

YNP@Work

For Employees of Yellowstone National Park

Monday, February 6, 2017



NPS / Neal Herbert

News

Active Shooter Response Training

Rangers conducted Law Enforcement Active Shooter Response training on Sunday and Monday, February 5-6, at the Admin Building and the Mammoth Community Center (MCC).

In the future, rangers would like to offer up training for non-law enforcement personnel who would have an interest in preparing for an incident like this. If you are interested in that training, please work with in your office or location and let Brad Jones or Ryan Bock know days and locations that would work best (bradley_jones@nps.gov or ryan_bock@nps.gov).

Level 1 Avalanche Course

On February 14-16, a Level I avalanche course will be held at Lake. This is a 3-day course with full participation required. Class will be inside and held in the field, with required reading assignments prior to the class.

This course is directed at employees who may be accessing and/or traveling in avalanche terrain as part of their job duties. Space is limited. Those interested in the course, should contact Phil Strehle no later than February 7. Further details and requirements can be directed to: phil_strehle@nps.gov.

Take the #YellowstonePledge

In response to recent stories in the media about people taking selfies with wildlife, walking off boardwalks in thermal areas, and other unsafe behavior, we launched the Yellowstone Pledge social campaign (go.nps.gov/YellowstonePledge). We hope to promote this campaign by sharing photos on Instagram, specifically from people who have taken the pledge and tagged their photos with #YellowstonePledge. If you are active on Instagram, we would love for you to help us get the word out (continued on next page).

Our hope is that we can showcase the positive power of social media. As employees, we are ambassadors of the park. By taking the pledge and sharing it with friends and family, we can help promote responsible photography and behavior (continued on next page).

Quick links to current and past:

- [Squad Notes](#)
- [Focus Days Key Messages](#)
- [YNP@Work Archives](#)
- [Employee Safety Committee](#)

The Details:

- Share a photo of Yellowstone.
- Use #YellowstonePledge in the caption.
- Talk about how social media can help protect public lands.
- Talk about this campaign.
- Tag @YellowstoneNPS in the caption or photo.
- Share the link to the pledge (go.nps.gov/YellowstonePledge).
- Send this email to friends who might be willing to share this message.
- Continue to use the hashtag in the future if you post photos of Yellowstone.

The long-term goal of #YellowstonePledge is to grow our online community into a team of Yellowstone ambassadors who share best practices for responsible photography and visitation.

Winter Courier

- Tuesdays and Thursdays, unless there is a holiday that week (then runs on Wednesday).
- Sending mail to interior:
 - Have ready for pick up by 3:00 p.m. the day before the courier.
 - Small packages should be left with mailroom, larger packages with Supply.

Innovative Leadership Network (ILN)

Would you like to make improvements to wellness and satisfaction in our workplace? As the NPS prepares to enter a second century of stewardship and service, we want Yellowstone to be a leader and an example of a satisfying, enriching and empowering workforce. The ILN is an employee-led organization, focused on understanding the challenges related to working in Yellowstone, in addition to creating collaborative solutions to make the park a better place to work and thrive. Please contact Beth Coombs (beth_coombs@nps.gov, (307)344-2209) if you are interested in joining or to learn more about the team!

Safety Corner

Supervisor's Guide to Accident Reporting

The Safety Management Information System (SMIS) is our web-based system for reporting safety data involving DOI employees, volunteers, contractors and visitors to DOI facilities (i.e. accidents, worker's comp, near misses, and hazards). Supervisors play a key role in reporting safety information and should be aware of their reporting process. SMIS has generated a [Quick Reference](#) for accident reporting for supervisors. Keep a copy of this reference close at hand to help track and report safety data.

Commit to be Fit

Resolving to lead a healthier lifestyle is a great way to welcome the new year. As you set your goals for 2017, focus on one or two behaviors or habits to change at a time. For employees resolving to be active or become mentally strong, you can participate in Yellowstone's Wellness Incentive Program (WIP).

