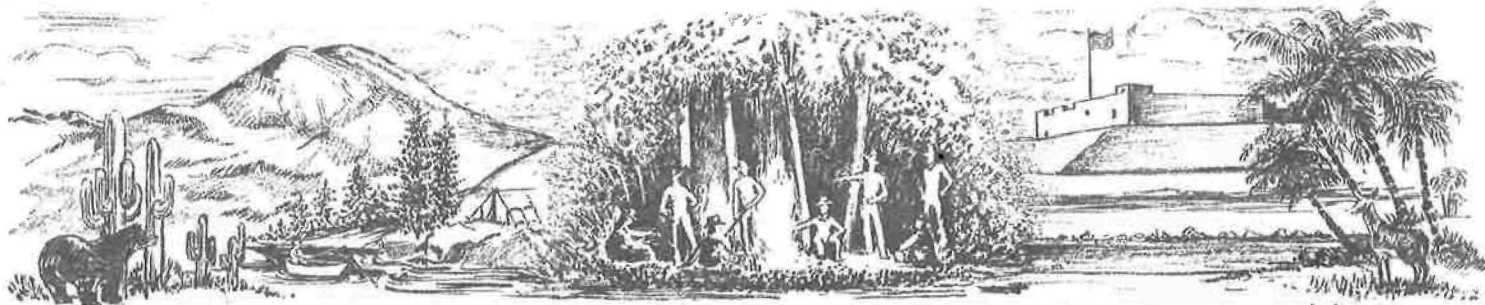




NEWSLETTER

United States Department of the Interior National Park Service



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NO. 3

A SERVICE PUBLICATION FOR SERVICE PERSONNEL

FEBRUARY, 9 1967

The What & Why of the Incentive Awards Program

This is the second in the series of articles on the Incentive Awards Program. The first article was published in Vol. 2, No. 1, January 12, 1967.

THE SUGGESTION SYSTEM

The Suggestion System is one of the most important phases of the Incentive Awards Program. It provides all employees — permanent, part-time, temporary and seasonal — with an opportunity to express their views to management on how operations may be changed or improved. A cash award may be made for a suggestion (as well as an invention) when a tangible or intangible benefit accrues to the Federal Government as a result of the change, modification, or elimination of a process or procedure recommended.

Eligibility Criteria

Basic considerations in determining whether a contribution is eligible for a cash award under the suggestion system are (1) the value of the contribution to more effective, economical or efficient operations of the agency, and (2) the official adoption of the contribution.

A suggestion may be either within or beyond the employee's job responsibilities or position description. It may be related to the employee's duties or responsibilities since this is the area of operations he knows best. However, if the suggestion is within the employee's job responsibilities, it must be something which he, personally, cannot implement without approval from higher level authority. Supervisors or other management officials are eligible to receive awards for suggestions pertaining to work outside their area of supervision. Innovations and procedures within their jurisdiction are eligible for award only when, as a result of their formal presentation as a suggestion, they are adopted by officials in other organizational units.

Types of suggestions which are not acceptable for consideration for award are listed on the back of the Suggestion Form (Form 10-63) and include contributions which were not reduced to writing and submitted for consideration within six months after they were placed in operation.

How to Submit an Idea

Suggestion forms are available in all Service areas and offices. The instructions on the reverse of the form state the procedures to be followed in submitting your suggestion. Suggestions need not be presented in any special format or language. They should simply state the facts clearly and concisely and explain what is being suggested, how it can be done, and what it will accomplish. Sketches, charts, photographs, or examples should accompany the suggestion whenever this will make the idea more readily understandable by reviewers. When the originator has checked his idea to assure that all pertinent information has been included, he should submit it to his local Incentive Awards Committee.

Processing Suggestions

As soon as a suggestion is received, your Incentive Awards Committee will assign a number and acknowledge the suggestion. It is then sent, with Evaluation Form 10-119, for evaluation and recommendation as to adoption or rejection to operating officials most concerned with the problem or innovation presented. When the idea covers several program areas it must be reviewed by all specialists concerned before the IAC can act on the suggestion finally. For example, a suggestion for the purchase of a new type of vehicle may require evaluation by the safety, maintenance, and property management officials. Further, if the idea is not within the jurisdiction of the Regional Director or Service Center Chief to implement, it must be forwarded to the Washington Office for review by program area officials and then is finally acted on by one of the Suggestion Awards Subcommittees of the National Park IAC. Ideas which reach beyond Bureau jurisdiction are forwarded to the Department for evaluation and recommendation. Final action is never taken on a suggestion until all evaluations considered essential to the approval and implementation of the idea are received. Only then, do IAC members meet to consider the suggestion. Their decisions are based on the evaluations and recommendation made by Officials who will implement the idea. Implementing officials are notified immediately when suggestions are adopted and they are requested to place the idea into effect as soon as possible.

