



Gimme that Old Team Spirit!

By Loretta DeLozier

It's Saturday afternoon. Several casually dressed people are sprawled in big, plump chairs scattered around a pleasantly decorated room. In the middle of the room another group of people are engaged in animated conversation, occasionally becoming almost boisterous. The onlookers watch intently from their comfortable chairs, carefully analyzing the discussion.

This is the "fish bowl," and it is just one part of an exciting new approach to personnel development called "team building."

Based on the work of management consultants William and Jean Renshaw, team building is a cooperative effort between the National Park Service (FEI Graduates) and the Federal Executive Institute (the Civil Service's training school for top level federal executives). It is founded on the concept that when you have people with different backgrounds and different perceptions working together, you are going to have differences of opinion, and there are going to be conflicts.

Team building is a process by which people who work together actively try to make their working relationship more effective. Participants learn to level with one another—to give honest and objective criticism to others as well as to accept it from others. The keynote is candor and the basic objective is better understanding and communication among co-workers.

"A successful session results in people being more sincere and honest in what they are doing in the

world of work," says Ivan Parker, NPS personnel director and one of the instigators of the program.

"We're not out to change anyone's family life or personal relationships, but to help him come to a better understanding of himself and others. Team building should help him clearly identify just what his role is in the National Park Service. It is not in-depth sensitivity training," he emphasizes.

The sessions are currently being led by Drs. R. T. and Marianne Williams from the Federal Executive Institute. A husband and wife team, they are highly trained behavioral scientists who have worked extensively with the team building concept.

"There's no definite structure to each session," Parker explains. "It depends on how the group is progressing and how well the members participate in it. The 'fish bowl,' for example, is just one method to stimulate participation. It often helps people to watch others discussing their problems and motives."

According to Parker, the initial reaction is one of self analysis: What did I learn? Do I need to change and, if so, how? Then, because teammates are also co-workers, the team reinforces one's new behavior back at the office.

"We frequently find people such as the man who worked in a place for twenty years and no one ever mentioned a simple problem he had in dealing with his co-workers. His reaction was, 'Why didn't someone tell me before?' Hopefully after the team building session, no one will be afraid to."

This Traveler Never Forgets To Take Along Her Brush!

Toni Elmore, wife of Chief Naturalist Francis Elmore of Glacier National Park, is quite a gal when it comes to a paintbrush and canvas. She studied painting at the Detroit Institute of the Arts, at University of Mississippi, Banff School of Fine Arts, Instituto Allendi in Mexico and under professional artists including landscapist William Krehm of California and Frederic Taubes of New York.

Toni's work has been exhibited in several one-man shows and in participating shows in the United States, Canada and Mexico. Her paintings are in private collections throughout America including that of Mrs. Ladybird Johnson.

She is a member of the Flathead Valley Art Association and the Montana Institute of the Arts. For several years a selection from her works has been made for the MIA Traveling Show which tours Montana. Elected to membership in the National League of American Penwomen, Art Division, she recently won four first places in the Penwomen's display in Great Falls. The four winners—a metal sculpture, a charcoal drawing, collage and an oil painting—will go to Salt Lake City next spring for display at the national exhibit.



The longing to see other beautiful places has taken her on many trips throughout the United States, Mexico and Canada. She has traveled in the republics of Central America, Cuba, ten countries of Europe, six of the Hawaiian Islands and Alaska. She has missed few, if any, of the major museum and galleries in the countries she visited.

Toni and Francis started their Park Service career at Chaco Canyon in 1950, moving to Yellowstone and on to Natchez Trace. They have been in Glacier for the past ten years.

Besides painting, Toni is an ardent hiker and ski enthusiast. She also teaches painting, and each summer invites all the children at Glacier to an outdoor "Paint In" for one day. She picks the best of the young artists attempts and then has a showing at the recreation hall.

TIPS ON MOVING FROM PROS WHO KNOW HOW

The following helpful hints on moving came to us via the "Smoke Signal," published by the Southwest Region Women's Organization. These women are veteran movers, and we felt that their advice would be useful even to our more sedentary staff.

Packing is the first problem. To identify boxes by the room in which their contents belong, WANDA JOHNSON (Petrified Forest) uses different colored tapes. RUTH BECKER (Santa Fe) suggests listing all boxes as they are packed, numbering each box and keeping an index. BETTY RUBALD (Great Sand Dunes) uses a card file, which corresponds to numbered boxes.

The SANTA FE ALUMNI suggest putting ordinary tableware and kitchen utensils in the roaster, where they are easily found. Also, never throw away curtains, for they just might fit the next house, or the next.

