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From: [Thayer Broili](#)
To: [Darrell Echols](#)
Cc: [Cyndy Holda](#); [Dennis McGinnis](#); [Ellen Hand](#); [Mary Doll](#); [Mike Murray](#); [Norah Martinez](#); [Britta Muiznieks](#); [Marie Reed](#)
Subject: Re: ORV EIS Staffing Estimates
Date: 01/27/2009 02:52 PM
Attachments: [ORV EIS Cost Estimates 1-27-09.docx](#)

Estimate attached. Britta has not had chance to review yet, so subject to her continued input.



ORV EIS Cost Estimates 1-27-09.docx

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▼ [Darrell Echols/CAHA/NPS](#)

**Darrell
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01/14/2009 09:13 AM

To: Norah Martinez/CAHA/NPS@NPS, Dennis McGinnis/CAHA/NPS@NPS, Ellen Hand/CAHA/NPS@NPS, Mary Doll/CAHA/NPS@NPS, Thayer Broili/CAHA/NPS@NPS
cc: Mike Murray/CAHA/NPS@NPS, Cyndy Holda/CAHA/NPS@NPS
Subject: ORV EIS Staffing Estimates

Folks,

We need to provide some information to the contractors that are developing the ORV Management Plan. This information will be used in the EIS Choosing By Advantages exercise and also to describe the impact of each alternative on park operations. Hopefully the information has been developed through other efforts. The long-term funding request submitted last summer was for summer operations under the consent decree and may not be appropriate for all of the ORV alternatives. Four of the alternatives being considered under the ORV Management Plan are different in both scope and detail, which may require different staffing levels. I have included an attachment that describes each of the five alternatives.

Please review these alternatives and consider any additional needs for your respective division. Overall, I believe that we should request one Education Specialist/VIP Coordinator to help address the education component of permitting and helping the visitors understand the

reason and requirements for complying with beach closures and protecting endangered species. This would not change across the alternatives, but I don't know what the appropriate grade or series would be. We may also need to request another IT person to support the addition of 20 or so new employees.

We want to be realistic with our estimates. While we would like to have all the staff that we want, the reality is that we are unlikely to get everything we request. We are already around 20-22 FTE, which have been identified by the resource and protection divisions and these estimates are currently being tweaked. Consider other ideas that may help us accomplish our goals. Possible alternatives may include subject to furlough employees, contract employees, VIP's, existing staff, or other ideas.

The information that is needed includes the following:

1. Describe the FTE needs for your operation as it relates to each alternative.
2. Describe the duties of each position requested as it relates to management of ORV. For instance, if we hire a GS-9 Park Ranger (LE) then this position would primarily be responsible for actions related to ORV management including issuance of beach driving permits, ensure permit compliance, patrolling beach, enforcing federal and state regulations, and providing assistance to beach users.
3. Describe how these estimates were generated. Be as specific as you can be and include references (Law Enforcement Needs Assessment, long-term funding request, etc.) that you may have used to generate the numbers.
4. Describe any needs necessary to support the requested staffing. This may include training, X number of vehicles, X amount of equipment, X number of offices, etc. You do not have to include actual costs. We will generate a percentage estimate that can be multiplied against the requested staffing regardless of the grade, position, or workload.

This information needs to be sent along with our EIS comments, which are due to the contractor by the end of the month. Please have your estimates developed or refined to me by COB January 27.

Thanks,
Darrell

▼ Sandra Hamilton/DENVER/NPS

[attachment "CAHA ORV Alts Matrix.11-05-08.doc" deleted by Thayer Broili/CAHA/NPS]

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January 27, 2009

Resource Management Requirements to Fulfill ORV EIS Alternatives**1) Describe FTE needs of Res. Mgmt. as it relates to each alternative.**

Alternative A (Interim Plan) - 10.5 FTE

Alternative B (Consent Decree) – 12 FTE

Alternative C - 13.85 FTE

Alternative D – 12.35 FTE

Alternative E - 15 FTE

Additional information on these numbers is provided in #3 below. The needs are essentially to provide management and field scientific support for the protected species season with some additional support for protected species activities required year round since certain activities such as winter monitoring, report preparation, annual evaluation of actions, predator control, and development of program enhancements continues throughout the year. During the extended protected species season, needs are generally related to the operations and functions of the biological support staff that are monitoring the species, managing on-the-ground closures, recording required data, and preparing and carrying out daily recommendations to and from CAHA central management. With respect to Alternative A and B, the FTEs reflect the actual numbers of staff involved during the 2007 (Interim Plan) and 2008 (Consent Decree) seasons. The numbers for alternatives C, D, and E are based on the requirements captured in the CAHA ORV Resource Protection Tables dated 11/05/08 to which Resource Management Staff had input. Variation in these latter three alternatives largely reflects the different requirements with respect to Species Management (SM-1 and SM-2) approaches.

2) Describe the duties of each position.

Field staff personnel and functions include:

Wildlife Biologist (GS-11) – Serves as lead scientist, field and office manager of all protected species activities. This includes determining monitoring requirements, managing all protected species staff and their efforts, managing on-going research, communicating needs to and advising Park management on issues and actions, communicating with other agencies and entities on issues and actions.

Biological Technicians (GS-7) (subject to furlough; currently term but proposed to become full-time) – These are team leaders for birds, turtles, and/or predator control. They have day-to-day leadership and decision-making authority over other biological technician staff and are the principal points of contact for information of what is occurring in the field on a real time basis. They report directly to the Wildlife Biologist.

