Klamath Network Administrative Handbook

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Change History

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version

It will be necessary to periodically revise both the narrative and the appendices. Documentation of revisions is critical to identify consistency or changes in administrative procedures. The following procedures will ensure that both minor and major revisions will align with Klamath Network versioning and tracking standards:

1. Discuss proposed changes with other staff prior to making modifications. Consensus should be reached on who will be making the changes and in what timeframe.
2. Make the agreed-upon changes. Note that a change in one document may necessitate other changes elsewhere in the handbook. For example, a change in the narrative may require changes to the appendices; similarly, renumbering an appendix may mean changing document references elsewhere.
3. Document all edits in the above Change History log. Log changes only in the document being edited (i.e., if there is a change to an appendix, log those changes only in that document). Record the date of the changes, author of the revision, the change and the section where changes are made, the brief reason for making the changes, and the new version number. Version numbers increase incrementally by hundredths (e.g., version 1.01, 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0).
4. Circulate the changed document for internal review among staff.
5. Upon ratifying and finalizing changes:
   a. The copied files should be renamed by appending the revision date in YYYYMMDD format. In this manner, the revision date becomes the version number and this copy becomes the "versioned" copy to be archived and distributed.
   b. The current, primary version of the document (i.e., not the versioned document just copied and renamed) does not have a date stamp associated with it.
   c. To avoid unplanned edits to the document, reset the document to read-only by right-clicking on the document in Windows Explorer and checking the appropriate box in the Properties popup.
6. Create PDF files of the versioned documents with the same name as the new version file.
7. The Network Data Manager will place a copy of the revised handbook in the proper folder on the Klamath Network shared drive. In addition, the Network Data Manager will archive the previous version in the Klamath Network archive drive.
8. The Network Data Manager will post the revised version on the Network Intranet web site.

Introduction

The Klamath Network Inventory and Monitoring Program (KLMN) directs a diverse array of inventory, monitoring, data management, and research activities for the six parks in southern Oregon and northern California. As a federal office responsible for directing a large, multifaceted science program, the Klamath Network has many administrative needs that are performed by a variety of personnel in the Network, at Southern Oregon University (SOU), and at Redwood National Park (REDW, the host park). Although the KLMN Program Manager and Assistant are the leads for many administrative activities, the successful execution of the program requires clear standards that are understood and practiced by all staff and partners. To date, no guidance document has existed to compile NPS policies and guidelines, and to articulate standard operative procedures for the administration of the program.

The key administrative tasks of the KLMN encompass budget, personnel, procurement, and daily operations. While these tasks are shared with and coordinated with the REDW administrative staff, other NPS staff, and our partners, the KLMN still has a substantial administrative workload. In general, the KLMN Program Manager has the main responsibility for administrative functions and decisions. Many of the daily operations have been delegated to the Program Assistant, who works closely with the Program Manager, the Data Manager, and other staff to accomplish administrative details. Project Leads for each project and field crew are to work in close coordination with the Program Assistant and Program Manager on the administrative logistics of each endeavor. Each KLMN staff member is responsible for understanding the administrative processes of the Network and contributing to the streamlined administrative workflow of the Network. Therefore, this handbook is primarily aimed at KLMN personnel as a reference for how to initiate, manage, maintain, and complete the routine administrative functions and processes of the Network.

This document details the key topics and recommended procedures for executing administrative functions within the Klamath Network to high standards of professionalism, transparency, efficiency, and repeatability. It is intended to provide clarification and guidance to KLMN staff. Although this document strives to cover the most important and frequently encountered issues, it is not a replacement for official NPS and DOI guidance documents, which will need direct review for specific issues.

Helpful Guidance
In addition to this handbook, the following appendix, web sites, and personnel are a wealth of information on administrative guidance. Refer to these sites and personnel for additional information on processes not described in this handbook, processes for which further clarification is needed, and processes that may have changed procedures since the last version of this handbook.

Administrative Timeline
A timeline of the KLMN's administrative year-at-a-glace is included in Appendix A.

Administrative Guidelines Resources

The following site links contain many quick references and complete training and guidance manuals for common administrative tasks of the Klamath Network. All of these areas of focus are detailed in later chapters of this handbook. Most of the following links require an NPS Intranet connection.

- Inside NPS Pacific West Region Programs: http://inside.nps.gov/regions/region.cfm?rgn=PWR&lv=1
- Purchasing
  - IDEAS
    - IDEAS Training and Guidance: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=4011
    - IDEAS login: http://citrixranch2.den.nps.gov/ideas/guestapps_nfuse.asp
  - Contracts
    - Contracting Home page: http://inside.nps.gov/regions/region.cfm?rgn=161&lv=2
    - Contracts Training and Guidance: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=8056
  - Agreements
    - Agreements Training and Guidelines: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=3989
    - IAP and IAGP Databases: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=4818
  - Charge Cards
    - Charge Card Information: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=3988
    - Card Holder Index of Transactions: http://training.nbc.gov/chargecard/cardHolder/TransactionIndex.htm
  - GSA Global Supply – purchasing: https://www.gsaglobalsupply.gsa.gov/advgsa/advantage/main/start_page.do?store=FSS
  - GSA Advantage – purchasing: http://www.gsa.gov/advantage
- Computer Helpdesk
  - NPS Helpdesk "Footprints:" https://npshelpdesk.nps.gov/
- Budget
  - NPS Budget Information: http://www.nps.gov/applications/budget2/index.htm
- Travel
  - Per Diem rates: http://www.gsa.gov/portal/category/21287
  - POV mileage rates: http://www.gsa.gov/portal/content/100715
  - Travel Per Diem Hotels: http://www.hotelsatperdiem.com/
- Standardized Forms
  - GSA Forms Library (very comprehensive): http://www.gsa.gov/portal/forms/type/TOP

Redwood National Park Administrative Staff
As of 2011, the KLMN provides funding to Redwood National Park to serve as the host park for the Klamath Network. Many of the larger budgeting, human resources, purchasing, and property management aspects of the KLMN program are administered by REDW personnel. The park administrative staff are a wealth of information and their support services include: budgeting allocations (Budget Officer), requisitions (Purchasing Agent), travel (Budget Analyst), GSA vehicles (Maintenance Clerk), time keeping (Human Resources), and human resources (Human Resources team). The REDW Administrative Officer oversees all of the REDW personnel.

Procurement

The Klamath Network works with Redwood National Park to accomplish the purchasing needs for the Network each year. Generally, the types of purchases made are either individual purchases of office or field supplies, or larger purchases ($3000 +) of accountable property or services, which are typically completed with formal purchase requests, contracts, or agreements. For further information on purchases, refer to Director's Order #44: Personal Property Management Handbook, located in: S:\Administrative\Administrative Guidelines\DOI Regulations\DOI Director's Orders.

Federal Credit Cards

All NPS staff who travel or purchase materials should have a federal government charge card issued to them. The request for a charge card will occur with the initial paperwork of a new hire or when deemed necessary during employment (e.g., to add purchase authority to a cardholder who currently only has travel authority). The SmartPay Application Form is located in: S:\Administrative\Procurement\SmartPayCard\Forms and should be submitted by the employee's supervisor to the Purchasing Agent at Redwood for processing. There are three types of GSA SmartPay cards (purchase, travel, and fleet), and one integrated card, detailed below. A mandatory training on how to use the card and what responsibilities the cardholder has is required for both purchase and travel authority before a card is issued. Any questions on the procedure should be directed to the Purchasing Agent.

Guidelines for the use of the federal credit card, as well as additional guidelines from the credit card provider (currently JP Morgan Chase) are in: S:\Administrative\Procurement\SmartPayCard\Guidelines. The GSA web site for the SmartPay card contains information for program managers and cardholders, as well as detailed explanations of all the policies and downloadable PDF manuals for use: https://smartpay.gsa.gov/program-coordinators/card-basics/users-guide. It is the responsibility of each employee to read and understand the guidelines for travel, purchases, and management of statements. The use of a government credit card requires impeccable ethics. Misuse of the government credit card for unauthorized purchases may result in serious consequences, including dismissal and criminal charges, as appropriate. This handbook contains the NPS procedures on using the credit card for purchase and traveling, as well as how to navigate the purchasing, traveling, using the vehicle credit cards, and annotating and reconciling statements. For further information on charge cards, contact the Redwood Purchasing Agent or visit the NPS Pacific West Region's charge card information page at: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=3988.

A convenient searchable card holder index of transactions (regulations on what is and is not allowed as a purchase under the travel or purchase line of the government credit card) is available at: http://training.nbc.gov/chargecard/cardHolder/TransactionIndex.htm.

Purchase Cards

In accordance with the Federal Acquisition Regulation (FAR) 13.301, the government-wide commercial purchase charge card is authorized for use in making and/or paying for purchases of supplies, services, or construction. Employees with an NPS purchase charge card are responsible

for following the regulations when deciding what to purchase, when to purchase, and from whom to purchase.

Travel Cards

The government contracts with a commercial provider (currently GovTrip) for government travel charge cards. When traveling for the government, use of the government travel charge card is mandatory, unless an exemption has been granted. The travel charge cards contain identifiers to obtain negotiated government discounts for airfare and tax exemption. Employees with an NPS travel card are responsible for following the regulations regarding allowable expenses and uses of the government travel card while on official travel. For KLMN employees without purchase authority, the travel card will be the GSA SmartPay card assigned to them.

Fleet Cards

In accordance with the Federal Acquisition Regulation (FAR) 13.301, the government-wide commercial fleet charge card is authorized for the purchase of fuel, maintenance, and repair of government owned/operated motor vehicles, aircraft, boats, and motorized equipment. GSA SmartPay fleet cards are assigned by Fleet Managers or Fleet Service Representatives. Federal government or other authorized employees may use the fleet card assigned to that vehicle or equipment. There are two types of cards that are provided with KLMN vehicles. Full Service cards are used to provide both fuel and maintenance to the majority of the GSA Fleet, including all permanent KLMN vehicles. Fuel Only cards are used primarily for vehicles obtained through bid in the short term rental program and are solely for fueling vehicles used for a short duration of time, where maintenance will not be an issue (i.e., the rental time is generally too short to encounter maintenance issues or the commercial rental company from whom the vehicle was rented will address maintenance concerns).

Integrated Cards

The GSA SmartPay integrated card is a combination of two or more business lines on a single card. Except for KLMN personnel who only have travel authority, this integrated card will be the most commonly assigned card to KLMN personnel, as it may encompass both purchase and travel authority. Reconciliation procedures for the integrated card will follow the processes listed out in this chapter.

Tax

For all purchases and travel plans, verify that no state tax is being charged. Although many merchants will recognize the tax exempt code on the government credit card, they may also request a tax exempt form for their records. This form is located at: S:\Administrative\Procurement\Purchasing\Tax Exempt Forms. It is wise to have a few of these forms printed and stored with the government credit card, in case one is required. A separate tax exempt form is required for lodging. This form is located at: S:\Administrative\Travel\Tax Exempt Forms. Some travel localities charge a local or city tax that cannot be waived. In these cases, make sure to obtain a receipt that clearly states the tax amount and include an explanation of the taxation in your travel voucher. If tax is charged on a purchase or travel that should not have been, first dispute the charge with the vendor. If, after providing the tax exempt forms, the erroneous tax has still been charged, then contact the REDW Purchasing Agent for further advice and steps to take in order to remedy the situation.

Individual Purchases vs. Purchase Requests from Redwood

Some purchases are done by the Klamath Network staff and others are done by the Purchasing Agent and Contracting Officer at Redwood. As of FY 2011, charges by the Klamath Network staff are required to be both: 1) less than $3,000, and 2) not for acquiring accountable property (regardless of cost). Purchases that do not meet both these conditions cannot be purchased by KLMN staff and should be completed by the Redwood Purchasing Agent. Accountable property includes all single item purchases over $3,000, as well as firearms, taser guns, monitors, laptops, personal computers, handheld computers, printers, vehicles/boats/aircraft, cameras, camcorders, projectors, MP3 players, fax machines, radios, and scanners, regardless of cost. For example, a $300 camera, although less than the $3,000 purchase limit, would have to be ordered through REDW since all cameras are accountable property. Director's Order #44: Personal Property Management Handbook contains complete information and descriptions on what is and is not considered accountable property and is located at: S:\Administrative\Administrative Guidelines\DOI Regulations\DOI Director's Orders. Appendix E contains details and check lists on how to procure an item through the Purchasing Agent at REDW.

Tracking Purchases

It is imperative that the KLMN follows a standardized procedure for tracking purchases. Travel and purchases will need to be logged, both in an individual and in a communal KLMN tracking system, which are described below.

Purchase Logs

Purchase logs are a convenient way to track purchases that have been made and record when the items arrive. The blank log template is in: S:\Administrative\Procurement\SmartPayCard\Logs. These logs should either be printed off and filled in as orders occur or maintained as a digital log with the same information. Maintaining a purchase log is the responsibility of each employee. These logs should be kept with the employee's credit card information, whether this is in the employee's hardcopy credit card files or in his/her electronic personnel folder; the Klamath Network does not file these logs in a communal folder. These logs are invaluable in organizing and tracking the purchasing history on the individual's credit card, indicating which orders are still outstanding and which ones have been received. Towards the end of the fiscal year, when the budget office at Redwood requires frequent updates on purchasing activity in order to anticipate charges that will hit the Klamath Network account at the end of the fiscal year, the Budget Officer will request these logs on a weekly (or occasionally more frequently if needed) basis. In this case, the logs will be given to the Program Assistant, who will email them (hardcopy logs will need to be scanned first) to the Budget Officer.

Credit Card Statements – Reconciliation and Filing

Each person is responsible for reviewing his/her credit card statement each month and verifying the accuracy and appropriateness of the charges on it. For audit purposes, the KLMN will file credit card statements and supporting documentation in a central location. The process for reconciling and filing the credit card statements for each employee is as follows:

1. Reconcile your statement with the appropriate notation (Appendix B contains an example of a properly annotated statement).

a. On the top of each page of the statement, write the account number to which the line items have been charged. If items have been split among multiple account numbers, then write the account number on each line item instead.

b. Next to each travel item, write the travel voucher number and a brief description of the item (e.g., airfare to GWS conference).

c. Next to each purchased item, write the order number and a brief description of the purchase (e.g., waders for water quality field crews).

d. Next to all items, write the line number that matches the corresponding log book line of your personal EAGLS log book.

e. Attach all receipts/invoices.

2. If any changes need to be made regarding centrally or individually billed items (i.e., a charge was centrally billed that should be individually billed or vice versa), send the REDW Purchasing Agent a copy of the statement and a memo on the changes needed. It is the responsibility of the employee to follow up on this process and rectify the charges in a timely manner.

3. If any changes need to be made regarding the account numbers charges (e.g., move some purchases to the KLMN water quality account, move travel charges to another park's account, etc.), send the REDW Budget Officer a copy of the statement and a memo on the changes needed. It is the responsibility of the employee to follow up on this process and rectify the charges in a timely manner.

4. Obtain your approving official's signature. Credit card statements need to be reviewed and signed by the employee and his/her supervisor within 30 days of the date on the statement.

5. Make a photocopy of all statements and receipts to file in your personal records. As these statements contain sensitive information, credit cards and their associated logs, receipts, and statements need to be kept in a locked drawer or filing cabinet.

6. If provided, give all packing slips and invoices received with the purchases to the Program Assistant, who will file them by fiscal year in the KLMN locked file cabinet repository in the Central Hall office.

7. Give the original statement and receipts to the Program Assistant by the 15th of the following month.

   a. The Program Assistant will send out a calendar reminder one week prior.

8. The Program Assistant will consolidate all of the original statements and receipts for the KLMN and send them to REDW for repository.

   a. Statements and receipts will be mailed to the REDW Administration Division Office Automation Clerk. If this position has been vacated, send the statements and receipts to the REDW Administrative Officer.

   b. Include a note stating that these are the statements and receipts for the KLMN accounts (insert all account codes) for (insert month and year).

   c. Once REDW receives the statements and receipts, they will file these and provide limited access to administrative staff responsible for coordinating financial audit requests and yearly audits. If KLMN staff need access to these original statements and receipts, the REDW Administrative Officer can be contacted for access.

Order Tracking

Order tracking numbers should be noted on the credit card purchase log. If tracking numbers are not available, other information such as the phone number of the company should be provided, in

case of an issue with the order shipment. When an order has been received, the purchaser will record this on his/her purchase log. If there are any issues with the order and it needs to be returned or exchanged, this information should also be noted, along with any additional charges or credits. If the vendor has charged for an order, but it has not been received in an appropriate time (or at the time of the credit card statement, whichever comes first), the employee should first contact the vendor to look into the issue. If the issue cannot be resolved at this level, contact the Purchasing Agent at Redwood for further guidance and involvement.

