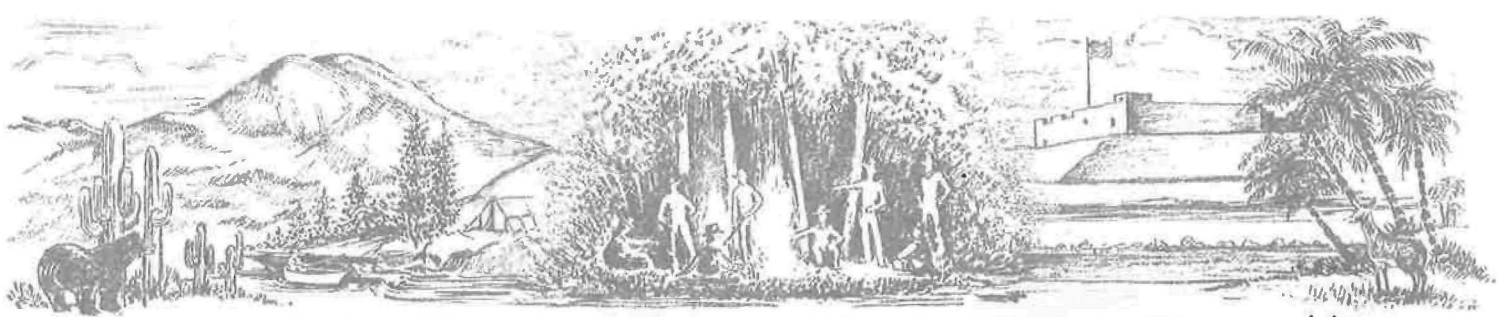




NEWSLETTER

United States Department of the Interior National Park Service



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MARCH 23, 1967

Triennial Evaluation Incentive Awards Program

An evaluation of the Service's Incentive Awards Program (required by the Department every three years), was submitted to the Secretary in November, 1966.

Former Regional Personnel Officer Paul Ruby was called back from retirement to make the evaluation during July through September. In compiling his report, Mr. Ruby utilized responses given by 37 Washington and Regional Office officials and Incentive Awards Committee members; 1,365 questionnaires completed by a Servicewide sample of employees; 628 Incentive Awards Suggestion Dockets; 283 monetary performance award files and discussions with Incentive Awards Program Committees and officials in the Washington Regional Offices.

Criticisms of the Suggestions System were directed primarily at long delays between submission and final action on suggestions; lack of assistance on the part of supervisors in preparation of suggestions and the feeling by some that supervisors were not interested in the program; type of suggestions adopted — low in quality, part of the job, etc.; failure to use suggestion after adoption; lack of guidelines to enable employees to distinguish between job requirements and extra contribution; and a general lack of information of the program — what it is, how it works, and who is eligible to participate. Many parks and employees still feel seasonal personnel either cannot or should not participate. Some Job Corps personnel feel they are overlooked by the program.

Comments concerning cash awards for Special Acts or Superior Performance related primarily to need for information, i.e., what constitutes a Special Act or Superior Performance. Criticisms dealt with inconsistencies between awards and possible allegation of favoritism in ratings; the preponderance of awards for Washington Office personnel as opposed to field office personnel; the numerous awards to secretarial and administrative personnel as opposed to wage-board and uniformed personnel; failure of supervisors to recommend awards for reasons of finance; and the difficulty of preparing nominations.

There was general — almost complete — agreement that honor awards have a definite beneficial effect on the morale of the Service. There was some criticism of delay in approving some recommendations.

Some recommended more use be made of unit awards to recognize outstanding efforts by a work-unit rather than for a supervisor alone.

A small supply of the report has been furnished each Regional Director, and it may be reviewed by interested employees through requests directed to the Chairman of their respective Incentive Awards Committees.

Comments and criticisms such as the above are healthy and welcomed by your Incentive Awards Committees because they are then in a better position to correct inaccurate observations based on lack of information or to modify the program where possible to meet employee and management needs. We plan to publish data in the NEWSLETTER going into some of these comments in greater detail. Although as one of the participants in the evaluation survey stated, "strive as we will, we will never realize the utopian goal of fulfilling completely the high hopes of each and every employee in the Service," the goal is to do so and the Incentive Awards Committees welcome any suggestions for improvement.

New Policy for 1967

The new policy covering the 1967 summer employment program will permit a summer employee to work in the same department where a parent works: if the position to be filled is covered by a competitive civil service examination, and no other appointee is available with the same or a higher rating.

