

APPENDIX A: WASO CONSULTATION AND COORDINATION PROCEDURES

A.1 WASHINGTON OFFICE CONSULTATION PROCEDURES (ABRIDGED)

Memorandum (8-22-08)

To: Regional Planning Program Coordinators
From: Chief, Park Planning and Special Studies
Subject: Washington Office Consultation Procedures

This memo and the accompanying chart are intended to clarify the procedures for Washington Office (WASO) policy consultation on the various products funded through the General Management Planning Program....

As outlined in *Park Planning Program Standards* and *NPS Management Policies*, the primary purpose of the consultation with WASO is to involve program managers and NPS leadership in the major policy decisions early and at critical stages of the planning or study process. One of the important results of our planning process should be to assure that leadership of the Service is aware of and supports our plans and studies. Another purpose of consultation with WASO is to help assure that plans for each unit are consistent with Servicewide policies and consider potential precedents or implications for other units.

This memo and the attached chart outline our standard procedure for policy consultation. We welcome other suggestions for how to accomplish the intended goals for the consultation process and will work with you to experiment with different systems. Suggestions for changes in the standard procedure for policy consultation should be made when a draft project agreement is forwarded for review. Unless some modified process is agreed upon, the standard procedure should be followed and referenced in the project agreement.

When you forward your documents for consultation, we request that you identify the areas of concern or the issues you believe deserve special attention, so that we can select appropriate reviewers and the dialogue between your office and ours can be useful. These areas of concern may be issues that are controversial, or they may be proposals that are unusual applications of management policies that you think need special attention or discussion.

Please note that draft plans and studies should not be released for public comment before you have completed consultation with the Washington Office. Early consultation, especially before public review, is essential to avoid the potential for the public and the media to respond to proposals that are not consistent with NPS policy and management direction.

For projects that are likely to be complex or highly controversial, we suggest that you schedule a briefing for the WASO Directorate at a key point in the planning or study process, usually after some direction has been developed about a preferred alternative. A recurring topic of special concern is the level and cost of development recommended by plans and studies, especially new visitor facilities.

The Directorate has asked that briefings by the Regional Offices be scheduled through Park Planning and Special Studies. A briefing paper on the project and issues of potential concern should be prepared and circulated in advance of the meeting to assure that the appropriate offices have an opportunity to be represented in your presentation. If you are uncertain about the need for a briefing in person, check with the Chief of Park Planning. A written summary of issues may help determine if the briefing can be accomplished by teleconference or by other means that do not require travel.

Project Agreements: Project Agreements (PAs) for all GMPs... are to be forwarded electronically by the responsible region, and posted to the PEPC system for WASO review. If DSC is asked to forward a draft PA, the email message should indicate that they are doing so at the request of the responsible program manager in the Regional Office. Comments on project agreements will be provided electronically, normally from the Park Planning and Special Studies Chief to the Regional Planning Program Coordinator.

The Dynamic Sourcebook specifies what type of information should be included in a PA (pages 3- 8 to 3- 15). The PA should agree with the PMIS project statement in terms of scope and cost, or explain in the cover letter why there are differences.

The process for amending PAs is included in the Sourcebook. All PA amendments, even those that do not involve a major change in budget or scope, should also be sent to Park Planning and Special Studies for our files and records after they are approved by the Regional Director.

Preliminary Alternatives: PPSS appreciates discussing the range of alternatives before a GMP comes in for policy review. Once the preliminary alternatives have been developed, please work with the office to schedule a teleconference among PPSS, the Regional Chief, and any key members of the planning team.

Internal Draft Documents – WASO Policy Review: All documents funded by the GMP...program, including general management plans and plan amendments... require policy consultation with WASO. In special circumstances, our office also may be able to help coordinate reviews of documents funded by other programs. The need for consultation is based on the types of issues being addressed – please call the PPSS office to request a policy review or discuss if one is needed.

Ideally, consultation with Servicewide program managers takes place as needed throughout the planning...process. For example, questions about significance of cultural resources and the eligibility for designation as a national historic landmark should be addressed with the NHL program office long before a draft plan ...is sent to WASO for policy consultation. Generally, documents are sent to WASO for policy consultation when the Regional Director

is satisfied that the document meets all of the requirements of the appropriate policies and guidelines and personally recommends the plan or study to WASO. In some cases, we can provide policy review concurrently with review in the regional office, but this has a high potential to create confusion if there are substantial changes in the direction or the preferred alternative. Documents for WASO policy review should be posted to the PEPC system to facilitate comment collection.

In our policy review of draft documents, we will make every effort to provide you with comments within 30 days. We intend to provide consolidated draft comments to the Regional Planning Program Coordinator in advance of the official memo. In most cases, only one review of a document will be needed. In rare instances, where there is substantial controversy or the draft is marginally acceptable for public release, we may ask you to provide a revised draft for policy clearance before proceeding to the request to print.

Draft Public Documents: Please send 2 copies of the public review draft GMP...to PPSS to initiate the clearance to print process. (More information about that process is below.) In addition, after the document has been cleared to print and made available to the public, please send one hard copy and a CD of the version for our file.

Final Public Documents: The policy consultation is usually completed at the draft document stage, but the final document must be cleared to print and be released to the public. Please send 2 copies of the final document to PPSS to begin the clearance to print process. In addition, after the document has been cleared to print and made available to the public, please send one hard copy and a CD of the final version for the file.