Order Filing
It is good practice for each employee to keep a photocopy of his/her statements and corresponding receipts and travel vouchers after submitting the originals to the Program Assistant each month. (Once all KLMN receipts and statements have been submitted, the Program Assistant will send them to REDW for official filing [see process detailed in Credit Card Statements – Reconciliation and Filing section, above].)

The KLMN will log the non-travel purchases made against the Network account(s) by filing all original packing slips for tangibles received. When an order has been received, the packing slips and invoices should be submitted to the Program Assistant, who will file them in the Klamath Network hardcopy filing system under the appropriate account/fiscal year. At this time, the Program Assistant will add the equipment to the KLMN property tracking spreadsheet (see below) if appropriate.

Tracking Property
The KLMN should keep an updated list on all property that the Network owns. Depending on the value of the property, this list is kept in-house as an additional list to the one at Redwood. There are three categories of property that the Network tracks:

1. Informal property: An item that costs $200-$3,000 ***and*** is not on the accountable property list (e.g., waders, backpacks, filing cabinets).
2. Formal/Accountable property: An item that is on the accountable property list ***or*** costs more than $3,000. (Refer to Director's Order #44: Personal Property Management Handbook for a complete list of accountable property and more detailed descriptions.)
3. General KLMN property: An item that costs less than $200 ***and*** is not on the accountable property list (e.g., disposable/consumable office supplies, reference books).

Tracking Accountable Property
Accountable property information is maintained by REDW staff in the NPS Property Accountability System and updated on an annual basis by the KLMN staff. All formal property is first shipped to Redwood National Park headquarters (Crescent City, CA), where it is entered in the system and receives an official property sticker with property number. The items are then delivered to the KLMN. At the current time, it is not possible to deliver accountable property directly to the Klamath Network, as the NPS chain of custody is broken with delivery to the SOU mail room and the property cannot be immediately inspected by KLMN staff upon delivery (and rejected if damaged). After the property has been entered into the system by REDW staff, a KLMN employee will need to drive to the Redwood headquarters in order to pick up this property and bring it back to the KLMN offices. At this time, the KLMN personnel will also sign a DI-105 if the item is a new item or a DI-104 if the item is being transferred from one REDW

branch to KLMN (both forms are located in: S:\Administrative\Procurement\Property\Forms), which will hand custody of the item from REDW to KLMN.

The Data Manager maintains a list of all formal/accountable property in: S:\Administrative\Procurement\Property\Equipment\Property Management\Accountable Property. The status of this property is reviewed on a yearly basis, updated, and compared to the official list managed by Redwood for official updating in their tracking system. This is to ensure that the lists match and that all property is accounted for.

When not in use, formal/accountable property is kept locked in the Data Manager's filing cabinet or in the storage room at the Field Office. It is necessary to fill out a property check-out form and give it to the Program Assistant to file, even if the equipment will only be used for a couple of days. Field crew members are not authorized to access the equipment directly; the Project Lead (or the Project Lead's designee) will retrieve the needed equipment from its location and check it out to the field crew member.

Formal property must always be attached to a chain of custody (i.e., the whereabouts of formal/accountable property must always be known). When accountable property is checked out, the Data Manager and the person receiving the equipment jointly prepare and sign a property check-out form. These forms note the equipment checked out, the property number, serial number, quantity, value, and date returned. The form is located at: S:\Administrative\Procurement\Property\Equipment\Property Management\Property Checkout Forms. Equipment that is to be used by an entire field crew should be checked out in the Field Crew Leader's name, since he/she will be around the equipment the most and will be ultimately responsible for its care. Both the Data Manager or Program Assistant and the recipient sign the form, indicating that the recipient is responsible for the safe return of the equipment noted, at the agreed upon return date. The hardcopy completed form is filed by the Program Assistant in the Equipment Checkout folder. The digital MS Word file is saved by the originator in: S:\Administrative\Procurement\Property\Equipment\Property Management\Property Checkout Forms. One property form per person per calendar year is created; if someone checks out additional property, this new property is added to the form instead of creating a new form, with the updated hardcopy file printed, signed, and filed and the digital copy updated. When the property has been returned to its proper location, the Data Manager or Program Assistant updates the property form with this information. The person returning the equipment may request a finalized copy of the form, indicating that all property has been returned.

It is assumed that all equipment available for check out is in satisfactory working order. Equipment checked-out to an individual needs to be repaired or replaced before completing the check-in process. These individuals will work with the Data Manager and Program Assistant to complete any steps necessary in this process. Lost or damaged formal property must be noted immediately. If, after searching for the property, it has been deemed lost or stolen, this is to be reported to the Purchasing Agent at Redwood, using the procedure listed in the Disposing of Accountable Property section, below.

Tracking Informal and General Property
Informal property does not require a chain of custody. However, informal property should be marked as such by the KLMN Program Assistant, listed in an inventory, and reviewed on a

yearly basis. The review of informal property should occur at the same time as the official formal property review.

Network staff who purchase nonperishable items over $200 will inform the Program Assistant that these items have been purchased. The necessary information to include are product (with any identifying information), date received, and location of the property. Past informal property was tracked with Redwood numbers, and some of these numbers are still on the property tracking spreadsheet. For newer items, the Klamath Network uses its own code. All informal property should be marked with these codes using a permanent marker on a waterproof label. Directly marking the item with a permanent marker will be used on items to which a sticker will not adhere (e.g., field backpacks). An engraver will be used on items where a sticker or marker is not practical. For items where a property sticker, marker, or engraver would jeopardize the equipment's integrity or function, the equipment will still be assigned a number but not marked. This deviation will only be in a few limited cases and will be noted on the property tracking spreadsheet. The tracking spreadsheet for informal property is located in: S:\Administrative\Procurement\Property\Equipment\Property Management\Informal Property. The following naming convention will be used for informal property, using the next available number from the property list: KLMN-FYxx, where FY represents the two digit fiscal year in which the item was purchased and xx represents the next available number on the property list. Use zeros before numbers under ten (e.g., KLMN-1102 would be KLMN informal property bought in FY 2011 and assigned the number "2").

If informal property is lost or broken, this will be noted on the sheet. Although these catches will be made on a yearly basis when the property inventory is done, people using the items should notify the Data Manager or Program Assistant as soon as possible if an item is lost or broken while under their or their field crews' care, as such items are probably essential to KLMN functions and will need to be replaced immediately.

General property is a designation for informal property items that are under the $200 threshold. Generally, this applies to less expensive field gear and equipment stored at the Field Office. The KLMN uses a general property tracking sheet to list these items (e.g., compasses, measuring tapes, etc.), to identify how many are currently available, possible crew use conflicts, and future purchasing needs.

All general purchases should be noted under the appropriate tab in the spreadsheet located at: S:\Administrative\Procurement\Property\Equipment\Property Management\Check In and Out Process\ KLMN_Equipment_Checkout_MasterSheet.xls by the purchaser. The Project Lead should mark which items he/she has checked out, to which crew, and what the expected date of return is. At the end of the field season, the Project Lead should check back in the equipment on this sheet and mark if any of the items need to be repaired or replaced. Every Project Lead must use this spreadsheet to check out items. For some in-demand items (e.g., compasses), there is a limited quantity and communication between the Project Leads and the Program Assistant about ordering more must be made in advance of the next field season. Generally, consumable items such as first aid kits, batteries, pencils, and flagging are assumed to be exhausted at the end of each field season and pre-planning for the next field season should include purchasing new copies of these items by the Program Assistant.

Disposing of Accountable Property

Accountable property cannot be placed in the garbage/recycling when it has become unserviceable or obsolete. There is a specific process for requesting disposal of accountable property, which must be coordinated with the REDW Supply Technician, in order to have accurate records in the NPS Property Accountability System. This process is also followed for the "disposal" of property that has been lost or stolen. In an effort to efficiently streamline the survey/disposal of unserviceable and obsolete property, the KLMN will follow the standardized REDW procedure, which is also detailed in the NPS Personal Property Management Handbook #44, located at: S:\Administrative\Administrative Guidelines\DOI Regulations\DOI Director's Orders.

To request disposal of accountable property, follow the steps below in an email to the REDW Supply Technician. When requesting disposal, include the KLMN Program Assistant and Data Manager on the communications.

1. The cognizant employee (any employee who utilizes government property and is responsible for the proper and reasonable care, use, safeguarding, and return of such property) can prepare and sign ***either*** a REDW-126 – Request for Survey/Disposal form ***or*** a DI-103A – Certificate of Unserviceable Property form (both are located at: S:\Administrative\Procurement\Property\Forms). These forms recommend to the Custodial Property Officer, an official responsible for daily control and supervision of personal property assigned to the employee, as to whether the property is unserviceable or not.
2. Both a digital photo of the requested item(s) and a condition assessment or statement of circumstances regarding the unserviceable property need to accompany the form.
3. The signed original of the form used will be mailed to the REDW Supply Technician and an electronic copy maintained in the appropriate subfolder of: S:\Administrative\Procurement\Property\Equipment\Property Management.
4. If the Custodial Property Officer concurs with the **Request** (REDW-126), he/she shall sign and forward it to the Property Office. If a **Certificate** (DI-103A) is prepared, the Custodial Property Officer will sign and forward it to the REDW Accountable Property Officer for review and signature. It will then be forwarded to the Property Office for processing.
5. Make a copy of the completed form and attach it to the property that has been requested for survey/disposal. Keep the item in a safe and secure place.
6. The Property Office will notify you once the item has gone through the proper channels of survey/disposal. This process may take one week to three months, depending on the course of action decided. NOTE: If the Property Office finds that employee negligence is the cause of the property's unserviceable condition or loss, the employee may be held financially responsible and/or face disciplinary action. Any questions on this process or the outcome of it should be directed to the REDW Property Management Program, and the REDW Supply Technician in particular.

Ordering through GSA

Items purchased for the KLMN must be obtained from specific sources, regardless of the property type, when possible. Employees must first check with these sources to see if they carry the items needed before going on the open market to buy them.

These requirement sources to check (in order) are:

1. Excess Surplus Property. Check with the Supply Technician at Redwood and military surplus property listings on the Internet at http://www.drms.com.
2. UNICOR (United States Correctional Institutions). Also known as Federal Prison Industries, Inc., http://www.unicor.gov, UNICOR carries standard and custom signs, bookcases, storage cabinets, chairs, decals, desks, file cabinets, office and household furniture, map shelves, name plates, hazardous material (HAZMAT) markings, and partitions.
3. JWOD Nonprofit Agencies (NIB/NISH), http://www.jwod.gov. Certain items must be purchased from the National Institutes for the Blind and the National Institutes for the Severely Handicapped under the Javits-Wagner-O'Day Program. Government agencies are required to support these programs. Mandatory purchase items include certain types of office supplies, hardware, cleaning supplies, household goods, and fire fighting supplies.
4. Federal Supply Schedules, http://www.gsa.gov. If an item costs more than $300 and cannot be purchased from UNICOR or under JWOD, it may be available in a GSA Federal Supply Schedule. Most of the contracts are now optional, but could still be a cost savings. Contact the Redwood Contracting Officer or Purchasing Agent if this category fits the purchase need for more information. Included in this category are lawn mowers, chainsaws, utility vehicles, tires, firefighting equipment, power tools, furniture, etc.
5. Wholesale Supply Sources (GSA, DLA), http://www.gsa.gov.
6. Open Market.

Open market is the last option after all mandatory supply sources have been examined. To help adhere to these requirements, most items available from mandatory sources may be located by searching the GSA Advantage! web site: http://www.gsa.gov/advantage. Klamath Network employees who make purchases should first check that the items are not available (or not of a suitable nature for the KLMN's needs) on any of the above before purchasing the item elsewhere. The GSA Advantage! web site is an excellent tool to quickly search for the availability of items meeting these requirements. Frequently purchased items (such as paper) may be saved on this site for repeat orders. If a GSA item is available but does not meet the specifications required by the KLMN (e.g., tablet PC), then a justification will need to be sent to the REDW Purchasing Agent (for non IT-related equipment) or REDW IT Administrator (for IT-related equipment), stating why the specifications of the equipment available through GSA will not meet the needs of the KLMN as well as the specifications of those from another source.

Entering and Submitting Purchase Requests

Purchase requests (PRs) are the formalized traceable requests for items over $3,000, accountable property, and all contracts and agreements. A login will be required for access to the Procurement Desktop (Interior Department Electronic Acquisition System - IDEAS) system, where the purchase requests are logged.

Procurement Desktop (IDEAS)

The process for entering a PR into IDEAS has many parts. The entire process for the complete entering of a PR from the Klamath Network is listed in Appendix C: Entering a Purchase Request into the Procurement Desktop System (Interior Department Electronic Acquisition System - IDEAS). As there is no comprehensive official document on entering a PR into IDEAS,

Appendix C should be used as the primary "how to" narrative, with additional guidance from the Purchasing Agent at Redwood for purchases and the Contracting Officer at Redwood for contracts/agreements. Further information on procedures and technicalities may be found on the KLMN shared drive at: S:\Administrative\Procurement\Purchasing\IDEAS\General Information and online at: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=4011.

Password resets and requests to change IDEAS database information (e.g., a contact's phone number) must be done at the regional level. Contact the Redwood Purchasing Agent to initiate this request. *As IDEAS passwords expire every 90 days and log in is necessary every 28 days to keep the account active, it is important to remember to log in at least once a month to avoid a password reset.* Setting a recurring reminder in the Lotus Notes calendar may be helpful.

Because KLMN personnel have to use VPN in order to access the IDEAS program, and access to the shared drive is not available while logged in, all necessary files will need to be copied from the KLMN shared network drive to the computer's C drive before logging in. Otherwise, it will not be possible to access these documents nor upload them to the IDEAS system.

End of Fiscal Year Purchases
Purchasing at the end of the fiscal year requires close communication between the Network Program Manager, the REDW Budget Officer, and purchasing staff. A timeline for when purchasing ends for KLMN employees will be distributed by REDW administrative staff in the spring of each year. The Program Assistant will have purchase authority for a longer period of time in the fiscal year than the rest of the staff, in order to consolidate purchases to one credit card account and more easily track this information. At this time, purchase logs from staff may be requested on a regular basis and frequent communication with the REDW Budget Officer is essential.

When all the task agreements, contracts, and purchases requiring purchase requests have been submitted for the fiscal year, the KLMN should also have a prioritized list of essential, but not time-critical, purchases and projects on hand for any extra funds. It is at this time that funds may be used for these purchases or to support other projects. Before making final year end purchases, either the Program Manager or Program Assistant should confer with each park and all staff to ensure that outstanding charges (e.g., field crew housing) are accounted for.

Southern Oregon University Index Codes

Charging Purchases to an SOU Index Code
Periodically, charges need to be paid through SOU accounts. This is particularly true for the Administrative account. Examples are consumable purchases needed for daily work or larger purchases that will remain at SOU as SOU (not NPS) property. (This applies to items purchased through KLMN-SOU agreements; equipment valued at over $5,000 is returned to the KLMN at the end of the agreement and equipment valued at under $5,000 is at the discretion of the KLMN whether return is necessary or not.) In order to do so, in most cases, the purchasing individual will need to provide the account number to the approving SOU official. If the individual is not authorized to make purchases, they should ask the SOU approving official to call the Program Manager for approval. For all equipment or services purchased at SOU, the receipt must be given to the Program Assistant. He/ she will then stamp it with the SOU "Authorization to Pay" stamp,

write on the stamped area the appropriate account SOU index code to charge to, and sign the stamp. He/she will then scan this receipt document and print a copy of it for the administrative files, filed under the appropriate index code label and year sub-label. Once complete, the original is to be sent to the head of Business Services via campus mail, who will approve the invoice and pay or will request further information. If a justification is needed, also print a copy of the justification and attach it to the filed receipt for future reference.

Personal Reimbursements from an SOU Index Code
If an employee has made a purchase with personal funds that should have been charged to one of the SOU accounts, the employee will need to file for reimbursement. The form needed for reimbursement is found on the SOU Business Services web site at: http://www.sou.edu/bus_serv/purchasing/reimbursement_request.pdf. Please note that there are specific guidelines for reimbursement, which will also vary from account to account. It is important to check the task agreement authorizing the account with SOU for any details and also the SOU reimbursement guidelines to make sure that reimbursement is authorized **before** purchasing the product: http://www.sou.edu/bus_serv/purchasing/reimbursement-guidelines.pdf.