A Federal appointing officer must have approval from higher authority before appointing his own son or daughter.

500 Win Commendation

Five hundred Federal executives and safety technicians have been commended for attaining the lowest injury frequency rate ever recorded in Government — 7.3 disabling injuries per million manhours worked.

The record was achieved in 1965, the first full year of Mission Safety - 70. It represents more than a 5 percent reduction over the 1964 injury rate.

The goal of Safety - 70 — is a 30 percent reduction in injuries to Federal employees by 1970.

People on the move . . .

New Faces

Troy, Hiram, P. Jr., to Appraiser, Ch. Appraisal Branch, WASO

New Places

Abel, Leland J., from Archeologist, Minute Man NHP, to Supv. Archeologist, WASO (Duty sta. SWAC)
Arnberger, Leslie P., from Supt., Point Reyes NS to Deputy Asst. Dir., Operations, WASO
Besett, Billy L., from Forestry Aid, SWR to Laborer, Platt NP - Arbuckle RA
Brown, Joseph, from Supt., North Nat. Cap. Pks., NCR, to Asst. Supt. Virgin Island NP
Cox, Thomas J. Jr., from Bldg. Repairman, Carlsbad NP, to Foreman II, Bldgs. & Utilities, Platt NP - Arbuckle RA
Donati, William P., from Pk. Ranger, Blue Ridge Pky. to same, Crater Lake NP
Douglass, John R., from Pk. Nat., White Sands NM, to Supv. Pk. Nat., Yellowstone NP
Downer, Leslie E., from Pk. Guide, Ft. Smith NHS, to same, Shiloh NMP
Footer, Dennis E., from Electrician, Grand Teton NP, to same, Yosemite NP
Hall, George A., from Pk. Planner, WASO, to Supt., Mount McKinley NP
Herriman, Walter P. from Pk. Nat., Grand Teton NP, to same, Virgin Island, NP
Huskey, Earl M., from Maintenceman, Antietam NBS, to Foreman II (Maintenance), Kings Mtn. NMP
Krisko, John J., II, from Supv. Pk. Nat., Death Valley NM, to same, Yosemite NP
Lucko, George F., from Supv. Civil Eng., Yellowstone NP, to Civil Eng., MWR
McKibbin, Kevin, from Supv. Pk. Ranger, Timpanogos Cave NM, to same Navajo NM
Massey, James L., from Supv. Pk. Ranger, Chaco Canyon NM, to Pk. Nat., Grand Canyon NP
Oaks, Harold D., from Maintenceman, Flaming Gorge RA, to Foreman II (Maintenance), Yellowstone NP
Parkinson, Charles R., from Pk. Ranger, Chesapeake & Ohio Canal NM, to Pk. Nat., Canyonlands NP, Arches & Natural Bridges NM
Peterson, Delmar O., from Admin. Aid, Mound City Group NM, to Admin. Asst., Capitol Reef NM
Rickey, Nan V., from Staff Curator (Museum Mgmt.), MWR, to Tech. Pub. Editor, WASO
Rivera, Jesse A., from Resident Worker, Great Onyx JCCC, to Pk. Guide, Mammoth Cave NP
Robinson, George B., from Pk. Nat., Platt NP, to Ch. Pk. Nat., Wind Cave NP
Scott, Harold E., from Foreman I, Mixed Gang (Roads), Sequoia & Kings Canyon NP, to Foreman II, Mixed Gang (Roads), Mount Rainier NP

Joining the Alumni

Harrey, Stacy C., from Small Arms Repairer, NCR, U.S. Park Police
Harris, Herbert A., from Laborer, Prince William Forest Pk.

A Sure Sign of Spring

Along with the crocus and the daffodil, each year at about this time instructions are given for the annual position description and performance rating reviews. Supervisors and employees working together can make these reviews meaningful by striving to increase productivity and efficiency in job performance.

The position description review involves a supervisor-employee discussion and re-examination of the job requirements. The purpose of this review is to determine whether the major functions of the position are accurately described and to insure that both the supervisor and the employee are thoroughly familiar with the responsibilities of the position.

Performance ratings for the period ending March 31 will be given to most National Park Service employees. New appointees and employees who changed to a new or different position within the last 90 days of the period will automatically be given a performance rating of "Satisfactory."

