

NATIONAL PARK SERVICE

Employee Handbook



UNITED STATES DEPARTMENT OF THE INTERIOR

Fred A. Seaton, *Secretary*

NATIONAL PARK SERVICE

Conrad L. Wirth, *Director*



National Park Service

EMPLOYEE

HANDBOOK

*Basic Information for All
Employees*

In-Service Training Series

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

Foreword

I am pleased to be able to present to you this employee handbook. It replaces "You Start," which while very useful for new employees, did not fulfill our responsibilities to those already on the job. This presentation offers comprehensive information to *all* Service employees.

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

You who have been with the Service for some time know that conditions of employment frequently change. As this handbook goes to press, we have a new career appointment system; our leave regulations have been changed; we have a new life insurance program; and we are now covered by unemployment insurance. These and many other modifications in the regulations governing career service, as well as changes in the basic organization of the Service itself, are covered in this handbook.

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

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



Conrad L. Wirth
Director

Contents

	Page
The Purpose of the National Park Service	1
The National Park Service and the National Park System	2
How the Service and System Began and Developed	3
Basic Policies of the National Park Service	9
Organization of the National Park Service	14
Your Job in the Federal Government	20
Working for the National Park Service	45
For the Good of the Service	57
Index	60

EMPLOYEE HANDBOOK

The Purpose of the National Park Service

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

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

The National Park Service and the National Park System

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

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

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

How the Service and System Began and Developed

The early history of the national park concept is tremendously interesting. Beginning as far back as 1790 the parks in Washington, D. C., were established for the enjoyment of the residents of, and visitors to, the Nation's new capital. The Hot Springs of Arkansas were reserved for mineral springs in 1832, and the Yosemite Valley and the Mariposa Grove of Big Trees were granted by the Federal Government to the State of California for park purposes in 1864. However, what we refer to as the "national park concept"—the idea of the Federal Government setting aside lands of extraordinary quality "for the benefit and enjoyment of the people"—was first exemplified in specific Government legislation in 1872, when Congress authorized the establishment of Yellowstone National Park.

Establishment of Yellowstone National Park

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

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

—Horace M. Albright

Old Faithful Geyser
Yellowstone National Park



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

For 18 years thereafter, Yellowstone was "the national park." Then in a single year, Sequoia, General Grant (now a part of Kings Canyon National Park), and Yosemite National Parks were established. From 1872 until 1886, Yellowstone and other Federal reservations were administered by civilian superintendents with civilian staffs. Due to public depredations in certain park areas it was thought advisable to provide for the protection of these areas by the United States Army. Accordingly, in 1886, Army officers were detailed as acting superintendents under the general administration of the Secretary of the Interior, and Army troops served in a protective capacity until the establishment of the National Park Service in 1916.

The Antiquities Act

In 1906, after many years of effort directed primarily at preventing the extensive "pot hunting" of prehistoric materials on Federal lands, the Congress passed the Antiquities Act. This act restricted the collection of such materials, and authorized the President to establish as national monuments those "historic

landmarks, historic and prehistoric structures, and other objects of scientific interest which are situated on lands owned or controlled by the United States." Under this Congressional authority, many of our national monuments were brought into the National Park System.

Establishment of the National Park Service

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

Although authorized in 1916, the National Park Service was not administratively organized until the following year. Stephen T. Mather, often spoken of as the "Father of the National Park Service," was the first Director. For more than 12 years he gave devoted service to the job, contributing generously from his private funds to advance the work of the new bureau. He was succeeded, in 1929, by his principal assistant, Horace M. Albright, who resigned in 1933 to enter private business. Arno B. Cammerer was Director from 1933 to 1940; Newton B. Drury from 1940 to 1951; and Arthur E. Demaray during 1951. Conrad L. Wirth, who is the present Director, succeeded Demaray in December of that year.

The period of most rapid growth of the National Park System occurred in 1933 under the authority of the Reorganization Act of 1933. At this time there were consolidated under the administration of the National Park Service all national parks and monuments, national military parks, national battlefield parks and sites, national memorials, and the National Capital Parks, as well as certain national cemeteries.

The Historic Sites Act

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

The Park, Parkway, and Recreational Area Study Act

In June 1936, Congress authorized the Secretary of the Interior, through the National Park Service, to conduct a comprehensive study of the public park, parkway, and recreational area programs of the United States and of the States and their political subdivisions, and of the lands throughout the United States which were or may be chiefly valuable as such areas. The act also authorized the Secretary to aid the States in planning adequate park, parkway, and recreational area facilities.

This directive resulted in this Service acquiring and administering several national parkways as well as establishing an advisory service with respect to planning, establishing, developing, improving, and maintaining such areas in States, counties, and municipalities.