Bookstore and Print Center Purchases
Typically, purchases from the SOU Bookstore are charged to the KLMN administrative account (currently index code ENV-02G), but the employee making the purchase may be asked to specify the index code. Only approved personnel may charge to this account and the Bookstore may ask to see ID to verify that the employee is on the approved list of purchasers. The KLMN Program Manager should contact the Bookstore with a written letter stating the names of personnel who should have access to this spending account. Hardcopy receipts from all bookstore purchases will be filed chronologically in the agreement folder.

Assistance Agreements and Contracts
NPS Director's Order #20 provides a succinct overview of the general forms of agreements entered into by the National Park Service as well as the responsible officials. Section 3.1 of the Order states that "NPS park and program managers should actively seek opportunities to efficiently and economically accomplish the NPS mission by entering into advantageous relationships with Federal and non-Federal entities. The NPS will formalize and document these relationships through Cooperative Agreements, Interagency Agreements, and General Agreements (formerly called Memoranda of Agreement and Memoranda of Understanding) which will explain how the relationships are managed."

The Klamath Network works with many partners in order to accomplish its inventory, monitoring, research, and educational goals. Many of these partnerships are defined under cooperative agreements with universities or non-profit partners, interagency agreements, or contracts, each with different legal requirements and timelines. For instance, all agreements and contracts must be administered by an Agreement Technical Representative (ATR) or Contract Officer Representative (COR). In order to serve as an ATR on task agreements or a COR on contracts, trainings will need to be completed by all affected staff and renewed every 2 years. The ATR or COR on a project must work closely with the Principal Investigator and the Contracting Officer throughout the project to ensure activities and responsibilities outlined in these documents are adhered to as appropriate. Therefore, these trainings are beneficial not only

to ATR and COR personnel in the Klamath Network, but also to all staff who will be involved in the task agreement and contract creation, implementation, modification, and processing.

General guidance on the award of payment on any projects/task agreement/contract payments needing KLMN involvement, including payment approvals, is detailed at: http://www.aoc.nps.gov/documents/fst_docs.html and in: S:\Administrative\Administrative Guidelines\NPS Regulations\NPS AOC Payment Procedures.

All yearly and final deliverables for each contract and agreement will need to be sent to the appropriate personnel identified in the respective contract or agreement. In general, the Program Assistant will enter all major agreement milestones into a master schedule and remind the appropriate ATR or COR when deliverables become due via a calendar notice (see Calendar chapter), so the KLMN may also remind the partner. Updates on each of the projects will need to be regularly entered into the KLMN Project Database as modifications are made, deliverables become due, and the project concludes. Refer to the Project Database section of the Data Management chapter for information on accomplishing this part of the process.

IAPs and IAGPs

Individual Acquisition Plans (IAPs) and Individual Agreement Plans (IAGPs) are placeholder documents that are submitted to the Pacific West Regional Contracting Office each winter, to help the office plan and allocate the yearly workload in creating and obligating the potential contracts and agreements. IAPs are used for contracts while IAGPs are used for agreements. A new IAP or IAGP is due each year for all new agreements and contracts. Agreement and contract modifications do not require IAPs/IAGPs at this time. An Excel spreadsheet managed by the Regional Contracting Office charts progress for IAPs and IAGPs and is continually updated as assignments and actions are made for the agreements. These should be regularly checked for status updates on the Contracting Officer assigned to the work, the current status of the agreement, and other relevant details. The databases are located at: http://inside.nps.gov/regions/custommenu.cfm?lv=2&rgn=161&id=4818.

Cooperative Agreements

Cooperative agreements allow the federal government to provide assistance in a variety of forms to other institutions to foster education, research, and many other activities. In 1977, in an effort to streamline and standardize the forms of agreements undertaken by the government, the Federal Grant and Cooperative Agreement Act (31 U.S.C. 6301-6308) was passed, and subsequently a number of circulars from the Office of Management and Budget (OMB) were developed to facilitate its implementation. The General Accountability Office (GAO) requires that each assistance agreement reference a legal instrument or authority and have a real federal budget appropriation. Another critical factor distinguishing cooperative agreements from other forms of direct assistance (grants) or procurement (contracts) is the expectation of "substantial involvement" in the pursuit of a collaborative enterprise. As a science program with substantial internal capacity and knowledge, the Klamath I&M Program typically uses agreements, which demand substantive input from I&M or park staff, but which allow opportunity for collaborative planning, sampling, analysis, and co-publication with other scientific partners, as appropriate. Further guidance on the purpose and process for task agreements may be found in the NPS Agreements Handbook, located at: http://www.nps.gov/hfc/acquisition/agreements.htm

Development of a full cooperative agreement is a substantial effort for both the I&M staff member leading it, the assigned Contracting Officer, and the partner. Therefore, preparation of the agreement should be initiated well before the typical procurement season (April-June). Depending upon the scope and duration of the partnership desired, the language in the agreement can be general (to facilitate collaborative research, education, and conservation) or fairly specific (to conduct a spotted owl survey in FY 2011 and analyze results for publication in *Journal of Wildlife Management*). Generally, we prefer to craft broad cooperative agreements, which can encompass more specific task agreements for subprojects with specific Principal Investigators. The NPS Agreements Handbook provides all the information necessary to complete an agreement and Appendix D of this document provides the process the KLMN utilizes to complete a cooperative agreement.

Interagency Agreements

According to NPS Director's Order #20, Section 3.4 "the NPS will use Interagency Agreements only to document arrangements that entail the transfer of funds, goods, property or services between the NPS and another Federal agency. When the purpose of the agreement is merely to document mutually-agreed-to policies, procedures, objectives and/or relationships, with no funds, goods, property or services exchanged, a General Agreement will be the instrument of choice." The Economy Act provides the legal authority for federal agencies to order goods and services from other federal agencies and to pay the actual costs of those goods and services. This is the appropriate authority to use for entering into agreements with likely regional partners such as the USGS Biological Resources Division, the USDA Forest Service, and the Bureau of Land Management.

According to NPS Director's Order #20, Section 5.1, an Interagency Agreement is the appropriate instrument for:

    (a) The acquisition or provision of goods or services between the NPS and another Federal agency, as authorized by the Economy Act (31 U.S.C. 1535, as amended); or,

    (b) The acquisition or provision of services between the NPS and the District of Columbia government, as authorized by the Economy Act (31 U.S.C. 1537, as amended).

Section 5.2 addresses Interagency Agreements for which obligation of NPS funds must be reviewed and signed by a Contracting Officer who possesses a level IIB or higher warrant. Interagency Agreements that exceed $250,000 must be reviewed for approval or disapproval by the Manager of the Contracting and Procurement Program Office, WASO. If superintendents, program managers, or Contracting Officers have questions on a specific Interagency Agreement, they should contact the Office of the Solicitor for guidance.

Section 5.3 addresses Interagency Agreements that involve the receipt of funds by the NPS and do not require the signature of the NPS Contracting Officer unless required by the other Federal agency. If the other Federal agency does not require the signature of the NPS Contracting Officer, the responsible NPS official will sign the Interagency Agreement.

Task Agreements

Once a cooperative agreement has been prepared and approved, which articulates a strategic partnership between the program and a partner, task agreements can be developed to pursue specific subprojects. The task agreements that the Klamath Network most frequently deals with may be divided into those where the partner is a member of a Cooperative Ecosystems Study Unit (CESU), and ones where the partner is not part of a CESU. Depending on this division, the creation of the task agreement and the products due vary. Each institution with which the KLMN will have a task agreement will need to have a cooperative agreement in place that establishes the relationship between the parties involved, whereas the task agreement actually commits the funding for projects, goals, tasks, and deliverables to be carried out.

CESU Task Agreements

Most of the universities that the KLMN partners with fall within the Pacific Northwest or Californian Cooperative Ecosystem Studies Units (CESUs), which are regional partners under the national CESU partnership (http://www.cesu.psu.edu/). Each CESU operates under a negotiated cooperative agreement with the federal agencies and partner universities. As part of this cooperative agreement, universities have agreed to accept a relatively low (17.5%) overhead rate, making collaborations with universities that are part of this cooperative agreement desirable. Accordingly, much of the collaborative work the KLMN achieves is completed through CESU task agreements submitted to the relevant CESU. Southern Oregon University is in the Pacific Northwest CESU (http://www.cfr.washington.edu/research.cesu/participants/universities/sou.asp). The basic steps for creating or modifying a CESU task agreement are listed in Appendix D, under the section "Steps Specific for a CESU Agreement." It is important to start as early as possible on these agreements, no later than early in the spring, as task agreement preparation often involves multiple parties and may be time consuming. Moreover, sufficient time must be allotted for the CESU Coordinator and the Oakland Contracting Office to process the task agreement. Contracting deadlines will be will typically be sent out by the REDW administrative staff each spring. However, because review and approval by the CESU Coordinator must precede submission to contracting, it is also good to contact the CESU Coordinator to get exact due dates for the processing requirements, which will typically be at least two weeks before the contracting deadlines (usually late June to early July).

Non-CESU Agreements

Non-CESU agreements are written between the KLMN and outside institutions where both the NPS and that partner will benefit from a mutual agreement. The process for writing a cooperative or task agreement is similar to the process for writing a CESU agreement, except that it does not need to go through the CESU program for approvals. The basic steps for creating or modifying a task agreement with a partner other than those in the CESU system are listed in Appendix D.

Annual Reports for Agreements

Annual reports are due for each of the KLMN task agreements, and each original task agreement should state when the annual reports are due. The Program Assistant will post the due dates on the KLMN calendar and in the Project Database. He/she will send reminders to the PI and Program Manager when an annual report is near due. It is the responsibility of the Program Manager to ensure that the report is received by the KLMN from the PI and to let the Program Assistant know that it has been completed. The Program Assistant will then file the report and

update the Project Database. Annual reports should be filed both in hardcopy and digital form. The hardcopy will go in the agreement's folder (and fiscal year subfolder, if necessary) and the digital copy will go in the agreement's digital folder on the S drive, under the subfolder "Annual Reports," if there is no inventory, monitoring, or research activities related to the agreement. If there is, then the annual reports will be filed under the agreement-associated inventory, monitoring, or research project subfolder. At the end of the agreement, when the last modification has ended and the project has completed the wrap-up phase, all annual reports will be due to the appropriate NPS and CESU or Contracting personnel, as stated in the original agreement. Once the report has been finalized by the Klamath Network and the PI, the finalized report may be submitted to the I&M series and/or posted on the Intranet and/or Internet, as appropriate.

Contracts
Contracts are the appropriate procurement vehicle when the NPS requires goods or services from an outside partner, and there is no expectation of NPS substantial involvement, often because it is of short, discrete nature or we lack the time or expertise to help. Examples include processing of water quality samples by contract laboratories or a flight to collect remote sensing imagery for the parks. Altogether, the duties of KLMN staff on contracts will typically be to articulate the work specifications and timeline required in the development of the project, review invoices, and inspect the final products.

Federal contracting is a complex endeavor with a number of legal requirements. Each contracting activity is governed by the Federal Acquisition Regulations and the Department of the Interior Acquisition Regulations (Title 48, Code of Federal Regulations), the Federal Property Management Regulations (Title 41, Code of Federal Regulations), and various other Agency regulations. These regulations govern procurement planning and requirements analysis, required sources of supply, equipment replacement (use) standards, solicitation procedures, evaluations and award processes, contract administration and close out procedures, etc. Consequently, it is never a good idea to develop a contract without working closely with an NPS Contracting Officer in its development.

It is important to recognize that government contracting is major economic activity and all contracts above $3,000 should allow competition, unless compelling reasons exist for using a specific contractor. Proposed procurements in excess of $25,000 are advertised on the Federal Business Opportunities (FBO) web site by the assigned Contracting Officer. As part of the E-Government Integrated Acquisition Environment (IAE) initiative throughout the Federal Government, all vendors must be registered on the Central Contractor Registration (CCR) web site. National Park Service solicitations are posted electronically at the DOI National Business Center by the assigned Contracting Officer. These are general requirements, and it is likely that the Contracting Officer will require considerable detail from the COR with respect to the statement of work, data, etc.

Contracts will be initially prepared by KLMN personnel, utilizing the check list below. The steps listed in Appendix E also relate to contracts that are a simplified acquisition purchase of services. The COR will work with the KLMN Program Assistant to ready all necessary components of the contract, at which point the Program Assistant will enter it into IDEAS and forward it on to the

assigned Contracting Officer. The Contracting Officer will then work with the KLMN and organization awarded the contract to establish the venture. Close communication with the Contracting Officer and contractor is required throughout the timeframe of the contract by the KLMN COR.

When it is deemed necessary for a contract to be requested for services to the KLMN, the following components will be submitted in order, in conjunction with communication with the Contracting Officer at REDW (or other park/office if the REDW Procurement Office does not have a properly warranted Contracting Officer), to the Contracting Officer at REDW. The Contracting Officer will follow exact steps in order to award the contract and follw up on deliverables and payments rendered. Components of the acquisition cycle for contracts include:

1. Acquisition Plan
2. Scope of Work
3. Data requirements
4. Source Selection Plan
5. Acquisition package preparation (including market surveys and obtaining applicable approvals and waivers)
6. Purchase Request (submission and acceptance)
7. Justification and approval for Other than Full and Open Competition (JOTFOC)
8. Advertising the requirement
9. Legal review and approval (as required)
   - Issuance of the solicitation
   - Evaluation of proposals
   - Obtaining audits (as required)
   - Pre-award Surveys
   - Development of pre-negotiation plan
   - Completion of negotiations (Revised Proposal)
   - Contract preparation
   - Contract review and approval (as required)
   - Legal review and approval (as required)
   - Contract award
   - Notification to unsuccessful offers
   - Debriefings

Budget Management

The budget management functions of the Klamath Network are the responsibility of the Program Manager, who, in consultation with the KLMN Board of Directors, sets the allocations each year. All of this information is entered into the budgeting system (AFS) as soon as the yearly work plan is approved (usually no later than February 1st) and tracked by the REDW Budget Officer. For specifics on the budgeting process and database (AFS), contact the REDW Budget Officer. Refer to the timeline in Appendix A for budgeting deadlines.

NPS Accounts

The Klamath Network typically creates two accounts to pay for its expenditures: monitoring and water quality. There are other KLMN accounts also created by the REDW Budget Officer for budgeting purposes (e.g., REDW administrative account, vegetation mapping account, etc.), but the monitoring and water quality accounts are the most frequently used and charged to by KLMN staff. Each funding source is given a distinct account number for budgeting purposes. The basic prefix for KLMN accounts is the network code "2131." This is followed by the two digit fiscal year and then two digits to signify sub accounts. The monitoring account is signified by "NII" following these digits, while the water quality account ends in "NWZ." As an example, the budget code for monitoring in 2011 was: 2131-1101-NII.

By default, travel and purchases are charged to the monitoring account, except those of the Aquatic Ecologist. His/her credit card defaults to the water quality account. Task agreements, contracts, and other funded projects (e.g., vegetation mapping) and purchases will have the correct account number specified in the agreement, contract, or purchase request, which will match the account specified in the approved work plan for that fiscal year.

Tracking and Printouts

The Budget Officer provides document summary reports of expenditure for review by the Program Manager on a monthly basis, or upon request. As the end of the fiscal year approaches, more frequent reports are supplied. The current status of the KLMN's budget is obtained by running a Document Summary Report in the budgeting system AFS. This task is completed by the REDW Budgeting Officer, as part of the administrative services agreement that the KLMN funds for REDW every year.

Responsibilities

It is the responsibility of the KLMN Program Manager to verify that charges to the accounts are correct and to determine allocations of funding to various areas of the Network.

SOU Accounts

As of FY 2011, the KLMN has five accounts currently active with SOU. Each account relates to a task agreement written between KLMN and SOU. At the expiration of the task agreement, the funds in the account should be exhausted. It is important to monitor the account expenses and plans for zeroing out the account as the agreement's sunset date approaches. Appendix F lists the five accounts active with SOU in FY2010-2011 and details on each.

