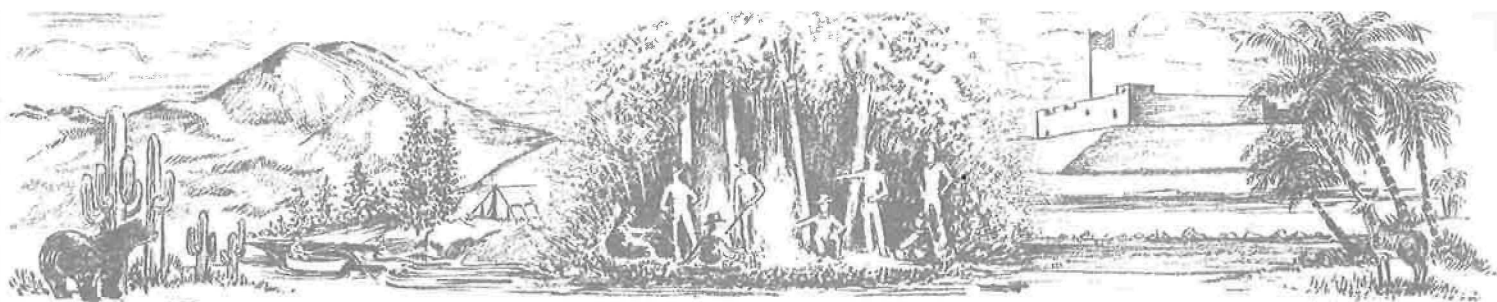




NEWSLETTER

United States Department of the Interior National Park Service



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JANUARY 12, 1967

The What & Why of the Incentive Awards Program

In July 1966, approximately 2,000 Service employees were asked to participate in what was called the "Triennial Evaluation of the Incentive Awards Program." The evaluation was in keeping with the Civil Service Commission's regulations that all agencies periodically evaluate their activities under the Government Employees' Incentive Awards Act. The majority of those responding to our survey, indicated they would like to have more information regarding the program. In response to this request for information, a series of articles will appear in the NEWSLETTER covering the several phases of the program. This article, the first of the series, summarizes for you the provisions of the Incentive Awards Act. Basically, the act authorizes:

1. The head of each department to pay cash awards to, and to incur necessary expenses for the honorary recognition of, civilian officers and employees of the Government who by their suggestions, inventions, superior accomplishments, or other personal efforts contribute to the efficiency, economy, or other improvement of Government operations or who perform special acts or services in the public interest in connection with or related to their official employment.
2. The President to pay cash awards to and to incur necessary expenses for the honorary recognition of, civilian officers and employees of the Government for the purposes stated above which may be in addition to the departmental awards authorized under item 1 above.

Cash awards are in addition to the regular compensation of the employee and acceptance of cash awards constitutes an agreement that the use by the Government of the United States of any idea, method or device for which the award is made shall not form the basis of a further claim of any nature upon the

U. S. Government by the employee, his heirs, or assigns. Awards given to employees under the Incentive Awards Program are given due weight in qualifying and selecting employees for promotion.

The service may make cash awards for suggestions and superior performance up to and including \$500. Awards exceeding this level are reviewed and acted upon finally by the Department of the Interior up to and including \$5,000. Awards up to and including \$25,000 may be granted, but must have the prior approval of the Civil Service Commission.

Award categories in which the Service participates include the following: suggestions; invention; superior performance; special acts; special service; quality increases; commendable, meritorious, and distinguished honor awards; valor awards for courageous service, and unit citations for excellence of service.

The next article in this series will cover the suggestions system.

IAC's Suggestion Goals for 1967

All Regional, Service Center, and Washington Office Incentive Awards Committees have now established their projected suggestion goals for the 1967 Fiscal Year. The breakdowns are shown below:

<u>Office</u>	<u>Total Employees</u>	<u>Suggestions Goal</u>
WASO	406	61
SERO	1,417	214
MWRO	888	133
SWRO	936	144
WRO	1,184	175
NERO	620	93
NCR	1,535	230
SSC	192	29
PSC	107	16
WSC	196	29
Totals	7,481	1,124

Suggestions received during the first quarter of the fiscal year numbered 339. If this head start is indicative, we should have no great difficulty achieving our goals this year; everyone's participation is still needed to make this a successful "suggestion year."

People on the move . . .