(continued on page 4 column 2)

People on the move . . .

New Places

Arneen, Bruce R., from Horticulturist, Mgmt., NERO, to Horticulturist, SERO
Baldwin, Phyllis L., from Clk. Steno., Curecanti RA-Black Canyon of the Gunnison NM, to same, Rocky Mountain NP — Shadow Mountain NHS
Binnewies, William G., from Mgmt. Asst., Zion NP, to Supt., Tuzigoot NM
Bladen, Raymond H., from Pk. G., NCR, to same, Mammoth Cave NP
Bohannon, Charles F., from Archeologist, WASO, to Supt., Ocmulgee NM
Buchanan, Ida, Clk. Steno., WSC, to same, Ozark NS Riverways
Carney, Donald W., from Pk. Ranger, Mammoth Cave NP, to Supv. Pk. Ranger, Death Valley NM
Carter, Dennis L., from Pk. Nat., Canyonlands NP — Arches NM, to Supv. Pk. Nat., Craters of the Moon NP
Chamberland, Robert D., from Landscape Arch. WSC, to same WASO
Clark, Joseph T., from Landscape Arch., SFP&SC, to Supv. Landscape Arch., PP&SC
Davis, Jerry P., from Clk. Steno., SFP&SC, to Clk. Typist, Pecos NM
Delgado, Ramon J., from Adm. Off., Independence NHP, to Contr. Specialist, PP&SC
Doty, Cecil J., from Arch., WRO, to same WSC
Faron, Sara W., from Sec. Steno., Big Bend NP, to Inf. Specialist, Typing, SWRO
Freeman, Raymond L., from Supv. Pk. Planning, Ch., Div. of New Area Studies & Master Planning, WASO, to Deputy Asst. Dir., Cooperative Activities, WASO
Gastellum, Luis A., from JCCC Off., WASO, to Deputy Asst. Dir. Adm., WASO
Haag, Dennis W., from Operator, Gen., Yosemite NP, to Operator, Gen., Heavy Duty, Olympic NP
Hendricky, Louis A., from Pk. Ranger, Glacier NP, to same, Death Valley NM
Herne, Donald K., from Foreman IV, Maintenance, JNEM, to same, Curecanti RA — Colorado & Black Canyon of the Gunnison NM
Hill, Dennis L., from Caretaker, Platt NP, to Maintenance, Wupatki-Sunset Crater NM
Hollomon, William, from Supt., Richmond NBP, to same, Fredericksburg—Spotsylvania County NMP
Ice, Ronald J., from Pk. Ranger, Petrified Forest NP, to Archeologists, Tonto NM
Ingham, Meredith B., from Pk. Nat., Inter. Spec. Nat. Sciences, NERO, to Pk. Planning, WASO
Kurtz, Edward J., from Supt., Bryce Canyon NP, to same, Point Reyes NS
Lennartson, John A., from Supv. Operating Acct., MWRO, to Adm. Off., PP&SC
Moore, Garland, from C.E., Lake Mead NRA, to Hydraulic Eng., WSC
Nowlan, William F., Jr., from Elevator Mechanic, Carlsbad Caverns NP, to Foreman II, Elevator Mechanic, JNEM
Olson, Jean E., from Landscape, Arch. Tech., Great Onyx JCCC, to same, MWRO

Rush, William T., from Supv. Accounting Tech., SWRO, to Adm. Asst., Petrified Forest NP
Scovill, Douglas H., from Archeologist, Gran Quivira NM, to Archeologist, Gen. Work Foreman, WASO
Smith, Dale L., from Pk. Ranger, Russell Cave NM, to Pk. Nat., Platt NP — Arbuckle RA
Spaulding, Linn S., from C.E., SFP&SC, to Gen. Eng., WASO
Tobin, Daniel J., Jr., from Supt., Dinosaur NM, to same, Hawaii Volcanoes NP
Townesley, John A., from Supt., NYCG, to same, Mount Rainier NP
Urbanek, John C., from C.E., Specifications Writer, WSC, to C.E., Ruins Stabilization Specialist, WASO
Van Fossan, Edna L., from Proc. & Prop. Mgmt. Asst., JNEM, to Sec. Steno., WSC
Vaughn, Joseph E., from Proc. Agent, Yellowstone NP to Adm. Asst., Great Smoky Mountains NP
Voll, Charles B., from Supt., Casa Grande Ruins NM to Supv. Work Foreman, Archeologist, WASO
Weaver, Richard K., from Eng. Technical, Draftsman, Yellowstone NP to Hydraulic Eng. Technical, SFP&SC
Wiles, Lindsey W., from C.E., Great Smoky Mountains NP, to Highway Eng., PP&SC