Each supervisor should evaluate the work of his employees by comparing on-the-job performance with the requirements established for the position. As a part of the evaluation process, the supervisor should schedule an interview with each employee to discuss with him the individual element ratings and the summary rating to be assigned. The goal of this interview should be to gain mutual understanding of what the job requirements are and of the extent to which the employee has been meeting, exceeding, or falling short of these requirements. The success of this interview cannot be overemphasized, for without a meaningful exchange between the supervisor and the employee, the performance rating procedure is reduced to a paperwork exercise.

A special note—All recommendations for "Outstanding" summary performance ratings must be supported by a written statement which clearly shows how the employee's performance has exceeded all requirements of his position to an outstanding degree. Final review of all recommendations for outstanding ratings is made by the NPS Incentive Awards Committee in the Washington Office. (See also Informational Memorandum of January 16 to all Washington Office and all Field Office employees on this subject.)

See here, Ladies - - -

HAIR SPRAY CAN BE "DEATH MIST" — CLAIM

Excessive hair spray inhalation is suspected of causing a sometime fatal disease, a report in the New England Journal of Medicine said.

Fifteen cases of storage disease (thesauriosis) pointing to abnormal inhalation of hair spray have been reported since 1958. Three of the patients died, but the illness disappeared in the majority when they stopped using hair spray.

One of the patients who died had used hair spray as often as 15 times daily for three or four years. Because so many women use hair spray for long periods without ill effects, the investigator's pointed out that "significant inhalation and high susceptibility appear to be necessary" to cause abnormal storage of the spray ingredients.

A common ingredient of hair spray, polyvinylpyrrolidone (PVP) was found in the lungs of the three cases autopsied, but the scientists were cautious in stating positively that this caused death.

Only two hairdressers were reported among the ill patients. Others had used spray on their hair in frequency varying from once a week to seven or eight times a day.

Investigations are now under way in an attempt to develop a technique that will identify PVP in the presence of the many chemical constituents of normal and diseased lungs.

HOT IRON TIPS

Slowest iron in town? Here's a tip from one of our readers.

In response to the cry for help in freeing the NPS wives from the ironing board, may I offer a solution?

The Hanover House gift catalog sells "Ironees No Iron Permanent Press," a miracle in a \$4.98 bottle. One bottle permanently presses at least a dozen items.

I have done white dress shirts, fancy clothing with silver embroidery, and children's things successfully. Any cotton, cotton blend, or linen may be treated. They stay clean longer, never need ironing even if retrieved from a closet floor or from under a bed!

So why wait, gals? Do it yourself!

Mrs. Kerby W. Sims
Box 152
Death Valley, California

At less than 42 cents an item, this sounds too good to be true. Our thanks to Mrs. Sims. Before we race out and buy every bottle on the market, we'd like to hear more from our readers. Has anyone found a better way to keep the girls away from that iron?

NPS WOMEN'S ORGANIZATION RELEASE

Muir Woods National Monument
Mill Valley, California 94941

January 2, 1967

During a recent discussion with Mrs. Rink, Secretary to Nat Baker, Chief, Branch of Safety, we talked about ways in which the women might be more active in the safety role. At that time I asked if we could have a list of films, or preferably, a package of safety films oriented to the woman's interests, and available to any group of NPS women who would like to utilize them. She has sent a folder showing a number of films, which would run from ten to twenty minutes each. These are free, except for return postage, from Aetna Life Affiliated Companies. They are distributed by the Information and Education Department, Aetna Life Affiliated Companies, Hartford, Connecticut.

A volunteer group to review this material would be very welcome and as soon as any of you have used this material, it would help the rest of us if we could have your opinions on those pictures you see.

There is also a Safety Clerk in each region who keeps a library of film and would be glad to assist you with any additional information you need.

Carolyn Shaw, Chairman
NPS Women's Organization

Profile . . . Luis A. Gastellum



Deputy Assistant Director, Admin.

Luis A. Gastellum, Deputy Assistant Director, Administration, was born May 3, 1915 in Tubac, Arizona. Following his graduation from Arizona College of Commerce, Tucson, Arizona, Mr. Gastellum entered the Service as a Stenographer in the old Southwestern National Monuments Office.