PAT JONES (Saguaro) says that if you don't plan to be on hand when your goods are unloaded, tell your van driver before he leaves. Provide him with a floor plan of the new house and indicate placement of large furniture, rugs and appliances. Also, a handy place to put bed linen for your first night in your new home is in your washer and dryer. These appliances are seldom "hard to find."

PATT CRUMMY (Great Sand Dunes) packs linen for each bed in the dresser for each room. She puts favorite toys in the children's dressers so that the new house is quickly "home" for them.

EILLEN THOMPSON (Sanford) found on their move from Washington to Sanford, that they could move their freezer full of food. All those delicious fruits from the Northwest were safely shipped with them to the panhandle. However, ask your moving agent about arrangements for this.

Finally, MARGARET EDEN (Santa Fe) has found the perfect place to ship lamp shades. Just place them in your empty refrigerator or deep freezer!

NPS SPRING FEST

All National Park Service women and alumni wives are invited to a Spring Fest, picnic and craft exhibit, by the women of the Fredericksburg Cluster (Fredericksburg, Manassas and George Washington Birthplace) at noon on Saturday, May 9th (or May 16th, in case of rain). A map with directions to the superintendent's residence on Lee Drive was sent to all park areas in April, and directions are also available at the Fredericksburg Visitor Center.

Ladies are reminded to bring a salad or dessert for eight, a plate and silverware, and any special arts and crafts to exhibit. Hostesses for the event will be Ann Freeland and all the women of the Cluster.

CSC Tightens Procedures On Medical Documents

Certificates of medical examination are confidential information and must be handled as such, according to the U.S. Civil Service Commission.

Procedures have been tightened to preserve confidentiality of Standard Form 78 and other Commission authorized medical documents.

The following additional requirements have been prescribed:

When a report of medical examination is needed, the SF 78 (or other medical form approved by the Commission for agency use) must be given to the employee or applicant with an envelope that is marked "Confidential—Medical" and is preaddressed to the installation official responsible for making determinations based on reports of medical examination.

The individual who is given the medical form must be instructed to tell his doctor to return the medical report and, where necessary, the supporting documents to the addressee in the sealed "Confidential—Medical" envelope.

Each agency, and installation thereof, is responsible for instituting procedures to ensure that "Confidential—Medical" envelopes are forwarded unopened to the agency official to whom they are addressed.

The Commission does not require that medical certificates always be reviewed by a medical officer, though this is clearly desirable if an agency medical officer is readily available at the appointing officer's location.

As an extra safeguard for confidentiality, the Commission strongly recommends, however, that responsibility for reviewing medical certificates be delegated to one specific individual at each installation where a non-medical person is to make the review.

Library Burns Down, Needs More Books

The Cherokee, Alabama, library burned to the ground shortly after Christmas. This small community of 16,000 people has few resources, and the NPS women of the area are contributing many hours of their time to help collect books, and to organize and catalogue them.

Anyone interested in sending used or new books to this library may take advantage of the special "book rate" for mailing them at less expense. Please send them to: Cherokee Library, c/o Mrs. Robert Haraden, Box 948, Tupelo, Mississippi 38801.

Publication's New Home

Employees of the division of publications have finally moved from Washington to their new building at Harpers Ferry, West Virginia. The central switchboard number for these employees is Area Code 304, 535-6371 and 535-6381.

PROFILE



Sam Moore: Mission Possible

Samuel E. Moore, Jr., is a modest man who makes big waves helping other people. "I hope this doesn't bore you," he says—and then lists some pretty exciting activities.

A native of St. Louis, Missouri, Sam graduated from Knoxville College, Knoxville, Tennessee, and did graduate work at Temple University and the University of Pennsylvania.

Sam entered the Park Service in 1954 with the Eastern Office of Design and Construction, Philadelphia, as supervisor of mail and files. Promoted to accounts and maintenance clerk in 1958, he worked in the office of program coordination until his transfer to the Northeast Regional Office as accounting technician in 1963.

When the Job Corps program began, Sam became program assistant to the regional Job Corps coordinator, receiving extensive training in administration and personnel. "Working in this program was one of the most gratifying experiences of my Park Service career," he recalls.

In 1969 he attended the first Civil Service course for equal employment opportunity counselors. Appointed EEO counselor for the Northeast Region, he was assigned to his present position as personnel management specialist.

However, Sam doesn't limit his concern for the underprivileged to working hours only. A sports enthusiast, he has participated in workshops and lectures and has organized meaningful activities for youths 10 to 18 years old in areas with limited recreational resources.

Community activities include being vice-president of the West Philadelphia Civic League community project; past president of the Philadelphia Chapter of the Knoxville College Alumni Association; and past president of the Home and School Association.

Sam's lovely wife, Beatrice, is an English teacher who serves on several curriculum committees for the Philadelphia public school system. The Moores have three children: Terry (14), Monica (10), and an older son, Samuel, III, presently in Vietnam with the Air Force.