Joining the Alumni

Andrews, Homer B., from Foreman II, Maintenance, Yellowstone NP
Bailey, Ernest L., from Guard & Spec. Policeman, Central NCR
Brady, Grace M., from Corr. Clk., DMT, WASO
Campbell, William M., from Hist., Independence NHP
Carter, Albert, from Operator, Gen., NCR
Coan, Newton B., from Landscape Gardener, North NCR
Day, Francis L., from Foreman II, Landscape Gardener, Central NCR
Didio, John R., from Foreman II, Mixed Gang, Roads, Mount Rainier NP
Drake, L. D., from Foreman II, Bldg. & Utilities, Platt NP
Eckenrode, Paul P., from Foreman I, Grounds, Gettysburg NMP
Gantt, Hilda D., from Sec. Steno., WSC
Garrett, H. Richard, from Realty Off., Asst. Ch., West, WASO
Garrett, Joseph F., from Foreman III, Pipefitter, NCR
Imirie, J. Frederick, from Appraiser, Ch., Br. of Appraisals, WASO
Jones, Gleen T., from Foreman III, Maintenance, Mount Rushmore NM
King, Patrick J., from Clk. Typist, NCR, WASO
Lee, Donald E., from Ch., Div. of Land & Water Rights, WASO
Mattingly, Joseph L., from Foreman II, Mixed Gang, North, NCR
Randolph, Herman G., from Laborer, Central, NCR
Rule, Mary O., from Clinical Nurse, Mesa Verde NP
Smith, Cecil R. W., from Realty Off., Ch., Real Estate Br., WASO
Spencer, Ernestine W., from Janitor, Prince William FP
Thomas, John, from Adm. Off., Harpers Ferry NHP

See here, Ladies - - -

(and See Here---NPS Uniforms Advisory Committee---also)

A wash and wear uniform shirt is available from Alvord & Ferguson, P.O. Box 677, Merced, California 95340. (Also they carry a full line of NPS uniforms.) It is dacron orlon and comes in sizes: 14 1/2 to 17, 32 to 36 sleeve. Price is \$8.95 and worth every cent. Looks great and comes with the NPS patch. Holds up beautifully and just needs an occasional touch up with the iron where it is tucked into the trousers.

Peggy Burns
Sequoia & Kings Canyon NP

Service Housing Problems . . .

A Response

The Ladies received whole-hearted cooperation of all concerned from the Housing Report which was submitted in May 1966 by a personal visit to Washington by Carolyn and Bruce Shaw and Phil and Bob Jacobsen representing the Women's Organization.

The Director's memorandum dated January 23, 1967 to all Regional Directors establishes new guideline for the maintenance and occupancy of living quarters in all Service Areas.

The guidelines, which become effective immediately, will establish uniform standards and more livable housing through scheduling and programming of painting; appliances; window coverings. These, together with contemplated additional guidelines, will be incorporated into the Maintenance Manual.

Carolyn Shaw was commended on the check list (for occupant responsibility prior to moving) which she compiled from suggestions made by the Park Service women.

The director said "Well done" to the ladies and their committee members.

Back Yard Sale

Early last year, Grand Teton National Park wives were asked to donate any usable idle items stored in their closets and cupboards for a back yard sale. Kitchen gadgets, mouse-proof containers (jars and coffee cans with lids), coat hangers, curtains, bedspreads, towels, workable appliances, ironing boards, card tables, toys and games, plan pens, as well as decorative items and books were unearthed.

Announcements were sent out in advance and on the day of the sale both permanent and seasonal employees, accompanied by their families, came to take advantage of the bargains which included two bicycles and a fine assortment of kitchen equipment. Also in demand were old towels, which could be disposed of at season's end, and old bedspreads to be used by the "Tent" and "Teepee" set in the back yard.

The sale was not only a success — one hundred dollars having been realized — but the buyers are eager for another such sale this summer.

Coffee, donuts, and cakes also were contributed, and

Profile - Clarence P. Montgomery



Asst. Dir.

Admin.

Clarence P. Montgomery, known throughout the Service as "Monty," was born in Seaford, Virginia, on December 12, 1914. He is a graduate of Newport News Business College, Newport News, Virginia, where he was trained in business administration.