Basic Policies of the National Park Service

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

Standards of Area Selection

It is rarely that a month passes without this Service receiving, from some interested organization or individual, a proposal to add a new area to the National Park System. Each such request for consideration must be investigated by qualified persons from this Service. In general, the element of national significance is the criterion by which a determination is made as to whether or not any area of whatever character is entitled to status as a unit of the System. The effort of the Service is directed both toward the inclusion of suitable areas and the exclusion of proposed areas which do not qualify. For every area that has been accepted under this policy, hundreds have been turned down.

Preservation of Features

The primary responsibility of this Service, as stated in the organic act of August 1916, is to "conserve the scenery, the natural and historic objects and the wildlife" of the areas and to "provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." This is considered to be the basic purpose of the National Park Service and is applied to all areas which are a part of the National Park System.

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

—Edward Everett

Liberty Bell
Independence National
Historical Park Project



WE PROCLAIM LIBERTY
TO ALL WHO BELIEVE IN PHILAD. BY ORDER OF THE

PASS AND SIGN
PHILAD.
1776

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

Concessions

Beginning with the Yellowstone National Park Act of 1872, legislation has recognized the necessity of providing for public accommodation in park areas. It is the policy of the Department and the Service to rely on private capital to provide and operate most of the hotels, lodges, stores, etc., under contracts which provide for National Park Service control of rates and services, as well as of all construction. No contract can exceed 20 years in duration, although it has been the practice for many years to renew such contracts at their expiration when the services provided have been satisfactory.

Information and Interpretation

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

publications which deal more exhaustively with subjects of scientific or historical interest.

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

Cooperation in the Park and Recreation Field

The Park, Parkway, and Recreational Area Study Act of June 1936, which we have mentioned previously, provides a basis in law for Service assistance to other Federal agencies in planning recreation areas and, in the case of the States, in planning both park and recreation areas and statewide or regionwide systems of such areas. The Service is actively cooperating with the Bureau of Reclamation and the Corps of Engineers in the appraisal of recreation potentialities of existing and proposed impoundments. With respect to the Bureau of Reclamation reservoirs, this Service has the responsibility of planning and constructing recreational developments in connection therewith. The Secretary of the Interior has given this Service the responsibility of administering recreational use of such areas when they are of national importance.

As a basis for its cooperation with these Federal agencies and with State park agencies, the National Park Service is obligated to concern itself with the overall recreational requirements of the Nation, present and prospective, and to assist in determining how those requirements can be met most effectively and economically.

Organization of the National Park Service

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

The Washington Office

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

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

The Eastern and Western Offices of the Division of Design and Construction

These two offices, in Philadelphia, Pa., and San Francisco, Calif., have the responsibility of supervising the preparation of

master plans for the development of park areas; preparing plans and specifications for construction projects; assisting with negotiations and contracts for establishment of utility services; serving as liaison with other agencies on problems of construction and public health; and providing assistance to field areas in planning public accommodations. The staffs of these offices are comprised mainly of engineers, landscape architects, and architects, and are responsible to the Chief, Division of Design and Construction of the Director's staff in the Washington Office.

Regional Offices

There are four National Park Service regions at the time of this writing. The regional offices are located as follows: Region One Office, Richmond, Va.; Region Two Office, Omaha, Nebr.; Region Three Office, Santa Fe, N. Mex.; and Region Four Office, San Francisco, Calif.

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

The Field Area Organization

Each field area of the National Park Service has a superintendent in charge. The superintendents are responsible to a regional director. In some cases, to facilitate more economical and effective administration, the superintendents of smaller areas are administratively responsible to the superintendent of a larger,

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

—Charles G. Thompson

Mariposa Grove
Yosemite National Park



more adequately staffed area. The latter superintendent, in these cases, is referred to as a coordinating superintendent.

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

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

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

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

The Division of Maintenance and Construction supervises all activities which involve preparation of working plans, specifications, and estimates for physical improvement of the area; installation and maintenance of all utilities and mechanical equipment; preparation of project construction programs; supervision of construction projects; and maintenance of the entire highway system.

National Capital Parks

The park system of the Nation's Capital, comprising more than 790 units in the District of Columbia and vicinity, is administered by the Office of the National Capital Parks, which is headed by a superintendent. He is responsible to the Director in much the same way as is a regional director. Although located mainly in the city of Washington, the National Capital Parks are a part of the field organization of the National Park Service.

Your Job in the Federal Government

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

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

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

Your fingerprints were taken as a required step in your loyalty clearance. They will also be used to determine if there is anything in your background which would make you unsuited for Government employment. When they have served this purpose,

they will be placed in the civilian fingerprint file of the Federal Bureau of Investigation.