New Places

Adams, Raymond R., Foreman II, Trails, Rocky Mountain NP, to Carpenter, Mount Rainier NP
 Aho, John H., Jr., Park Ranger, Albright Training Center, to same, Fire Island NS
 Beach, Warren D., Park Ranger, Great Smoky Mountains NP, to Supv. Park Ranger, Hopewell Village NHS
 Bean, Glen T., Supt., Hawaii Volcanoes NP, to Supv. Park Planner, SEPSC
 Blair, Norman T., Park Ranger, Albright Training Center, to same, Lake Mead NRA
 Brown, Donald R., Supv. Park Ranger, Sequoia-Kings Canyon NP, to same, Olympic NP
 Bruce, Walter T., Hist., Park Supv., Colonial NHP, to Supv. Hist., Harpers Ferry NHP
 Bryant, Theodore C., Park Ranger, Albright Training Center, to same, Gettysburg NMP
 Chase, Donald D., Park Ranger, Albright Training Center, to same, Lake Mead NRA
 Coss, Harold T., Jr., Park Ranger, Organ Pipe Cactus NM, to Park Naturalist, Saguaro NM
 Court, James V., Park Ranger, Yellowstone NP, to same, Big Bend NP
 Crellin, Thomas N., Architect, Fort Davis NHS, to Hist. (Architectural), WSC
 Croll, Stuart L., Park Ranger, Albright Training Center, to same, Olympic NP
 Cummings, Calvin R., Archeologist, Tuzigoot NM, to same, Sanford RA
 Dillahunty, Albert (NMN), Supt., Ocmulgee, NM, to Hist., Delaware Water Gap NRA
 Dutcher, David C., Hist., Stones River NB, to same, Castillo de San Marcos NM
 Fellbaum, Keith M., Civil Eng., Gen., Glacier NP, to Civil Eng., MWRO (Duty Station), Mount Rushmore NM
 Graves, Peggy Ellen, Digital Computer System Operator, WRO, to Sec.-Typ., Sequoia-Kings Canyon NP
 Harrison, Thomas J., Hist., Fredericksburg-Spotsylvania NMP, to Supt., Hist., Gettysburg NMP
 Joseph, Diane M., Clk.-Steno., Delaware Water Gap NRA, to Sec.-Steno., NERO
 Kramer, Robert (NMN), Park Ranger, Albright Training Center, to Park Ranger, Gen., Harpers Ferry NHP
 Lacy, Edward E., Park Ranger, Albright Training Center, to same, Natchez Trace Parkway
 Lane, Allen Gaston, Caretaker, Prince William Forest Park, to same, ENCP
 Murray, James V., Resident Worker, Gap Job Corps Cons. Center, to Park Guide, Colonial NHP
 Pinnex, Cleveland F., Park Ranger, Albright Training Center, to same, Mount Rainier NP
 Rockwell, Jack A., Park Ranger, Blue Ridge Parkway, to Pk. Nat., Sequoia-Kings Canyon NP
 Ronek, Roger L., Park Ranger, Albright Training Center, to same, Gettysburg NMP
 Rubald, Terrance T., Admin. Asst., Grand Canyon NP, to same, Great Sand Dunes NM
 Rutter, John A., Supt., Mount Rainier NP, to Regional Director, WRO

Spiegler, Arthur (NMN), Supv. Hist., Edison NHS, to Hist., Fort Necessity NB
 Storey, Michael J., Jr., Park Ranger, Albright Training Center, to same, Everglades NP
 Strock, George M., Hist., Fort Caroline NM, to same, Castillo de San Marcos NM
 Turner, William D., Jr., Admin. Asst., Whiskeytown NRA, to Gen. Supply Spec., Natchez Trace Parkway
 Utterback, Donald D., Park Ranger, Albright Training Center, to same, Yosemite NP
 Vest, Frederick V., Supv. Park Ranger, Shenandoah NP, to same, Amistad RA
 Virostek, Carol J., Foreman IV, Maint., Colonial NHP, to Maint. Supt., Gen., Gettysburg NMP
 Voss, Glenn H., Park Ranger, Albright Training Center, to same, Natchez Trace Parkway
 Warren, Robert L., Supply Clerk, Yellowstone NP, to Park Ranger, Dinosaur NM
 Weems, Samuel P., Supt., Blue Ridge Parkway, to Parks Advisor, WASO (Foreign duty)
 Weir, Donald H., Park Ranger, Albright Training Center, to same, Lake Mead NRA
 Wineholt, Ellwood F., Park Ranger, Albright Training Center, to same, Big Bend NP

