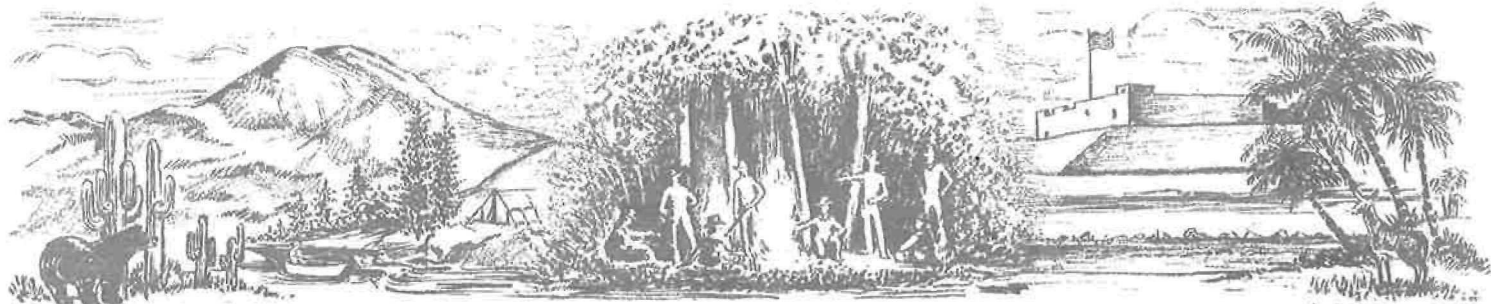




NEWSLETTER

United States Department of the Interior National Park Service



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A SERVICE PUBLICATION FOR SERVICE PERSONNEL

NOVEMBER 3, 1966

Award Trends Up

The first quarter Incentive Awards Program report produced some very gratifying trends. In comparison with last year's activities, the report reveals that employees are actively concerned with improvement of Service operations and are doing something about it. A total of 339 suggestions was received as compared with 96 for the same period last year.

Of the 122 awards made during the first quarter of the fiscal year, the following deserve special mention:

Wayne Merry, Supervisory Park Ranger, Mount McKinley National Park, received a \$500 cash award for his suggestion that a task force of the Service's top mountain rescue people, working with the cooperation of the Washington Office, prepare for Servicewide distribution and for loan to other agencies two slide-tape-script training series — one on basic mountaineering and mountain safety techniques and one covering mountain rescue techniques.

Welders Ralph Mathias, Thomas Conley, William Cranford, James Rubin, Paul Brooks and Paul Meyers of the National Capital Region won \$315 for their group effort in fabricating and installing a platform over the forks of the fork lift to be used for the loading and unloading of grass-cutting machines and other large equipment. NCR estimates it will derive \$6,346 in benefits during the first year of operation with this innovation.

All employees are urged to obtain and read the publication PLOWBACK for detailed information on other suggestions adopted during this period. Processes and procedures adopted as a result of employee suggestions may be beneficial to operations Servicewide and everyone should avail himself of the information on awarded suggestions as published in PLOWBACK. The following breakdown shows the range of cash awards made during the July-September reporting periods:

Noncash (Certificate by CSC)	1
\$ 15 - \$ 25	79
26 - 50	24
51 - 100	11
101 - 150	5
315	1
500	1

Tips On Job Relations

A capsule course in better human relations on the job and off shows that every employee can profit from practicing its five simple points:

Five most important words: I am proud of you.

Four most important words: What is your opinion?

Three most important words: If you please.

Two most important words: Thank you.

Least important word: I.

Good human relations at work and anywhere is a matter of forming habits of thinking and acting that make people like us, trust us, and believe in us. It's a matter of cultivating simple habits that make others like to deal with us and associate with us—simple habits of friendliness, dependability, sincerity, cheerfulness, and honesty.

Good human relations is also a matter of understanding people, of being considerate, of being tolerant of others, of being willing and active in helping others, and of sharing with them. It's an attitude of being willing and anxious to help others live more fully, to help them grow and make the best of their lives.

Perhaps the deepest yearning of the human heart is the desire to be important, or at least to be recognized. All of us want to count. We want others to think well of us. It's an essential human need.