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

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

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

Kinds of Appointments

The type of appointment under which you are serving is stated on your notice of employment (Form 50) or on subsequent written notices advising you of changes in your status. The following types of appointment are most often made by the National Park Service:

TEMPORARY JOB. Temporary job appointments are limited to 1 year or less and are made when the type of work to be performed can be completed in a predictable period of time. These appointments are not subject to the Civil Service Retirement Act but are subject to the provisions of social security. Most of

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

—Samuel H. Ordway, Jr.



the seasonal work of the Service is performed by temporary appointees.

TEMPORARY APPOINTMENT PENDING ESTABLISHMENT OF A REGISTER. In cases where there are insufficient eligibles on a register for filling a vacancy in a continuing position (one which will last longer than a year), the Civil Service Commission may authorize the Service to fill the vacancy by temporary appointment pending the establishment of a register. Such an appointment will continue only until the incumbent qualifies through the appropriate examination and is certified from a register, or until some other eligible is certified from such a register. Temporary appointments of this nature are not subject to the provisions of the Civil Service Retirement Act but are covered by social security. Employees serving under such temporary appointment are eligible for within-grade salary increases.

CAREER-CONDITIONAL. Upon being selected from a civil service register, for other than a temporary appointment, a new employee will be given a career-conditional status for a period of 3 years. Under this type of appointment the incumbent will serve a 1-year probationary period during which he may be removed if his superiors are convinced that he is not suited for the job or for Government service. The 1-year probationary period is a part of the test of the employee's ability. The 3-year conditional period is established only to measure the employee's interest in, and the Government's ability to provide, a career in the Federal service. Employees in this category are subject to the Civil Service Retirement Act.

CAREER. After the successful completion of 3 years in career-conditional status, during which satisfactory, conscientious work must be demonstrated, the employee will automatically be granted career status and will continue under the Civil Service Retirement Act. Career employees will be separated only after career-conditional employees are reached in reductions in force, and will have additional consideration in placement in other Federal agencies if separated by reduction-in-force procedures.

Classification Act Positions

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

The purpose of the Classification Act is to provide substantially equal pay for equal work. Thus, all persons employed throughout the Executive Branch of the Federal Government receive equal pay for work of approximately the same level of difficulty and responsibility. Your position is graded or "allocated" according to the nature, difficulty, and responsibility of the duties you perform. Your promotion from one grade level to a higher grade level is warranted when the duties, responsibilities, qualification requirements, and other classification factors *of the position* (not the person) change significantly.

Positions in the Federal service are graded in accordance with position classification standards established by the Civil Service Commission. Standards which have been published are available for review by employees. Due to their large coverage, bulk, and cost, complete sets are available only in the Washington Office, the regional offices, and such other areas which have a trained position classifier. Up to the present, all types of work have not been covered by the published standards.

If you feel that your position has not been placed in the proper grade, you may appeal through supervisory channels, to the office having classification authority; or, if you prefer, you may appeal to the Director of the Service, the Director of Personnel of the Department, or to the appropriate office of the Civil Service Commission. However, before you make a formal appeal you should discuss your case with your supervisor or with someone in the local personnel office. Information regarding the proce-

cedure to be followed, as prescribed by the Civil Service Commission, is available in your personnel or administrative office.

Positions Subject to Wage Board Procedures

Employees engaged in semiskilled or unskilled labor, or in skilled work in the trades and crafts, such as electricians, carpenters, mechanics, and plumbers, are subject to Wage Board procedures. The reason for the distinction between Classification Act and Wage Board positions is to assure that wages for employees engaged in trades and crafts will reflect local differences in wage structure.

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

Your Job Description

All Classification Act positions have detailed job descriptions. Wage Board positions are covered by standard job definitions or specific descriptions. Your "job sheet" or job definition will tell you what your duties are. If you are in a graded position, the grade and title of the position were fixed by the office having classification authority on the basis of the formal position description. When you entered on duty, you were given a copy of your job description to keep for your personal file. If for any reason you did not receive the description, you should ask your immediate supervisor to obtain one for you. Feel free to talk to your supervisor about your job description or job definition so that you will have a complete understanding of your work assignment.

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

When You Are Paid

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

Additions to Your Pay

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

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

LONGEVITY SALARY INCREASE. A longevity salary increase is a regularly scheduled increase in pay for employees in grade GS-15 or below who meet all of the following requirements: (1) the last 3 years of employment must have been served in the top

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

—Horace M. MacCracken



salary step of the grade; (2) the employee must have spent an aggregate of 10 years in the present grade or a higher grade; and (3) the current performance rating must be "satisfactory" or better.