Clearance to Print Process: The Deputy Director, Operations, approves all documents before they are released to the public, both at the draft and final stages. The Deputy prefers to see production-ready quality documents to approve. The Regional Director should initiate the clearance to print process by addressing a letter to the Deputy Director requesting clearance to print. That letter, along with a briefing statement, 2 copies of the document, and a response to previous policy comments, should be sent to PPSS for routing and signatures. The briefing statement or response memo may include a chronology of previous WASO reviews and approvals. The Deputy's approval to print is a prerequisite to publishing a Notice of Availability in the Federal Register, but the two processes may be initiated at the same time.

Decision Documents (ROD/FONSI): Please send one copy of the signed decision document to PPSS office for the official files, and an electronic version as well if one is available.

Transmitting Final Documents to Congress: The Division of Park Planning and Special Studies will continue to assist in transmitting final planning and study documents to Congress. Only some GMPs are required by law to be transmitted.... The first step in the transmittal process is for the responsible regional office to draft a transmittal letter explaining why the plan...has been done and explaining the major findings or preferred alternative. These letters should be forwarded electronically and the content of the letter should ideally

be no more than one page. As you start preparing these transmittals, you should coordinate with PPSS to determine the number of copies needed.

Communication: We appreciate being kept informed about the status of each of the planning efforts – please send us copies of the newsletters and postcards that you produce. In addition, please keep your PEPC pages updated to the extent possible. If you have questions or concerns about any of these procedures, please call one of us. We can be reached at the following numbers:

Patrick Gregerson, Chief	202- 354- 6972
Blackberry	202- 744- 3613
Carol Cook, Program Coordinator, AK, IM, NC, NE	202- 354- 6971
Tokey Boswell, Program Coordinator, MW, PW, SE	202- 354- 6901
Mary Lucid, Budget Coordinator	202- 354- 6974

WASO Policy Review – List of Reviewers as of May 13, 2008

Name	Title/Program	Subject Area
Randy Biallas/WASO/NPS@NPS	AD, Cultural Resources	Cultural Resources Supervisor
Lynn Black/WASO/NPS@NPS	Information Management Specialist	Museum Collections
Tokey Boswell/WASO/NPS@NPS	Program Analyst	Park Planning
Harry Butowsky/WASO/NPS@NPS	Historian	National Register
Kathleen Byrne/HFC/NPS@NPS	Museum Registrar	Museum Collections
Carol Cook/WASO/NPS@NPS	Program Analyst	Park Planning
John Dennis/WASO/NPS@NPS	Deputy Chief Scientist	Natural Resources
George Dickison FTCOLLINS/NPS@NPS	Center Director, NRPC	Natural Resources
Peter Dratch /FTCOLLINS/NPS@NPS	Endangered Species Program Manager	T&E Species
Michael B Edwards /DENVER/NPS@NPS	Environmental Protection Specialist	Environmental Quality, NEPA
Steve Elkinton/WASO/NPS@NPS	Program Leader, National Trails System	Trails
Jim Evans/WASO/NPS@NPS	Community Transportation Planner	Transportation
Chick Fagan/WASO/NPS@NPS	Deputy Chief, Policy	Policy
Bert Frost/WASO/NPS@NPS	Deputy Associate Director, NRSS	Natural Resources
Susan Grosser/WASO/NPS@NPS	Transportation Planner, PFMD	Transportation, Facilities
David Harrington/AOC/NPS@NPS	Supervisory Budget Analyst	Budget
Tim Harvey/WASO/NPS@NPS	Facility Management Officer, PFMD	Facilities
Paul Hawke/WASO/NPS@NPS	Chief, American Battlefield Protection Program	Battlefield, land protection
Don Hellmann/WASO/NPS@NPS	Deputy Assistant Director, Legislative and Congressional Affairs	Legislation
Ann Hitchcock/WASO/NPS@NPS	Chief Curator	Museum Collections, Cultural Resources
Bill Jackson /FTCOLLINS/NPS@NPS	Branch Chief, Water Operations	Water Resources
Marcia Keener/WASO/NPS@NPS	Program Analyst, Policy Division	Policy, Public Engagement, Cultural Resources
Mike LeBorgne /DENVER/NPS@NPS	Chief, Construction Management Division	Facilities
Nadine Leisz/WASO/NPS/@NPS	Chief, National Program Center	Land Resources
Barbara Little/WASO/NPS@NPS	Archeologist	Cultural Resources
Paul Loether/WASO/NOS@NPS	Chief, National Register of Historic Places and NHL Program	NHL, Historic Places
Eleanor Mahoney Contractor/NPS	Analyst	Heritage Areas
Lelaina Marin /FTCOLLINS/NPS@NPS	Outdoor Recreation Planner	Natural Sounds Program Center
Gary Mason/WASO/NPS@NPS	Natural Resource Specialist	Natural Resources

