total visitation. No data was of visitors surveyed were from available for visitation by county.
Visit Frequency	First-time visitors to Joshua Tree were 56% of those surveyed while 22% had visited the park five or more times in their lives.	First-time visitors to Joshua Tree were 49% of those surveyed while 21% had visited the park six or more times in their lives.
Overnight Stays	57% of visitor groups stayed overnight in the park or in the surrounding area (Yucca Valley, Joshua Tree, and Twentynine Palms), of which 35% stayed two nights inside the park and 33% spent one night outside the park.	54% of visitor groups stayed overnight in the park or in the surrounding area (Yucca Valley, Joshua Tree, and Twentynine Palms), of which 34% stayed two nights inside the park and 41% spent one night outside the park.
Activities	The most common activities were sightseeing (63%), walking self-guided trails (62%), visiting visitor centers (59%), day hiking (53%).	The most common activities were sightseeing (83%), walking self-guided trails (58%), visiting visitor centers (56%), day hiking (55%).
Services & Facilities	Services and facilities rated most important by visitors were: campgrounds (97%), trails (92%), park-provided water (90%), restrooms (90%), and brochure/map (82%).	Services and facilities rated most important by visitors were: campgrounds (96%), trails (92%), park-provided water (91%), restrooms (89%), and brochure/map (86%).
Quality Rating	Quality of facilities, services and recreational opportunities at Joshua Tree as rated by visitor groups: very good/ good (96%), poor/very poor (1%).	Quality of facilities, services and recreational opportunities at Joshua Tree as rated by visitor groups: very good/ good (93%), poor/very poor (2%).
Natural Features	Most important features: views without development (90%), clean air (89%), and natural quiet/sounds of nature (87%).	Most important features: views without development (94%), clean air (93%), and natural quiet/sounds of nature (87%).

Entrance Passes & Recreation Fees

Joshua Tree National Park has been designated a federal recreation fee area.

Single Visit Entrance Permits: A single-visit permit allows entry of a single, private, non-commercial vehicle and all its passengers into the park, or for the entry of an individual on foot, bicycle, horse, or motorcycle. The permit is valid for up to 7 days and is the same whether the visitor stays the 7 days or ten minutes. If the visit is longer than seven days, a second permit must be purchased.

Joshua Tree National Park Annual Pass is valid for one year from month of purchase, for unlimited visits to Joshua Tree National Park. The pass is NOT refundable or transferable. Passholders whose signature appears on the reverse must be present and present valid photo ID for entry. The pass covers entrance fees only.

Interagency Annual Pass is valid for one year from month of purchase for unlimited visits to all National Park Service, Bureau of Land Management, Bureau of Reclamation, U.S. Fish & Wildlife, and U.S. Forest Service facilities that charge an entrance fee or standard amenity fee. The pass is NOT refundable or transferable, and is not replaced if lost or stolen. Passholders whose signature appears on the reverse must be present and present valid photo ID for entry. It admits the pass signer and all passengers in a private non-commercial vehicle or passholder and up to 3 persons if entering by other means. The pass covers entrance fees only.

Military Pass: Like the Interagency Pass, the Military Pass permits free entry into national park units for the card holder for one year from the receipt of the pass. New passes can be issued each year to service personnel who still qualify for the benefit. The new Military Pass is for service members in the Army, Navy, Air Force, Marines and Coast Guard and their dependents; as well as most service members in the National Guard and Reserves. Eligibility is determined by the Department of Defense (DOD)

EXISTING NATIONAL PARKS PASSES VALID UNTIL EXPIRATION

Interagency Senior Pass is a lifetime pass available to US citizens or permanent residents who are 62 years of age or older. This pass may provide for a campground or other user-fee discounts. It must be applied for in person with proof of age furnished. This pass is NOT transferable. Pass and valid photo ID required for entry, admits passholder and passengers in private non-commercial vehicle; or passholder and up to 3 persons entering as individuals.

Interagency Access Passport is a lifetime pass issued free of charge to persons regardless of age who have a permanent physical, mental or sensory impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. It must be applied for in person, and documentation of disability shown or a Statement of Disability signed. It is available to persons who are citizens or permanent residents of the United States. The pass provides the same privileges as the Interagency Senior Pass.

Volunteer Annual Pass is issued to a volunteer that accumulates 250 hours of volunteer service. It provides the same privileges as the Interagency Annual Pass.

Waivers: Persons or groups qualifying for a waiver of entrance fees must request such consideration from the Fee office in advance (no exceptions).

Social Media Photos and Submissions

All employees are encouraged to submit social media posts to the media team. All photos taken on work time are considered public domain and government property. Photos with identifiable people, especially children, must be accompanied with a completed media release form that can be found on the share drive or at <http://www.nps.gov/hfc/pdf/release-form-sep12-2008.pdf>.

ADDITIONAL INFORMATION

[Extended Acronym List](#)
[Media Release Form](#)
[Park News Releases](#)
[Park Newspaper](#)
[Visitor Study 2010](#)

This document available electronically on the share drive.