One of the best ways to be recognized, to count, is sincerely to recognize the good in others. It's the heart of good human relations at work and elsewhere.

Those Post Office Pens

Since introduction of ball point pens in post offices ten years ago, 26 million refills capable of writing 34 million miles of well-inked lines have been purchased for postal use.

The 2.4 million refills ordered for 1966 are expected to take care of the year's estimated 3.1 million miles of addressing—about the distance traveled by astronauts Gordon Cooper and Charles Conrad in their 8-day Gemini-5 flight.

People on the move

New Places . . .

Appleby, Harold E., Foreman III, Maint., Yellowstone NP, to Enrollee Wk. Supv., Great Onyx Job Corps Conservation Center
Barnard, Douglas A., Pk. Ranger, Horace M. Albright TC, to same, Lake Mead NRA
East, Omega G., Supv. Hist., Fort Sumter NM, to Hist., Guilford Courthouse National Military Park
Ely, Robert L., Maintenceman, Sequoia & Kings Can. NP, to Laborer, Cabrillo and Channel Islands NM
Forkner, Jerome P., Pk. Hist., Horace M. Albright TC, to Hist. (Pk.), Colonial NHP
Hejny, Joseph J., Mechanic Heavy Duty, Sequoia & Kings Can. NP, to Enrollee Wk. Supv., Great Onyx Job Corps Conservation Center
Human, Clarkson B., Civil Eng., WSC, to same, NCR, Div. of Maint.
Lewis, Steven, Hist., WSC, to same, Fort Smith NHS
McDougal, David H., Mgmt. Intern, Horace M. Albright TC, to same, Colonial NHP
Mahaffey, George S., Gardener, Landscape, East NCP, to same, Office of Asst. Regional Director
Proper, William G., Personnel Off., Northeast Reg., to Per. Staff. SPEC., Off. of the Director, Washington, D. C.
Schippleck, John Louis, Pk. Ranger, Horace M. Albright TC, to same, Lake Mead NRA
Shelley, Robert J., Civil Eng. (Sanitary), SFPSC, to Supv. Civil Eng. WSC, Office of D & C
Taylor, William M., Tech. Publications Editor, Div. of Inter. & Vis. Service, to Supv. Pk. Nat., Canyonlands NP, Arches & Natural Bridges NM
Yurk, Clarence, Civil Eng. Tech., Point Reyes NS, to Realty Spec., SFPSC Office of Land & Water Rights

New Faces . . .

Borman, Ralph E., to Appraiser, WSC, Office of Land & Water Rights
Groom, Gerald H., to Personnel Staff. Spec., Div. of Pers. Mgmt. & Manpower Dev., Br. of Employment & Employee Relations, WASO
Schwartz, Richard P., to Legal Asst., WSC, Off. of Land & Water Rights
Thompson, Erwin N., to Hist., WSC, Div. of History Studies

Joining the Alumni

Bassler, Carl E., from Truck Driver (HD), Mt. Rainier National Park
Callaghan, John J., from Sgt. U.S. Park Police, NCR
Fuller, Charles E., from Program Spec., Div. of Program Coordination
Linch, Lyle Kennet, from Park Nat., Lake Mead NRA
McCleave, Henry, from Caretaker, Cape Hatteras NS
Meekins, Louise M., from Historian, Cape Hatteras NS
Sepulveda, Louis R., from Pvt., Horse-Mounted Officer, NCR, U.S. Park Police

Recent Awards

Congratulations are in order for James A. Burnett, Art Layout Specialist, Division of Park Practice (superior performance) and Miss Emma Medwick, Office of Resource Planning, Washington Planning and Service Center (special act).

Both received cash awards for performance over and above the normal requirements of their jobs.

Regional Archeologist Charlie R. Steen, Jr., Southwest Regional Office received Meritorious Service Award recognition for his widely recognized work in the field of archeology.

Theodore E. White was granted the MSA for technical competence and leadership in the execution of vertebrate paleontological work at Dinosaur National Monument.

