

To: Tim Hudson[Tim_Hudson@nps.gov]
From: Boone, Whitney
Sent: 2017-05-16T15:02:27-04:00
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Subject: Draft information for briefing
Received: 2017-05-16T15:03:57-04:00
[KAWW- Activation Memo.pdf](#)
[KAWW Newly Established Units Funding Request \(Final\).docx](#)
[KAWW Proclamation.pdf](#)
[Revised KAWW Five Year Cost of Operations v7 \(R4\).xlsx](#)
[KAWW Preliminary Visitor Recreation Map V3.pdf](#)
[KAWW Deeds.zip](#)
[KAWW-boundary_map.pdf](#)
[KAWW-Community-Listening-Sessions-Report-of-Input-September-2016.pdf](#)

Hi Tim,

Below is a draft of the information I plan to send to the Department this evening. The Department will develop the briefing statement for the Secretary; they just need us to supply them with information. Visitor numbers are the only remaining gap. Let me know what you think and whether you recommend any edits..

Thanks!

The attached documents should provide the Department with the information needed to develop a general briefing statement on Katahdin Woods and Waters:

- The activation memo and proclamation provide background and describe the significance of the area and its resources.
- The preliminary visitor recreation map shows recreation resources and the boundary map shows the national monument boundary and vicinity.
- The newly established unit funding request document and 5-year cost of operations spreadsheet provide information on budget and staffing.
- The Community Listening Sessions Report provides a summary of community listening sessions held in Stacyville, Medway, Millinocket and Bangor during the fall of 2016. Over 550 interested citizens attended these sessions and numerous others shared written comments delivered by e-mail, mail and in person to the NPS welcome desks in Millinocket and Patten. The park is organizing a number of follow-up workshops that will build upon topics and concerns raised during the listening sessions. The first follow-up workshop will take place in June and will focus on winter recreation. Other topical workshops will be scheduled throughout the summer and fall of 2017.
- Visitation ###

I'm also attaching a folder containing the deeds associated with the unit- probably more detail than the Secretary is interested in, but including in case.

Specific questions regarding the monument should be directed to Tim Hudson, Superintendent of Katahdin Woods and Waters (copied here). Please let me know if any other information is needed for this briefing.

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National Park Service
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Instructions
General Parameters

This workbook is provided to assist new parks with the development of a staffing and financial plan that reflects the parks' targeted level of operational capacity. It provides a framework for incrementally establishing a sustainable workforce, and helps account for the current and out-year personnel costs associated with the staffing level desired. It also captures other non-personnel expenses and distinguishes fixed costs from non-recurring costs to provide an overall financial summary for the park. While this workbook attempts to assist parks by automating calculations and forecasting costs, all formulas and assumptions can be revised or deleted to reflect the most accurate information available.

Personnel Costs

1) Beginning with the worksheet on the **Year 1** tab, enter the title of each planned position for that year under the appropriate personnel category (*Permanent - Full-Time, Permanent - Other than Full-Time, Non-Permanent*). The positions entered for each year should reflect the planned workforce level for that year only. For example, if a park plans to first hire a law enforcement ranger during the third year of operations, the position should be entered for the first time under the **Year 3** tab.

2) For each position, there are two checkboxes available. Select the Recurring checkbox if the position will minimally remain with the organization through the following year. This would include most permanent and term positions and exclude those temporary positions expected to go unfilled in following years. If selected, the position will automatically be carried forward into the following year.

Select the Fixed checkbox if the position requires a financial commitment beyond a single year. This would include most permanent positions and exclude temporary positions where the option exists to forego rehiring in future years.

3) For each new position, enter the Annual Cost - Salary where indicated. A link to the Office of Personnel Management's salary tables is provided under the **Assumptions** tab for reference. The amount entered should reflect the entire annual cost, and should not be adjusted for lapse. If a position is checked as Recurring then the costs will automatically be carried forward into the following year and will be increased by the average annual pay increase amounts listed on the **Assumptions** tab. Parks can adjust the assumption amounts on this tab if they want them to apply to all positions, or they can enter the revised amount for individual positions directly into the appropriate worksheet cell. The Annual Cost - Benefits amount will automatically populate based on the average benefits percentage listed on the "Assumptions" tab. Parks can also adjust the percentage on this tab to apply to all positions, or they can enter the benefits amount for individual positions directly into the appropriate worksheet cell.

4) Enter the planned amounts for Overtime, Awards, and Other Personnel Costs under the designated section. Select the Recurring checkbox for each cost that is likely to be similar in the following year and it will automatically be carried forward. Select the Fixed checkbox for each cost that requires a financial commitment beyond a single year.

Non-Personnel Costs

1) Beginning with the worksheet on the **Year 1** tab, enter the planned non-personnel costs for the year, by the appropriate category listed, under the Annual Cost - Total column. Use the Other Support Costs option to list any anticipated costs that don't fall under the options provided.

2) Select the Recurring checkbox if the type and amount of the cost is expected to be similar in the following year. Select the Fixed checkbox if the cost requires a financial commitment beyond a single year. This would potentially include certain rent and utility bills, and any other financial commitments.