PEOPLE ON THE MOVE

NEW FACES

Gast, Mary E., to Pk. Techn., JNEM
Henschel, Thomas W., to Mail Clk., WASO
Hornbuckle, Dorothy Y., to Clk. Steno., WASO
Kendrick, Randall A., to Pk. Techn., Mesa Verde NP
Tupper, Garlyn G., to Foreman II, Maintenance, Olympic NP
Wadlington, Robert B., to Pk. Techn., North Cascades NP

JOINING THE ALUMNI

Amend, Michael E., from Pvt., U.S. Pk. Police, NCP
Bierhaus, Gary L., from Truck Driver, Glen Canyon NRA
Dickerson, Helen T., from Supv. Clk., NCP
Gibbons, Robert D., from Realty Spec., WSC
Giovanetti, Connie M., Sec., WRO
Hoffman, Ann E., from Staffing Clk. Typing, WASO
Morton, Berman J., from Trail Liaison Off., WASO
Powers, Margaret A.C., from Clk. Steno., WSC
Shaffer, Owen S., from Engineering Draftsman, WSC
Shoemaker, Harold J., from Operator Gen., Olympic NP
Skinner, Donald L., from Guard, JNEM

NEW PLACES

Ayers, Albert A., from Supv. Pk. Ranger, Chiricahua NM, to same, Sanford RA
Bates, Paula J., from Mail & Files Clk. Typing, Grand Canyon NP, to Pk. Techn., Navajo NM
Brunson, R. Felton, from Civil Engr., MWRO, to same, Bighorn Canyon NRA
Dickson, Ronald D., from Arch., WSC, to same, NCP
Fellbaum, Keith M., from Civil Engr., MWRO, to same, Mount Rushmore NM
Gurney, Hugh D., from Supt., Perry's Victory International Peace Mem. NM, to Pk. Mgr. (Supt.) Saratoga NHP & Saint Gaudens NHS
Hall, Willard L., from Constr. Rep., MWRO, to same, Bighorn Canyon NRA
Jenny, Philip B., from Pk. Guide, Carlsbad Caverns NP, to Pk. Ranger, George Washington Mem. Pkwy.
Jernigan, James W., from Warehouseman, NCP, to Pk. Guide, NCP-Central
Kaas, Edward F., from Landscape Arch., MWRO, to same, Wind Cave NP
Kump, Cloyd A., from Pk. Mgr., City of Refuge NHS, to Pk. Ranger, Lake Mead NRA
Kuony, Robert D., from Engineering Techn., MWRO, to same, JNEM
Larson, Paul A., from Supv. Pk. Ranger, Crater Lake NP, to same, Coulee Dam NRA
Lovaas, Allan L., from Wildlife Biologist, MWRO, to same, Wind Cave NP
Miller, William D., from Admin. Off., Death Valley NM, to same, Flagstaff Group Office
Reisch, Roger E., from Supv. Pk. Ranger, Carlsbad Caverns NP, to Pk. Mgr., Guadalupe Mtns. NP
Rivera, Jesse A., from Pk. Ranger, Albright TC, DS; Roanoke, Va., to Supv. Pk. Ranger, Big Bend NP
Senninger, Lois G., from Clk. Typist, Death Valley NM, to Mail & Files Clk., WSC

Swan, Thomas S., from Admin. Off., Harpers Ferry NHP, to same, Death Valley NM
Thurston, Dow L., from Constr. Rep., MWRO, to same, Curecanti NRA
Trexler, Keith A., from Staff Curator, Harpers Ferry Center, to Pk. Ranger, Flagstaff Group Office
White, Theodore E., from Geologist, MWRO, to same, Dinosaur NM
Whitney, Karen L., from Sec. Steno., WASO, to same, Rocky Mtn. NP

GIMME THAT OLD TEAM SPIRIT

Cont'd from page 1.

As every NPS employee is well aware, the Service is undergoing a period of transition to accommodate the needs of our country's growing population. However, because we have to meet this challenge without a great increase in personnel, we must work as a highly effective team in order to get the job done. Thus, the need for team building sessions.

The Park Service is one of the few bureaus of the Department of the Interior to use the team building concept so extensively. Sessions have started with the directorate, the service centers and the assistant directors and their staffs. If funds are available, they eventually will include all the regional directors and their superintendents.

A beginning team building session was held in the Northeast Region earlier this month. Other sessions will be held at the Western Service Center on May 14-16 and at the Western Regional Office on May 17-19. The Northwest and Midwest Regions and National Capital Parks will hold sessions in June or July.



Remember

EARTH DAY

April 22

NPS NEWSLETTER



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