Training Highlights

The Lawrence F. Cook session of the Introduction to Park Operations course began on September 26 at the Horace M. Albright Training Center. This is the 21st class to convene since the inception of the program in the fall of 1957 at Yosemite National Park.

It is especially appropriate to name this session for Larry Cook who was instrumental in the initial establishment of the program and who gave it his full support and assistance until his recent death.

The current class includes 39 men and 3 women and by employment categories includes 33 Rangers and 8 Historians. In this group there are 38 "in-take" trainees, 17 of whom have had prior seasonal experience.

One guest is also attending this session. He is Mr. Neville Gare, Superintendent, Kosciuszko State Park Trust, New South Wales, Australia.

The course will conclude with graduation exercises on December 9.

Summer Employment Exams.

The Central Office of the Civil Service Commission has announced the 1967 summer employment examination for filling Federal Government temporary jobs in grades GS-1 through 4 (salaries from \$69.00 to \$92.00 per week). This examination covers a variety of summer office and other types of jobs such as: typist, office machine operator, stenographer, clerk, technicians in biology, survey, medicine, cartography, and assistants in library, mathematics, editing, engineering, drafting, meteorology, and dentistry. Interested persons should obtain a copy of Announcement 401 entitled Office and Science Assistant Examination for 1967. These announcements are available at college placement offices, boards of civil service examiners, offices of the Civil Service Commission, and in some post offices. All interested citizens will be given equal opportunity to compete. The test will be given on three dates. Those wishing to take the test on November 26 must file before October 21; those wishing to take the test January 7, 1967, must file before Dec. 9, 1966; and those for February 4, 1967 must file before Jan. 9, 1967. Individuals who were eligible under the 1966 summer employment examination do not have to re-compete but may choose to do so in order to obtain a higher score.

Articles Wanted

Two bimonthly publications in the personnel management field have reiterated their desire to have agencies submit articles suitable for publishing.

The Civil Service Journal has published information and thought-provoking articles by management and personnel officials for over six years. These articles have been read by thousands of persons both inside and outside the government including many college and high school students throughout the country. There are many topics concerning the National Park Service suitable for development in three or four page articles for this Journal such as: the status of the National Park Service at the time of its 50th anniversary and its exciting programs during the coming decade. Manuscripts for this publication should be sent to: Mr. James C. Spry, Public Information Office, Room 5FO7, U.S. Civil Service Commission, 1900 'E' St., N. W., Washington, D. C. 20415.

The Society for Personnel Administration's journal Personnel Administration, is a particularly suitable vehicle for presenting new techniques or methods which have been developed, studies recently completed, and other current activities in personnel. During its 29 years of publication, this Journal has maintained a consistent record of publishing significant material contributed mostly by members of the personnel management profession in both educational institutions and operating programs. The primary aim is to focus on new and creative ways of helping people become more productive in work organizations and to share such ideas and distinctive practices with its wide readership. Articles appropriate for this publication might deal with activities in such fields as restructuring occupations, staffing and training special programs (such as Job Corps) for the disadvantaged, and developing special recruiting programs for accomplishing their missions. Manuscripts should be sent to: Mr. Fred Peterson, Editor, Personnel Administration, Suite 484, National Press Bldg., 14th & 'F' Sts., N.W., Washington, D. C. 20004.

Get On The Bond Wagon

U.S. Savings Bonds offer opportunities for investment, retirement, and education, the Treasury Department's Savings Bond Division points out.

Series E Bonds are one of the world's best ways to save, a top investment, too. They offer safety, liquidity, guaranteed rate, automatic extension privilege, and special tax advantages.

Series E and H Bonds make a hard-to-beat combination for augmenting retirement income. Every dollar works for you. Tailor your own plan. Start any time.

Savings Bonds are an ideal means of saving for education, dependable way to be ready for college bills when your child is ready for college.

For more information, write U.S. Savings Bond Division, Treasury Department, Washington, D. C. 20226.

Profile . . .