Budgeting and Budget Printouts

Budget summary reports and printouts for each SOU agreement are delivered to the Program Manager at least quarterly (quarterly is stipulated by the agreement terms), detailing the current charges to each of our grant agreements with SOU. If SOU agrees, these printouts can also be provided to the Program Assistant on a monthly or as-needed basis upon request. Budget summaries are also available through the SOU web site at: http://www.sou.edu/bus_serv/accounting/index.html. Individual budget reports should be electronically filed in the task agreement's specific folder. For budget summaries that include multiple accounts (e.g., monthly total updates from SOU), place the electronic file in: S:\Administrative\Procurement\Contracts and Agreements\Agreements\CESU\SOU Agreements\SOU Budget Summaries - All Active Agreements, following the naming convention of "KlamathNetworkGrants_YYYYMMDD," where the name refers to the SOU terminology and the year (Y), month (M), and day (D) reflect the date on the printout. Note that the charges on the printouts do not necessarily reflect the most current numbers; the charges and amounts given may be a month or more behind the actual current amount. Contact the head of Business Services to start the process of receiving the summary reports. Approval/verification will be needed from the Program Manager.

Vehicles

The Klamath Network maintains vehicles with both short and long-term leases from the General Services Administration (GSA). Typically, GSA vehicles are only available once per year, so it is important to identify vehicle needs well in advance. Vehicle needs should be evaluated by the team as early in the fiscal year as possible to ensure that any new vehicles arrive in time to complete field monitoring. The Redwood Motor Vehicle Safety Plan in: S:\Administrative\Vehicles provides complete information on vehicle requirements and safety.

Maintenance and Inspection

Upon getting a vehicle, the employee should thoroughly inspect the vehicle. He/she should make sure that accident reporting logs, a spare tire, a jack, and a safety kit are in each vehicle. All fluids and tires should also be checked prior to taking the vehicle on a trip. A spare set of keys for each vehicle should be kept in the Klamath Network office, in case of emergency. A spare key (for unlocking the doors, not necessarily for the ignition) will also be made by the Program Assistant upon receipt of a new vehicle and sent to the Maintenance Clerk at REDW, as an additional backup. Vehicles must be returned to the KLMN office with at least ¾ a tank of gasoline, to ensure that the next traveler can leave without delay.

Mileage Logs and Reporting

Each vehicle has a binder associated with it, containing the keys, gas card, receipts, and mileage log, which is kept in the KLMN office. It is important to record the ending mileage in this log any time the vehicle has been used. The mileage, date, operator's signature, and account to charge should all be recorded. As other parks' staff occasionally use the KLMN's vehicles, they will do the same, recording the mileage and which account to charge. The information in this log will be transferred to the monthly report.

On the 15th of each month (or the closest working day), the Program Assistant will send mileage reports for the KLMN's GSA vehicles (not short-term leases, only vehicles with government plates) to the Maintenance Clerk at REDW. The Maintenance Clerk will then send on the mileage reports to GSA, who will bill the Klamath Network account for the miles used that month. When sending the report, be sure to include the plate number, since we have multiple vehicles assigned to the Klamath Network. Only the ending odometer reading is needed for the report, not the particular number of miles driven that month (GSA will take care of this).

Here is an example of what should be included in the email:

Hi Rachel,
Here's what we've got for October:
- G62-30876 (Explorer) - 57,964
- G10-5766K (Fusion) - 2,018 (out of this, 129 miles should be charged to the CRLA account 9323-3002-NZC and the balance to the regular KLMN account)
Have a wonderful day! :)
Bess

Gas Cards

The binder for each vehicle contains a gas card, which is to be used only for the vehicle the binder is associated with. In most cases, gas cards can only be used for a few items such as gas, washer fluid, and oil changes. Gas cards should not be used for things such as vehicle repairs, windshield wipers, or gas station food. If the contract on a vehicle expires, the gas card will be shut off, so it is imperative that the user of the vehicle knows when this expiration date will occur (e.g., 60 days from the date of the GSA short-term lease bid or when GSA emails to switch out a permanent vehicle nearing the end of its 60,000 mile allowance). If a gas card is misplaced, contact the REDW Maintenance Clerk immediately to start the voiding and reissuing process.

Ordering Vehicles through GSA

All vehicles used by the KLMN need to be acquired through the GSA system. Permanent vehicles will have government license plates and be assigned to the KLMN with fixed monthly charges plus charges for gas and mileage. GSA will request the vehicle back after about 60,000 miles, at which time GSA will provide the Klamath Network with a similar size/capability vehicle. The exchange site for the vehicles is in Redding, CA; KLMN personnel should be aware of approximately when the vehicle will be requested back in exchange for another, as there is usually only a one week window of time to make this exchange. The GSA turn-in request will come to the KLMN Program Manager and Program Assistant via a REDW contact.

Permanent KLMN Vehicles

Permanent vehicles may be requested through GSA using the Vehicle Ordering Form in: S:\Administrative\Vehicles\Vehicle Ordering Form.

When ordering a vehicle, the Program Assistant will send the completed Vehicle Ordering Form to the REDW Maintenance Clerk, who is the GSA vehicle contact at REDW. Working with this contact, the details on vehicles that are available, prices, and accounts for payment will be worked out with GSA by the vehicle contact at Redwood, in communication with the KLMN Program Assistant. Further information on the types of vehicles and options available may be found on the Federal Standards web site: http://apps.fss.gsa.gov/vehiclestandards/. Please remember that not all vehicles and features listed on the Federal Standards web site will be available for GSA lease.

Seasonal Field Crew Vehicles

A general procedure and timeline is detailed below, which will be completed by the Program Assistant. Requests for vehicle rentals must go through the GSA system and price quotes can only be determined by GSA two weeks out from the start date, although it is helpful to plan vehicle needs and the field season dates well before this. Always check with the Maintenance Clerk at REDW as to whether or not there is another, less expensive option than the short term rental through a GSA-contracted rental company (e.g., short-term expiring GSA vehicle leases).

1. Send an email to the current GSA vehicle manager at REDW (e.g., the REDW Maintenance Clerk) with the following information:
    a. Dates the vehicle(s) is needed (if short term, like for the field season).
        i. GSA contracts are only good for two months; follow step 12 if a vehicle is needed for more than two months.
    b. What type of vehicle (be specific as possible as to size, e.g., medium 4x4 SUV).

       c.   Where the vehicle should be delivered (use KLMN address and zip code).

       d.   Any special requirements for the vehicle.

2. Attach the completed vehicle ordering form (also in this folder) if the vehicle is for indefinite use (i.e., permanent KLMN vehicle).
3. The Maintenance Clerk will contact GSA and put all this information into the system.
4. GSA will usually take about 2-5 days to get a quote back on the desired vehicles.
5. In most cases, the vehicles will not be immediately available and there will be a delay in the ordering process. Plan for this ahead of time, especially during the summer field season.
6. The Maintenance Clerk will email the quote to us. We have 5 business days from the date of the email to accept or reject the quote.
7. Email the Maintenance Clerk with the decision of whether or not we are taking the vehicles. A justification must be made to GSA if multiple quotes are given and we do not select the lowest bid.
   a. If we do not select any of the bids, for whatever reason (not available when we need it, incorrect size, etc.), then we will have to put out a bid to the rental car companies in the area with the Redwood Purchasing Agent. The KLMN Program Assistant and the Purchasing Agent will need to work together on this to put in a purchase request, receive bids, confirm details such as credit cards for gas purchases, etc. This process is definitely not the preferred method – select GSA whenever possible.
8. Receive email confirmation from GSA (through the Maintenance Clerk) about where to pick up the vehicle.
9. Call the vendor (usually Enterprise in Ashland or Medford) to see if it is ready to go.
10. Sign the contract in the rental office and return the carbon copy to the Program Assistant to file in the Vehicles folder.
    a. The GSA bid will be attached to the carbon copy before filing, along with the gas card number and expiration date and any other pertinent correspondence.
    b. The Program Assistant will also update the Vehicles calendar with important dates to remember.
11. Can use government credit card until the Maintenance Clerk gets the card, keep gas receipt with credit card.
12. The Maintenance Clerk will get new fleet cards and send them to us.
    a. Keep all gas receipts with the new gas card.
13. Contracts and associated gas cards will automatically expire 60 days after the date listed on the GSA bid.
    a. If the vehicle is needed for longer than 2 months (60 days): Two weeks prior to the cut-off date, have the new bid request into the Maintenance Clerk following the same above process.
    b. More than likely, the same rental company we are currently working with will respond to the bid with a quote. However, the vehicle may need to be inspected or traded out for another or a new vendor entirely may be selected. Field work should be planned accordingly.
14. When it is time to return the vehicle, make sure all KLMN items have been removed and any damage has been noted. The car does not have to be cleaned before returning.

15. The Program Assistant will scan all receipts for the vehicles and save a digital copy to the appropriate subfolder in: S:\Administrative\Vehicles\Vehicle Repair and Maintenance\Service_Receipts\GSA_Short-term_Rental_Vehicles. A printed copy will also be stored in the hardcopy Vehicles folder. See "Filing Vehicle Information" below for complete details.
16. The Program Assistant will send the GSA gas cards and all associated receipts to the Maintenance Clerk at Redwood for reconciliation.

Filing Vehicle Information

All gas receipts, maintenance receipts, and gas cards will need to be returned to Redwood regularly for permanent GSA vehicles and at the expiration of the contract for rental vehicles. This will be done by the Program Assistant upon request by the GSA Vehicle Manager at Redwood (REDW Maintenance Clerk) for the permanent vehicles and upon the expiration of the contract for the short-term lease vehicles. The Program Assistant will scan all receipts and save a copy in the appropriate subfolder in: S:\Administrative\Vehicles\Vehicle Repair and Maintenance (following the same naming convention of the files already in these folders) and also print a copy and put this in the GSA rental vehicle paper folder for that field season or vehicle. New folders added to the digital and hardcopy file structure will need to be added with new permanent vehicles and new field seasons for rental vehicles. Maintain the same structure and naming convention already present in these files to ensure easy and standardized access to the information.

Maintenance and Repairs

Oil Changes
Per GSA, oil changes may not occur more regularly than every 3,000 miles. GSA will send a reminder when the next servicing is due (usually via a REDW staff email). If you are using the vehicle and see that an oil change is due, you may purchase one with the vehicle's gas card, without contacting GSA for prior approval. The only approved purchase with the oil change is a new air filter. All other services and products should not be purchased without prior contact with GSA and location of an authorized dealer to perform these services or supply these products. The number to call for questions on authorization is located on the back of the GSA gas card. All receipts need to be scanned and filed following the procedure above.

Flat Tires
New tires may be purchased with the GSA vehicle card that is attached to the vehicle. Expert Tire has a GSA agreement in place, so this is often the easiest place to go to get a new tire. The tire company will need to call the GSA number provided on the back of the gas card to authorize the purchase. Generally, this occurs at the same time of the purchase. Ensure that the company accepts the GSA card before having the tire replaced. If the purchase/work is over $100, more advanced approval may be necessary; the GSA consultant contacted from the appropriate number on the back of the gas card will be able to work with the KLMN staff and tire company to finalize the purchase of new tires or to do the repairs required to old tires. All receipts need to be scanned and filed following the procedure above.

Other Repairs

If repair or work is needed on the vehicle, first call GSA from the number listed on the back of the gas card to find out the locations where the vehicle can be taken. These are dealers and mechanics that are listed with GSA and can perform procedures if needed. **Do not** have any work done by someone unless you have first called GSA to obtain permission. Once the mechanic has identified the problem, the mechanic will need to communicate with GSA again regarding the nature and the cost of the repair. It is only after they have obtained this approval that the repair can be made. All receipts need to be scanned and filed following the procedure above.

Gas

It is Klamath Network policy that a Network vehicle never be returned to the office with less than ¾ a tank of gas. This is not only common courtesy to the next driver, but is also a safety recommendation, as many times people need to leave early in the morning for remote park locations, before gas stations in the Ashland vicinity are open. Be sure to ascertain that the gas station accepts the GSA card before beginning pumping gas. Gas receipts should be kept with the GSA gas card in the envelope pouch of that vehicle's log book. Follow the procedure listed above for filing of receipts (at the end of each fiscal year for permanent vehicles and at the end of the contract for rental vehicles).

In the Klamath Network parks, certain arrangements may be made for use of the park's internal gas station, using identifier codes at the pump so that the park can charge the Klamath Network accounts for reimbursement. The park at which the gas is purchased will log these transactions and directly charge the Network account. Details of this procedure may be obtained from the budgeting staff at that park where you want to purchase gas. Establishment of these codes is done on an individual basis and it will be up to the Project Lead for each project to contact park personnel and create this system. It may be beneficial for all Project Leads who have field work occurring at a particular park to communicate and establish a protocol for obtaining gas for the field season. Upon setting up an account, the Project Lead should inform the Program Assistant that an account has been set up and should give him/her the identifier number at this time.

Cleaning Vehicles

Vehicles should be cleaned after use. A vacuum is available in the Field Office to clean out any debris, and vehicles may be washed with the car washing supplies at this location as well. The GSA card corresponding to each vehicle is not authorized for use at any car wash or vacuuming station, whether it is self or full serve. These services should be performed in-house when the vehicle needs it.

Accidents and Emergencies

Consult the Redwood Vehicle Safety Policy in S:\Administrative\Vehicles for complete details on these procedures. The Redwood Safety Officer should be contacted if additional details are required.

Accidents

In the case of a vehicle accident, follow all regular safety procedures and precautions (detailed in the Redwood Vehicle Safety Policy) to first ensure that the vehicle occupants are alright. Comply with police as to information on the vehicle and passengers. After this (assuming that

the driver or other occupants are able to), fill out the two mandatory GSA accident forms, located in the glove compartment of each vehicle.

These forms are available in: S:\Administrative\Vehicles\Vehicle Repair and Maintenance\Accident_Reports\Accident Report Forms. Every vehicle should always have these forms printed and available and it is up to the driver to make sure he/she has them before leaving the office. New ones will need to be printed off and placed in each rental vehicle. In permanent vehicles, these forms should always be in the glove compartment; if the vehicle is in an accident and the forms are used, replace them as soon as possible after the accident.

In addition to filling out the GSA forms, the Klamath Network will need to contact the REDW Safety Officer and GSA immediately to inform them of the accident. Contact the REDW Safety Officer first, who will instruct the Network whether to contact GSA before he/she does. The number to call for GSA is on the back of the GSA gas card and also on these forms.

Speeding Tickets and other Vehicle Infractions
It should be noted that the driver of the vehicle assumes responsibility for his/her actions while driving, just as he/she would in his/her personal vehicle. If this driver receives a ticket for an infraction while using the GSA vehicle, this will be counted against the driver's license and insurance. Drivers should drive with all the necessary precautions, obeying the rules of the road and not driving under unsafe conditions. In addition to the state and federal rules that apply to all drivers, an additional federal order outlaws the use of mobile devices while driving a federal vehicle. Thus, if a driver is caught doing so, even if the law of the state that he/she is in does not explicitly rule against this behavior, there will be possible consequences of engaging in this unsafe behavior. As noted above, it is the driver's responsibility to inspect the vehicle before leaving the office. Vehicles that have ticketable issues such as broken windshields, mirrors, lights, or light covers should have them fixed before use.

Towing
If a vehicle needs to be towed, GSA should first be contacted through the number on the back of that vehicle's associated gas card for approval. It is imperative to contact GSA before contacting a towing company or allowing the vehicle to be towed. Often, GSA will have an approved list of providers that must be used. Failure to contact GSA regarding the towing needs before towing occurs may result in large expenses to the Klamath Network. The REDW Safety Officer and REDW Maintenance Clerk should also be notified as soon as possible.

Emergencies
All proper safety procedures should be followed in any emergency. Due to the remote location of some of the Klamath Network's field work, it may first be necessary to radio or call for additional assistance. Each Project Lead and Field Crew Leader should go over the emergency procedures outlined in the protocols with their crews every field season and when necessary to repeat.

Use of Vehicles

Charging to other Accounts
When another NPS unit uses one of the KLMN's vehicles, the account number to charge will be provided by these park personnel. In the monthly mileage check, this account number will be

given to the Maintenance Clerk at REDW, who will ensure that the correct mileage is charged to the KLMN account and the park's account. Correspondingly, if the KLMN staff use another park's vehicle, the current KLMN account number should be given to these parks so that mileage may be charged to the KLMN.

Volunteers
Volunteers and non-NPS personnel are permitted to be in a government vehicle (regardless of whether a driver or passenger) only when there is a current volunteer agreement on file. This form should clearly indicate in the Purpose field the dates of the volunteer activity, the nature of the agreement, and that the person has read and understood the KLMN vehicle procedures and Redwood Vehicle Safety Policy. Volunteers, just as all other personnel, will need a valid US driver's license in order to operate a government vehicle. Without this agreement, non-NPS staff should not be in the vehicles. The volunteer agreement is in:
S:\Administrative\Personnel\Personnel Documents\Volunteer Forms.

