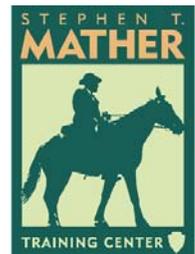


## Participant Guide



# *Introduction to the New Web Based Federal Land Recreation Act Fee Program*



**Introduction to the New Web Based Federal Land Recreation Act Fee Program**

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*First Edition*

The leader guide and participant material for this program was created using LeaderGuide Pro™ version 5.0.

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WELCOME

Welcome to the interactive TEL (Technology Enhanced Learning) training event. We are excited that you will be joining us today for **Introduction to the New Web Based Federal Land Recreation Act Fee Program**

, and look forward to enhancing your knowledge regarding **Introduction to the New Web Based Federal Land Recreation Act Fee Program**

### **How to Interact with the Instructor**

If you were physically in a classroom with an instructor, you would raise your hand to let him/her know that you had a question or comment. Then you would wait for the instructor to recognize you to ask your question. We are all familiar with this “protocol”.

TEL Interactive courses have a slightly different “protocol”. At your TEL station, you will find several push-to-talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with another student.

When you have a question or comment for the instructor, (1) press and hold down the push-to-talk button located on this microphone, maintaining a distance of 12-18 inches, and (2) say “Excuse me [Instructor’s first name], this is [your first name] at [your location]. I have a question (or I have a comment).” (3) Then release the push-to-talk button. This step is important. *Until you release the push-to-talk button, you will not be able to hear the instructor. Your TV monitor is muted while you press your push-to-talk button.*

The instructor will acknowledge you and ask you to state your question or comment. Press your push-to-talk button to speak, and depress the push-to-talk button when you are finished speaking

\*Note that when pressing the push-to-talk button to speak, another student participating may press his/her push-to-talk button at the same time. You will not audibly be aware of this because as stated above, your TV monitor will be muted while you are pressing your push-to-talk button. If this occurs, you will see the instructor give a “time-out” signal by making a crossed “T” with his/her hands. If you see the instructor give this signal, depress your push-to-talk button and listen for further instructions from the instructor. The instructor will address both students at a separate time- one after the other.

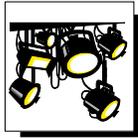


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## LEARNING OBJECTIVES

*After completing this course, you should be able to:*

- Understand the goals of the new Comprehensive Plan for streamlining Recreation Fee processes, timely program review/audit and NPS reporting.
- Compare the new practices to be established based on the National Park Service Comprehensive Plan to the previous practices.
- Identify functions of the Comprehensive Plan database and its' relationship to other software systems: Project management Information System(PMIS), the Facility Management Software System (FMSS) and Federal Financial System - to allow the Comprehensive Plans to move from a labor intensive Excel spreadsheet to a computerized planning and reporting function, including the procedure to create a Parent Work Order and understand how these business practices are crucial to the new Comprehensive Plan.
- Describe the Management Reports your park or region can produce to assist in decision making and to track progress towards goals.
- Describe the Comprehensive Plan template that is being created as a management report that will provide all the information and graphics for an individual park to show their 5-year plan for revenue expenditures from FY 2007 – FY 2011.



### **Target Audience**

Anyone that deals with the fee program, presently or plans to in the future

### **Program Time**

3-4 Hours

### **Why Take this Course?**

The new Federal Lands Recreation Enhancement Act (REA) presents an opportunity for the National Park Service (NPS) to continue to use visitor investments to improve the visitor experience. The development of Comprehensive Plans for fee revenues has given the NPS the ability to show our stakeholders the past value of their “fee investment” through improved services and facilities. In the future, the Comprehensive Plans will enable individual parks to articulate the strategic use of fee revenues, thus ensuring the NPS is meeting park and Servicewide goals. The Comprehensive Plans are an integral management tool being used in a myriad of ways from being a data source for the current General Accounting Office audit of REA to aiding in the streamlining of the approval process and reporting accomplishments with fees.

### **Pre-Work**

Download:

FY2006\_SCC\_FEES\_FINAL\_11\_17\_05

Guidance PMIS-FMSS 12.13.04Rev-FINAL

Interagency REA Handbook 11.17.05

Template

This Participant Guide

### **Required Materials**

FY2006\_SCC\_FEES FINAL\_11\_17\_05

Guidance PMIS-FMSS 12.13.04Rev-FINAL

Interagency REA Handbook 11.17.05

Template

Participant Guide

### **Room Set-Up**

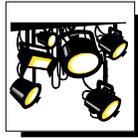
TEL Broadcast



### **TEL Site Point of Contact (TELPOC) Responsibilities**

The TEL Station Site Point-of-Contact (POC) has the following responsibilities before and after the TEL broadcast:

- (1) Reserve the training room in which the TEL station is located
- (2) Notify employees that the park will be participating in this TEL event
- (3) make sure the Participant Guide is available to all employees attending
- (4) Set up the TEL station on the day of the training
- (5) Have students sign the Student Roster Form
- (6) Finalize the roster in My Learning Manager



# CONTENT

Slide  
1

**National Park Service** 

### Objectives Of This Broadcast

*During/After this broadcast, the student will:*

- Understand the goals of the new Comprehensive Plan for streamlining Recreation Fee processes, timely program review/audit and NPS reporting.
- Compare the new practices to be established based on the National Park Service Comprehensive Plan to the previous practices.
- Identify functions of the Comprehensive Plan database and its' relationship to other software systems: Project management Information System (PMIS), the Facility Management Software System (FMSS) and Federal Financial System.
- Identify correct use of data fields in these systems including how to create a Parent Work Order and understand how these business practices are crucial to the new Comprehensive Plan.

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Slide  
2

**National Park Service** 

### Goals

*The new Comprehensive Plan the Recreation Fee process will provide a timely program review, audit, and/or reports for NPS.*

1. Pulls data from multiple systems and outputs reports for management decisions and reporting.
2. The Comprehensive Plan Draft has standard graphics at the park, region and Service-wide level.
3. Reports can be used by park or region or WASO to find discrepancies and correct immediately in the appropriate database.

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**National Park Service**

### Objectives Of This Broadcast

...Continued

**During/After this broadcast, the student will:**

- Describe the Management Reports your park or region can produce to assist in decision making and to track progress towards goals.
- Describe the Comprehensive Plan template which will produce a region and Service-wide management reports that provide all the information and graphics about an individual park including their 5-year plan for revenue expenditures from FY 2007 – FY 2011.

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**National Park Service**

### Roles & Responsibilities

<b>WASO</b>	Policy development Projects Policy enforcement	Reporting out Policy enforcement	Approving Data Cleanup
<b>REGIONS</b>	Review	Formulate	Move project to DC
<b>PARKS</b>	Collect revenues	Develop Projects	

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**National Park Service**

**July 2005.** Parks enter projects into PMIS for 5 years of revenue-2007-2011.

**Oct 18, 2005.** Service-Wide Comprehensive Call.

**March 2006** – Comprehensive plan template available that will pull in formulated projects & parks begin to plan their expenditures for 2007-2011.

**April 14, 2006.** Regions will complete review and approval of Comp Plan.

**April 14 to End of May 2006.** WASO will be certifying the comprehensive plans and moving them forward for informational purposes to DOI and Congress.

**End of Feb. 2006.** Regions have project approved, reviewed, and formulated work done.

**Future**  
Regions and WASO use the Comp Plans to audit the fee program, Report and Provide timely information to outside stakeholders, Verify and Validate the data in the software systems.

*Parks identifying assets deficiencies in FMSS & Project needs in PMIS (ongoing)*

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**National Park Service**

**Comparison of Old Comprehensive Plan to New Comprehensive Plan**

<a href="#">Old Comprehensive Plan</a>	<a href="#">New Comprehensive Plan</a>
<ul style="list-style-type: none"> <li>•Required manual input</li> <li>•Changes had to occur in multiple places i.e.: PMIS, FMSS and then Comp Plan had to be updated to match</li> <li>•More difficult to work with – large spreadsheets to print and manipulate</li> </ul>	<ul style="list-style-type: none"> <li>•Data pulled automatically from FFS, PMIS, FMSS</li> <li>•Parks will only have to enter projected obligations for future years</li> <li>•Once a change is made in a program such as PMIS it shows up on the plan</li> <li>•Provides management reports in an 8½x11 format that can be printed and used as planning and management tools</li> </ul>

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**National Park Service**

**Comparison of Old Comprehensive Plan to New Comprehensive Plan**

<a href="#">Old Comprehensive Plan</a>	<a href="#">New Comprehensive Plan</a>
<ul style="list-style-type: none"> <li>•Was not directly tied into the approval process for projects</li> <li>•Did not include FCI/API</li> <li>•Did not tie in visitation information</li> </ul>	<ul style="list-style-type: none"> <li>•Will be used as the approval process for Recreation Fee Projects</li> <li>•Includes FCI/API</li> <li>•Contains visitation information</li> </ul>