Name	Title/Program	Subject Area
Corky Mayo/WASO/NPS@NPS	Program Manager, Partnerships	Partnerships
Cliff McCreedy/WASO/NPS@NPS	Marine Management Specialist	Oceans
FP McManamon/WASO/NPS@NPS	Chief Archeologist	Cultural Resources
Jerry Mitchell/FTCOLLINS/NPS@NPS	Chief, Biological Resources Management Division	Biological Resources
Bryan Mitchell/WASO/NPS@NPS	Chief, Heritage Preservation Services	Heritage Preservation
Stephen Morris/WASO/NPS@NPS	Chief, Office of International Affairs	International Affairs
Terresa Moyer/WASO/NPS@NPS	Archeologist	Cultural Resources
Daniel Odess/WASO/NPS@NPS	Assistant Associate Director, Cultural Resources	Cultural Resources
Garry Oye	Program Coordinator, Wilderness Stewardship and Recreation	Wilderness
Pat Parker/WASO/NPS@NPS	Program Manager, AILO	American Indian Liaison Office
Jo Pendry/WASO/NPS@NPS	Chief, Concessions	Concessions
Kevin Percival/DENVER/NPS@NPS	Alternative Transportation Planning Group Manager	Transportation
Martin Perschler/WASO/NPS@NPS	HABS-HAER	HABS-HAER
John Piltzecker/WASO/NPS@NPS	Chief, Partnership Office	Partnerships
Rick Potts/WASO/NPS@NPS	Chief, Conservation and Outdoor Recreation	Wilderness, Partnership Projects
Richard Powell/WASO/NPS@NPS	Chief, Risk Management	
Michele Proce/WASO/NPS@NPS	Facility Mgmt Specialist	Facilities
Martha Raymond /WASO/NPS@NPS	Program Coordinator, National Heritage Areas	Heritage Area
Sue Renaud/WASO/NPS@NPS	Senior Resource Planner	Cultural Resources
Steve Rosen/DENVER/NPS@NPS	Program Manager, Worker's Compensation	
Mark Schoepfle		
Frank Turina /FTCOLLINS/NPS@NPS	CSU Natural Resources Specialist	Natural Resources
Pamela Underhill/APPA/NPS@NPS	Park Manager, Appalachian Trail	
David Vana-Miller/ DENVER/NPS@NPS	Hydrologist	Water Resources
Sam W Vaughn /DENVER/NPS@NPS	Park Planner	Interpretation
Joel Wagner/ DENVER/NPS@NPS	Hydrologist	Water Resources
Carl Wang/WASO/NPS@NPS	Supervisory Environmental Protection Specialist	Facilities, computers
Tammy Whittington/WASO/NPS@NPS	Chief, Environmental Quality Division	Environmental Quality, NEPA

WASO POLICY CONSULTATION STANDARD PROCEDURES

8/22/2008

Project Agreements

	Review Duration	Number Required
WASO Draft Policy Review	30 days	1 copy sent electronically to PPSS (Tokey Boswell & Carol Cook) and post to PEPC
Final	--	1 signed copy to PPSS, and electronic version if available

GMPs and Related Documents (amendments, boundary studies, heritage/corridor plans)

	Review Duration	Number Required
Preliminary Alternatives	--	Draft materials sent electronically to PPSS; schedule teleconference to discuss
WASO Draft Policy Review	30 days	2 copies to PPSS, and post to PEPC
Public Draft - request to print	30-90 days	2 copies to PPSS, production quality
Public Draft - version available to public	--	1 copy to PPSS, plus 1 CD or other similar format
Final Document - request to print	30-90 days	2 copies to PPSS, production quality
Final Document - version available to public*	--	1 copy to PPSS, plus 1 CD or other similar format, plus Congressional copies*
Presentation Plan	--	2 copies to PPSS, plus 1 CD or other similar format
ROD/FONSI	--	1 signed copy to PPSS, and electronic version if available

Congressionally Authorized Studies Includes Special Resource Studies, River, Trail, and Heritage Area studies		
	Review Duration	Number Required
Significance/Suitability/ Feasibility findings	30 days	Draft materials sent electronically to PPSS; schedule teleconference to discuss
WASO Draft Policy Review	30 days	2 copies to PPSS, and post to PEPC
Public Draft - request to print	30-90 days	2 copies to PPSS, production quality
Public Draft - version available to public	--	1 copy to PPSS, plus 1 CD or other similar format
Final Document - request to print	30-90 days	2 copies to PPSS, production quality
Final Document - version available to public*	--	1 copy to PPSS, plus 1 CD or other similar format, plus Congressional copies*
ROD/FONSI	--	1 signed copy to PPSS, and electronic version if available
Contact Info: Mail and FedEx: Park Planning & Special Studies, 1201 Eye St. NW, 9th Floor, Washington, DC 20005 Fax: 202.371.1770 Program Coordinator for IM, NC, NE, AK is Carol Cook -- Program Coordinator for MW, PW, SE is Tokey Boswell *Documents to be forwarded to Congress are to include a one-page draft transmittal letter citing the enabling legislation, the rationale for the preferred alternative and any clarifications needed. Call PPSS for further information and to discuss the number of copies needed. Most GMPs are not forwarded to Congress, but may be in special cases.		

A.2 GUIDANCE FOR PROJECT AGREEMENTS

A.2.a Project Agreements

PEPC will be the primary tool used for posting and review of comments on project agreements.

Submit draft project agreement (PA) for WASO Park Planning and Special Studies (PPSS) review and concurrence within six (6) months of project funding or two (2) months prior to the end of the fiscal year in which the project was funded, whichever comes first.