Edward A. Hummel



Regional Director,

Western Region

San Francisco, California

Ed Hummel was born March 26, 1909, in Gackle, North Dakota, and was trained as a professional historian at North Dakota State Teachers' College and the University of Colorado, holding degrees from both institutions. He entered the Service as Historian in the old Region Two Office, in Omaha, on July 17, 1935, and served the active pre-War CCC program from that Headquarters until March 1942. He then was transferred to Fredericksburg NMP until his service in the U.S. Navy, from November 1943 until March 1946.

Becoming Superintendent of Colonial National Historical Park in July 1946, he employed his rare combination of professional and managerial talents in operating this key historical area, during a crucial period of its development, until his transfer to the Superintendency of Great Smoky Mountains in November 1952. Serving there for six years, he then moved west again, to become Superintendent of Glacier NP June 1, 1958. He was promoted to Regional Director, Western Region in September 1962, where he has served with distinction. He is now in the process of being transferred to WASO, where he will occupy the newly established position of Assistant Director for Policy and Program Analysis.



See here, Ladies - - -

Would you like to be a hostess to foreigners visiting our country? If so, please send your name and address to Mrs. Robert R. Jacobsen, Chalmette National Historical Park, Box 125, Arabi, Louisiana 70032, and then pertinent literature will be mailed to you telling you in more detail about the program and informing you of the Hospitality Organization nearest you.

This is a State Department sponsored program, whereby interesting and influential foreign visitors are permitted the opportunity of meeting Americans as they really are. You have the choice of entertaining these people in your home with a cup of coffee, light lunch or an informal supper. Elaborate entertaining isn't encouraged; the visitor is interested in the everyday-living of Americans. If you wish to exclude entertaining in your home you have the privilege of signing up as a sightseeing host or hostess. Itineraries of these visitors are made up in Washington and whenever possible National Park Service areas are included in their schedule.

This is a marvelous opportunity to present our capable and gracious ladies of the National Park Service as examples of American womanhood, plus a welcome opportunity to personally present our National Parks to these foreign visitors.

Mrs. John Bernard of the New Orleans Reception Center has volunteered her help in getting this program started for NPS women. Send for this information if you are interested in the program and after reading it decide whether or not you wish to sign up.



Mrs. Robert R. Jacobsen
Chalmette National Historical Park
Box 125, Arabi, Louisiana 70032

Please send me literature on the program, Hospitality Organization .

NAME

Address

.....
.....

Rapport with Seasonals

Recognition of the important role played by our seasonal personnel during the heavy travel season is often forgotten in the rush of day-to-day business. Ben Davis, Superintendent of Roosevelt-Vanderbilt, presents each of his temporaries with a group photograph, accompanied by a friendly letter. Thinking other supervisors may find this management technique useful, here's Ben's letter:

Please accept this photograph of you and your fellow "Seasonals" as a gift to help you remember us. We do hope you will remember this summer with us as a rewarding experience. You have contributed much to our program of maintaining, protecting and interpreting the historical resources in these Historic Sites for the 300,000 visitors who came while you were here.

We wish you the best during the coming school year. To those of you who have completed your college work, we extend our hope that you will find the employment you seek and that your career henceforth will be very successful.

We are glad you could be with us this summer. Your youthful enthusiasm and sometimes fresh approach to the work has been an interesting experience for the rest of us.

Good luck!

Sincerely yours,

Benjamin H. Davis
Superintendent

1.8 Million Applied for FSEE

Nearly 75,000 persons have been appointed to professional entry-level positions through the Federal Service Entrance Examination since the test was started 11 years ago.

Last year alone, Federal agencies appointed more than 8,000 persons from this examination. And this year, prospects for placements are far better, with indications that agencies will hire about 13,000 from this examination.

The FSEE is used to examine people with high potential for positions in 60 major occupational fields and in more than 200 kinds of jobs, ranging from personnel management to tax collection and social security work. It is used to fill jobs at the GS-5 and 7 levels, depending on qualifications of the candidates.

The written examination is given at more than 800 points throughout the country to college seniors and graduates and others with a combination of experience and training equivalent to a bachelor's degree.

Nearly 1.8 million have applied for the examination over the 11 years, more than a million have taken it, and over 405,000 have passed it—for a passing average of about 40 percent.