OVERTIME. Authorized work in excess of your normal working hours entitles you to overtime pay in addition to your regular pay for all hours worked in excess of the 40-hour basic workweek. If your pay has been established by wage board procedure, your overtime pay has been set at the rate of time and one-half of your regular hourly rate. Overtime pay rates for graded employees are fixed by Congress but generally start at time and one-half of the regular rate. An employee may elect to take an equivalent number of hours of compensatory time in lieu of the overtime pay for hours worked in excess of the 40-hour basic workweek.

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

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

Deductions From Your Pay

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

INCOME TAX. The law provides that an amount will be withheld from your biweekly pay check and deposited to the account of the Treasurer of the United States for income-tax purposes. The amount to be withheld is based on the information you supplied on the Employee's Withholding Exemption Certificate which you filed when you entered on duty. If there is a change

in your family status you should notify your payroll clerk and fill out a new withholding form so as to adjust your income-tax deductions.

RETIREMENT. Your biweekly pay check will be reduced by 6 percent of your gross pay, for retirement purposes, if you are covered by the Civil Service Retirement Act. The subject of the retirement program is discussed in subsequent paragraphs.

SOCIAL SECURITY. Most Federal employees who are not covered by the provisions of the Civil Service Retirement Act are covered by social security. Deductions are made from your biweekly pay check and are deposited to the account of the Treasurer of the United States for this purpose. This subject will also be treated at greater length in later paragraphs.

LIFE INSURANCE. The Government has authorized a life insurance program for the benefit of all Federal employees and you automatically receive this double-indemnity coverage when you enter on duty. You will receive coverage in an amount equal to the even thousand dollars next above your annual salary and the policy will cost you 25 cents per thousand dollars each biweekly pay period. The Government contributes an amount equal to one-half the sum which you pay. The policy remains in effect after the date of your retirement and without further cost to you, but after age 65 the amount of insurance will be reduced by 2 percent for each month you are over 65 until a reduction of 75 percent is reached. If you do not wish this coverage, you must so state in writing and forward such a waiver to your payroll clerk. You are encouraged to give serious thought to the retention of this reasonable life insurance protection.

QUARTERS RENTAL. If you are occupying Government quarters in a Service area, a regular deduction will be made to cover such occupancy. The rates for Government quarters are established by local appraisal boards on the basis of rentals for similar dwellings in the locality, operating costs, and degrees of isolation. Since quarters rates vary from area to area, you should contact

your superintendent's office if you have a question with respect to this deduction from your pay.

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

Your Retirement Benefits

Every career-conditional and career civil service employee is entitled to the benefits prescribed by the Civil Service Retirement Act. When you entered on duty, or at some time subsequently, you were given the "Certificate of Membership in the U. S. Civil Service Retirement System." This document explains in detail the benefits to which you are entitled when you retire. Only the highlights of the retirement program will be offered here.

If you are under the Retirement Act, 6 percent of your basic gross salary is deducted from your check each pay period and is deposited in your retirement fund which is maintained by the Civil Service Commission. This fund collects interest annually. You will not receive the benefits of the Retirement Act if you leave Government service with less than 5 years of civilian service, although you will be refunded your total contributions plus accrued interest.

If you leave the Government with more than 5 years but less than 20 years of service, you may elect to withdraw the total amount in your retirement fund in a lump sum, or you may leave the fund intact to accumulate interest until you reach the age of 62, at which time you may apply for retirement annuity. After 20 years of service no employee may withdraw his retirement contributions in a lump sum, but will receive benefits in an annuity program of several options.

Optional retirement with full annuity may be requested by an employee providing that he has reached the age of 60 and has 30 years of service. Optional retirement at age 55 with 30 years of service is authorized but with a reduction in annuity amounting

to one-fourth of 1 percent for each month the employee is under the age of 60 on the date of retirement.

The method currently in effect for figuring retirement income is stated briefly as follows:

If your annual gross salary at time of retirement is \$5,000 or less, multiply the average salary for the highest 5 years (usually the last 5 years) by 1 percent and add \$25. This figure multiplied by the number of years of creditable service will give you your annual retirement income.

If your annual gross salary is above \$5,000, multiply the average salary for the highest 5-year period by 1½ percent. This figure multiplied by the number of years of creditable service indicates your annual retirement income.

If you elect survivorship benefits with reduced annuity, the annual retirement income will be decreased accordingly. In addition to the 6 percent withheld for retirement purposes from the biweekly pay check, each employee has the option of making voluntary contributions to increase his annuity income. Your administration office or personnel office will be glad to explain these features more fully to you.