The project agreement must be submitted with the content outlined in the most recent “Planners Sourcebook” and other official guidance documents. At a minimum it will include scope (with summary of issues and a work breakdown structure into tasks), schedule (with milestones), budget (detailed with workloading), assignment of responsibilities, and expectations. Attachment of MS Project budget is preferable if available. In general, there will be four signature lines on each agreement:

1. Recommended, Regional Planning Chief (when appropriate)
2. Recommended, Planning Division Chief, DSC (when appropriate)
3. Recommended, Chief, Park Planning and Special Studies
4. Agreed, Superintendent
5. Approved, Regional Director

PEPC posting includes a typical 30 day review, comment resolution, and comments provided on the final project agreement by the WASO PPSS program manager. Offices external to PPSS are provided a 14 day review; the WASO PPSS will resolve any conflicts and respond to the regional planner (originating office) with comments to be addressed. After addressing the comments, the originating office must forward the final digital file of the signed PA to WASO PPSS for the WASO files. All project agreements and amendments will be electronically signed.

In addition to the signed project agreement, the originating office should include an MS Project GANTT chart schedule with costs, or a similar project management project profile dated in close proximity to the submittal date of the signed project agreement. This project management document, as well as the signed project agreement, will serve as a baseline for expectation management and performance measurement.

A.2.b Amendments to Project Agreements

Significant changes in scope, schedule, or budget would prompt a project agreement amendment. Significant changes are defined in the Sourcebook but generally are budget changes over the project ceiling, schedule changes longer than 6 months, disruptive scope changes, etc. The amendment must be agreed to by representatives of the original signatory offices. Budget changes over the project ceiling or over a fiscal year authorization must include WASO PPSS approval.

Following the receipt of all electronic signatures, digital files of project agreement amendments should be submitted to the WASO PPSS program manager with a copy to PPSS staff within 30 days of agreement.

PA amendments need not be posted on PEPC at this time. However, if they involve significant changes in scope, we recommend posting on PEPC for a multi-divisional range of review. An example would be adding a wilderness study. Budget and schedule amendments can typically be handled within the park planning arena.

If the project agreement amendment will trigger an appeal, plans for the appeal process and timing of the same must be provided.

A.3 GUIDANCE FOR FEDERAL REGISTER NOTICES

An example of a *Federal Register* notice is included in Appendix C- 2, and an example of a briefing statement is included in Appendix L- 6.)

NOTE: Standard language is required in the NPS *Federal Register* notice regarding the release of personal identifying information for those who provide comments. This text is included in Appendix D.8.

A.3.a Summary of Procedures for NPS Federal Register Notices

1. Originating office sends electronic copies of notice, including cover sheet and briefing statement . to Cartina_Miller@nps.gov and Debra_Melton@nps.gov. A cover sheet, with the name of the document, a descriptive paragraph of the purpose/role of the document, and the names of the senior reviewers (typically the superintendent and regional director), also needs to be included in the package.
2. 3. The DOI- NPS liaison (Cartina Miller) reviews the notice and enters it into the tracking process.
4. The DOI- NPS liaison surnames the notice and then provides the notice to the NPS deputy director of operations for surname. The deputy director may decide to have others look at a particular notice, or ask for additional information.
5. Once the notice has been surnamed by the deputy director for operations, it is given to the assistant secretary for fish, wildlife and parks for review. The assistant secretary may decide to have others look at a particular notice, or ask for additional information.
6. The next step depends on which of the following categories the notices fall into:
 - (a) meeting notices
 - (b) National Register of Historic Places nominations
 - (c) Native American Graves Protection and Repatriation Act (NAGPRA) notices
 - (d) information collection notices
 - (e) concession contract notices
 - (f) planning / environmental / policy- related notices
- 6a. Notices that fall into categories (a) – (d) are complete after the assistant secretary surnames the notice. The DOI- NPS liaison sends WASO APC an e- mail stating that the notice has been approved for publication. The liaison also sends an e- mail to a mailing list of regional and other interested contacts. If the notice or briefing statement mentions

specific contact people, they will also receive an e-mail notifying them of the notice clearance.

- 6b. Notices that fall into categories (e) and (f) go to the solicitor's office (SOL) and the DOI executive secretariat (Exec Sec) for surname. After the SOL has surnamed the notice, Exec Sec staff will review the notice and brief the secretary's chief of staff to obtain approval for publication in the *Federal Register*. After the Exec Sec surnames the notice, the DOI- NPS liaison sends WASO APC an e-mail with a list of those from categories (e) and (f), stating that it has been approved for publication. The liaison also sends an email to a mailing list of regional and other interested contacts. If the notice or briefing statement mentions specific contact people, they will also receive an e-mail notifying them of the notice clearance.
7. The originating office will receive an email if there are any changes to be made. The originating office will make the changes and email the documents back to Cartina Miller and Debra Melton. The notice will be cleared via an email. If no changes, then the notice will be cleared via email immediately.
8. Once the notice is cleared, the originating office sends hard copies of the notice, cover memo, disk, etc. to Administrative Services Program (WASO APC), 202- 354- 1904, Debra Melton, 1201 Eye Street, Washington D.C. 20005.

Roles and Responsibilities

The following section generally outlines the roles and responsibilities of the park, regional, and NPS WASO office in drafting, processing, and approving *Federal Register* notices.