Park Name	Katahdin Woods and Waters National Monument
Year of Operations	Five Year Summary

Type of Cost	Year of Operations				
	Year 1	Year 2	Year 3	Year 4	Year 5
Personnel Costs	\$ 551,469	\$ 578,372	\$ 600,354	\$ 558,184	\$ 563,215
Non Personnel Costs	\$ 59,250	\$ 59,250	\$ 59,250	\$ 59,250	\$ 59,250
Total Costs	\$ 610,719	\$ 637,622	\$ 659,604	\$ 617,434	\$ 622,465
% of Total Costs Fixed	49%	48%	48%	53%	53%
% of Total Costs Not Fixed	51%	52%	52%	47%	47%

Annual Employee Pay Increases					
Permanent Full Time	Percent Increase from Previous Year				
	Year 2	Year 3	Year 4	Year 5	
Across the Board Pay Raise	1.0%	1.0%	1.0%	1.0%	1.0%
Within Grade Pay Increase	3.3%	3.2%	3.1%	0.0%	0.0%
Promotion Pay Increase	0.0%	0.0%	0.0%	0.0%	0.0%
Total, Annual Increase in Overall Pay	4.3%	4.2%	4.1%	1.0%	1.0%

Permanent Other than Full Time	Percent Increase from Previous Year			
	Year 2	Year 3	Year 4	Year 5
Across the Board Pay Raise	1.0%	1.0%	1.0%	1.0%
Within Grade Pay Increase	3.3%	3.2%	3.1%	0.0%
Promotion Pay Increase	0.0%	0.0%	0.0%	0.0%
Total, Annual Increase in Overall Pay	4.3%	4.2%	4.1%	1.0%

Non Permanent Term	Percent Increase from Previous Year			
	Year 2	Year 3	Year 4	Year 5
Across the Board Pay Raise	1.0%	1.0%	1.0%	1.0%
Within Grade Pay Increase	3.3%	3.2%	3.1%	0.0%
Promotion Pay Increase	0.0%	0.0%	0.0%	0.0%
Total, Annual Increase in Overall Pay	4.3%	4.2%	4.1%	1.0%

Employee Benefits		
Employee Type	% of Pay	For Use in Worksheet
Permanent Full Time	35%	35%
Permanent Other than Full Time	35%	35%
Non Permanent	25%	25%

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Color Key

User may update as needed

Do not adjust **Included in worksheet calculations**

Informational User to enter in worksheet as needed

OPM Salary Tables:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

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Personnel Costs Salary & Benefits															
	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5
Permanent Personnel Full Time															
[Enter Position Title]	TRUE	190012 5	198183	206506 7	214973 5	217123 2									
[Enter Position Title]	TRUE	190012 5	198183	206506 7	214973 5	217123 2									
[Enter Position Title]	TRUE	FALSE	TRUE	FALSE	FALSE	FALSE	TRUE	TRUE	TRUE	TRUE					
[Enter Position Title]	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	FALSE	FALSE	FALSE	FALSE					
[Enter Position Title]	FALSE														
[Enter Position Title]	FALSE														
[Enter Position Title]		FALSE									0	0	0	0	0
[Enter Position Title]	FALSE	FALSE	FALSE				FALSE	FALSE	FALSE	FALSE	0	0	0	0	0
[Enter Position Title]	FALSE	FALSE									0	0	0	0	0
[Enter Position Title]	FALSE	FALSE									0	0	0	0	0
Permanent Personnel Career Seasonal															
[Enter Position Title]	TRUE	37057 5	38650 97	40274 31	41925 56	42344 82									
[Enter Position Title]	TRUE	37057 5	38650 97	40274 31	41925 56	42344 82									
[Enter Position Title]			FALSE												
[Enter Position Title]															
[Enter Position Title]	FALSE														
[Enter Position Title]	FALSE		FALSE		FALSE		FALSE								
[Enter Position Title]											0	0	0	0	0
[Enter Position Title]											0	0	0	0	0
[Enter Position Title]	FALSE		FALSE	FALSE		FALSE		FALSE			0	0	0	0	0
[Enter Position Title]	FALSE		FALSE	FALSE		FALSE		FALSE			0	0	0	0	0
Non Permanent Personnel															
[Enter Position Title]	TRUE	FALSE	0	0	0	0	0								
[Enter Position Title]	TRUE	FALSE	0	0	0	0	0								
[Enter Position Title]	TRUE	FALSE													
[Enter Position Title]	FALSE														
[Enter Position Title]	FALSE		FALSE		FALSE		FALSE								
[Enter Position Title]	FALSE		FALSE		FALSE		FALSE								
[Enter Position Title]											0	0	0	0	0
[Enter Position Title]											0	0	0	0	0
[Enter Position Title]											0	0	0	0	0
[Enter Position Title]	FALSE		FALSE						FALSE		0	0	0	0	0
[Enter Position Title]											0	0	0	0	0
[Enter Position Title]											0	0	0	0	0
Other Personnel Costs															
Overtime	TRUE	FALSE	15000	15000	15000	15000	15000								
Awards		FALSE	0	0	0	0	0								
Other Personnel Costs	TRUE	15000	15000	15000	15000	15000									
Total Personnel Costs															
											242070	251834	261781	271899 1	274468 1
Non Personnel Costs															
Rent	TRUE	6000	6000	6000	6000	6000									
Communications	TRUE	4000	4000	4000	4000	4000									
Utilities	TRUE	8000	8000	8000	8000	8000									
Supplies & Materials	TRUE	FALSE	0	0	0	0	0								
Contractual Services	TRUE	30000	30000	30000	30000	30000									
Other Support Costs	TRUE	6250	6250	6250	6250	6250									
Total, Non Personnel Costs															
											54250	54250	54250	54250	54250
Grand Total, Annual Cost of Operations															
											296320	306084	316031	326149 1	328718 1