After 5 years of Federal civilian service, you will become eligible for a disability retirement if you have an illness or an injury on or off the job which leaves you totally disabled to perform the duties of your position.

Your retirement contributions are never lost to you or your designated beneficiaries. In some manner they will always be returned in full, plus accrued interest. Since the retirement program is modified occasionally by Congress, you will be notified from time to time of changes that may affect your retirement plans.

Your Social Security Benefits

Most Federal employees who are not covered by the Civil Service Retirement Act are protected by social security. This plan provides for monthly benefits to be paid to individuals who retire after the age of 65 or to the survivors if the insured individ-

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

—Freeman Tilden



uals die before or after the age of 65. Both you and the Government are equal contributors to the social security fund.

A certain percentage of your earnings is deducted from your check each pay period as your contribution to this fund and the Government contributes an equal amount during the same period. The rate of deduction is 2 percent of the first \$4,200 of your annual salary (increased from 1½ percent on January 1, 1955, and to be increased at stated intervals until it is 3¼ percent in 1970.)

Designation of Beneficiary

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

Your Leave Benefits

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

ANNUAL LEAVE. If you have up to 3 years of service you are entitled to 13 days of annual leave per year; if between 3 and 15 years of service, 20 days per year; and if over 15 years of service,

26 days per year. New employees must remain in their positions for 90 days before becoming eligible to take annual leave. In emergencies, or other unusual circumstances, it is sometimes possible to take advance annual leave, but only if the practice meets with the approval of the superintendent of the area or other ranking supervisor.

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

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

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

SICK LEAVE. All employees earn sick leave at the rate of 13 days per year and accumulate to their credit all sick leave not used. A new employee may take sick leave at any time after placement on the job. Sick leave is only granted when you are unable to perform your duties because of illness, injury, or when a member of your family has a *contagious* illness and the doctor recommends that you absent yourself from your work. Sick leave will also be granted when you undergo medical, dental, or optical treatment. In some cases a doctor's signature will be required on your application form for sick leave. A 1-hour

period is the minimum of sick leave which may be granted. Illness should be reported as early as possible for the first day of absence.

Unemployment Insurance

Beginning January 1, 1955, Federal employees, with a few exceptions, were covered by unemployment insurance without cost to the employee. This means that should you become unemployed or be placed involuntarily in a leave-without-pay status for a minimum period of 16 weeks, you may file for and collect unemployment insurance up to a full 26 weeks in a benefit year, depending upon the State having jurisdiction for payment of your claim. The law authorizing unemployment compensation for Federal employees is administered by the Secretary of Labor, and benefit rights are determined by the laws of the State in which you had your last official duty station or by the State of your residence. For this purpose, each employee will need to obtain a social security number. Your personnel office will furnish you with the proper application and request the assignment of a number. Should you need to file a claim, contact your Personnel Office as to your rights and privileges, and for advice as to the records you will need and the conditions of eligibility.

You're Protected When Injured

If you are injured while on duty you will receive compensation under the provisions of the Federal Employees' Compensation Act. In case of injury, you should notify your supervisor as soon as possible and complete a report of injury form and file it promptly. If your claim of injury is valid, the Government will provide medical and hospital care without cost to you. However, no benefits will be granted if the injury is caused by misconduct, intoxication, or willful intent to bring about the injury. No compensation, except sick leave, can be granted if injury occurs while you are not on duty.

You Know How Your Job Performance Is Rated

Each employee, graded or ungraded and serving without a time limit to his job, is rated annually by his supervisor with respect to his job performance. Supervisors are expected to keep employees constantly informed concerning the quality and quantity of work expected of them. Your performance rating is the basis for many personnel actions such as within-grade salary increases, transfers and promotions, reductions in force, demotions, and dismissal from your job.

You should ask for a blank copy of the performance rating form so you can familiarize yourself with the elements upon which you will be rated. You should also get from your supervisor an explanation of each element on the rating sheet which applies to your position so that you may understand the performance requirements which will be expected from you in your position. If you have any doubts as to just what is expected from you, you should discuss your duties frankly with your supervisor.

If you are not satisfied with the annual performance rating which you receive, you have the right to appeal it through your supervisor to your personnel or headquarters office for reconsideration. Such an appeal must be made within 30 days of the date you receive your performance rating.

You Can Be Fired!

Some people believe that Government employees cannot be discharged for poor work, indifference, or failing to work well with those with whom they are associated. *This is not so!* A procedure has been established by law to provide for the dismissal of unsatisfactory employees. The regulations which govern this dismissal procedure provide for the protection of employees from prejudice, discrimination, and injustice; but the procedure is designed primarily to promote the efficiency of Government operations by establishing the means of weeding out undesirable or inefficient employees.