New Faces

Gill, Gerald, B., to Park Ranger, Yosemite NP
 Lazer, S. George, to Realty Specialist, WSC

Joining the Alumni

Barlow, Robert A., from Park Guide, Shiloh NMP
 Baumann, Michael P., from Maintenanceman, Point Reyes NS
 Bickert, Ella T., from Clk.-Steno. MWRO
 Burns, Margaret T., from Program-Spec., MWRO
 Chambers, Ben R., from Landscape Architect, SWRO
 Davis, Aaron (NMN), from Ferry Operator, Mammoth Cave NP
 Esters, Roe (NMN), from Park Guide, Mammoth Cave NP
 Greger, Louis W., from Supv. Park Ranger, Big Bend NP
 Hill, Charles F., from Asst. Supt., Sequoia-Kings Canyon NP
 Hinton, Herbert T., from Maintenanceman, Tumacacori NM
 Marler, George D., from Park Nat., Yellowstone NP
 Noffsinger, Edwina M., from Sec.-Steno., Glacier NP
 Novak, Charles J., from Civil Eng. (Ch., Br. of Area Services), MWRO
 Read, Ethel D., from Sec.-Steno., Independence NHP
 Robinson, Homer W., from Supt., Coulee Dam NRA
 Taylor, Montrey D., from Personnel Mgmt. Spec., Everglades NP
 Zimmerman, Alvina P., from Sec., Office of the Regional Director, SWRO



Performance Ratings

Employees and supervisors are reminded that the Performance Rating Act of 1950 requires that an employee be given a 90-day warning in writing before he may be given an "Unsatisfactory" summary rating. Supervisors of employees whose performance is failing to meet the requirements of their positions, and who expect to give an "Unsatisfactory" summary rating for the period which will end March 31, 1967, should take steps to prepare and issue the required 90-day warning if they have not already done so.

Warnings should be in writing and should state:

1. What job requirements the employee is failing to meet satisfactorily,
2. What the employee must do to bring his performance to a satisfactory level in the 90-day period, and
3. What efforts will be made to help the employee improve.

If the required warning was not issued on a timely basis, the normal rating date should be extended by the length of time necessary to give the employee a 90-day period in which to meet performance requirements.

Unsatisfactory summary ratings, as well as single "Unsatisfactory" element markings, must be supported by written explanations on the back of the rating form.

See here, Ladies - - -

To Users of Do-It-Yourself Coin-Operated
Dry Cleaning Machines

The greater New York Safety Council has issued a warning about the new do-it-yourself coin-operated dry cleaning machines springing up in this city and across the nation.

"Like most other modern conveniences, the do-it-yourself dry cleaners are safe as long as users take proper precautions, but they can be dangerous for careless users," said Mrs. Marjorie B. May, Director of Home Safety.

Mrs. May said that the coin-operated machines use the same solvent as professional dry cleaners. This fluid, perchlorethylene, is nonflammable and practically non-toxic but it works as an anesthetic. Breathing the vapors can cause dizziness, stupor, unconsciousness and—in rare cases of prolonged inhalation—death.

The Safety Council advised users of the coin machines to take the following precautions: Never overload the machines. Overloading can prevent proper drying of the clothes which, in a damp state, may give off fumes. Weigh clothes carefully according to directions on the machine. If the clothes are damp when you take them out of the machine, put them in the open air to dry—preferably out of doors. When transporting recently dry-cleaned clothes in a car, leave the windows wide open, especially if the clothes are damp or if you notice an odor.

Don't wear damp dry-cleaned clothes or put them on children.

Profile . . .

John A. Rutter



Regional Director John A. Rutter
Western Region San Francisco, Calif.

Secretary of the Interior Udall announced early in December the appointment of John A. Rutter, 54, Superintendent of Mount Rainier National Park to be Regional Director of the Western Region, effective in January 1967. He succeeds Edward A. Hummel, who was recently named Assistant Director for Policy and Program Analysis in the Washington Office.

A native of Twin Falls, Idaho, Mr. Rutter is a graduate of the University of California where he received a B.S. degree in forestry. During World War II he served as an officer in the U.S. Navy. He is married to the former Mary Ellen Grassel. They have two children, Marilyn, 18 and John, 16.