The NPS field office will submit the notice and associated documents to several offices, as indicated below. The DOI- NPS liaison will coordinate the *Federal Register* process and work with the WASO APC to finalize the notice.

The associate director, Park Planning, Facilities, and Lands (PPFL), and the deputy director will be contacted by the DOI- NPS liaison to approve the notice. The Division of Park Planning and Special Studies (PPSS) will not be directly involved in the *Federal Register* process, but will support PPFL and the deputy with information about the project.

Park/Region Staff:

Responsibilities include the following:

1. Draft the *Federal Register* notice of intent or availability related to the planning / environmental process or products and obtain the regional director's signature. The *Federal Register Document Drafting Handbook* (National Archives and Records Administration 1998) provides guidance and 3.13 is a checklist; 3.10 presents an example (please include date above signature).
2. Submit a copy of the signed *Federal Register* notice and the specified documents to the following offices:
 - A. WASO APC, administrative services program center (202- 354- 1905) — submit only the signed *Federal Register* notice.

B. DOI NPS liaison — submit the signed *Federal Register* notice and briefing statement.

3. Input into IDEAS the cost of the *Federal Register* notice.

WASO APC Staff:

Responsibilities include the following:

1. Provide a billing code.
2. Hold the *Federal Register* notice until department clearance is given and any hold date is expired.
3. Work with park/regional staff on editorial changes.

The DOI-NPS Liaison:

Responsibilities include the following:

1. Forward the signed *Federal Register* notice and the accompanied briefing statement through the following offices within the department for clearance to publish the notice:

Associate Director, PPFL

Deputy Director

Associate Secretary, Fish, Wildlife and Parks

Solicitor's Office

Executive secretariat

2. Receive the *Federal Register* notice with department clearances and forward it to WASO administrative services program center to initiate the printing process.

Template for Cover Sheet

The following information should be included in the 1- page cover sheets for *Federal Register* notices:

- Name of document
- Descriptive paragraph of purpose/role of document
- Senior reviewers:
 - Senior management officials (e.g., regional director, associate director PPSS)
 - Solicitor's office officials

Potential Pitfalls in the Federal Register Notice Process:

1. The one- page cover sheet is missing.
2. Associated document or briefing statement does not clearly identify revisions, or how WASO comments/concerns were addressed.
3. Briefing statement does not adequately describe issues.

4. Upper level management/policy direction not incorporated into documents/process.
5. *Federal Register* notice is not prepared properly (please reference *Federal Register Document Drafting Handbook* checklist).

A.3.b Filing EIS Notices of Availability for Federal Register Notices with the EPA

As stated in *The DO-12 Handbook* (sec. 4.8.C), the National Park Service requires that draft EISs be available for public review for a minimum of 60 calendar days from the day the EPA Notice of Availability (NOA) is published in the *Federal Register* (1506.10). The Council on Environmental Quality regulations (1506.9) also requires that the National Park Service file draft (and final) EISs with the Environmental Protection Agency (EPA).

After the draft or final EIS is filed, EPA publishes a notice of availability in the *Federal Register* to inform the public that a draft or final EIS is ready for public review. In addition, the National Park Service is required to file an NOA with the *Federal Register* and send five hard copies of the EIS to EPA. The publication of the EPA NOA in the *Federal Register* (and *not* the NPS notice) serves as the beginning of the 60- day public review period on the draft (and a 30- day waiting period before the record of decision is signed on the final).

The draft or final EIS must have been transmitted to all appropriate agencies, it must be available to the general public, and the NPS NOA must have been filed with the *Federal Register* before copies of the EIS are filed with the EPA.

Planning teams should check with the appropriate regional environmental coordinator for the specific procedures to follow in filing the EPA notice, because the regions' procedures vary. Planning teams should be aware that before a notice can be filed with the EPA a control number for the EIS must be obtained from the Department of the Interior's Office of Environmental Policy and Compliance (OEPC) — EPA will not accept an EIS for filing until a control number is assigned to the document. Other offices, including the Department of the Interior Natural Resource Library, the NPS WASO Environmental Quality Division, and Office of Environmental Compliance and Policy, are also usually copied notices of the EPA filing notice.

A.3.c Internet Links

FR search page: <http://www.gpoaccess.gov/fr/index.html>

FR Document Drafting Resources (includes the Document Drafting Handbook):
<http://www.archives.gov/federal-register/write/>

FR Documents on Public Inspection (list of documents that will print the following day):
<http://www.archives.gov/federal-register/public-inspection/index.html>

Location to sign up to receive the daily FR table of contents by email:
<http://www.archives.gov/federal-register/the-federal-register/email-signup.html>

A.4 CLEARANCE TO PRINT PUBLIC DOCUMENTS

A.4.a Clearance to Print Public Drafts

Written directorate clearance is required before the public draft document can be released to the public. In most cases, a presentation is **not** required. Printing the document prior to NPS Directorate clearance is not recommended.

What to Submit for Clearance

Through PPSS, the regional director submits a memorandum to the deputy director for Operations, through the associate director for Park Planning, Facilities, and Lands (PPFL), requesting clearance to print and release the draft document.

The submittal packet should include the memorandum from the regional director, two copies of the document, the response to WASO review comments, and a briefing statement. The statement does not need to be generated by the regional director.