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

—Theodore Roosevelt

...S TEMPLE
THE HEARTS OF THE PEOPLE
FOR WHOM HE SAVED THE UNION
THE MEMORY OF ABRAHAM LINCOLN
IS ENSHRINED FOREVER



Certain statutory offenses such as perjury, fraud and false statements, bribes and graft, and remuneration for extra services are violations of law and may be punishable by fine and/or imprisonment. Other lesser offenses may be dealt with administratively and the penalties may range from suspension from the job without pay, for 3, 10, or 30 days, to removal from the job.

Fair Employment Policy

The President, through an Executive order, has protected American citizens by ordering that hiring of Federal employees be without discrimination because of race, color, religion, or national origin. No person may be rejected from employment in the Government because of these factors. Personnel actions are required to be based solely on merit and fitness. Further, if any action, based entirely or in part on race, color, religion, or national origin, is taken against an employee, he may appeal his case to the appropriate Fair Employment Officer in the Department or bureau in which he works. The Director is the Fair Employment Officer of the National Park Service, and the regional directors are the deputy Fair Employment Officers for all employees within their regions. The superintendent of National Capital Parks is Deputy Fair Employment Officer for the National Capital Parks.

Unions Are O. K. . . .

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

yourself. Many organizations on the Attorney General's list of subversive groups have altruistic titles.

. . . And So Are Employee Organizations . . .

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

. . . But Political Activity Is Not!

No employee may make use of the Government position he holds to assist a political party or candidate. This applies to such activity in city, county, State, or national elections, whether primary or regular, or in behalf of any party or candidate, or any measure to be voted upon. In addition to the right to vote, you do, however, have a right to express political opinions privately, to belong to a political club, to make voluntary contributions to a political organization, to be a spectator at a political meeting, and to petition Congress.

Outside Work

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

Remuneration From Outside Sources

You are specifically prohibited by law from accepting money or any other tangible payment or acknowledgment (other than your salary, of course) for the performance of your regular job or for any duties performed or services rendered during your regular work hours.

Gifts From or to Your Supervisor

You are also forbidden by law to give or accept any present, to solicit contributions, or to make donations for any present for an official or supervisor.

Inventions by Employees

The Government, as the employer and as the representative of the people of the United States, should have the ownership and control of any invention developed by an employee in the course of his governmental activities. Each employee is required upon request to assign to the United States all domestic and foreign rights to any invention made by the employee within the general scope of his governmental duties.

Holidays

The following days are legal holidays for Government employees: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas. If a legal holiday falls on a Sunday, employees are granted the following Monday as a holiday.

Working for the National Park Service

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

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

Promotion Policy and Procedure

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

As vacancies occur in permanent positions, it is the policy of the National Park Service to fill them through selection of the best qualified individuals available and, accordingly, careful consideration is given to possible candidates from outside the Service. However, employees qualified for promotion are the primary source for recruitment in filling vacancies. Every effort is made to identify employees who show promise of development

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

—Robert Bradford Marshall

Grand Canyon National Park



and capacity for promotion to more responsible jobs. Qualified employees are periodically recommended for promotion by their supervisors, and their names are placed on registers of promotable employees maintained in the regional and Washington offices. The same areas of competition are not used for all positions. For positions in the higher grades, requiring broad experience or specialized knowledge, the area of competition is the entire Service. Most other positions are filled by selection from regional promotion registers. However, clerical and nonsupervisory positions are normally filled by local selection. In filling vacancies, appointing officials are provided with the names of several employees selected from the appropriate promotion register in the Washington or regional office.

The appointing official inquires about the interest and availability of the individuals listed, and makes his selection based on their replies, taking into consideration available information concerning their qualifications, and his knowledge of the special requirements of the job. *Seniority* is the deciding factor in final selection *only when employees of approximately equal ability are available* for promotion to a specific vacancy. When outstandingly qualified candidates of limited seniority are available, they will be given favorable consideration in the interest of selecting the best qualified person.

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

Employees may occasionally be transferred with or without promotion and without their consent if such transfers are in the interest of the Service. Employees should not resist proposed transfers except for very compelling personal reasons. You may be sure that the Director will conscientiously try to avoid taking actions that will impose genuine hardship on any employee.

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

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

Transfers

It is the policy of the National Park Service to transfer employees from office to office, area to area, or region to region, whenever it is in the best interest of the Service to do so. Employees of the National Park Service should expect to be transferred as their capabilities increase. If you are moved from one place to another for the convenience of the Government, transportation expenses for you and your family will be provided by the Government.