Training
In order to use a government vehicle, NPS staff will need to successfully complete the Defensive Driving course every 3 years. The National Safety Council offers this course for free through the GSA system. New employees and employees who are close to training renewal will be prompted to take this online course. If this does not occur, or if there is an error with the training, contact the Redwood Safety Officer. Long-term volunteers or associated partner staff (e.g., SOU staff) who routinely use the vehicles should also successfully complete the defensive driving training.

Parking at Southern Oregon University
The administrative agreement between KLMN and SOU ensures that KLMN core staff may purchase staff parking passes. These passes are purchased in Britt Hall. Staff should purchase these passes using their government credit cards. Parking passes are not required for vehicles with government plates. If seasonal or short-term vehicles that do not have government plates are parked on-campus, the Program Assistant will place a prominent sign on the dashboard on the driver's side that states "Klamath Network Vehicle" in order not to be ticketed. He/she will also call the SOU Parking Services with the plate numbers of the short-term rentals, so that the university is aware of these vehicles.

Visitors to campus will either need to park on a side street or obtain a temporary or day parking pass. The Klamath Network maintains a supply of these passes for visitors. The passes are kept in the Central Hall office, by the mailboxes. The ledger should be filled out completely for every pass, including the Klamath Network staff member's information who is issuing the pass. Occasionally, SOU parking attendants will call to inquire about a guest pass being used. New ledgers of passes may be obtained from the administrative services room in Britt Hall and charged to either the employee's government credit card or the KLMN administrative index code ENV-02G. The completed ledger will need to be returned to the administrative services department by the Program Assistant before a new one will be issued.

Southern Oregon University Motor Pool
The SOU motor pool is available to qualified staff and may be charged to KLMN Index Codes. Drivers will need clearance, training, and testing in order to be an approved driver. Details and forms are available at: http://www.sou.edu/fmp/motorpool.shtml.

Personnel Management Issues

Standardized Forms
For any action where a standardized form cannot be found on the Klamath Network shared drive, all government forms are listed at: http://www.gsa.gov/portal/forms/type/TOP. If a form is downloaded from this site, a blank copy of it should be saved to the appropriate and logical location on the KLMN shared drive, so that future actions may be processed in a more efficient manner. Forms relating to personnel are contained in the following folder and subfolders: S:\Administrative\Personnel\Personnel Documents.

NPS Hiring
The applying and hiring process is standardized through USAJOBS (http://www.usajobs.gov/) and the related Application Manager (https://applicationmanager.gov/). The KLMN works in conjunction with the Human Resources personnel at REDW to accomplish all NPS hires. The hiring process is currently being standardized into a new process. Besides the procedure listed below (to be completed by the KLMN seasonal hiring staff), the Human Resources division at REDW and the forms available on the KLMN shared drive, another source of information and sample assessment questions for job announcements is (NPS only): http://inpniscsmoss:3000/sites/NPS2/USAStaffing/Assessment%20QuestionnairesJob%20Analysis/Forms/AllItems.aspx.

Four forms are needed to begin the seasonal hiring process:
1) NPS Form 151a – Justification for Temporary Limited Appointment.
2) Job analysis worksheet.
3) Assessment Questionnaire (GS level specific form; be sure you have the correct one).
4) REDW226 – Staffing Information.

Templates of these forms are stored on the KLMN shared drive at S:\Administrative\Personnel\Personnel Documents\Hiring Guidance\Hiring_Seasonal_Biotechs.

1) **NPS Form 151a** – Most seasonal positions will require checking the second box (seasonal positions not to exceed 6 month). On the top line at the bottom of the first page, fill out title, series, grade, organization, and location.
2) **Job analysis Worksheet (JAW)** – This form includes straightforward instructions.
3) **Assessment Questionnaire (AQ)** – Obtain the correct form for the GS series you want to hire. This form contains very similar information to the Job Analysis Worksheet, and much of the information from that can be rearranged to complete the Assessment Questionnaire. Starting at the first factor (you can have as many or as few as you want), define the factor (broad skill set, or major duties) you want the applicant to have. Then number the specific activities or tasks to be performed during this job (basically these are the Knowledge, Skills, and Abilities [KSA] criteria) you want the potential employee to rate themselves on. Examples of plant-specific factors and related tasks are provided in the sample AQ found in the hiring guidance folder. Other examples can be found on the OPM web page (http://www.opm.gov/).
4) **REDW 226** – Fill out Title/series/grade. The branch is RMS (Resource Management). In the first box, check Temporary, 1039. In the second box, check new position. In the third box,

check Delegated (open to all citizens, you can choose how long you want to fly the position [e.g., 2-3 weeks commonly works well]). In the fourth box, check what is applicable. In the fifth box, list the duties, be brief but concise. Fill in the duty station and the desired start and end dates.

Once these forms are filled out, the KLMN hiring staff will send them via email to REDW Human Resources. Human Resources will review them and send hardcopies back for signature. After signing, mail them back to REDW Human Resources.

STEP candidates will need to apply through USAJOBS. They will need to note after the announcement number they would like to apply as a STEP.

**It is best to start this process in mid-December for the following summer field season. As a cautionary word, this process seems to be slightly modified from year to year. Check with REDW Human Resources in November to see what, if any, changes are planned.

Once you receive the online announcement through Selection Manager, sent via email by REDW Human Resources:
1. Set up an account if you do not have one. Follow the directions in Selection Manager (an email notification from Human Resources will prompt you to the web site).
2. If there is a veteran on the list, he/she has first choice of the job. Should he/she decline, fill out the form in: S:\Administrative\Personnel\Personnel Documents\Hiring Guidance\Hiring_Seasonal_Biotechs\Documenting Declinations Veterans and fax it back to REDW Human Resources.
3. Review the candidates and select the best one(s).
4. Be sure to indicate those individuals that decline or do not return your communications.
5. When you have the positions filled, print the certification (this is done in Selection Manager), mark selected names, and sign the back. Send it by mail to REDW Human Resources and keep a copy for your records.
6. Send the certification electronically (this is done in Selection Manager) to REDW Human Resources in Selection Manager.
7. Fill out a REDW 232 (located at S:\Administrative\Personnel\Personnel Documents\Hiring Guidance\Hiring_Seasonal_Biotechs) for each selected employee. Send this back to REDW Human Resources via email. Mark the REDW 232 fields as follows: 1) Mark "B," 2) Date employee will start, 3) Expected data of termination, 4) Name of person selected, 5) Leave blank, 6) Leave blank, 7) Account pay role will bill, 8) Mark the appropriate box, 9) Days of the week employee will work and when (day and time) they will start work, 10) filled out by REDW Human Resources, 11) Certification number that the employee was hired from and date submitted, 12) Most seasonal employees will be NTE 1039, 13) filled out by REDW Human Resources, 14-25) filled out by REDW Human Resources.

Employee Express
Employee Express is the one-stop location for employees to view and change many of the details concerning payroll actions: https://www.employeeexpress.gov/DefaultLogin.aspx.

Once logged in, employees may view and/or alter information such as: direct deposit locations, disability updates, discretionary allotments, ethnicity and race, health benefits and plan details,

federal and state tax withholdings, home address, retirement and thrift savings plan contributions, and other details. It is through this site that employees view their biweekly Leave and Earnings Statements and print their W2 forms. Each employee is responsible for verifying the accuracy of the pay, deductions, and leave stated on his/her Leave and Earnings Statements. Discrepancies should be discussed with the REDW Human Resources staff.

Earning and Taking Leave

There are different leave categories that are commonly taken by KLMN employees. All leave should be discussed between the employee and supervisor. When an employee submits his/her timesheet to his/her supervisor, he/she is stating that the hours of leave taken on the timesheet are correct. When the supervisor certifies the timesheet, he/she is agreeing that the leave taken is correct and approved.

Depending on the length of service an employee has been with the federal government, different amounts of annual and sick leave are earned each pay period. It is up to the employee to ensure that he/she has balances appropriate to cover any absences from work. These balances may be informally tracked on the employee's timesheet and formally checked on the Leave and Earnings Statement for the employee in Employee Express.

An employee will need the prior approval of his/her supervisor in order to take leave, unless it is an emergency or illness. Employees and supervisors should save all correspondences related to leave. For leave of 2 days or less, this permission may be granted informally, such as in an email. For leave greater than 2 days, an official leave request (OPM Form 71) should be filed. The form is located in: S:\Administrative\Time Keeping\Leave Forms. This leave request is forwarded on to the timekeeper (Program Assistant) and filed with the hardcopy timesheet for the pay period(s) in which leave was taken. Although there are many other categories of leave detailed on this form, it is most commonly used for annual and sick leave. When completing the form, do not enter a social security number; instead, type in "on file." Approval of the form may be done through an email chain of approval and does not need to be formally signed on the form.

For guidance on when to mark leave under certain categories, how to provide documentation for overtime and compensatory time requests, and how to use the Maxiflex work schedule, refer to the documentation in: S:\Administrative\Time Keeping.

Furlough
Some KLMN positions require furlough each year or in the case of budget shortfalls. Provided below are specifics on how to take furlough and furlough requirements.

1. If a position has mandatory yearly furlough, the furlough must be taken before the hiring date anniversary (i.e., the year for furlough purposes is dependent on the employee's start date in that position, not on fiscal or calendar year dates).
2. All of the furlough must be without pay status. Ex: An employee cannot use any credit, comp, or annual hrs as part of the furlough time; a 2-week mandatory furlough must be 80 unpaid hours.
3. Furlough may be split between time periods. Ex: If an employee is taking 2 weeks of furlough, s/he may take it week 2 of pay period 4 and week 1 of pay period 5. Most

employees split the furlough in this way to receive 2 half-paychecks and avoid owing money on healthcare etc. by having a zero paycheck.
4. Furlough may be broken into 1-week time periods. Ex: If an employee must take 2 weeks of furlough in a year, this can be taken in two 1-week leaves.
5. Furlough must be taken Sunday-Saturday. Employees cannot take furlough that starts and ends mid-week (ex: cannot take Wednesday-Tuesday).
6. Employees can add leave time around the furlough if approved by the supervisor. Ex: Take leave one week and then have 2 weeks furlough for 3 weeks off.
7. For every two weeks of furlough taken during the calendar year, the employee will lose a pay period's worth of leave. Ex: An employee takes a one week furlough. His/her next leave statement would still reflect normal annual and sick leave earned time during this pay period. However, after an employee takes a second week of leave in the year, his/her leave statement would reflect no annual or sick leave gained for this pay period.
8. A REDW 232 Form must be submitted to Human Resources at least 2 weeks prior to the furlough so that he/she may enter this in the system. This is the form that authorizes the furlough and should be sent by the employee's supervisor. However, no leave request form is required for a furlough unless additional leave is taken around the furlough.
9. Furlough may be waived one year out of a 4-year term if the employee is needed. Contact Human Resources about the procedure for doing this when the time arises.
10. As of FY 2011, Debbie Scribner is the contact for all furlough questions. More information on furlough and the NPS policies regarding it are in: S:\Administrative\Time Keeping\Furlough.

Timekeeping
Maxiflex Schedule
All KLMN staff are on the Maxiflex schedule. Copies of these timesheets are located in: S:\Administrative\Time Keeping\Time Sheet Template and the Program Assistant should create a new version of the template before the first pay period of the new year. Each employee should make a copy of the template, place it in their personal folder (S:\Administrative\Personnel\ Employees), and rename the file as appropriate.

Quicktime
Quicktime is the DOI system in which the timekeeping is done. Every 2 weeks, the time for that pay period will need to be entered by the Program Assistant. However, every employee should be familiar with the system and able to input his/her own time. The help files available on Quicktime address many common questions that a user may have. KLMN personnel will need to VPN into the NPS network to access Quicktime functions.

- Quicktime login: https://qtime.nbc.gov/proweb/qtime1556/login
- Quicktime help: http://www3.nbc.gov/customer/personnelpay/quicktime/SSA_nonewd/webhelp/Qtime.htm

Below is the general timeline for entering the time for each pay period. Please note that some situations (e.g., holiday in the current or following pay period) may necessitate an earlier entry of the time for that pay period. In those situations, an administrative email will come from REDW, instructing staff as to the earlier dates needed.

1. Employees should submit their accurately completed timesheets for the pay period to the Program Assistant by (at the latest) 5:00 PM on the second Wednesday of the pay period (e.g., the timesheet for pay period 13 will be due on the second Wednesday of pay period 13).
   a. If an employee knows he/she will be unable to send the Program Assistant his/her timesheet on that day, it is the employee's responsibility to send his/her timesheet to the Program Assistant in advance of the second Wednesday.
   b. If an absence spanning multiple pay periods is planned, it is the employee's responsibility to send his/her timesheets to the Program Assistant before the start of this absence.
   c. Since the timesheets are due before the pay period actually ends, this means that the last three days of the pay period will need to be written out in advance. Make sure that all known leave and hours are accurately recorded for these three days.
   d. If changes occur in the timesheet hours for these last three days, follow one of the two procedures listed below for amending timesheets, depending on when the change is made.
   e. Supervisors are responsible for ensuring the staff they manage are completing their timesheets accurately and submitting them to the Program Assistant on time. In addition, Project Leads are responsible for sending the crew's timesheets in to the Program Assistant in advance of the deadline. This may necessitate advance planning and coordination among the crew, Project Lead, supervisors, and the Program Assistant.
2. The Program Assistant will file the electronic copy of each employee's timesheet in the correct year/name subfolder in: S:\Administrative\Time Keeping\Time Sheets. Note that a new file hierarchy will need to be established each calendar year for the employees following the established file structure system.
3. The Program Assistant will file a paper copy of the timesheets in the administrative file cabinet by employee name in the Timesheets section. For short-time hires, these will go into a common folder instead of by employee name (e.g., KLMN Field Crews).
4. The Program Assistant will enter the timesheets for the KLMN personnel on the second Thursday of that pay period (i.e., the day after the timesheets are due). The administrative personnel at REDW serve as back-ups for entering time if the Program Assistant is unavailable.
   a. Log in to Quicktime
   b. Choose Timekeeper role
   c. Select Group Validate
   d. Go through the individuals, one by one, entering each person's time. After entering week one, click Save, and then go on to week two. A time code must be entered for each of the 80 hours, along with the proper accounting code. Placing the cursor in the proper field and then clicking "Look Up" will provide a list of available codes and notations, from which a selection may be made.
      i. Most Frequently Used Timekeeping Codes:
         - 010 – Regular
         - 020 – Annual Leave
         - 030 – Sick Leave
         - 040 – Compensatory Time Earned
         - 041 – Compensatory Time Used
         - 046 – Travel Compensatory Time Earned

- 047 – Travel Compensatory Time Used
- 050 – Holiday (Not Worked)
- 060 – Administrative Leave – Other – Used (e.g., early dismissal at holidays)
- 061 – Administrative Leave – Weather – Used
- 101 – Leave Without Pay – Used
- 103 – Furlough Used
- 110 – Overtime – Regular
- 120 – Overtime – Holiday
- 230 – Credit Hours Earned
- 231 – Credit Hours Used

    e. After entering all of the 80 hours, click the drop down menu next to the person's name and select "VAL." The system will process this request.

      i. If the screen shows error messages in blue, these are notations and do not need to be corrected if the timesheet has been entered correctly.

      ii. If the screen shows error messages in red, these corrections must be made before the timesheet will be validated. Once the errors have been corrected, re-select the "VAL" drop down.

      iii. If any notations are made in the Leave or Personnel tabs (e.g., if the person is on furlough), the timesheet will need to be validated again after this action. Otherwise, the timesheet will revert to verified, not validated, and will not be available for certification.

    f. Repeat the process for each employee.

5. Once the Program Assistant has entered all of the time for the KLMN employees, he/she will let the certifiers know that the timesheets are ready for certification.

    a. The certifiers have until 4:00 PM on the following day, Friday, to certify the time in the Quicktime system.

If changes need to be made to a timesheet (e.g., employee takes unplanned sick leave on the last Friday of the pay period), and the timesheet has not yet been released:

1. The certifier will need to un-certify the timesheet.
2. The Program Assistant will correct the employee's hours and mark it as Validated.
3. The certifier will once again certify the timesheet.