The briefing statement should include:

- an overview of the alternatives (executive summary)
- a discussion of civic engagement activities and how public opinion has been incorporated into the GMP alternatives
- an identification of potential areas of controversy, known and anticipated.

An option is to include WASO review comments in the briefing statement. Appendix K.6 provides an example of a briefing statement.

What Happens Next

PPSS:

1. Checks to ensure the document has been revised to address previous WASO comments and that the briefing statement is current and ready for NPS and departmental clearance.
2. Creates the clearance to print memorandum addressed to the regional director for the deputy director's signature, surnames and forwards it to the associate director, PPFL.

PPFL:

1. Checks to ensure that any new policy initiatives have been considered.
2. Considers current political issues and whether they have been addressed in the briefing statement prior to surname and movement to the deputy director.
3. Surnames and forwards the request to the deputy director.

NPS Deputy Director, Operations:

1. Is responsible for clearance of the document at the agency level and signs the memorandum approving permission to print or disapproving the request.

Once a decision is made, the regional director is informed by means of the official memo from the associate director PPFL. This is usually sent electronically.

Occasionally, a briefing may be requested. PPSS will schedule the briefing with the directorate and the regional office. The associate director PPFL will determine the appropriate attendance. A PPSS representative will provide supporting information and assist with the briefing process.

During the briefing explain the alternatives in terms of changes from the current management direction and in relation to each other. Provide broad characterizations of the differences between the alternatives rather than all of the nuances of each alternative (*e.g.*, the chart side- by- side alternatives comparison) Areas of particular interest currently and in the recent past are:

- resource protection changes
- modifications to visitor use and access
- wilderness recommendations
- facilities, construction, and costs of the alternatives
- park housing
- indexes (FCI, API) to explain facility decisions
- the reasoning behind GMP decisions on the topics listed above
- public interest
- how interests identified during civic engagement and outreach are addressed in the GMP alternatives

A verbal clearance to print at the briefing must be followed up by an email or memo from the deputy director confirming the clearance to print and stating any conditions to the clearance.

If issues are identified during the briefing, PPSS works with the region to address the issues. Once the issues have been addressed, PPSS informs the associate director PPFL. If the associate director and the deputy director determine the issues have been adequately addressed, they will clear the draft for public release via memo, as above.

Once written clearance to print or proceed is received, the region should submit the paperwork for the *Federal Register* process, not before. Please see the separate guidance in Appendix A.3 for further details.

A.4.b Clearance to Print Final Documents

Written directorate clearance is required before the final document can be released to the public. Printing the document prior to NPS directorate clearance is not recommended.

What to Submit for Clearance

Through PPSS, the regional director submits a memorandum to the deputy director, Operations, through the associate director, PPFL, requesting clearance to print and release the final document. The region should also send two copies of the document and a briefing statement that provides:

- an overview of the alternatives, including costs, and changes made since the draft plan

- a discussion of how public comment on the draft was incorporated in the planning document
- the status of key consultation activities, with a focus on those taking place since the publication of the draft plan; the scope and nature of tribal consultation in the development of the plan should be indicated as appropriate
- an identification of potential areas of controversy, known and anticipated

What Happens Next

PPSS:

1. Checks to ensure that the briefing statement is current and ready for departmental clearance.
2. Creates the clearance to print memorandum addressed to the regional director for the deputy director's signature, surnames and forwards it to the associate director PPFL.

PPFL:

1. Considers current political issues and whether they have been addressed in the briefing statement.
2. Surnames and forwards the request to the deputy director.

NPS Deputy Director, Operations:

1. Is responsible for clearance of the document at the agency level and signs the memorandum approving permission to print or disapproving the request

Once a decision is made, the regional director is informed by means of the official memo from the associate director, PPFL. This is usually sent electronically.

A briefing may be requested on occasion. PPSS will schedule the briefing with the directorate and the regional office. The associate director PPFL will determine the appropriate attendance. A PPSS representative will provide supporting information and assist with the briefing process. A verbal clearance to print at the briefing must be followed up by an e-mail or memo from the deputy director confirming the clearance to print and stating any conditions to the clearance.

Once written clearance to print or proceed is received, the region should submit the paperwork for the *Federal Register* process, not before. Please see the separate guidance in Appendix A.3 for further details.

Occasionally, the directorate has identified issues in the final document to be addressed before the document is released. This is infrequent, but planners should be aware that this could occur during directorate review. PPSS would work with the region to address the issues if they did arise. Once the associate director and the deputy director have determined that the issues have been adequately addressed, they will provide written clearance to print.

A.5 STEPS FOR POSTING A PLANNING DOCUMENT FOR WASO REVIEW IN PEPC

All planning documents are to be posted in PEPC.

A.5.a Adding the WASO Policy Review Contacts to the Project's IDT in PEPC

PEPC can be used to notify your interdisciplinary team (IDT) that an internal document such as a draft general management plan (GMP) or special resource study (SRS) is ready for review within PEPC.

The following WASO Planning contacts should be added to your project's IDT so that they receive the notification when your document is ready for WASO policy review:

- Patrick Gregerson (Program Manager)
- Tokey Boswell (Program Analyst/Planner)
- Carol Cook (Program Analyst/Planner)
- Desiree Ross (Administrative Assistant)

WASO Park Planning & Special Studies (PPSS) will keep a list of WASO Reviewers and notify them via e- mail once the PEPC posting is made.