GIS Specialist (GS-7/9) (subject to furlough; currently term but proposed to become full-time) – This position is located in Buxton and reports to the Wildlife Biologist as well as to headquarters management staff depending on the nature of the assignment. This position is currently predominately tasked with support the protected species program, but is expected to

take on other assignments outside the protected species arena in the future as the protected species effort becomes more stable and time allows.

Biological technicians (GS-5) (birds) – Monitor nesting shore birds for reproductive success and habitat use throughout the seashore. Undertakes management action, as needed, and where appropriate for species protection. Makes field observations of natural resource conditions. Evaluates observed conditions and problems. Makes preliminary determinations and consults with supervisor or senior staff if adjustments are needed to temporary resource closures. Keeps daily notes of field observations, filling out appropriate data sheets. Assists in preparation of weekly reports. Provides community outreach to promote better understand of natural resources and their management. These positions include both term positions serving 2/3 of the year and seasonal positions serving ½ year.

Biological Technicians (GS-5) (turtles) - Provide daily patrol during sea turtle nesting season for nests, false crawls and strandings throughout the seashore. Undertakes management action, as needed, and where appropriate for species protection. Makes field observations of natural resource conditions. Evaluates observed conditions and problems. Makes preliminary determinations and consults with supervisor or senior staff if adjustments are needed to temporary resource closures. Keeps daily notes of field observations, filling out appropriate data sheets. Assists in preparation of weekly reports. Provides community outreach to promote better understand of natural resources and their management. These positions include both term positions serving 2/3 of the year and seasonal positions serving ½ year.

Other positions that support this effort include Administrative Assistant (GS-4) (seasonal appointment in Buxton) to support seasonal office management and clerical functions; Administrative Assistant (GS-4 permanent) that is attached to Headquarters Resource Management Office and supports the protected species effort as needed, and Resource Management Chief (GS-13 permanent) who has overall responsibility for the program.

Finally, as noted in the spreadsheet accompanying the FTE estimates in response to 3) below, Alternative B does not include sign crew staff which was approximately 1 FTE (2-3 seasonal employees) during the 2008 season. The estimates for Alternatives C, D, and E should include these staff. During 2008, these folks were Generalist Ranger seasonal hires provided by LE Division. A determination needs to be made regarding where these folks will come from in the future and under the various alternatives.

3) Describe how these estimates were generated.

Estimates for Alt A (interim Plan) were based on actual data from FY 2007. Alt B (Consent Decree) was based on actual data from FY 2008. Alts C, D & E used the actual data from 2006-2008 to extrapolate the FTE numbers for these alternatives based on the requirements captured in the CAHA ORV Resource Protection Tables dated 11/05/08 to which Resource Management Staff had input. Variation in these latter three alternatives largely reflects the different requirements with respect to Species Management (SM-1 and SM-2) approaches. These

estimates were initially generated at the Superintendent's request in September 2008 and also reflect, in part, the numbers submitted by OBG for a base increase for Resource Management during 2008.

RM Staffing Comparison for EIS Alternatives

	ALT A (2007)	ALT B (2008)	ALT C	ALT D	ALT E
PFT - Perm Full Time (Wildlife Biologist)	1	1	1	1	1
PST Perm Subject Furlough (3 GS-7 Bio-techs)			2.25	2.25	2.9
PST Perm Subject Furlough (1 GS-7 GIS)			0.75	0.75	0.75
Subject To Furlough (2/3 each) (4 GS-5 Bio-techs)			2.6	2.6	2.6
Seasonal (1039 hours)	8.5	10.25	6	4.5	6.5
Buxton Clerical Staff		0.25	0.5	0.5	0.5
HQ Mgmt & Clerical Staff (1/4 each)	0.75	0.5	0.5	0.5	0.5
VIP's	0.25	0.5	0.25	0.25	0.25
FTE Total	10.5	12.5	13.85	12.35	15

* Note: These numbers do not include fencing crew provided by LE.

FTE estimate is 1-FTE (2-3 Generalist Rangers, GS-5)

This FTE should be added to Alternatives B, C, D, & E

4) Describe needs necessary to support the requested staffing.

RM Additional Costs for EIS Alternatives

Note: calculated increase only over cost of Alt A

	ALT A	ALT B	ALT C	ALT D	ALT E
Training UTV's		\$ 300.00			
Training STF			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Equipment		\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 4,500.00
Computers (\$3000 = 1 to be shared)		\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Office Space			2nd Trailer	2nd Trailer	2nd Trailer
Expanded Vehicle Storage Space			Unknown		Unknown
UTV purchase					\$ 10,500.00
Increase in vehicle costs		\$ 14,400.00	\$ 14,400.00	\$ 7,200.00	\$ 28,800.00
Total		\$ 20,700.00	\$ 25,400.00	\$ 17,200.00	\$ 51,800.00
Vehicles Including those already paid by base					
# 4x4 Vehicles	14	16	16	15	18
#UTV		2	2	2	3
GSA Rental @ \$600 months x 12	\$100,800.00	\$115,200.00	\$115,200.00	\$108,000.00	\$129,600.00
Lease @ \$800 month x8 Vehicle only	\$ 89,600.00				
Gas for Lease \$1400 month + rental	\$246,400.00				
(did not consider for Alt's C, D & E)					