- Each month, complete and submit an activity log (available on SharePoint) to Stefanie Wacker by the fifth day of the following month (i.e. send by April 5th for wellness participation during March). Full program details can be found on the [YELL SharePoint site](#).
- Five names are drawn each month from the group of participants, and those lucky five receive some amazing NPS swag!

Yellowstone Safety Recognition Program (SRP)

Do you see something we could do to improve safety in Yellowstone OR do you see a co-worker who has done something positive about safety? Use the [Safety Recognition Program](#) to report a hazard occurring in the park or nominate a Safety Champion. Full program details can be found using the link above. We want to hear from YOU!

Life & Leisure

Sweetheart Dance

This Thursday, February 9 from 6:00-7:30 p.m., Little People's Learning Center is hosting a sweetheart dance for parents and kids (guardians and grandparents are welcome too)! Area kids are invited to the MCC for music, desserts, and fun! Admission is \$5 per person, 2 and under FREE. Valentine's Day colors are encouraged and flowers for your sweetheart will be available for purchase (\$1).

Custer Gallatin Forest Plan Public Meetings

This month, the USFS will be hosting public meetings and collaborative sessions to focus on the Wild and Scenic Rivers process. Sessions will be held in Gardiner, Cooke City, and West Yellowstone, and a full schedule of public meetings, webinars and collaborative sessions can be found [online](#).

- Gardiner: meetings held at the Gardiner Community Center (318 W Main St., Gardiner)
 - Public meeting: February 21, 5:30 – 7:30 p.m.
 - Collaborative session: February 22, 8:00 a.m.- 1:00 p.m.
- Cooke City: meetings held at the Cooke City/Silver Gate Chamber of Commerce
 - Public meeting: February 22, 4:00 – 8:00 p.m.
- West Yellowstone: meetings held at the West Yellowstone Holiday Inn
 - Public meeting: February 23, 5:30 – 7:45 p.m.
 - Collaborative session: February 24, 8:00 a.m. - 1:00 p.m.

Winter Employee Photo Contest

Don't forget to enter your photos for the 2016-2017 Winter Employee Photo Contest! Contest is open to Xanterra and NPS employees. There are three categories: wildlife, people, and scenic. Participants may enter one photo for each category and prizes will be awarded to 1st, 2nd and 3rd place winners in each category.

Mammoth/Gardiner employees should contact Leigh Ann at lwright@xanterra.com to get your photos printed. Snowlodge employees should stop by the recreation office in Larkspur 119 during office hours or email Carrie at charrison@xanterra.com. Entry forms can be found [here](#).

Judging and display will take place in the Mammoth Xanterra Employee Dining Room on Wednesday, February 8 from 11:00 a.m.-1:00 p.m. and Saturday, February 11 in the Paintbrush Dorm Lobby in Old Faithful from 5:00-9:00 p.m.

Xanterra Winter Services in Mammoth

Xanterra would like to share available services for the 2016-2017 winter season:

- **Terrace Grill:** open daily from 7:00 a.m. to 6:00 p.m. Visitors who are checking in for snowcoach trips will check in at the Terrace Grill.
- **Mammoth Employee Pub:** open Sunday - Wednesday from 4:30 p.m. – 11:00 p.m. Employees can phone in take-out orders by calling 344-5333. The pub only accepts cash or checks, and please be sure to bring your NPS ID.
- **Xanterra Ski Shop:** open daily from 7:00 a.m. to 6:00 p.m. now located next to the grill.

Yellowstone CO-OP Employee Recreation (YCERP)

The Mammoth Rec Center will remain open from 5:00 a.m. – 12:00 a.m. every day. You can find ping pong, a basketball/volleyball court, lending library, weight equipment and cardio machines. Be sure to look out for new workout equipment by the first of the year! For questions or information, please contact Leigh Ann Wright YCERP Program Director at 307-344-5225.