To add IDT members to your project:

1. From a Project, click on the **Step 3 Internal Scoping/IDT Tasks** link in the left navigation.
2. Click on the **Edit** link under the **IDT Members** bullet or on the upper right- hand portion of the screen.
3. Add an additional member at the bottom of the screen by filling in the fields below:

Field Label	Notes
Responsibility	Select "WASO Reviewer" from the drop down list box.
Team Member	<p>Use the Person Search feature to select the name of the person that will fill the responsibility assigned above. The Person Search feature is indicated by the binoculars icon that appears to the right of the Team Member box.</p> <p>To add a name by using the Person Search feature:</p> <ol style="list-style-type: none"> 1. Click on the binoculars icon. A separate Person Search window appears. 2. Search for the name of the person that you wish to use. <ol style="list-style-type: none"> a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click Search. 4. Click on the radio button associated with the name you wish to use. <ol style="list-style-type: none"> a. If you do not see the name you wish to use in the Search Results table, you can add the person to the directory using the Add Person function. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name* (Required),

Field Label	Notes
	<p>E-mail Address* (Required), Telephone, and Extension.</p> <p>b. Click Add Person</p> <p>5. The person's name should now appear in the Person Search list.</p> <p>6. Click Select. The person's name appears on the form in the name field.</p>

4. Click **Add Additional Member**. The name and associated responsibility will appear in the **Interdisciplinary Team Members** table.
5. Repeat the steps above to add additional WASO contacts.
6. If you would like to remove an individual assigned a role, click on the **Delete** check box to remove the name and associated responsibility from the list. Note: You can delete IDT members you have added but not saved. Otherwise, you may need to ask your park administrator to do so.
7. Click **Save** to save additions/changes to the database. View this information on the **IDT Members** view page.

A.5.b Before You Post: Organizing Document Files

Since planning document files are generally large files, we recommended splitting your document into separate files (e.g., by chapter) to ease download and review of the document. We suggest that no single file be greater than 5MB. File names should not contain special characters such as an ampersand (&), semicolon (;), or other HTML reserve characters. Suggestions for organizing files include the following:

1. The **table of contents** should be the first file posted or noted in one of the file names so that reviewers can easily locate it and navigate to the appropriate file.
2. The **title of each file** should include the chapter number and title (or abbreviation) so that the content of each file is clear.
3. **Page numbers and line numbers** in the document provide a reference for reviewers.
 - a. To add page numbers in Microsoft Word, insert page numbers by selecting Header and Footer under the View menu or Page Numbers under the Insert Menu.
 - b. To add line numbers in Word:
 - i. Switch to the print layout view by selecting Print Layout under the View pull down menu.
 - ii. Select (highlight) what you want to add line numbers to in your document:
 1. Entire document (click Select All on Edit menu)
 2. Part of a document (select the text you want to number), or
 3. Existing sections (click in a section or select multiple sections)
 - iii. On the File menu, click Page Setup, and then click the Layout tab.
 1. If you are adding line numbers to part of a document, click Selected text in the Apply box. Microsoft Word will add page breaks before and after the selected text.
 - iv. Click Line Numbers.
 - v. Select the Add line numbering check box, and then select the options you want (e.g., Start at - 1, From text - auto, Count by - 1, Restart each page).

4. We recommend converting your document into a **PDF file** to reduce file size and retain formatting that may change when opened by different word processing versions.

An example of a posted document and the naming structure of its associated GMP files is included under step 5 at the end of this appendix.

Note: You may also want to follow the above suggestions when you post your document for public review under Step 6 Public Communication of PEPC (after WASO review has occurred and you have the appropriate approvals).

A.5.c Posting a Document for WASO Policy Review

Documents are posted under **Step 5 Internal Documents**, using the **Create Internal Document** function.

As described above, a document that is posted to PEPC (e.g., a draft GMP/DEIS) may have multiple files associated with it (e.g., individual files for each GMP chapter). It is important to understand that when you post a document to PEPC using the Create Internal Document function in Step 5, what you are really doing is creating a “document” to which you will then post (or upload) all the individual files that make up that document.

To post a document to PEPC for review:

1. From a Project, click on **Step 5 Internal Documents** in the left navigation.
2. Click on the **Create Document** link in the left navigation. Note: A **Create Internal Document** link also appears on the right-hand portion of the screen.
3. Fill in all of the fields below to create the internal document to be reviewed:

Field Label	Notes
Document Type	Select the document type in the list box. -EA or -EIS (draft)
Title	Enter the title of the document (required). Remember, one document may be comprised of multiple electronic files. If the document has undergone sequential review, please title the documents with their appropriate review title (e.g., regional or WASO review). If the region and WASO are reviewing the document concurrently, you can title the document “regional-WASO” review. This will ensure that reviewers comment on the most recent version of your document. Document title examples: “MIIN Draft SRS (regional-WASO review 06-07-06)” “MIIN Draft GMP/EIS (WASO review 09-08-06)” “MIIN Revised Draft GMP/EIS (WASO review 10-05-06)”
Description	Enter a brief description of the document. Data entry is limited to 2000 characters. You may want to also include topics of concern or areas of focus for the reviewers to comment on.
Peer Review Required	Select this check box if a peer review is required for this document.
Review Start	Using the mm/dd/yyyy format, enter the start date for the internal review