Rutter began his long and distinguished Service career in 1935 at Yosemite National Park. He later served on the ranger staff at Lassen Volcanic, Sequoia-Kings Canyon National Parks. In 1953, he was appointed Superintendent of Badlands National Monument, where he directed the planning and development of this large paleontological area, and in 1957 was named Assistant Superintendent, Rocky Mountain National Park. Selected as Assistant Superintendent, Mount Rainier National Park in 1960, he was promoted to Superintendent there in 1962 where he directed its large-scale recent development, and gave essential aid to new park studies in the Pacific Northwest.

A member of the Society of Vertebrate Paleontology, the American Planning and Civic Association, and many other civic and conservation organizations, he brings to his new position the depth and sound judgment acquired during his long and varied field experience.

NPS NEWSLETTER

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All items of general interest to NPS personnel concerning management, operations, economies or service to the public should be sent to:

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Washington, D.C. 20240

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Length-of-Service Emblems

Length-of-service emblems, as you know, are issued to employees upon completion of 10, 20 and 30 years of Government service including both civilian and military. Seasonal employees who have actually worked the required number of years are entitled to receive the service emblems on the same basis as permanent employees.

Each employing office is responsible for issuing the service emblems. Sometimes, due to transfers or oversight, employees fail to receive their emblem on the anniversary of completion of the required service. If you think this has happened to you, let your personnel office know so that any possible oversight may be corrected promptly.

Three members of the Albright Training Center Staff received their 10 year pins during the past two months. They are: Sydney M. Reusch, Donald L. Jackson, and Tom D. Thomas.

Training Highlights

On December 9, 1966, 44 members of the Lawrence F. Cook session of "Introduction to Park Operations," received their diplomas at graduation exercises held at the Albright Training Center. This is the 21st session of the program, which began at Yosemite in 1957.



MEMBERS of the LAWRENCE F. COOK SESSION

FIFTH ROW: (l. to r.) John H. Aho, Jr.; John R. Davis, Jr.; R. Craig Johnson, Jr.; Theodore C. Bryant; Donald D. Utterback; Carl R. Mappes; Stuart L. Croll; Glenn H. Voss; George E. Davidson, Jr.; Thomas C. Wylie. FOURTH ROW: Elden K. Wanrow; Cleveland F. Pinnix; Larry G. Points; Russell W. Cahill; Donald H. Weir; Terry L. Tilton; Jimmie C. Gott; Hollis G. Morris; Eldon E. Kohlman; Jay E. Cable. THIRD ROW: Roger L. Ronek; Robert Kramer; Donald D. Chase; Woodbury E. Phillips; Ronald J. Wierenga, U.S. Park Police; Patrick J. Ryan, Norman T. Blair, James R. Hinds, East National Capital Parks; George T. Morrison;

Division Luncheons

WASO'S Division of Personnel Management and Manpower Development has a possibly unique method of learning more about the functions and current programs of other Divisions and the Service.

Since March 1964, 15 speakers have been invited to talk on subjects ranging from "International Affairs" to "Publications and Functions of Park Practice." Each speaker is a guest of the Division of Personnel Management and Manpower Development. The luncheons are open to the entire staff of the Division, and are generally held in a private room at a nearby restaurant or hotel, usually on a "Dutch Treat" basis.

The highlight of these occasions came last June when Director Hartzog spoke on "Personnel and Its Impact on the Functioning of the Entire Service."

Bob Lovegren, when he was Chief of the Division, initiated the idea of these luncheons. Other offices may wish to adopt this excellent method of increasing learning and goodwill.

The graduates included guest participants from Australia and Thailand, a Park Policeman, 2 "backlog" Park Historians, 1 "backlog" Park Ranger, 6 intake Park Historians, 2 intake Park Naturalists, and 30 intake Park Ranger personnel.

Thomas C. Townley; James P. Vukonich; Virgil J. Olson, Bryce Canyon. SECOND ROW: Richard G. Littlefield; Michael J. Storey; Edward E. Lacy; Nevile C. Gare, Kosciusko State Park Trust; Laura Lee Martin; Sue-Jane Kerbin, Roosevelt-Vanderbilt; Sharon L. McAllister; Boonruang Saisorn, Thailand; Ellwood F. Wineholt; L. Clifford Soubier; Ralph E. Patterson; George A. Reaves. FIRST ROW: Wayne B. Cone, David B. Ames, Sydney M. Ruesch, Carol L. Cockrell, John C. Raftery, Donald L. Jackson, and Tom D. Thomas are all members of the Training Center Staff.