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**National Park Service**

**Comparison of Old Comprehensive Plan to New Comprehensive Plan**

<a href="#">Old Comprehensive Plan</a>	<a href="#">New Comprehensive Plan</a>
<p><b>Information Available</b></p> <ul style="list-style-type: none"> <li>•Revenue</li> <li>•Allocations</li> <li>•Obligations (past and projected)</li> <li>•Deferred Maintenance Pie Chart</li> <li>•Breakdown of Categories Pie Chart</li> <li>•Un-obligated Balances</li> <li>•Project Status Information</li> </ul>	<p><b>Reports &amp; Tools Available</b></p> <ul style="list-style-type: none"> <li>•Revenue Breakdown</li> <li>•Allocations vs. Obligations by Year</li> <li>•Current Year Planned vs. Current Year Actual Obligations by Component</li> <li>•Deferred Maintenance By Year</li> <li>•Obligations by FLREA Category and by Fee Demo Category</li> <li>•Un-obligated Balance &amp; Planned Obligations Over 1-5 Year(s)</li> <li>•Funding Component Status Reports With Last Date of Update</li> </ul>

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**National Park Service** 

**Important PMIS data fields for the Comprehensive Plan**

**DATA IN PMIS:**

- Enter Account #'s in PMIS (as in FFS) ORG-PROJ-PWE correctly, if the PWE or the PROJ # is changed from one FY to another for the same component, add 1 in PMIS. If there are multiple accounts for a component ensure that they have IWPN # in FFS. Account #'s and IWPN #'s are the Reference Keys between the FFS and PMIS.
- Correct All Titles for Multiyear Projects example: Cost of Collection Multiyear Project Title: FY 2007-FY 2011 Cost of Collection –Operations.
- DOI criteria filled correctly for the Facility projects as they determine whether a project is DM or not.
- The Asset Type and Emphasis Areas are correctly picked as they will be mapped for the reporting categories.
- Completion Report and the Status Report updated and correct completion amount entered for the component.
- Correct FMSS #'s in the PMIS as they are the Reference Key between PMIS and FMSS.
- Change requests should be reflected in the funded amount.

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**National Park Service** 

**Important FFS Data Fields**

**DATA IN FFS:**

- Correct Account #'s ORG-PROJ-PWE. Some projects are missing PROJ #'s and or have PROJ # as 1 or 2 digits. Narrowband Radios should have NBRA as PROJ #.
- IWPN #'s correctly entered as ALPHACODE followed by PMIS#.
- PMIS# used as the preceding #'s in description of a project.
- Correct PWE use for the deposit of revenues, refer to the budget handout.
- Correct PWE for the Project expenditures for all the projects, refer to budget handout of the PWE's.

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**National Park Service** 

**Activity 1**

**You have 15 minutes to complete Activity 1 found in your Participant Guide.**

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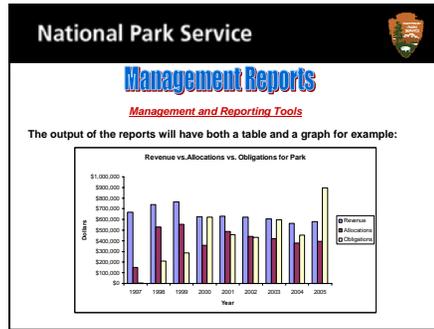
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**National Park Service**

**Management Reports**  
*Management and Reporting Tools*

2. Obligations

This report can be run for all Years for:

- Actual Obligations
- Obligations by Fee Categories
- Obligations by REA Categories including 15%
- Planned Obligations

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

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**National Park Service**

**Management Reports**  
*Management and Reporting Tools*

•The output of the reports will have both a table and a graph

Example: National Park Service Fee Demo Obligations by Category (\$ thousands)

Fiscal Year:	1998	1999	2000	2001	2002	2003	2004
Total Obligations	51,260	80,933	91,535	116,419	101,873	142,309	141,056

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**National Park Service**  
**Management Reports**  
*Management and Reporting Tools*

3. Cost of Collections %

This report can be run for all Years for:

- COC obligations
- COC requested Amount
- Revenue by PWE
- COC-Capital Requested Amount
- COC-Capital Obligations

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

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**National Park Service**

**Management Reports**

*Management and Reporting Tools*

**4. Deferred Maintenance vs. Non Deferred Maintenance**

This report can be run for all Years for:

- Deferred Maintenance Approved Components
- Deferred Maintenance Obligations
- Non Deferred Maintenance Approved Components
- Non Deferred Maintenance Obligations
- By REA Categories
- By Fee Demo Categories

The Reports can be obtained for any of the following:

- Alpha Code
- State
- Region
- Servicewide

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**National Park Service**

**Management Reports**

*Management and Reporting Tools*

The output of the reports will have both a table and/or a graph  
Example:

**APPROVED PROJECT COSTS DEFERRED VS NON-DEFERRED FEE DEMO**

Category	Percentage
Deferred	96%
Non-Deferred	4%

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**National Park Service**

**Management Reports**

*Management and Reporting Tools*

**5. Deferred Maintenance by DOI Criteria**

This report can be run for all Years for:

- Seven DOI Categories
- Obligations planned
- Actual Obligations

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

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**6. Deferred Maintenance by FCI Change**

This report can be run for all Years for:

- FCI Before
- FCI Alter
- FCI Change
- Asset #
- Primary Asset Type
- By Project Component Planned
- By Project Component Completed
- By Obligations

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

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**7. Component Status and Completion Year**

This report can be run for all Years for:

- Component Status
- Component Completion Date
- Component Status Last Update Date
- Planned Start Date
- Planned Completion Date
- Planned Projects

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

\*This Report will be a list of Projects

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National Park Service 

### Management Reports

*Management and Reporting Tools*

9. Transportation System Projects

This report can be run for all Years for:

- Perfoma Predicted
- Operations Cost
- Transportation Revenue
- Maintenance of System Components
- Replacement Schedule

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

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40

National Park Service 

### Management Reports

*Management and Reporting Tools*

10. Status Audit Report

This Crystal report will help to verify and validate that data from PMIS, FMSS and FFS is correct and imported correctly

The Reports can be obtained for any of the following:

- Park
- State
- Region
- Servicewide

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Slide  
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National Park Service 

### Activity 2

You have 15 minutes to complete Activity 2 found in your Participant Guide.

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**National Park Service** 

**Comprehensive Plan Template**

**Open up Template (included as participant materials)**

- The charts at the top are the standard questions that NPS reports on
- Some of these are performance measures
- At this point the park can open the template, pull in their projects that are formulated
- Highlighted gray area they input what they are going to spend in what years – as they do that the charts above will update so they can see if the plan is meeting Servicewide goals
- Park Superintendent will certify and lock it down as their 2007-2011 plan and the region will review these and approve them.
- WASO Certifies the Comp Plan and using them to report what NPS is doing with fee funds.
- An important value is regions and WASO can report on performance targets without data collection "fire-drills".

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## ACTIVITY 1

### **ACTIVITY DESCRIPTION:**

Venn Diagram

### **ACTIVITY STEPS OR DELIVERABLES:**

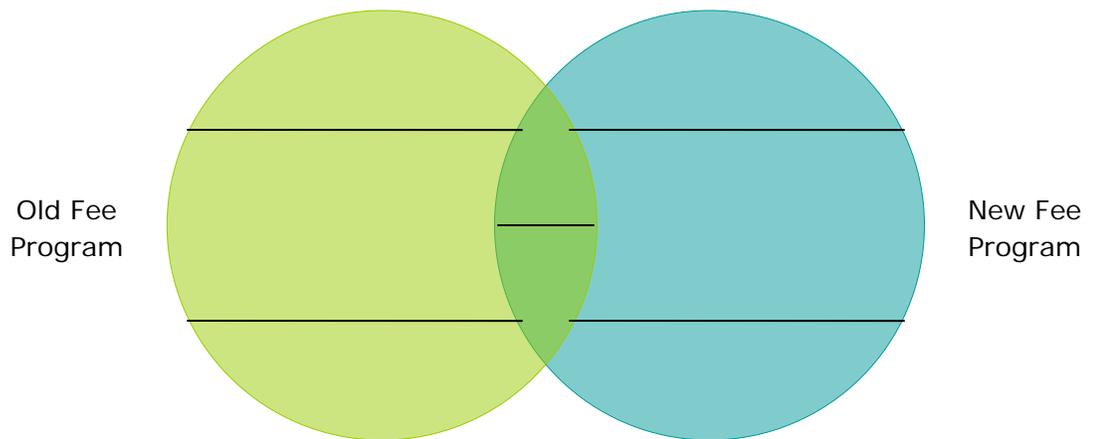
*Complete the diagram by listing characteristics and similarities.*



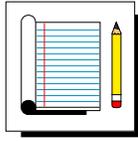
**You have 15 minutes to complete this activity**

# Venn Diagram

## *Comparing and Contrasting Characteristics*



Try to list 2 characteristics of the Old Program Fee. Then list 2 characteristics of the new Program Fee. Then try to list a *common/similar* characteristics between both the programs (list between the circles).



## ACTIVITY 2

	Question	Answer
1.	List how many divisions in your park that will contribute data to the Comprehensive Plan?	
2.	How many people?	

### Multiple-choice

	Question	Answer
3.	<p>The new Comprehensive Plan the Recreation Fee process will provide a timely program review, audit, and/or reports for NPS. Which one of these statements are not true?</p> <p>Pulls data from multiple systems and outputs reports for management decisions and reporting.</p> <p>The new plan will not change the roles and responsibilities for anyone in the NPS.</p>	<p>The Comprehensive Plan Draft has standard graphics at the park, region and Service wide level.</p> <p>Reports can be used by park or region or WASO to find discrepancies and correct immediately in the appropriate database.</p>