Field Label	Notes
	of this document. Note: Please coordinate with your WASO planning contact.
Review End	Using the mm/dd/yyyy format, enter the end date for the internal review of this document. Please coordinate with your WASO Park Planning & Special Studies (PPSS) contact – a typical timeframe for WASO IDT Review would be 14 days. An additional 14 days will be needed for the WASO PPSS reviewers to complete conflict resolution and synthesis and formalize an official response. Therefore, provide for a one month review period.
Email to IDT Members for Document Review	<p>**This is a very important step required for notification. Selecting this checkbox causes PEPC to generate automatic email notifications to the IDT that the document is ready for review. The WASO Planning contacts you added to your IDT list will receive the email that the document is posted and ready for review. WASO will forward this notification to other required reviewers that are not on the IDT and will contact you if there is a change in the review schedule.</p> <p>Please be aware that even if the review is intended for WASO review, the entire IDT will receive the automatic notification. However, receiving the automatic notification will let the other team members know that the document is at the WASO review stage.</p>

4. You will most likely have multiple files that together comprise your draft document. We recommend titling your electronic files following the steps outlined above under “Before you Post: Organizing document files” to ease document review. Note: Uploading multiple files to a document page is a **two- step** process — you must first **Add** all the files before you **Save**. However, you can save intermittently to save your work.
5. Add files using the following fields:

Field Label	Notes
Title	Enter the name or title of the file. This is the title that the reviewers will click on to view or download that individual file.
File Upload	Click on Browse... and locate the file to be uploaded

6. Click **Add File**. The file appears in the **List of Files** table. For your convenience, you may order the files by editing the number in the **Order** column. Once added, if you need to delete the file, click the Delete checkbox. These changes will take place when the form is saved.
7. Click **Save** to save additions/changes to the database. View this information on the **Document** view page. An example document is provided below.

Responses are not required to individual PEPC WASO policy reviewer comments. Instead, WASO PPSS will work with WASO policy reviewers to resolve any inconsistencies and will synthesize the comments for action by the office submitting the document on PEPC. The official WASO PPSS response will represent all of the WASO policy reviewer comments and be in the form of a written memo from the associate director, Park Planning, Facilities, and Lands (PPFL) to the regional director. *The submitting office must respond to the PPFL memo as*

well as any PEPC comments referenced in the memo. Other comments in PEPC are present for informational purposes – action items are reserved for those identified in the PPFL memo. One exception is the project agreement, in which case the official response will be sent via memo by the WASO PP SS program manager to the regional planning chief.

Please provide 3 hard copies of the document to the WASO office.

Example: Step 5 Internal Document Posting and Naming Structure for GMP files

PEPC
National Park Service
U.S. Department of the Interior

Home
Parks
Projects/Search
Reports
Tools
Admin
Logout

Project Home

1 Project Setup

2 Funding

3 Internal Scoping / IDT Tasks

4 Natural/Cultural Compliance

5 Internal Documents

- ◆ Documents
 - ◆ Document Details
 - [View](#) | [Edit](#)
 - ◆ Comments/Responses
 - ◆ Comments/Responses Report
- ◆ Create Document

6 Public Communication

7 Public Documents & Comment Analysis

8 Close Project

[Go back](#)

MIIN > General Management Plan/EIS (WASO Review) (11186) > Internal Documents

Draft General Management Plan and Environmental Impact Statement [Edit](#)

Document Type: EIS (Draft)

Description: Statement. This draft plan presents the proposed management actions for approximately 73 acres of the former Minidoka Relocation Center. As a new park unit, Minidoka Internment National Monument’s long-term management and development will be guided by this plan over the next 15-20 years. This document describes four different alternative strategies for protecting, developing, and managing the Minidoka Internment National Monument. Alternative C has been proposed as the National Park Service’s preferred alternative, and this set of actions and programs is intended to become the General Management Plan for the Minidoka Internment National Monument. This document also contains an analysis of the impacts and consequences of implementing each of these alternative strategies. In addition to the planning sections, this document contains a summary of the history of Minidoka and descriptions of the national monument’s resources.

Peer Review Required: No

Review Dates

Start Date: 06/13/2006
End Date: 06/27/2006

Email to IDT Members for Document Review: Yes

List of Files

Title
MIIN Draft GMP Cover (1.5 MB, PDF file)
MIIN Draft GMP Preliminary Pages (1.7 MB, PDF file)
MIIN Draft GMP Summary (1.9 MB, PDF file)
MIIN Draft GMP Table of Contents (1.6 MB, PDF file)
MIIN Draft GMP Background Part 1 (3.5 MB, PDF file)
MIIN Draft GMP Background Part 2 (2.8 MB, PDF file)
MIIN Draft GMP Purpose and Need (2.8 MB, PDF file)
MIIN Draft GMP Affected Environment (2.8 MB, PDF file)
MIIN Draft GMP Alternatives (2.6 MB, PDF file)
MIIN Draft GMP Environmental Consequences (1.5 MB, PDF file)
MIIN Draft GMP Public Involvement and Consultation (920.3 KB, PDF file)
MIIN Draft GMP Appendices (842.8 KB, PDF file)
MIIN Draft GMP Glossary (97.3 KB, PDF file)