- **Canyon Coach Trips:** Sign-up for coach trips. For more trip information, [click here](#).

- **Snow Lodge Employees:** Snow Lodge employees have separate Canyon coach trips and Full Moon ski trips departing from their location. For dates and details, [click here](#).
- **Weekly Activities:**
 - Lunchtime PiYo: (combination of pilates and yoga) Mondays and Wednesdays, 12:00 to 1:00 p.m. in the Mammoth Rec Center. Cost is \$5 per session. The instructor is Jessi Gerdes. *The rec center is completely closed to all other activity during these lunchtime classes.
 - Morning basketball is every Tuesday and Thursday from 6:00 – 7:00 a.m. in the Mammoth Rec Center. Get your workout in early!
 - Pickup volleyball is every Thursday evening at 7:00 p.m. in the Mammoth Rec Center. All skill levels welcome!

Jobs

USAJOBS.gov connects job seekers with federal employment opportunities. As the federal government's official employment site, USAJOBS.gov provides resources to help the right people find the right jobs. Listed below are Yellowstone's job postings as of today:

Biological Science Technician (Resource Management Operations)	US Citizens
(GS-0404-04/07) Full Time- Temporary NTE 1039	Closes 2/6/2017
Biological Science Technician (Exotic Plant Management)	US Citizens
(GS-0404-04/07) Full Time- Temporary NTE 1039	Closes 2/8/2017
Biological Science Technician (Fire Effects Monitor)	US Citizens
(GS-0404-04/06) Full Time- Temporary NTE 1039	Closes 2/14/2017
Engineering Equipment Operator	US Citizens
(WG-5716-08/08) Full Time- Temporary NTE 1039	Closes 2/22/2017

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Tuesday, February 14, 2017



Nancy and
Linda
celebrate
40 years
of service



NPS / Diane Renkin

News

Length of Service Awards

Please join the Superintendent's Office in congratulating the recipients of recent Length of Service Awardees. Their continued commitment to the NPS mission deserves our appreciation and recognition. [Click here](#) to see the complete list of January and February anniversaries.

20 Years

Carin Schneider
(Lake, Maint.)
Tara Ross
(West, RVP)

25 Years

Sarah Willoughby
(Mammoth, Admin)
Jim Peaco
(Mammoth, REYP)

30 Years

Lori Gruber
(Mammoth, Maint.)

40 Years

Nancy Ward
(Mammoth, Maint.)
Linda Young
(Mammoth, REYP)

Farewell Gathering for Lionel Reliford

Lionel is headed to the Grand Canyon! Come wish him farewell on Wednesday, February 15, at 2:00 p.m. at the Chief Ranger's office.

Interior Employee Meetings

Yellowstone's interior employees are invited to meet with the management team when they travel into the park on February 21-23. The goal of the meetings is to hear directly from employees about operations. Please join the conversation, bring ideas and concerns, and feel free to attend any of the location meetings listed below.

February 21

- 10:30 a.m. - 12:30 p.m. Canyon employee meeting (VIC, 2nd floor Conference Room)
- 2:30 p.m. - 4:30 p.m. Lake employee meeting (Lake Mess Hall)
- 6:30 p.m. Potluck dinner with employees, all districts invited (Maint. Building Break Area)

February 22

- 8:30 a.m. - 10:30 a.m. Grant employee meeting (Maint. Building Break Area)
- 1:00 p.m. - 3:00 p.m. Old Faithful employee meeting (Maint. Building Break Area)

February 23

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Vehicle Maintenance Reminder

The Maintenance shop would like to remind employees that when you are bringing a vehicle or piece of equipment to any of the repair shops (Mammoth, Lake or Madison) for repair or service, they need four main items before they can accept the vehicle:

- Keys with license plate number attached
- Mileage (exact, no guessing please)
- Name of responsible employee and phone extension
- Detailed description of service needed and/or issues