His interests were soon directed to the coordination of all administrative functions for the CCC Camps in the Southwestern area, serving in this capacity until 1942. He functioned as Chief Clerk at Kings Canyon and Grand Canyon National Parks for the next four years, and subsequently became Administrative Officer, Southwest Regional Office. In 1952 he became Assistant General Superintendent, Southwestern National Monuments, and in 1957 began his two-year tenure as Assistant Personnel Officer, Washington Office. Prior to becoming Deputy Assistant Director, Administration in 1967, Mr. Gastellum served six years as Assistant and Associate Superintendent, Yellowstone National Park, and three years as Job Corps Conservation Center Officer, NPS.

During Mr. Gastellum's tenure, he has represented the Service in many Latin American countries. In 1961-62 he participated in the Chilean expedition to Antarctica, acting as official U.S. Government observer. In the fall of 1965 he was invited by the Venezuelan Ministry of Development to represent the Service at the Venezuelan Tourist Convention and also lectured in Peru in cooperation with the U. S. Travel Bureau and Pan American Airlines. Subsequently, he visited many National Parks in Venezuela.

Mr. Gastellum was the recipient of the annual Merit Award of the National Federation of Federal Employees in 1948, and from 1956 to 1960 served as a National Vice President of that organization. In 1966 he was presented the Outstanding Performance Award for his actions during the critical nascent stages of the Job Corps Program.

Mr. Gastellum and his wife, Agatha, now reside at 7457 Long Pine Drive, North Springfield, Virginia. They have seven children; Marie, Gloria, Frances, Louis, James, Benjamin, and Richard.

Isle Royale Holds Hearing



Seated: Hearings Officer John C. Preston (L); Northeast Regional Director Lemuel A. Garrison (R)
Standing: Supt. C. E. Johnson (L); Commissioner Matt Laitala, Michigan Dept. Conservation (R)

A public hearing attended by approximately 200 persons was held January 31 at Houghton, Michigan to receive comments and suggestions relative to establishing a wilderness area comprising about 119,618 acres in Isle Royale National Park. At the hearing, Regional Director Garrison presented the National Park Service Proposal. Twenty-six organizations and nineteen interested people also made comments, suggestions, or alternate proposals at the hearing. In addition to these oral statements, Isle Royale has received over 650 letters containing written statements to be included in the hearing record.

Wilderness classification for Isle Royale was generally very favorably accepted. Many people, and most organizations, praised the primitive beauty of the island and suggested that more than 90 percent of the park be designated as wilderness. A study of the hearing record is being conducted and each statement will be considered before preparing the final wilderness proposal which the Director will present to the Secretary of the Interior.



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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U. S. Department of the Interior
Washington, D.C. 20240

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Forms Still Show Your Wishes?

Civil Service regulations require that each agency remind employees from time to time that if they have filed designations of beneficiaries under the Civil Service Retirement Act (SF 2808); the Group Life Insurance Act (SF 54); and for unpaid compensation and lump-sum leave payment in case of death (SF 1152), they should review them to ascertain that they are still accurate. Changes in family status, without a corresponding change in beneficiary designation, may result in a settlement other than that intended by the employee.

An employee may change a designation of beneficiary at any time by filling out and completing the forms shown in parenthesis above. The last designation will invalidate any prior designations. Receipt of the forms must be acknowledged by your personnel office to be valid. No change or cancellation of beneficiary in a last will or testament, or similar document has any effect! Only the forms indicated may be used.

However, a designation of beneficiary is not required if the employee wishes his accounts to be paid in accordance with the line of sequence established by related laws. In the absence of a designated beneficiary, the line of sequence in which benefits will be paid is as follows:

1. To widow or widower.
2. To child or children in equal shares, with the shares of a deceased child distributed to the descendants of that child.
3. To the parents in equal shares, or the entire amount to the surviving parent.
4. To the executor or administrator of the estate.
5. To the next of kin under the laws of the State in which the employee lived at the time of his death.

Forms required for the designation of beneficiaries may be obtained from your Personnel Office. When completed, they should be returned to the Personnel Office for processing. Employees should keep receipted duplicate copies in a safe place with other important legal papers.

Office Aid Exam Opens

A nationwide examination to fill career clerical positions in virtually every department and agency of the Federal Government has been announced by the Civil Service Commission.

The Commission said the new Office Aid examination will offer special opportunities to high school seniors or persons on their way to completing business school. It will provide an entrance to positions in grades GS-1 through GS-3, starting at \$69 to \$82 per week, in Government agencies in Washington, D.C., throughout the United States, and in Puerto Rico.