

Canyonlands National Park
Arches and Natural Bridges National Monuments
Moab, Utah 84532

A2615

October 19, 1966

Bob R.F. Hill
Dennis DSC
Annette and

Memorandum

To: District Rangers: Island in the Sky, Arches, Natural Bridges,
Needles; Ranger Secretary

From: Acting Superintendent

Subject: Monthly Narrative Reports

There are a number of procedures to be followed in preparing subject report which will help a great deal in the final compilation of the Superintendent's Monthly Narrative:

1. Please phrase your sentences in a manner which will permit clipping and direct insertion into the Superintendent's report. Instead of writing that "Brown goofed up the generator," you might use "District Ranger Brown was unable to start the generator." In writing, ask yourself the question, "will this be understandable to a person unfamiliar with the area and the personnel"?

2. Please include a brief summary of travel data for the month. All that is needed are current monthly and cumulative figures for the year, and the same data for the previous year. Percentage of increase or decrease is helpful.

3. Under Visitors, please list them chronologically and include the date:

October 7 Elizabeth Taylor, movie actress
October 8 Frank Sinatra, singer
October 10 Richard Burton, angry husband

4. Under Personnel do the same, listing each action in chronological order, with the individual's title, etc.

October 5 Jim Smith, Laborer, terminated
October 7 Matthew H. Ryan, District Ranger, transferred to
National Capitol Parks
October 8, George Jones, District Ranger, E.D.D.

5. Please identify the report at the bottom of each page:

October Monthly Narrative

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Needles District

6. Put things in the right place. For example, an observation of a cougar would go under Research and Observations rather than Wildlife and Fish Cultural Activities. Carelessness in this respect imposes a hardship on the person trying to organize the Superintendent's report. Also, follow the correct order of subjects. Concessioners comes between Maintenance and Complaints and in no other position in the report.

7. Keep your reports short, simple, strong and sincere. Lengthy descriptions of the weather may offer an opportunity to soar into prose, but seldom serve any useful purpose. Of course, you don't want to omit anything which will help future district personnel who read your files for background information.

8. Be on time, please. If you type your own report, it should be in this office no later than the 7th of the following month. If the ranger secretary does your typing, have the draft in her hands no later than the 5th. Use of the mimeographed first page, available from the ranger secretary, will save time for everyone.

Roger J. Contor

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SUPERINTENDENTS' MONTHLY NARRATIVE REPORT

Frequency: Monthly.

Due From: All parks and offices *(except when closed for the season).*

Due in Washington Office: Not later than the 15th of each month.

For: Division of Management Analysis, Assistant Director (Administration).

Form: See sample form of summary sheet attached.

Distribution of Copies: Send original and two copies to Director and one copy to regional director. (Regional director may request additional copy or copies for circulation within the region.)

File Number Symbol: A2823 Reports, Monthly, Superintendents.

Records Disposition Information: Washington Office, permanent (record set); field offices, temporary (nonrecord set) dispose after 5 years. (Disposition authority: NPS Records Control Schedule 2, Item 3.)

Data Reference: None.

Instructions and Procedures: Each official in charge of an area administered by the National Park Service should prepare and send to the Director a Monthly Narrative Report covering the activities of the area under his supervision. The name of the reporting area and the page number should be stamped or typed on the bottom of each page, except the letterhead first page.

SUMMARY SHEET.--A brief summary of the outstanding items contained in the report, showing the page numbers of the report where the items may be found, shall be prepared for each report of more than four pages. If the report is four pages or less, do NOT prepare a summary sheet. A copy of the summary sheet should be attached to the front of each copy of the report. (See sample form of summary sheet attached.)

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The Superintendents' Monthly Narrative Report should furnish the Washington Office and regional office with a brief, but comprehensive, statement by the official in charge of the important and interesting events, developments, conditions, and activities relating to the area covered by the report for the report month. The monthly report, if properly prepared, will constitute valuable future historical source material.

Photographs of new construction, park use, and activities, and new scenic pictures are important. Good pictures showing people using a park area are especially valuable. Where possible, photographs should be printed on letter-size "adtype" glossy paper with captions.