If an amendment to a timesheet is required after that timesheet has been released (i.e., after the timesheet has been validated, certified, and sent on to payroll for processing at the start of the next pay period), the following procedure should be followed:

1. Log in as a timekeeper.
2. In the top left of the next screen, choose the drop down arrow.
3. A pop-up box will appear. Insert the last name of the person whose timesheet you need to modify and click OK. The pop-up box will then close.
4. On the left side menu of the next screen, choose "Create Amendment."
5. Select the pay period for which the amendment is being created.
6. Adjust the timesheet to reflect the amended hours.
7. "Payroll Comments" must be filled in. Shorthand may be used to describe the reason for the amendment (e.g., sick leave taken last Fri of pay period, or travel delay caused extra hrs of travel comp).

8. Validate the timesheet and have the certifier recertify once complete.

Filing Timesheets

Timesheets will be electronically filed in: S:\Administrative\Time Keeping\Time Sheets by calendar year and employee by the Program Assistant. Hardcopies are printed and kept in the Klamath Network administrative file cabinet by employee. Seasonal crew members are combined in one folder. Once the Program Assistant has entered the timesheets into Quicktime, he/she will place these sheets in the file cabinet for the permanent record. Additionally, supervisors may want to keep a record of employees whose timesheets they certify (e.g., email log).

NPS Employee Check-out Procedures

When an employee has ended his/her employment with the Klamath Network, a check-out form and procedure is required to finalize the process. This form contains all administrative, IT, and property details from REDW that are necessary to complete before the employee will be discharged. The process for completing this form can be found on the InsideREDW page (http://165.83.65.11, VPN required) and the actual form (REDW10-160) on which all sections must be completed with the corresponding REDW and/or KLMN personnel's signature is located at: S:\Administrative\Personnel\Personnel Documents\Employee Checkout. It is important that the departing employee work closely with his/her supervisor, the KLMN Program Manager, and the REDW administrative staff in order to complete all details necessary to terminate employment.

SOU Hiring

Field crew, student intern, and other KLMN agreements-funded SOU staff hiring is the responsibility of the PI, working closely with the administrative personnel at SOU, and with substantial involvement from the KLMN ATR or designated lead. The hiring process takes time and should be planned well in advance. Allow a minimum of three months prior to the anticipated start date for an employee. Hiring through SOU will be done by adhering to the following steps:

1. Ensure that there is adequate funding in the particular agreement and index code to which the salary will be charged and obtain approval for new charges associated with the position(s) with the Project Lead or Principal Investigator (PI) in charge of the grant at SOU to which salary will be charged.
2. The PI and KLMN ATR or Project Lead should evaluate the scope, work hours, and duration of the contracts for the employees to be hired. In no cases, should staff be hired with no term or schedule defined in advance.
3. Advertise for and select candidates with plenty of time to choose candidates and up to 2 weeks to process their paperwork at SOU.
4. Send a position description and the candidate's name to the SOU PI that will be signing approvals, timesheets, etc.
5. Send personnel pre-approval form 4 weeks prior to the position start date to the Assistant to the Dean (currently Donna Holtz for Dean Alissa Arp). This will specify start and termination dates.
   a. The employee must fill out the employment forms online as soon as the prospective employee is selected to be hires.

b. Payroll forms at SOU need to be filled out within 3 days of the start of employment.
c. The three forms (W-4, I-9, and employee data form) are available at the Human Resources division in Churchill Hall or on their web site: http://www.sou.edu/hrs/miscforms.html.

6. Klamath Network personnel should ensure that the position information on the form is correct, including index code, end date, salary, etc.
7. The employee must return the forms, in person, to the Human Resources division in Churchill Hall, bringing along two forms of ID that confirm U.S. employment eligibility.
8. Payroll will need a grant number (index code) for payroll to charge. This information should be provided to Human Resources by the Project Lead or the PI at SOU.
9. The employee must fill out a form to waive health benefits if the position is longer than 60 days, unless benefits are to be provided (unusual for seasonal field positions).
10. Employment ends on the termination date specified to Human Resources. An extension may be filed to extend employment for a brief period of time. A longer extension will require renewal of the contract which requires approval (use the SOU "red border" form).
11. Human Resources will pass on the necessary forms to the PI for signature.

Digital copies of the hiring paperwork for SOU employees sponsored under a Klamath Network agreement and index code will be filed under the appropriate subfolder of position or employee in the following location: S:\Administrative\Personnel\Employees\SOU Employees. Resumes, position descriptions, hiring paperwork, and any other relevant documents should be housed in this location.

If an SOU computer account is needed, follow the forms and procedures listed in the SOU Information Technology Support section, and online at: http://sou.edu/it/facultystaff/forms/.

SOU Timesheets
SOU personnel and employees complete monthly timesheets that are turned in to the PI for signature and approval. The SOU timesheets may be found at: http://www.sou.edu/bus_serv/payroll/timesheets.html. There are separate timesheets for unclassified hourly employees (non-students) and students. Within the student category, there are separate timesheets for work study and non-work study students. It is up to the employee to select the right timesheet. Timesheets are due the first business day after the 15th of the month. When field crews will be hired and housed in remote locations, timesheets can be mailed or faxed to the Network office up to 5 days early, to ensure that the timesheets are routed for the proper approvals before payroll deadlines (typically the 18th-20th of the month). It is the responsibility of the field supervisor or crew leader to ensure that early timesheet accurately reflect hours worked. Any discrepancies or questions on timesheets should be directed to the Human Resources department at SOU. Timesheets will be filed with the PI in hardcopy form and digitally in the appropriate position/employee folder in: S:\Administrative\Personnel\Employees\SOU Employees.

SOU Check-out Procedures
Employees of SOU and NPS who have SOU accounts will need to coordinate with SOU staff in order to finish administrative details necessary before termination of employment and/or accounts. SOU employees should refer to the Business Services department for more information on how to close-out all details of employment. NPS staff with SOU accounts will need to work

with the KLMN Data Manager and SOU IT staff to complete the close-out procedures related to the employee's computer account. More details on this can be found in the SOU Information Technology Support section and online at: http://sou.edu/it/facultystaff/forms/. Keys will need to be returned to the Facilities Management and Planning office at 351 Walker Ave upon termination of employment.

Travel

The Accounting Operations Center (AOC) has detailed guidance on travel policies and on GovTrip, the system in which travel authorizations and vouchers are created: http://www.aoc.nps.gov/etravel.html.

It is important that all invited travelers and KLMN personnel complete their travel forms and processes as soon as possible after traveling. This is important year round, and imperative towards the end of the fiscal year. The KLMN Program Assistant should forward a list of meeting/travel participants who will be charging travel expenses to the Klamath Network accounts to the Budget Officer at Redwood immediately after the travel event. This way, the Budget Officer may follow up with the Klamath Network on attendees who have not yet submitted travel costs and finalize the expenditures for the meeting in the budget in a timely fashion.

GovTrip
GovTrip is the program used for travel authorizations and voucher processing. Besides the guidance and help information given on the GovTrip web site, there is a wealth of information on the KLMN shared drive in: S:\Administrative\Travel\GovTrip Information. Resources in this folder walk through the entire process of setting up an account, entering a travel authorization in GovTrip, completing the travel, and submitting a travel voucher with all the receipts attached for payment.

All travel will be submitted through GovTrip. Although manual and alternative reimbursement systems previously existed, it is now mandatory that all travelers, regardless of whether they are NPS, DOI, or invited from elsewhere (e.g., university staff) are reimbursed through GovTrip. Account set-up will require the traveler to have a social security number and bank account information for direct deposit.

It should be noted that the automatic direct deposit system attached to GovTrip is different than the one attached to payroll. Thus, even if bank account information is changed in Employee Express for payroll by the employee, a separate procedure will need to be completed to have this information updated in GovTrip as well. The employee should contact the Budget Analyst at Redwood with his/her banking information. The Budget Analyst will then enter this information into the travel database (FPPS), which will update the GovTrip records.

Invitational and Volunteer Travel
Outside partners and volunteers may attend events at the KLMN's expense if there is an invitational travel process in place for the individual. Volunteers will also need to have a current volunteer form on file with the Klamath Network, stating the purpose of the volunteer activities and authorizations for the volunteer to use a KLMN vehicle, equipment, etc. This form is located at: S:\Administrative\Personnel\Personnel Documents\Volunteer Forms. Outside partners not employed by the Department of the Interior may also complete a volunteer form in order to use KLMN equipment, such as vehicles. The AOC Payment Procedure Guide has more detailed instructions and guidelines on volunteer travel, if necessary, and is located at: S:\Administrative\Administrative Guidelines\NPS Regulations\NPS AOC Payment Procedures.

The process for invitational and volunteer travel is as follows:
1. An invitational letter (on KLMN letterhead) needs to be sent to the participant from the Program Manager. This letter must list:
    a. Details of the event and why the partner's attendance is requested/authorized.
    b. The Klamath Network account to charge.
    c. The authorized amount for the travel expenses. This should include transportation charges (personal vehicle mileage rates, airplane tickets, etc.), per diem rates, maximum lodging charges, and any other foreseeable incidentals.
    d. The dates that the authorization is valid for.
2. A tax exempt form for lodging, stating that the individual is traveling for federal government purposes and should not be charged state tax. Other taxes may still apply. This form is located at: S:\Administrative\Travel\Tax Exempt Forms.
3. A banking information form with details on the individual's account for direct deposit of travel reimbursements, located at: S:\Administrative\Travel\Invitational Travel\ NPS Invitational Travel Form 20080427.rtf. This should be returned to the KLMN Program Assistant via mail (NOT email) to send on to the REDW Budget Analyst, or directly to the REDW Budget Analyst if the traveler is more comfortable with this procedure. (Note: This form is only required of participants who do not yet have a GovTrip profile; it is mandatory for establishing a profile.)
4. If the traveler does not yet have a GovTrip profile, or needs changes to his/her GovTrip profile, the GovTrip new user form will also need to be filled out and returned to the REDW Budget Analyst. If turned in at the KLMN office, the KLMN Program Assistant will forward this document on to the REDW Budget Analyst via email. This form allows the REDW Budget Analyst to create the details necessary in a GovTrip profile and is located at: S:\Administrative\Travel\GovTrip Information\Account Setup and First Time Users Guide\Gov Trip New User Profile.doc.
5. The traveler will need to have the travel approved in GovTrip by his/her supervisor (if NPS) or by the REDW Travel Preparer before the start of the trip. An approved authorization will be created by this action. It is necessary that the traveler has the travel authorization on him/her at all times while on travel, as it may be requested by hotel staff, airlines, etc. as verification of certain rates given.
6. While on travel, the traveler will save all original receipts related to the travel event. While food receipts will not need to be submitted for travel where a set per diem amount is claimed (as opposed to a direct reimbursement of exact subsistence costs), the traveler should still retain them for his/her personal records or if another institution supporting the travel will require the receipts (e.g., food charges to the government credit card).
7. All original receipts (except food) will be uploaded to GovTrip. The invited traveler may keep a copy of the receipts, but the originals must be sent to the Program Assistant, who will then send them to the REDW Budget Analyst for upload and filing. If the traveler would like to retain a copy of the receipts before sending the originals to the Program Assistant, he/she should do so before sending the originals on.
    a. Additionally, volunteers will keep a log of volunteer expenses. The form for this is located at: S:\Administrative\Travel\Volunteer Travel. After completing it, the volunteer will submit this log to the Program Assistant, along with the all the original receipts for the travel. The Program Assistant will include this form in the package of materials forwarded to the Budget Analyst at REDW.

8. The traveler will be reimbursed approximately 3-7 days after the approval of the travel voucher. If the travel voucher is equal to or less than the approved amount on the authorization, it will not go through the KLMN for additional review or information requests. However, if the amount exceeds the authorized amount, this will require communication between the traveler, his/her supervisor, and the KLMN Program Manager on a case-by-case basis, with comments provided in the GovTrip justifications fields. Any questions on delay of payment should be directed to the REDW Budget Analyst.

Interagency Travel

The Klamath Network utilizes interagency travel when inviting staff from other Department of the Interior agencies to KLMN functions. The Department recently revised the DOI Agreements Handbook concerning interagency travel. Previously, all agreements between two agencies or bureaus required a Reimbursable Support Agreement or an Interagency Agreement to document the terms of the agreement and provide a means for obligating the funds or billing for the services. Now, a form has been created specifically for interagency (and intra-agency) travel, which eliminates the need for a Contracting Officer to issue a new interagency agreement through IDEAS specifically for the travel event.

To complete interagency travel:
1. The traveler should be sent a DOI Interagency Travel Agreement Form, located at: S:\Administrative\Travel\Interagency Travel.
2. The traveler then fills out all the details on this form and submits a copy to his/her travel preparer and to the KLMN Program Assistant.
3. The KLMN Program Assistant will then save a copy in: S:\Administrative\Travel\Invitational Travel\Invitational Travel Completed Forms and send the digital copy on to the REDW Budget Analyst for processing.
4. The traveler fills out his/her information for the travel in GovTrip, with approvals coming from his/her supervisor, not the KLMN. KLMN intervention and/or approval is only needed if the voucher amount exceeds the authorization amount.
5. The traveler will be reimbursed through GovTrip. If there are any questions on the reimbursement, the Program Assistant should work with the REDW Budget Analyst to get further information to the traveler and the traveler's agency.

Backcountry Travel

Backcountry travel should be entered in GovTrip, using the "local travel" trip type option and by listing the TDY location as "NPS CONUS Backcountry." The process of creating a travel authorization will be exactly the same as with other travel types. However, the voucher per diem allotments need to be changed to reflect the backcountry travel status. All lodging charges should be deleted if the individual is not getting reimbursed for lodging (e.g., park housing charged directly to the KLMN accounts) or should reflect any fees incurred for camping (with receipts attached). The subsistence per diem amounts should be changed to $20 per day, including the first and last day (instead of the normal ¾ rate that usually applies to per diem allotments on these days), which is the designated NPS backcountry rate.

For personnel traveling on a KLMN account on backcountry travel (i.e., field crews), the process will be as follows for travel authorization and voucher creation:

1. The traveling personnel will fill out a direct deposit travel form: S:\Administrative\Travel\Invitational Travel\ NPS Invitational Travel Form 20080427.rtf with the appropriate banking information and submit it via mail (NOT email) to the REDW Budget Analyst. Note: If the traveling personnel already has a GovTrip profile with current information from a previous travel event, this step may not be necessary.
2. The traveling personnel will fill out a GovTrip new user profile form and send it via mail or email to the REDW Budget Analyst. This form allows the REDW Budget Analyst to create the details necessary in a GovTrip profile and is located at: S:\Administrative\Travel\GovTrip Information\Account Setup and First Time Users Guide\Gov Trip New User Profile.doc.
3. Once the REDW Budget Analyst has received both forms, he/she will create a GovTrip profile for each employee.
4. The travel authorization for each travel event will be created by REDW personnel; the Project Lead for each field crew will contact either the REDW Administrative Support Clerk or the REDW Superintendent Secretary to create the authorization. The KLMN Program Manager and Program Assistant will be copied on the email, for an administrative record. For continuity, contact the same person to create the voucher from the same event. Include the following information in the request for a travel authorization: personnel's name, dates of travel, location, account number, and backcountry rate. Travel authorizations may be created in batches; therefore, it may be easiest for the Project Lead to send all travel authorization requests to the REDW personnel for the upcoming month, upcoming field season, etc. in advance.
5. The authorization will be approved by the REDW Supervisory Botanist, the current REDW backcountry approving official.
6. At the end of each travel event, the Project Lead should email the same REDW contact, stating that a voucher should be issued that corresponds to the given travel authorization for each crew member. The KLMN Program Manager and Program Assistant will be cc'ed on the email, for an administrative record. This email should include any additional information necessary to process the voucher, such as if the meals and incidental expenditures varied from the original authorization or if the dates changed at all. Any expenses requiring reimbursement will need to be accompanied by the original receipt mailed to the REDW contact, who will upload the receipt to the GovTrip voucher for reimbursement and file the original.
7. The voucher will be approved by the REDW Budget Analyst and paid via direct deposit within about a week to the traveler.
8. The completed travel vouchers will be mailed by the REDW Budget Analyst to the traveler at the Klamath Network address. It is the Project Lead's responsibility to track these voucher amounts and to distribute the vouchers to the travelers. If a traveler would like to request a digital copy of the travel voucher, he/she should email the REDW Budget Analyst for a PDF copy of the voucher.
9. Any questions on the process should be directed to the REDW Budget Analyst.

Travel Credit Card Regulations
The regulations for proper use of the travel authority on the federal credit card are at: S:\Administrative\Procurement\SmartPayCard\Guidelines\NPS Regulations Manual.