Level 1 Avalanche Course

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<u>Biological Science Technician (Plants)</u> (GS-0404-05/07)	Full Time- Temporary NTE 1039	US Citizens Closes 2/17/2017
<u>Education Specialist</u> (GS-1720-07/07)	Full Time- Temporary NTE 1039	US Citizens Closes 2/17/2017
<u>Cook</u> (WG-7404-08/08)	Full Time- Temporary NTE 1039	US Citizens Closes 2/20/2017
<u>Motor Vehicle Operator</u> (WG-5703-08/08)	Full Time- Temporary NTE 1039	US Citizens Closes 2/22/2017
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Complete Your Hiring Paperwork in Five Steps!

With the hiring process getting underway, supervisors should be familiar with the newly developed Onboarding database, which will complete and submit all of an employee's hiring documents from a single form. An instruction page is now available to hiring officials with the five steps for success, a video tutorial link on how to use the program (be sure to turn up your volume), in addition to a link of FAQs. Contact your timekeeper or Jenny Hill for instructions so that you can complete your hiring paperwork in five easy steps!

Common Learning Portal

The [Common Learning Portal](#) (CLP) is a web portal that hosts and connects National Park Service (NPS) employees to training opportunities, informational resources, and professional networks via formal, informal and social opportunities. It serves as a central repository for all learning content, combining information that is currently spread across more than 20 different websites within Learning and Development.

E911 Service Update

E911 is now “live” in Yellowstone. E911 technology, will allow emergency 911 wireless calls to report caller ID and GPS location (Phase II wireless) to the Communications Center on a map. When in a wireless coverage area, a visitor can call our 911 dispatchers, and responders will receive accurate GPS data on where to locate them! In order to make this happen, Verizon successfully turned up Phase II Wireless 911 Services on January 31 at Old Faithful, Grant Village, Lake, Mount Washburn, Mammoth, Gardiner, and Tom Miner. AT&T deployed Phase II Wireless 911 on February 15 at Mount Washburn and Gardiner.

Innovative Leadership Network (ILN)

Next meeting: Wednesday, March 1, 2:00- 4:00 p.m. in the Superintendent’s Conference room.

Conference call number: (866) 500-8741 passcode: 9544358#

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Safety Corner

Tips for Managing Stress

It’s natural and to be expected that people may feel stressed during any period of change, especially during a change in administrations. That stress may be more pronounced in this transition than in others. With that in mind, your Employee Assistance Program has provided a few practical [tips to help manage stress](#).

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<u>Cartographic Technician</u> (GS-1371-06/07)	Full Time- Temporary NTE 1039	US Citizens Closes 2/24/2017
<u>Laborer</u> (WG-3502-03/03)	Full Time- Temporary NTE 1039	US Citizens Closes 3/1/2017

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NPS / Neal Herbert

News

Complete Your Hiring Paperwork in Five Easy Steps!

With the hiring process underway, supervisors should be familiar with the newly developed onboarding database, which will complete and submit all of an employee's hiring documents from a single form. An instruction page is now available for hiring officials with the five steps for success, a video tutorial link on how to use the program (be sure to turn up your volume), in addition to a link to FAQs. Contact your timekeeper or Jenny Hill for instructions so that you can complete your hiring paperwork in five easy steps!

Employee Suggestion Box

New this issue is our Yellowstone employee suggestion box! Please use the quick link (see right) to submit suggestions, questions, or comments. Suggestions will be reviewed by the Internal Communications Specialist and presented to the management team. Responses will be anonymous unless contact information is provided. If you prefer, send suggestions in a blue envelope addressed to Bethany Gassman. Please remember, supervisors play a key role in problem solving and conflict resolution. Keep them involved, whenever possible.

Innovative Leadership Network (ILN)

This week's meeting is Wednesday, March 1, 2:00-4:00 p.m.; Superintendent's Conference room. Conference call number: (866) 500-8741 passcode: 9544358#.