Data submitted to the Washington Office in other reports should not be detailed in the Monthly Narrative Report, but may be briefly mentioned to complete the report, as in the case of an accident for which a special report has been submitted.

Matters, including recommendations, which should be presented to the Director and the regional director for action are not to be included in the Monthly Narrative Reports, but should be made the subjects of separate memoranda.

Reference need not be made to matters which do not apply to the particular area for which the Monthly Narrative Report is submitted or on which there is nothing to be reported. In other words, it is not necessary to state "There is nothing to report," or "Routine maintenance work has been done on road," etc. Repetition should be avoided.

Those matters relating to a particular organizational function or activity of the Service should be grouped under a single heading in accordance with the following outline.

SUGGESTED TOPICS

General

Weather Conditions: An outline of general or unusual conditions which may affect park travel or work is all that is required. Do not attach copies of Weather Bureau report forms.

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Increase or Decrease in Travel: Comment on travel trends and report amounts of admission, entrance, or automobile permit fees collected during month, if applicable.

Visitors: Include influential or important persons.

Special Activities: Report on important inspections and investigations other than those made by the local staff, travel by the official in charge, conferences, meetings, etc., not reportable under other activity headings.

Miscellaneous: Note unusual and interesting happenings involving employees and members of their families.

Administration

Management Analysis: Prepare a brief resume on the progress made on major activities covering the Management Analysis field, i.e., Management *Appraisals, Surveys,* Directives, Correspondence, Forms, Reports, Files Management, Records Scheduling and Disposition, etc.

Personnel: Report appointments, transfers, promotions, and other personnel changes affecting permanent positions. Mention entrance on duty dates of key employees transferring from other areas, and items of unusual interest such as special recruiting problems, training activities, etc.

Safety and Health: Mention accidents involving visitors, Service employees, and equipment; health of visitors and employees. Details of minor accidents are not desired.

Conservation, Interpretation and Use

Interpretive Facilities (including museum activities and exhibits): Report completion and important progress on museum construction and exhibit plans; installation or revision of permanent or temporary displays, trailside exhibits, exhibits in place, and special exhibits.

Interpretive Services: Summarize new information concerning the services rendered by conducted trips, talks, and at information stations and museum facilities.

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Research and Observations: Enumerate observations, events, and important research projects in fields of biology, archeology, history, etc. Do not include check lists censuses, or other details that should be submitted in special reports.

Protection: Mention important facts concerned with protection of the area, its visitors, and its property. Comment regarding public visitation, special events of note, ranger activities, rescue and search situations, and unusual law enforcement matters.

Forest Fire Protection: Report fire hazard conditions and items of special interest relating to fire prevention, suppression.

Insects and Tree Diseases: Report studies and surveys under way, control operations of importance, special tree preservation activities, including campground protection and studies.

Building Fire Protection: Report building fires, building fire hazard inspections, fire brigade organizations and training.

Sanitation: Mention important sanitation items, including water supply.

Wildlife and Fish Cultural Activities: Report activities relating to wildlife management and fish culture.

Maintenance: It is not necessary to recite minor or routine details. Include soil and moisture activities.

Concessioners: Indicate important changes, trends, lack of accommodations, new service, and status of concessioners' approved projects.

Complaints: Enumerate complaints against the concessioners and National Park Service. State action taken by officials in charge to investigate complaints.

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Resource Planning

Status of Private Lands: Include ONLY IMPORTANT changes or negotiations concerning private lands within the park boundaries.

Boundary Adjustments: Mention any field studies, report preparation, engineering surveys, conferences with other agencies, or other pertinent actions relating to proposed boundary changes.

Proposed Park Areas: Mention any discussions with other agencies or individuals, and newspaper and other comments on proposed park or recreation area located near the reporting area.

Cooperation with Other Federal, State, or Local Agencies: Mention consultative and advisory assistance furnished to other Federal, State, county, metropolitan, or municipal agencies concerning their recreation areas, facilities, and programs, and cooperative services rendered by other agencies.

Cooperating Non-Government Agencies: Mention work done by or for private organizations, associations, or societies. Include donations and accessions, OTHER THAN MUSEUM MATERIAL. Only items of major importance should be mentioned.