Cash advances of up to 80% of the allotted trip per diem may be obtained for travel charges up to three days before the travel starts. These are obtained from the ATM. Any charges from the ATM for this cash advance should be listed on the receipt and are reimbursable on the travel voucher. Cash advances may be desirable for circumstances where cash is needed or preferred, such as in public transport or when splitting a check at dinner.

All of the regulations and guidance for maintaining records found in the Purchasing section of this handbook are also applicable to travel charges. All receipts, whether for a reimbursable or centrally billed charge, should be attached to the approved travel authorization and voucher and sent with the appropriate credit card statements to REDW, with the employee keeping a photocopy for his/her records. If an audit were ever to occur, all of this documentation would be needed. Random audits may occur requesting all receipts for a particular credit card statement or a certain travel voucher. If there are any differences between the receipts and the charge that was made (e.g., a split tab at a restaurant results in the receipt listing a larger expense than was billed), annotate the receipt to explain the circumstances.

Individually billed travel purchases (e.g., meals) will need to be paid off in full before the due date listed on the statement. All cash advances used for travel are included in this category and must be repaid within the billing statement period. This period for payment may or may not coincide with receiving the travel reimbursement. Regardless, it is the employee's responsibility to pay the balance in full, whether or not reimbursement has been received yet.

Travel Emergencies
For travel emergencies that relate to vehicles (e.g., flat tire, break down, etc.), refer to the number on the back of the GSA gas card for assistance. This may require first radioing to the park personnel if you are out of cell phone range in order for them to establish contact or bring you to a location where you have phone reception.

For travel emergencies that relate to a GovTrip related service (e.g., missed flight, missed or extended hotel stay, etc.), refer to the GovTrip assistance number printed on your travel authorization that you are carrying with you. There may be a fee included with contacting the GovTrip personnel to assist in remedying this problem.

For any travel emergency, after contacting the responsible authority (listed above), contact the KLMN Program Assistant so the Network knows of the issue. The Program Assistant will notify the REDW Budget Analyst if additional assistance is needed.

Southern Oregon University Logistics

The Klamath Network and Southern Oregon University (SOU) work together under a cooperative agreement to house the Network and facilitate partnerships and endeavors between the two organizations. Various task agreements with SOU have been developed on a project-by-project basis and for ongoing support.

The Network currently maintains two offices on the SOU campus: one in Central Hall room 029 (central office) and another on 376 Stadium Way (field office). With minor exceptions, logistics for these two offices are essentially the same, and the same contacts may be used to enquire about issues at either of the offices.

Facilities Management and Planning oversees most of the logistical requirements of the KLMN, including space, keys, and mail. The main web site to find information on all Facilities functions and forms is: http://www.sou.edu/fmp/.

Keys

Keys are controlled by the Facilities and Management division of SOU, located at 351 Walker Ave. New employees will need keys to access both the building and the office(s) that they will work in. Keys will not be given out to seasonal employees unless deemed necessary by the KLMN Program Manager. A form will need to be submitted to Facilities and Management with the approval signatures of both the KLMN Program Manager and the SOU Building Manager. During holiday periods, or late in the evenings, a digital FOB is needed to gain entrance to Central Hall. This form is located at: http://www.sou.edu/fmp/lockshop.shtml

The Building Manager for Central Hall (where the KLMN office is housed) is currently Lisa Sherrill, who is in the Business Services hall on the main floor. Enquire at the Business Services window if there is a change in Building Manager. There is no Building Manager for the KLMN property at 376 Stadium Way. Klamath Network employees are responsible for the security of their keys. If lost or stolen, it is the employee's responsibility to request new keys and pay any fees associated with the replacement. If an employee is locked out of the a KLMN office and needs campus assistance to gain access, the employee will need to call Campus Security to come open the door and provide identification when Campus Security arrives.

Mail
Shipping and Receiving
The SOU Mail Service's web site has current forms and procedures listed: http://www.sou.edu/fmp/FacilitiesManagementandPlanningCampusMail.html.

Under our Administrative Agreement with SOU, mail may be shipped and received with charges to this account. In order to apply, the return address on sent mail must include "Klamath Network" and the proper address. Our mailing address is: 1250 Siskiyou Blvd, Ashland OR 97520-5011 (the four number suffix to the zip code is important). Mail should be placed in the "Out" box in the office and someone will pick it up daily. Large boxes or mail with special instructions should be brought down to the mail room, in the basement of Britt Hall. There is no mail delivery or pick up service at the field office on Stadium Way. Mail is delivered to the Central Hall office for all Network staff.

Letters and other small envelopes may be addressed to the above address. However, when receiving larger items (e.g., file cabinets, printer toner cartridges, etc.), these packages should be addressed to (your name), Klamath Network, 351 Walker Ave, Ashland OR 97520. The packages will be shipped to the Facilities and Management Plant, which will then bring the packages to our offices. It causes problems for the mail room if large packages are delivered to them (via our regular 1250 Siskiyou Blvd address). Therefore, to be on the safe side, whenever ordering items, have them shipped to the Walker Ave address. If the package is for the field office on Stadium Way, make sure to put Klamath Network – STADIUM in the "Ship To" address; if it is for the Central Hall office, put Klamath Network – CENTRAL in the address line. Facilities and Management personnel will deliver the package to the Central Hall office as a default if no particular Klamath Network office is specified. If you need to let Facilities know about a particular order, call them at 541-552-6231 and/or email the Facilities delivery team (Leon Crouch [CrouchL@sou.edu], Gina Hill [HillReg@sou.edu], and Maggie Nichols [NicholsM@sou.edu]) to give them a heads up. If shipping a box too large to bring down to the mail room, call Facilities to schedule a pick up.

Adding New Personnel
When someone new is employed at the Network, the Program Assistant will inform the mail room personnel of this so that they know to deliver this mail to the Klamath Network. Contact the mail room at 541-552-6201 or stop by their office in the basement of Britt Hall to request this person is added to our account.

Using FedEx (REDW #)
The University ships through UPS and will charge to our administrative account (index code) for these shipments. If you would like to have someone send a package to us through UPS at our expense, speak to the mail room personnel for the charge account code. If you would like to do the same with FedEx, contact the Budget Officer at Redwood for the Redwood account code to charge to. These numbers should not be shared outside of the Klamath Network personnel.

Printing and Copy Services
In the same manner that KLMN purchases may be charged to an index code at the SOU Bookstore and mail room, a similar process occurs at the SOU Printing and Copy Services office, in the basement of the Stevenson Union. The phone number is 541-552-6134. Digital and paper files may be brought there for copying. The person requesting the service will need to sign a balance sheet with the corresponding KLMN index code. It is important to note that this process may only be used for internal documents. Any external documents must be printed through the Government Printing Office.

Phones, Voice Mail, and Faxes
Telephones on campus will only dial directly local numbers. Long distance calls, such as to any of the parks, therefore, will require a calling card. Calling card requests should be made by the employee's supervisor to the purchasing personnel at Redwood. After the request for a calling card has been granted, the employee will receive the card and will fill out a form to be returned to Redwood, stating the responsibilities of having a phone card. This phone card may then be used to call out from the office (or when on travel, etc.). Phone cards need to be returned to REDW at the end of the employee's employment with the KLMN. SOU employees will need to

request a calling card number from the SOU Human Resources department; KLMN calling cards are only for federal employees.

In order to dial a number off-campus, first dial 9 and wait for the dial tone, then enter the area code and number. For long distance call, then enter the calling card number (1-800-…) and follow the instructions given. For local calls, then enter the entire phone number, including area code (e.g., 9-541-123-4567)

For on-campus calls, simply dial 2 and then the four digit extension. For example, to dial the on-campus phone number 541-552-8577 while on-campus, just dial 2-8577.

Voice mail is available for all SOU campus numbers. To access the voice mail system, the phone number is 541-552-6000 (or 2-6000 if on campus). A four-digit numeric password is required. Although the employee will have a unique and private password during employment, it is important that future employees will be able to access the voice mail system attached to each phone number. Therefore, at the end of employment, before leaving the position, an employee will change the password to a default number of 9999. This allows the next person who has that phone number to set the voice mail to his or her own name and specifications.

To transfer a call, press and release the "Flash" button. Once you hear the dial tone, dial the third party number and announce that a call is being forwarded to that person. Press the "Flash" button again and introduce the parties before hanging up. If the person you are trying to forward the call to is on the other line or not answering, press the "Flash" button twice to return to the call.

The Klamath Network currently does not have a private office fax machine; the Network shares one of the fax machines on campus with other SOU personnel. This fax machine is located in the Media Services room in the Computer Science building. To call this room and see if a fax has come in or not, the number is: 541-552-6393. The number for the fax machine itself is 541-552-6329. To send a fax, follow the instructions on the fax machine or ask the attendant in the room for assistance. Fill in the log by the fax machine with the Klamath Network, date, your signature, the number of pages you are faxing, and the number to which you are sending them. SOU will use the information on this log to charge the Klamath Network administrative account's index code accordingly.

SOU Information Technology Support
The Klamath Network uses NPS computers with Active Directory accounts to allow logging into the SOU shared and personal drives. Each KLMN staff member has courtesy staff access, which includes a personal directory (typically denoted the P: drive). Consequently, the staff is supported by information technology specialists at both SOU and REDW, depending upon the nature of the help needed. KLMN personnel are each responsible for reporting computer issues to SOU, REDW, or to the KLMN Data Manager as appropriate.

To set up an account, the new employee will work with the KLMN Data Manager and SOU Information Technology personnel to complete the forms and acknowledgements listed under "New Employees" at: http://sou.edu/it/facultystaff/forms/ with appropriate permissions and access given to the KLMN employee.

When an employee who had an SOU account leaves the KLMN, he/she will again work with the KLMN Data Manager and SOU Information Technology personnel to complete the form listed under "Departing Employees" at: http://sou.edu/it/facultystaff/forms/.

Any questions related to SOU information technology questions should be directed to the SOU Faculty and Staff Help Desk, at (541) 552-6900.

SOU vs. REDW

The SOU Faculty and Staff Help Desk should be contacted if computer or printer issues arise, or problems with the individual's user profile, the network shared drive, or the telephones. The number is (541) 552-6900 and the support staff is located in the Computer Science building. When requesting help, it is important to identify yourself as part of the NPS Klamath Network; otherwise, they may not be able to locate your information in the system.

NPS specific issues should go through the NPS Help Desk. The main IT support for NPS functions of the Klamath Network are handled by personnel at REDW. Some issues may be solved with a phone call to the IT support team at (707) 465-7326, but most will require a formal ticket to be made in Footprints, the NPS IT Help Desk. A help desk ticket is the preferred method and should be used instead of a phone call unless the situation requires an immediate response. When a help ticket is made, make sure to note in the comments field that the ticket should be forwarded on to the REDW IT personnel, otherwise it will go to the I&M IT folks in Ft. Collins, only to be then routed on to REDW, causing a delay.

The NPS Help Desk (Footprints) is located at: https://npshelpdesk.nps.gov/. A VPN connection is required in order to submit a help desk ticket. If you have a VPN issues and therefore cannot access the NPS Help Desk, contact the REDW IT staff by telephone.

Office Space Concerns

If there is an issue (e.g., flooding), please contact Facilities and Management. The Facilities and Maintenance phone number is (541) 552-6231 (or 2-6231 from an on-campus phone) and they are located at 351 Walker Avenue. For the most immediate results, call them. For non-emergency or non-urgent repairs (e.g., changing a florescent bulb), log a maintenance request into their FAMIS system, available under the "Work Request" link at: http://sou.edu/fmp/. A user name and password will be required for this system. The Building Manager for the Central Hall Business office can also help.

Scheduling Large Meetings

The Klamath Network typically hosts many meetings each year, and scheduling large meetings (>10 people) is one administrative task that has many parts. Most meetings are hosted on the SOU campus, with attendees staying at hotels in Ashland. However, due to space constraints and Ashland's popularity as a tourist town, it may be necessary to occasionally host meetings off the SOU campus or even outside of Ashland. In addition, it is more expensive to hold a meeting in Ashland during the summer versus the winter because of changing per diem rates. Any KLMN staff can set up a meeting, however in general the Program Assistant usually handles the logistics when hosting a large meeting.

How to Find Space for the Meeting

When a meeting location in the Ashland/Medford area is desired, the Program Assistant should first try finding a meeting room on the SOU campus before trying outside locations. The university has several attractive meeting venues and is cost-effective. The order of preference for meeting locations is: 1) SOU Hannon Library, 2) SOU Stevenson Union, 3) SOU classrooms, 4) off-campus locations.

For small meetings, such as an administrative or strategic planning meeting only involving the KLMN core staff, a study room may be reserved at the SOU Hannon Library. There should be no charge for this type of meeting.

Under the aegis of the administrative agreement with SOU, the KLMN is entitled to faculty/staff privileges for core staff, including reserving rooms as an on-campus group. Parks and other NPS groups are recognizing the attraction of centralized meetings in Ashland, increasingly utilizing this KLMN connection in order to host meetings at SOU. As the Program Assistant is often tasked with meeting reservations, it is important that he/she becomes well versed in the logistical options and arrangements and university policies. For meetings involving only on-campus personnel, there is no charge for reserving/using the meeting space. For meetings involving outside partners who want to reserve a meeting room, there is a fee and the partner should remit this fee directly to SOU. For larger meetings and meetings that deviate from the usual form (e.g., needing catering or a special chair arrangement), there is occasionally a small fee for this service. When this is the case, the SOU personnel making the reservation will inform the KLMN staff about this. Charges for these services may be charged to the index code associated with the KLMN administrative agreement with SOU (ENV-02G).

SOU Room Reservation System

Follow the steps below in order to reserve a room at the SOU Stevenson Union, Hannon Library, or Athletics Center. The below steps are the standard process. However, if a reservation is needed for the Hannon Library's Meese, DeBoer, or Classroom 206 rooms, a special request will need to be made by contacting the library staff at 2-6835 and follow their instructions.

Specific details on the rooms in the Hannon Library may be found on the Hannon Library web site: http://hanlib.sou.edu/. Specific details on rooms in the Stevenson Union may be found off of the facilities web site: http://www.sou.edu/su/facilities.html.

1. Contact the Stevenson Union Building Manager (su_scheduling@sou.edu, 2-6462) to set up an EMS account and password. This password will be different than your regular SOU login password and will need to be independently set up, as accounts are not automatically given.
2. Login to My SOU, using your regular SOU username and password. http://my.sou.edu/cp/home/loginf
3. Under the "Scheduling" box on the page, select "Event Room Reservations." If you would like to view the availability and schedule of all current room reservations, then this may be done by clicking on "View Availability."
4. Once you have clicked on "Event Room Reservations," you will be taken to a page asking you to enter your user name (e.g., perrye@sou.edu) and password for External Account Synchronization.
   a. It is imperative that you properly enter your password that has been given to you by the Stevenson Union Building Manager. This will be different than your regular login password, although the user name will be the same.
   b. If you enter an incorrect password, the account will be locked and you will need to contact the SOU Help Desk (2-6900, helpdesk@sou.edu) for a password reset.
5. When you sign on, the screen will be blank. Click on "Reservations" on the left hand side. This will bring you to a new page. Fill in the information on the left hand side (red asterisk indicates required field). Then click on "Find Space."
6. Depending which facility you chose (Stevenson Union [SU] or Hannon Library [Hannon]), a list of rooms will come up. The red lines indicate the time you have requested. Click on the green plus symbol and that will place the room in the top box.
   a. If the room is not available, a conflict warning will pop-up.
   b. Notice under status whether the room is reserved or requested. If it is reserved, it is automatically confirmed. If requested, that means the room has to be approved and you will receive a confirmation by email.
7. Click on the "Details" tab. Please note at the bottom there is a place to add resources if needed (e.g., projector, conference phone, etc.). Fill in all required information, including your name, under the "1st Contact" (drop down box should have your name listed; if not, fill in under "Temporary Contact") and click on the "Submit Reservation" box on the bottom.
8. A confirmation email will be sent to you SOU email address. Be sure to log in to My SOU in order to access your SOU email, as this email account will not be forwarded to other NPS accounts.

SOU Classrooms
If there are no suitable rooms available at the Hannon Library or the Stevenson Union, SOU may be able to accommodate the KLMN's meeting needs in a classroom. Classrooms are more available when classes are not in session, but it may be possible to reserve a classroom during the school year, depending on the date and size of room needed. Email classroomscheduling@sou.edu with when, how many people, needs, etc. Pam Armstrong is currently the scheduler: 2-6602.