Except for one year during World War II when he was in the military service, he has been with the National Park Service since December 1933 when he entered on duty in a clerical capacity at Colonial National Historical Park, Yorktown, Virginia. He later served as Chief Clerk at Colonial and as Field Auditor in the Southeast Regional Office from which position he was transferred in 1950 to the Washington Office where, before becoming Assistant Director, he held the following positions; Assistant Chief Accountant, Special Assistant to the Budget and Finance Officer, Assistant Budget and Finance Officer, and in turn the Service's top financial management position, that of Chief of the Division of Budget and Finance.

On January 6, 1964, Mr. Montgomery was promoted to the position of Deputy Assistant Director for Administration, and on October 11 of that year, to the position of Assistant Director for Administration in which he now serves. As Assistant Director he supervises and directs the Service's administrative management functions including Budget and Finance, Personnel Management and Manpower Development, Management Analysis, and Property Management and General Services. Also under his supervision and direction is the staff work incident to management of the Service's recreation fee system.

"Monty" and his wife, Annie, reside at 3130 North Inglewood Street, Arlington, Virginia. They have a married daughter, Mrs. Peter Manzo, who resides in Alexandria, Virginia; a married son, Harvey, who lives in Gaithersburg, Maryland; and an unmarried son, Clarence, Jr., who resides with them.

"Monty" plays a little golf now and then — when he can get away from the pressures of his exacting job.

profits on their sale helped swell the receipts, all of which went to the Playground Equipment Fund.

Dusty Anderson
Grand Teton National Park

Recent Awards



Left to right: John M. Kauffman (MSA); Frances O. Hanks and Carol A. Bradfield, suggestion awards; Associate Director Howard Baker, Maureen M. Hoffman, superior performance award, and Leland F. Ramsdell (MSA).

Felicitations are in order for the following awards granted:

Messrs. Leland F. Ramsdell, and John M. Kauffman received the Department's Meritorious Service Award at the Director's staff meeting January 9. Mr. Ramsdell's award was granted in recognition of contributions in the field of personnel management and manpower development; Mr. Kauffman was recognized for exceptional services in the field of conservation with the Service.

Dr. John A. Hussey and Raymond O. Mulvany both received Meritorious Service Awards at the Western Regional Office staff meetings during January of this year.

Maureen M. Hoffman, Office of Assistant Director, Design and Construction, WSC received a superior performance award for her excellent work since March 1966. She is one of the first persons to receive an award which was considered under the newly approved National Capital Region — Washington Planning and Service Center Incentive Awards Committee.

Carol A. Bradfield, Division of New Area Studies and Master Planning and Frances O. Hanks, Office of Assistant Director, Operations, both received cash awards for suggestions.

Training Highlights

Three National Park Service employees have been selected for the Departmental Equal Opportunity Trainee Program. Employees were considered from the Washington metropolitan area which included the National Capital Region and the Washington Office. The Service was allotted three spaces by the Department and the three employees selected are:

George T. Felton, Timekeeper, Central National Parks

Barbara A. Reynolds, Sec. Steno., U.S. Park Police
Argery Stokes, Purchasing Agent, National Capital Regional Office.

The What & Why of the Incentive Awards Program, Cont'd. Amount of Awards

The amount of the award authorized is based on either Tangible or Intangible Benefits Tables of awards which are published in Part 367 of the "Departmental Manual." Intangible benefit awards are based on extent of application and degree of benefit of the idea. Tangible benefits are based on estimated first-year benefits to be derived as a result of the adoption of the idea.

Publicity

The original suggestion, together with original photographs, sketches, and/or other attachments if forwarded to the Division of Park Practice in the Washington Office following adoption in order that they may be published in PLOWBACK and be made available for the information and use of all Service personnel. Once an employee accepts a cash award for his idea, he waives further claim of any nature upon the Government by either himself, his heirs or assigns. However, an idea which is rejected remains the property of the suggester for two years from the date of rejections. Should an employee wish to retain rights for a longer period of time, he may do so by renewing it before the expiration date.

The next article on the Incentive Awards Program will cover Honor Awards.

Trainee Field Trip

National Park Service personnel attending the "Orientation Course" at Mather Training Center considered the field trip to Harpers Ferry Job Corps Center, January 14, 1967, the highlight of the two week training course.

To name all Job Corps personnel giving assistance and guidance to the trainees during their visit through the Center would be impossible. Nevertheless all are to be commended. Exceptional assistance was devoted by the following six Corpsmen: Messrs. Samuel Pelham, Roosevelt Burrell, Lamar Causey, Leroy Pickens, Eugene Wilcox and Timothy Mann, who gave of their services unsparingly. These young Americans with their pleasing manner and attitude are directly responsible for convincing our group of the worthwhileness of the Job Corps Program.

This type of training assistance demonstrates the excellent job Center Director Bob Chandler and his immediate staff are doing for the youth of our country.

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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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