State, County, or Municipal Legislation: Resolutions, memorials to Congress, etc., passed by State Legislatures or other local actions taken affecting the reporting area.

Public Affairs

General Publicity: Important local press items relating to the area should be mentioned. Do not include copies of press releases and nature notes already sent to the Director or the regional director.

Public Relations: Cover activities specifically intended to retain or create friendly and favorable attitudes toward area or Service.

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Design and Construction
(Start on Separate Page)

Plans, Maps, and Surveys: Report activities of technical personnel, resident or assigned, relating to PCP's Master Plans, road, boundary, or other surveys, including progress on projects.

New Construction: Report progress on all projects. A realistic statement of work to date should be made, i.e., foundation for bridge completed, right-of-way cleared, culverts in place, and first three miles of grading completed. Account for any unusual delays. Include forecast of whether all funds allotted to a project will be obligated before the end of the fiscal year or whether carryover balances may be anticipated. Establish a completion date and state whether the project will be completed within the established completion date. If no construction is in progress or programmed, so indicate. If the work is to be done by contract and not under way, indicate the date bids will be circulated and opened. The above information on new construction should include concessioners' construction projects.

Utilities: Include statement (where applicable) as to action taken and current status of negotiations for obtaining more adequate utility services such as telephone, radio, electric power, etc., on a leased service basis from commercial companies.

Conference and Meetings: When attendance at conferences or meetings relating to Design and Construction activities is reported, include names and titles of those in attendance, purpose of conference, recommendations made, and conclusions or action taken.

One copy of the Design and Construction portion of the Superintendent's Monthly Narrative Report, including the Form 10-771, should be mailed direct to the appropriate field design office. Also, one copy of this portion of the report, in addition to the original, should be mailed to the Washington Office, marked for the attention of the Office of Program Coordination.

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Summary of the February 1962 Monthly Narrative Report
for
SHENANDOAH NATIONAL PARK

<u>GENERAL:</u>		Page
<u>Weather:</u>	Springlike conditions replace by heavy snowfall.	1
<u>Travel:</u>	2,458 cars carrying 7,234 passengers (totals are estimated).	1
<u>Visitors:</u>	State Foresters Dean and Quinn of State Game and Inland Fisheries.	1
<u>Special Activities:</u>	Meeting of all cooperating agencies on fire prevention and suppression.	1
<u>Miscellaneous:</u>	Miss Katherine Smith married Harry Wilson on February 16.	2
<u>ADMINISTRATION:</u>	William High promoted to Chief Clerk; Blevins promoted to Fiscal Clerk; per diems hired.	2
<u>CONSERVATION, INTERPRETATION & USE:</u>	The museum exhibit plan for the visitor center was reviewed and recommended for approval and sent to regional director.	3
<u>RESOURCE PLANNING:</u>	A copy of the Memorandum of Agreement between the NPS, BIA, and the Navajo Tribe was finally obtained from BIA.	4
<u>PUBLIC AFFAIRS:</u>	Superintendent addressed local Kiwanis Club.	4
<u>DESIGN & CONSTRUCTION:</u>	Ranger Station and three house Trailers completed for Seasonal Employees.	5

AVERAGE PRECIPITATION IN NOAB AREA

Just 61 Yrs 189-1951

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual
Snow Fall	1.80"	1.17"											
	.73	.66	.81	.75	.77	.71	.77	.89	.93	1.00	.05	.41	9.11
<i>Average Temperatures</i>													
Mean	28.9	30.5	46.4	55.6	63.4	70.6	79.7	80.7	87.4	91.9	81.1	71.2	61.5
" max.	41.3	49.5	61.3	72.7	81.5	87.0	90.2	90.1	90.1	88.2	76.8	69.2	70.4
" min.	16.7	23.3	31.4	36.7	47.8	55.0	57.8	57.1	50.1	40.1	26.8	19.2	39.0
Avg. Mth	53.7	63.6	78.3	87.0	93.5	103.4	104.7	101.8	97.0	85.5	68.7	60.4	
Avg. Mth	-3.0	18.4	26.2	30.7	37.5	47.0	53.7	53	38.5	30.0	20.7	3.8	