Off-campus Locations
If none of the SOU locations are available for the meeting on the necessary dates, the meeting may need to be hosted off-campus. Many hotels in Ashland and Medford have conference rooms available for rent, as do the Parks and Recreation departments in both towns. If a suitable room is found for the meeting, be sure to review all details of any contract that the Klamath Network

enters regarding use of these rooms. The person signing the contract will need to have the appropriate authority to do so; this will need to be confirmed with REDW contracting before signing any legal document. ***Do not enter into any agreement or contract that specifies attrition charges for cancellations, catering, or unfilled guest rooms***. Any questions on this matter should be directed to the Administrative Officer at Redwood.

Catering

Klamath Network meetings are not catered, as it is against NPS policy to spend funds on food if the participants are also receiving per diem allotments. If a situation arises where an event should be catered, discuss the event and justification with the Administrative Officer at Redwood before contracting any catering services. As a side note, any catering for a meeting on the SOU campus must go through the SOU catering department.

Equipment Needs

When reserving any meeting room, on the SOU campus or off, make sure that the room meets the technology requirements of the meeting. On the SOU campus, rooms equipped with a computer (or computer connection cables), projector, and screen are called SMART rooms. There is no additional charge to reserve a SMART room as opposed to a room without technology, but these rooms are of limited availability on-campus. Off-campus facilities may require a fee for these materials and connections; verify these fees and availability before accepting the charges for these services. In addition, the KLMN owns an In-Focus projector and screen, which are stored in the main office and can be used if a room does not already have this equipment. For all meetings, it is advised to preview the room and arrive early to ensure that everything is correct.

Reserving a Block of Hotel Rooms

Many of the Klamath Network's meetings will require that attendees stay overnight. When this is the case, a block of hotel rooms should be booked well in advance to ensure that participants can easily obtain lodging. For groups of 10 or fewer attendees, a hotel block will not be necessary (and many hotels will not create a block for fewer than 10 people) and the participants may make reservations on their own at a hotel offering the government per diem rate in the area.

Per diem rates may be found in GovTrip and also at: http://www.gsa.gov/portal/category/21287. A listing of hotels offering the government per diem rate may be found in GovTrip, by calling the hotels in the area and asking about the rate (more hotels may offer the rate during the winter season in Ashland when there are fewer tourists), or by checking: http://www.hotelsatperdiem.com/.

To establish a block of rooms, contact a hotel in the area that offers the government per diem rate and has suitable availability of rooms on the dates requested. Ideally, a room block should be reserved at least 4 weeks in advance of the meeting. Reserve a block of rooms under "The Klamath Network" and specify that each participant will be calling in individually with his/her credit card information. The hotel will also create a cut-off date for making reservations, after which they will suspend the block and no longer hold these rooms. While it may still be possible for participants to reserve a room after this cut-off date, availability is not guaranteed (especially in the summer tourist season) and the participants should be highly encouraged to reserve well

before the cut-off date. Note that it often requires prompting with additional emails to have participants reserve their rooms before the cut-off date. Keep in communication with the hotel staff on the status of the block to ensure that reservations are being made.

Once a block of rooms has been created, email the participants with the following information:
- Hotel name, address, phone number, fax number, and web site (if available)
- Dates that the block is for
- Per diem rate for the room
- Cut-off date for reserving a room
- Account number to charge

Parking Permits

Government vehicles displaying government plates will not require parking passes to park on the SOU campus. Personal vehicles and rental vehicles not displaying government plates will need a temporary or day parking pass. Follow the guidance in the "Vehicles and Parking" section above for information on obtaining and issuing these passes.

Arranging Travel for Attendees

Participants outside of the Klamath Network may be invited to attend Klamath Network meetings with expenses paid. Please refer to the Travel chapter for information on arranging travel for other NPS accounts, outside partners (e.g., university employees), interagency travel, and volunteers.

It is important that all meeting attendees complete their travel forms and processes as soon as possible after the meeting. This is important year round, and imperative towards the end of the fiscal year. The Program Assistant should forward a list of meeting participants who will be charging travel expenses to the Klamath Network accounts to the Budget Officer at Redwood immediately after the meeting. This way, the Budget Officer may follow up with the KLMN on attendees who have not yet submitted travel costs and finalize the expenditures for the meeting in the budget in a timely fashion.

Data Management

Digital File Structure

The Administrative folder of the KLMN server has been organized for ease of access. While subfolders will be necessary in order to keep the information orderly, the Program Assistant or Data Manager must grant permission before a new level one folder is created in the Administrative folder. When any new subfolder is created, the same type of naming convention will be followed. All documents in the folder will also follow the naming conventions set forth in the KLMN Data Management Plan:

Mohren, S. R. 2007. Data Management Plan, Klamath Inventory and Monitoring Network. Natural Resource Report NPS/KLMN/NRR—2007/012. National Park Service, Fort Collins, Colorado. Available online. (http://science.nature.nps.gov/im/units/klmn/Data_Management/DM_Main_Page.cfm). Accessed 12 May 2011.

The main subfolders of each category and a description of the information in each are included below. Before saving something into the structure, first ask two questions: 1) is this information already located elsewhere, and 2) is this the most appropriate place to save this information. If the information is already located elsewhere, but KLMN staff feel that it is not in the most logical location, discuss this concern with the Program Assistant and Data Manager before moving the information. If the folder and/or documents are determined to be categorized incorrectly and are moved to another location, links to these folders and documents need to also be updated in the Project Database.

Some folders contain sensitive information; permissions to access each of the folders (mainly concerning personnel) will vary depending on the user. For changes in permissions or questions on access, contact the KLMN Data Manager. If a folder needs to be set up to limit access to specific individuals, you will also need to contact the Data Manager.

- Administrative Guidelines – Guidance from regional, agency, department, and federal regulations, as well as the KLMN Administrative Handbook.
- Annual Administrative Reports and Workplans – The KLMN's annual workplans and corresponding reports from fiscal year 2002 through present.
- Contacts – Contact information and correspondences, organized by park/organization location.
- Financial Budget – Budget analyses and guidance, program and personnel costs and projections, and budget planning materials.
- Information Technology – Security issues and guidance, software, and wireless policies.
- Monthly Administrative Reports – Database for entering monthly accomplishments and past reports of these accomplishments.
- Network Planning and Development – Network governance documents, Network and workflow planning schedules and calendars, space needs assessments, and strategic planning.
- Personnel – Employee files, Human Resources guidance and forms, personnel forms, and position and training information.

- Procurement – Contracts and agreements, yearly planning and checklists, property acquisition and management, purchasing and IDEAS logs, tax and reimbursement forms, and government credit card information.
- Project Tracking – Project tracking documents and plans and the Network's Project Tracking Database, which encompasses all administrative and deliverables details on each project.
- Reporting and Publication – Authorship guidance, I&M style guides and templates, manuscript submittal processes, key official report reviews, and trip reports.
- Safety – Job Hazard Analyses, NPS safety programs, REDW safety forms and guidance, and Network lists of required safety items.
- Templates – Templates for business cards, coversheets, letterheads, and name badges.
- Time Keeping – Quicktime guidance; leave information, authorization, and forms; time sheet templates, and timesheets by calendar year and employee.
- Travel – GovTrip information, guidance and forms for the different types of travel, per diem rates, and travel caps and analyses.
- Vehicles – Fleet card information, vehicle ordering forms and procedures, vehicle repair and maintenance scanned documents organized by vehicle, and REDW vehicle safety plan.

Hardcopy File Structure

The hardcopy (or paper) filing structure will follow the same general divisions as the digital structure. These cabinets contain sensitive information and are locked; the Program Assistant and Data Manager have the keys to the files. The hardcopy files will serve as a backup to the digital files, with the digital filing structure being more comprehensive and including all documents and guidance. Generally, only forms, actions, contracts, agreements, timesheets, and receipts with original or digital signatures will be kept in the hardcopy files. However, these are all vital parts of the administrative record and should be neatly maintained.

Project Database

The Klamath Network Project Database is an Access database that allows KLMN staff to quickly access all details on all Network-funded projects. The Program Assistant and the Data Manager combine efforts to make sure that the database is updated and complete. It is up to the Principal Investigator of each project to notify the Data Manager and Program Assistant as products come due and are completed for each project. Once notified (via a certification form), the Data Manager and Program Assistant will update the records for this project in the database, with the final product's final location and details on its completion.

This database is updated at the following times:
- When IAPs and IAGPs are due in January of each year, this information should also be entered in the Project Database.
- As task agreements and contracts are finalized in July for the fiscal year, the entries for any currently active projects should be updated accordingly. This may include moving due dates on products and adding new products to the list. All current task agreement and contract information will also be updated, including the Contracting Officer who will be handling the respective task agreement or contract, any new tracking numbers, and the funding allocated for the year.

- Finalized documents that have been entered into one of the NPS Inventory and Monitoring series should be updated with the appropriate citation, Reference Applications number, and series number.
- Any time the products are posted on the web, the URLs for these posts should be updated in the record.
- When a project is completed, a final check on the entry should be conducted, to make sure that all products and milestones are listed as finished, with all fields filed out.

Annual Administrative Work Plan

In October of each year, an Annual Administrative Work Plan is written for the tasks that will be accomplish and progress that will be made during that fiscal year (the one that started in the past October) with the funding given for that fiscal year. At that time, the tentative budget allocations are developed, along with staffing plans for the year and major milestones to be reached. A draft of the plan should be completed at least 3 weeks before the Board of Directors meeting in December, as the members of the Board will need to review and sign off on the proposed plan. In light of this, the work plan should also be emailed to the Board in advance of the meeting, as this will be the most appropriate time for the Board to discuss the plan and any changes/issues they foresee with the proposed allotments. This work plan is submitted to the Regional I&M Coordinator in early January, who will then request edits and a final plan due in mid to late January. This work plan will also be given to the Budget Officer at Redwood, who will enter the proposed budget funding and allocations into FFS as the planned commitments of the year. After it is finalized, the work plan will be posted on the KLMN Intranet web site and disseminated to the Board of Directors. Yearly guidance and reports will be filed by fiscal year in: S:\Administrative\Annual Administrative Reports and Workplans and will be available towards the end of each fiscal year on the national I&M SharePoint web site: (http://nrpcsharepoint/im/default.aspx).

Annual Administrative Report

At the end of each fiscal year, a report is due explaining the activities of the Klamath Network and how the funding was used that year. This report is due on October 1st of each year to the Regional I&M Program Manager. After review and revisions, a final draft is due at the beginning of November to the Regional Program Coordinator, for submission to the national office. The Klamath Network's report will be combined with reports from all the other I&M networks into a final narrative for the whole program. Timely and complete completion of the Annual Administrative Report is essential, as it is submitted to Congress and composes an important part of the accountability structure of the entire program.

In general, the workflow for accomplishing the Annual Administrative Report will be:

1. In August and early September, staff members send brief bullets on their yearly accomplishments and projects to the Program Manager. These bullets fall under the following categories:
    a. Inventories
    b. Monitoring
    c. Water Quality (both inventories and monitoring)
    d. Data Management (both inventories and monitoring)
    e. Public Highlights

2. The Program Manager will then compile these bullets into a narrative form.
3. After the budget has been finalized and a final printout has been provided from the Budget Officer at Redwood, the budget database associated with the Annual Administrative Report will be completed. The Program Assistant will sort through the budget printout and organize charges into the categories listed below. Further division and explanation of the charges may be required in future years and it will be important to closely follow the guidance given each year by the Regional Coordinator. All the expenses need to balance with the Network's funding.
   a. Staffing charges divided by position (include position title, grade, and number of pay periods charged)
   b. Agreements, each listed separately (include title, venue, and PI)
   c. Contracts, each listed separately (include title, venue, and PI)
   d. Network purchases, subdivided into the following categories, each with an explanation of the general nature of the charges or specific names of items purchased:
      i. Computers and computer accessories
      ii. Software
      iii. Books
      iv. Office equipment
      v. Field gear
      vi. Network infrastructure
      vii. GPS and tablet PC purchases
      viii. Any other major category of items purchased that year
      ix. A miscellaneous category to capture the rest, with an explanation given in the comments.
   e. Travel charges, subdivided at least into the following categories, along with details on the charges:
      i. Network travel, divided by staff member. The staff member should be noted in the comments section of each line charge
      ii. Invitational travel, divided by each person invited to Network functions. The person invited and affiliation should be noted in the comments section of each line charge
      iii. Network travel for conferences and symposia, with the names of such events listed in the comments section of each line charge
      iv. Network travel for trainings, with the names of such events listed in the comments section of each line charge
      v. Network travel for meetings, with each of the meetings listed in the comments section of each line charge. These charges will include all the travel from invited members of the Klamath Network parks who attend various KLMN meetings (e.g., Board of Directors meeting)
4. After the budget has been finalized, a summary report of it is exported from the budget database and inserted into the narrative document. A brief narrative on the charges is written by the Program Manager to accompany the budget summary.
5. An image is selected for the front cover that represents the Network's efforts for the year. Any other images of interest may also be submitted with the final report, using the images database. Klamath Network staff usually select three or four images and write a detailed caption on the importance/interest of the image.

6. The finalized Annual Administrative Report is submitted and the PDF version of posted on the KLMN Intranet. Copies are made available to Network staff at the Board of Directors meeting in December. Yearly guidance and reports will be filed by fiscal year in: S:\Administrative\Annual Administrative Reports and Workplans.

Calendar

The Klamath Network uses Google Calendar to organize and efficiently view, share, and add important details on Network events. In addition, the calendar below summarizes the basic ongoing yearly occurrences for the Network, which may be helpful in visualizing the administrative tasks for the year and updating the Google calendar.

Using and Updating Google Calendar
The Klamath Network uses Google Calendar to manage the Network's activities, vehicle usage, field crew locations, and other assorted details. All of these calendars (separated by activity but displayed on the same screen) should be managed by the KLMN Program Assistant. The Program Assistant is responsible for entering and updating entries on the KLMN calendar. All personnel should send the Program Assistant the information that should be entered onto the calendar (e.g., leave time, due dates, meetings, etc.). A Google account login is required, which is available through the SOU email system. The Network Data Manager should also have a login and view/edit rights. Having two people with logins to the same calendars smoothes the transition when a position is vacated, ensuring a new calendar will not have to be created, as at least one person in the office has administrative access to the established calendar.

The Klamath Network calendar may be shared from the following address without having to type in the very long calendar code: http://tinyurl.com/KLMN-calendar. Make sure to bookmark this site for future reference to the calendar.

The calendar is also displayed on the Intranet web site. Only the KLMN activities calendar is embedded on this page; other calendars are not viewable from the Intranet. If, in the future, more calendars are needed to be displayed on the Intranet (e.g., Field Crews), use the embed function from the Google Calendar page to create html code for multiple calendar links and replace the old html code on the Intranet web page with this new code. The calendar should automatically update. Only calendars that are "Public" are able to be shared; "Private" calendars will not show up on any URLs or embedded web sites. These calendars will only be accessible to the calendar administrator and anyone he/she gives permission to (through the "Share" page on the Google Calendar account settings tabs).

At least once a year, when each new task agreement is submitted, or project timeline finalized, the calendar should be updated to reflect the new due dates. In many cases, due dates are shifted over the years and the calendar administrator (KLMN Program Assistant) will have to not only add new deadlines, but also find the appropriate, previously entered, date and move it on the calendar to the new date. The easiest way to update due dates is to search for a particular agreement (e.g., KBO Monumenting). Since all entries have been standardized with the name of the agreement, followed by a colon and the task, it will be easy to bring up all the calendar entries listed for this particular agreement and change them. Small date changes are easily accomplished by dragging and dropping the entry from the current day to the new day.

At the KLMN meetings, and quarterly as an email with the next six months of the calendar attached, the Program Assistant should remind staff members to update their work plans, vacation time, field crew locations, etc. Although it is important to keep all calendar information

accurate and current, this is especially true of the Vehicles calendar, as there are often times when various office staff will need to take out the vehicles or reserve them and need to know about availability. The Program Assistant should be copied on any correspondence regarding dates that would be important for the Network's calendar and planning purposes (e.g., extended annual leave or the end of a field season).

Reminders should be sent automatically by Google Calendar to the email address supplied for the Program Assistant, one week before the date of event. This can be changed from the Settings tab in Google Calendar to more or less lead time before the event. When a reminder comes up, determine how important it is (and to whom) and forward it appropriately. These small reminders greatly help personnel stay on top of due dates. Many times, a Project Lead will then ask for a deadline to be changed and a future reminder also sent.

The Department of the Interior protects and manages the nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its special responsibilities to American Indians, Alaska Natives, and affiliated Island Communities.