Training

Training is inevitably bound up with promotion. As your proficiency in your work increases, so will your chances for promotion increase. You will find that on-the-job and other training activities will be conducted as a means of increasing the efficiency of the Service as a whole and of the employee as an individual. Training you properly is a daily responsibility of your supervisor. He must inform you of your job requirements and he must constantly demand reasonable performance stand-

ards. A mutual pride of work between employee and supervisor does much to increase the chances of promotion for both.

Qualified employees have the opportunity to participate in several formal training programs sponsored by this Service. These programs have been initiated to create a reservoir of qualified employees who can be considered with other employees for promotion to key positions in the administrative, technical, and professional phases of Service programs. The factors used in making selections for these training opportunities are similar to those for promotion. Evidence of efficiency and dependability in performing the duties of your present position are the key considerations.

You can also improve your opportunities by training yourself. You should overlook no opportunity to learn more about the Service and how it operates, and about more efficient fulfillment of your job responsibilities. There will be much in the form of written information that will be available to you and you will be expected to take an interest in reading it. If you enroll in school for further training or education outside of duty hours, you should advise your personnel office by memorandum of this fact so that this information may be placed in your official personnel folder. Such acquired skills or education will be considered as a part of your qualifications.

Your Work Schedule

The standard Government workweek is a 40-hour week extending from Monday through Friday. The National Park Service, as is true of some other Federal agencies, is often required to vary the normal work schedule due to local conditions existing in field areas. Ordinarily, if you are employed in the Washington Office or a regional office, your work schedule will follow the standard Government workweek—Monday through Friday. In Service field areas, the standard workweek may be altered in order to provide service and protection to park visitors during each day of the week. In the event that you are required to work both

Saturday and Sunday in your official workweek, you will be granted two consecutive nonwork days during the week in lieu of Saturday and Sunday. One lieu day will be granted if you regularly work either Saturday or Sunday.

Your Housing in Service Areas

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

The Incentive Awards Program

The incentive awards program of the Federal Government has been established for the purposes of improving the Government service, and recognizing or rewarding unusual merit through the medium of cash and/or honorary awards to deserving employees. The awards under this program are designed to encourage employees to participate in improving the efficiency and economy of Government operations; to recognize and reward employees, individually or in groups, for their suggestions, inventions, superior accomplishments and other personal efforts; and to recognize and reward employees who perform special acts or services in the public interest in connection with their official employment.

All employees, regardless of grade or type of appointment, are eligible for incentive awards for various types of superior or out-

standing performance and for beneficial suggestions. Your suggestions may not only provide a better way of handling a job, shortening a process, improving working conditions, or making monetary savings, but they may also result in cash awards to you. Submit your suggestions in writing and present them to your local Suggestions Committee for consideration. If they are found to contain actual or potential value, you may receive substantial cash awards. If your suggestions are not adopted, you will be informed of the reasons.

In addition to cash rewards, the Department's incentive awards program also provides for the nonmonetary recognition of sustained work performance of a very high level in the form of Meritorious and Distinguished Service Honor Awards. These awards may also be given for acts of bravery or heroism.

If You Have a Grievance

You are obligated to give the National Park Service the most efficient work of which you are capable. If you have problems or grievances which relate to your position, to working conditions, or to other phases of your employment which prevent you from rendering efficient service, you should make these facts known.

The first person you should consult, in an attempt to settle your complaint or adjust your grievance, is your immediate supervisor. In a large majority of cases, he can take steps to settle the grievance or provide you with information which will either eliminate or change the complexion of your grievance. However, if your complaint cannot be adjusted satisfactorily through such informal discussion, you should endeavor to obtain a solution from your branch or division chief, or from the superintendent.

Failing in this procedure, you may then present your case to the regional director or to the Director for a hearing before an impartial board or committee. Your division chief will inform you of the proper procedure to follow in presenting your case in this manner. You need have no fear of reprisals from your supervisors if you choose this opportunity, for this procedure has been

established by law to protect the rights of the individual employee.

The important thing to remember is that grievances—either real or imaginary—should be adjusted for the benefit or efficient operation of an organization.

When You Travel Officially

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

If You Leave the Service

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

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

Budgetary cuts may force the Service, from time to time, to reduce its staff of permanent employees by means of a reduction in force. Employees who will be retained under such circumstances will be rated on the basis of veterans' preference, performance ratings, merit, length of service, and other considerations required by civil service regulations.

Reemployment After Military Service

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

Your Official Personnel Folder

All official papers in connection with your employment are placed in your official personnel folder. These papers form a permanent record of your service and are transferred with you between areas, regions, or if you move from one Federal agency to another. Among the items included in this folder are some of the forms you completed upon reporting for duty, copies of notices sent you when there is a change in your position or salary, copies of your position description, your performance ratings, records of military service, and any commendations or criticisms of your work.