Would you like to make improvements to wellness and satisfaction in our workplace? As the NPS prepares to enter a second century of stewardship and service, we want Yellowstone to be a leader and an example of a satisfying, enriching and empowering workforce.

The ILN is an employee-led organization focused on understanding the challenges related to working in Yellowstone and creating collaborative solutions to make the park a better place to work and thrive. Please contact Beth Coombs (beth_coombs@nps.gov) if you are interested in joining or to learn more about the team!

Interior Employee Meeting Recap

Quick links to current and past:

- [Squad Notes](#)
- [Focus Days Key Messages](#)
- [YNP@Work Archives](#)
- [Employee Safety Committee](#)
- [Suggestion Box](#)

Last week, the management team traveled into the interior of the park and held five all employee meetings at Canyon, Lake, Grant, Old Faithful, and West. Thanks to all the employees who took the time to share their thoughts with the team! Notes will be provided via an all employee email later this week.

As a federal employee...should I?

The Social Media Team wants to share guidance with all employees to remind people of the rules regarding social media use. Employees must know their responsibility for adhering to the [DOI social media policy](#) (which provides guidance on both personal and official use of social media) and the [Hatch Act](#). Take a few minutes to refresh and reflect on how your use compares to the policies that guide us.

Common Learning Portal

The [Common Learning Portal](#) (CLP) is a web portal that hosts and connects National Park Service (NPS) employees to training opportunities, informational resources, and professional networks via formal, informal and social opportunities. It serves as a central repository for all learning content, combining information that is currently spread across more than 20 different websites within Learning and Development.



Work Environment Survey Extended

The NPS Work Environment Survey was originally scheduled to close on February 15; however, the survey has been extended through March 5. To take the survey, please access the link through the all employee email you received from **GovDelivery**.

Safety Corner

Commit to be Fit

Resolving to lead a healthier lifestyle is a great way to welcome the new year. As you set your goals for 2017, focus on one or two behaviors or habits to change at a time. For employees resolving to be active or become mentally strong, you can participate in Yellowstone's Wellness Incentive Program (WIP).

- Each month, complete and submit an activity log (available on SharePoint) to Stefanie Wacker by the fifth day of the following month (i.e. send by April 5th for wellness participation during March). Full program details can be found on the [YELL SharePoint site](#).
- Five names are drawn each month from the group of participants, and those lucky five receive some amazing NPS swag!

Yellowstone Safety Recognition Program (SRP)

Do you see something we could do to improve safety in Yellowstone OR do you see a co-worker who has done something positive about safety? Use the [Safety Recognition Program](#) to report a hazard occurring in the park or nominate a Safety Champion. Full program details can be found using the link above. We want to hear from YOU!

Life & Leisure

Community Chili + Cookie Cook-off

Friday, March 3 at 6:00 p.m. at the Mammoth Community Center, bring your best chili and cookies and let our community choose their favorite recipe. Entries are \$5.00 each, but it's FREE to eat! Please bring side dishes, bread and toppings for this potluck style meal. Don't forget to bring your sleds, helmets, and weather-appropriate clothing. This event will be held outside, weather permitting. Lights will be provided by the Mammoth Fire Department.

Memorial for Bob Barbee

The Bob Barbee family would like to invite the Greater Yellowstone Community to a celebration of the former Yellowstone superintendent's life on May 20, 2017 at 2:00pm. The celebration will be held at the Old Faithful Rec Hall. All are welcome to attend. Please see the event details and travel and lodging options on the [Bob Barbee Memorial website](#) regarding this event. The site also allows for friends to add memories and photos of Bob.

Gardiner Food Pantry

The Gardiner Food Pantry needs your help to eliminate hunger in the Gardiner community. The Food Pantry is looking for volunteers to: serve on the board of directors; provide food donations; monetary donations; and is looking for volunteers on Tuesdays to distribute food and stock shelves. For more information on how you can help, contact gardinerfoodpantry@gmail.com.