It is the policy of the Department that no employee shall have access to his own official personnel folder. The reason for this policy is to protect the confidential nature of certain inquiries which may have been furnished for use in evaluating employee qualifications and security. Such qualification and suitability questionnaires are obtained upon the Civil Service Commission's assurance that the information furnished is confidential and is for the inspection only of the Commission and the agency to which the applicant's name may be certified.

In the event that an employee may have need for certain records kept in his official personnel folder, he may request these records from his personnel office and, if they are not of confidential nature, they will be loaned to him for his immediate needs. Generally, however, such records are not to be taken from the immediate vicinity of the personnel office.

Official personnel folders are maintained by the various agencies for the Civil Service Commission, and may be retained in the field area, the regional office, or the Washington Office, dependent upon the level of the employee's position. If you are an ungraded employee or are in grade GS-9 or below, your personnel folder is usually retained in the personnel office where you work.

It is important to you to keep a current Application for Federal Employment (Form 57) in your personnel folder at all times. As you acquire additional work experience, education, or training, your qualifications to hold down a more responsible position may be materially increased, and this fact should be reflected in your personnel folder.

Safety and Health

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

Falls and mishandling of objects are leading causes of personal injury in the Service. Less frequent but serious injuries have resulted from failure to use goggles where needed and failure to use other protective devices when such are provided for employee

safety. Safe driving practices are a “must” on the roads in areas of the National Park Service.

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

For the Good of the Service

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

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

You and Your Supervisor

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

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

his experience and help. Consequently, you will find that he will be ready and anxious to assist you, and you should be ready and willing to help him.

Your Loyalty and Cooperation

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

Public Relations Is Your Job

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

Care of Government Property

In the course of your work, you may have the use and care of valuable Government property. You will be held responsible for the loss or damage of such property if negligence or carelessness is evident on your part. Not only should you be careful of large expensive items of equipment, but you should also be conservative in the use of lesser items and office supplies. Losses in these smaller items can amount to staggering proportions in the course of a single year throughout Government service if reasonable precautions are not taken by every employee.

Articles About Your Work

There is no one individual or group of individuals who has the sole responsibility of writing about the areas in the National Park System or the work of the National Park Service. If you have the inclination to write for publication you are encouraged to do so. Any such articles which you may write, however, should be cleared by higher authority before being submitted for publication. This is considered a sound practice since it assures a correct interpretation of policies, a true statement of objectives, and possession of factual and complete information.

There are a few technicalities with respect to accepting payment for articles written by Service employees. In general, if you write on official time or use Service information which is not available to the general public, you are prohibited from accepting payment. If, however, the writing is done on your own time, and is from material available to anyone, you are free to accept remuneration.

Indebtedness

While in Federal service, if you become indebted to the point where your creditors send letters to you through official channels of the Service or to the Director, your personal stock may take a drop. You are expected to meet all obligations which you contract privately, since neglect to do so may reflect unfavorably on the entire Service.

Confidential Information

Don't try to impress your friends or fellow employees that you're on the inside by passing out to them information which normally should not be released by you. In the course of your regular duties you may have access to restricted or confidential information. Be sure to keep your trust!

Index

- Appeals: Classification 25; fair employment 42; performance rating 39
- Appointments, types of 21, 24
- Beneficiaries 36
- Bonds 32
- Classification Act positions 25
- Confidential information 59
- Dismissal procedures 39
- Employee organizations 43
- Fair employment policy 42
- Gifts 44
- Government property 58
- Grievances 52
- Holidays 44
- Housing 31, 51
- Incentive awards 51
- Income tax deductions 30
- Injuries 38
- Insurance 31, 38
- Inventions 44
- Job: definition 26; description 26; performance 39
- Leave benefits 36
- Leaving the Service 53
- Longevity salary increases 27
- Loyalty and cooperation 58
- Military furloughs 49, 54
- Night pay differential 30
- Outside work 43
- Overtime pay 30
- Penalties 42
- Performance ratings 39
- Personnel folders 54
- Political activity 43
- Premium pay 30
- Probationary period 24
- Promotion policy 45
- Public relations 58
- Reductions in force 24
- Reemployment rights 54
- Retirement program 31, 32
- Safety and health 55
- Salary: deductions 30; increases 27
- Social security 31, 33
- Suggestions 52
- Supervisors 44, 57
- Training 49
- Transfer policy 49
- Travel, official 53
- Unemployment insurance 38
- Unions 42
- Wage Board positions 26
- Within-grade salary increases 27
- Work schedules 50
- Writing for publication 59

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Federal Creed of Service

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

We believe it is our duty to . . .

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

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

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

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