DaysforGirls

DaysforGirls is an organization that supports women around the world in a unique way. Locally, the group in Gardiner sews to provide products for this worthy project. There are all sorts of ways in which volunteers can help, from sewing, serging, purchasing supplies, surfing the net, cutting out pieces of material, applying snaps, etc. If you'd like to get involved in such a cause, please contact Carrie Lang at 406-223-9176 or carrielang71@gmail.com. You can learn more at www.daysforgirls.org or by listening to the [TED Talk](#).

Xanterra Winter Services in Mammoth

- **Terrace Grill:** Closing today, February 27 at 2:00 p.m.
- **Mammoth Employee Pub:** open Sunday - Wednesday from 4:30 p.m. – 11:00 p.m. Employees can phone in take-out orders by calling 344-5333.
- **Xanterra Ski Shop:** Closing today, February 27.

Yellowstone CO-OP Employee Recreation (YCERP)

The Mammoth Rec Center will remain open from 5:00 a.m. – 12:00 a.m. every day. You can find ping pong, a basketball/volleyball court, lending library, weight equipment and cardio machines. For questions or information, please contact Leigh Ann Wright YCERP Program Director at 307-344-5225.

- **Canyon Coach Trips:** Sign-up for coach trips. For more trip information, visit the [YCERP website](#).
- **Snow Lodge Employees:** Snow Lodge employees have separate Canyon coach trips and Full Moon ski trips departing from their location. For dates and details, visit the YCERP [Snowlodge webpage](#).
- **Weekly Activities:** The rec center is closed to all other activity during these lunchtime classes.
 - Lunchtime PiYo: (combination of pilates and yoga) Mondays and Wednesdays, 12:00 to 1:00 p.m. in the Mammoth Rec Center. Cost is \$5 per session. The instructor is Jessi Gerdes.
 - Morning basketball: Tuesday and Thursday from 6:00 – 7:00 a.m. in the Mammoth Rec Center.
 - Pickup volleyball: Thursdays at 7:00 p.m. in the Mammoth Rec Center. All skill levels welcome!

Jobs

USAJOBS.gov connects job seekers with federal employment opportunities. As the federal government's official employment site, USAJOBS.gov provides resources to help the right people find the right jobs. Listed below are Yellowstone's job postings as of today:

<u>Biological Science Technician (Bear Management)</u> (GS-0404-05/07)	Full Time- Temporary NTE 1039	US Citizens Closes 2/27/2017
<u>Laborer</u> (WG-3502-03/03)	Full Time- Temporary NTE 1039	US Citizens Closes 3/1/2017
<u>Custodial Worker (MVO)</u> (WG-3566-04/04)	Full Time- Temporary NTE 1039	US Citizens Closes 3/2/2017

Training

The NPS offers multiple types of practical training and career development options. Trainings are usually in-person or online, while development programs are geared towards an overall professional development goal. Listed below are current trainings available to employees.

Writing Effective Accomplishment Reports

An effective performance management process is one in which the employee participates fully. By learning to write effective self-assessments, employees can promote their own growth and development and assist supervisors in evaluating and improving performance. This workshop is for anyone, employee or supervisor, who wants to develop tools for assessing their own performance and reporting accomplishments. Participants will review examples of effective self-assessments and will practice writing their own and receiving feedback about them.

Date: March 16, 2017 (Webinar only, Max 40 per class)	Time: 9 AM to 11 AM (MST)
Trainer: Laura Shannon	Vendor: CI International
Target Audience: All Employees	Cost: Free to attend

Online NPS Resources

- [Common Learning Portal](#)
- [Inside NPS: Career Development](#)

YNP@Work is a newsletter for employees, by employees and is edited by Internal Communications Specialist, Bethany Gassman. If you have questions or would like to submit content, please email Bethany_gassman@nps.gov.