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### Revisions to State Park Handbooks

United States Department of the Interior, Office of National Parks

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#### Recommended Citation

United States Department of the Interior, Office of National Parks, "Revisions to State Park Handbooks" (1933). *Buildings & Facilities*. 381.

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Please substitute the following revision for Section V-601 of the Handbook which has been supplied you. Note that it requires the Encumbrance Record to be maintained in triplicate or more copies rather than in duplicate as previously required.

V - 601 - Revision      Encumbrance Record

A special form, the Encumbrance Record, is to be used by State Park E. C. W. procurement officers to keep a record of all obligations chargeable against their allotments.

The procurement officer will maintain his Encumbrance Record in triplicate or more copies as desired.

V - 602      Instructions for Keeping Encumbrance Record

The form in which the Encumbrance Record for an individual camp (or for a group of camps operating as a unit) should be maintained and submitted is largely explained by the directions which appear on the back of the revised Encumbrance Record form. The following additional instructions should be followed in order that these records may be kept by the procurement officer and submitted by him to the Washington Office in the proper form.

At the top of each sheet should be shown the State, the camp name and S.P. number, and the month covered by the report.

The first line of each month's record should show, in Column 6, the total allotments received from establishment of the camp up to the end of the month preceding that for which the report is made; in Column 7, the total encumbrances during the same period; and in Column 8, the difference between the two, which is the balance on hand at the end of the period.

An important purpose of the record is to show at all times the amount of the unencumbered balance, since the procurement officers must have this information in order to certify, regarding any proposed expenditure, that a sufficient unencumbered balance is on hand to cover it. (See V - 202.)

Adjustments should always be made on the current Encumbrance Record. Thus, if a purchase, amounting to \$200, was made in July, and in August the procurement officer is notified by the Finance Officer that advantage was taken of a 2 per cent discount, the adjustment is made on the August record. The transaction should be identified by the same procurement code symbol, reference, classification and description (Columns 2, 3, 4 and 5) as was the original

990-21-05

V - 602 (continued)

transaction; the amount of the adjustment should be entered in the encumbrance column (Column 7) with the letters "RE" (Reverse Entry) before it. The amount will, of course, be added to the allotment balance instead of being subtracted from it.

In cases where the amount paid was larger than that entered in the Encumbrance Record (as sometimes happens in connection with bills of lading, for which the original entry was simply an estimate) the same procedure is followed, except that the letters "RE" are omitted and the amount of the adjustment is subtracted from the balance like any other encumbrance.

The Record should show, below the last individual entry, for the month the following totals: For the period covered by the report -- the total allotments and encumbrances, and the balance at the end of the month; for all previous months -- the total allotments and encumbrances, and the balance (the same figures entered on the first line of the record at the beginning of the month); and for the whole period from establishment of the camp to date -- the total allotments and encumbrances and the balance.

December 11, 1933

990-2406

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of National Parks,  
Buildings and Reservations  
State Park Emergency Conservation Work

State Park E. C. W.  
Handbook  
REVISION

Herewith is a slight revision of Chapter III, Section 420, of the State Park E. C. W. Handbook. It differs from the Section it replaces only by substituting in the first paragraph, the Liaison Officer for the Corps Area Commander.

III - 420 (Revision) Complaints to the War Department

The War Department in Washington has received many complaints of a nature which should be promptly adjusted if the matters involved were taken up by the local Civilian agencies directly with the camp commander or, if they cannot be adjusted with the camp commander, then with the Sub-district Commander or, if necessary with the Liaison Officer at Corps Area Headquarters. The War Department does not communicate directly with the camp commander nor with the District commander, but through the Corps Area Commander, so that matters referred to Washington for the attention of the War Department must be referred by it back to the field through the Corps Area Commander. Time will therefore be saved by taking these matters up through the proper local agency first, where most difficulties can usually be straightened out.

Matters which cannot be satisfactorily adjusted by direct contact with the proper local agency should be referred first to the District Officer. Whenever this procedure does not suffice to adjust any matters which are of sufficient importance to be referred to the War Department here, the District Officer will refer them to the Washington Office of State Park E. C. W. and every effort will be made to secure prompt and satisfactory action.

December 26, 1933.

United States  
Department of the Interior  
Office of National Parks  
Buildings and Reservations  
State Park E. C. W.

State Park E. C. W.  
Handbook  
REVISION

Attention is called to an error in Section V-610 of the Handbook in which the model telegram indicates that the encumbrance record summary is to be given for each camp separately. That is incorrect; this summary is to give totals for all camps served by the procurement officer making the report.

It should likewise be noted (V-611) that copy of the encumbrance record of each camp and the summary of encumbrances is to be furnished to the proper District Officer, as well as to the Washington Office.

Please eliminate V-610 as originally supplied you and substitute the following sections.

V - 610            Report on Summary of Encumbrances

A summary of encumbrances for the month is required of procurement officers each month, to be sent by telegram (night letter) to the Washington Office of State Park E. C. W. at the conclusion of the last business day of each month. For purposes of this report all encumbrances (obligations) are grouped under six headings, as follows:

- (a) Pay of supervisory and facilitating personnel.
- (b) Travel of such employees.
- (c) Supplies, material and equipment.
- (d) Transportation of things, including packing and handling.
- (e) Utilities, including maintenance.
- (f) Miscellaneous obligations.

The summary will show the total expenditures, under each of these sections, for all camps served by the reporting procurement officer, not for each one.

In order to reduce the cost of transmitting this information by telegram to the lowest possible point, it is necessary that procurement officers frame their telegrams in accordance with the following form:

"State Park Emergency Conservation Work  
Office of National Parks, Buildings and Reservations  
Washington, D. C.

" encumbrance SP camps a three thousand eighty five dollars  
eighty cents b seventy seven dollars sixty cents c thousand

990-01-06

## V - 610 - Revision (continued)

eight hundred ninety seven dollars forty cents d one hundred  
seventy seven dollars fifty three cents e none f forty five  
dollars

(signed) John Jones Procurement Officer"

An exception to the requirement that this report be sent by tele-gram is made for all procurement officers whose offices are located within over-night-mail distance from Washington, D. C. Procurement officers so located should submit the above required information by mail at the close of the last business day of the month covered by the report. These reports, without exception, must be in the Wash-ington Office of State Park E. C. W., within 24 hours after the close of business on the last business day of the month.

Procurement officers who are concerned with camps which come under the supervision of other Federal agencies as well as that of the Office of National Parks, Buildings and Reservations will please exercise care to see that only telegrams covering encumbrances of State Park E.C.W camps are directed to State Park E. C. W. headquarters.

V - 611 Submission of Encumbrance Records

In addition to the brief summary of encumbrances required of procurement officers, as set out in the preceding section, procurement officers must also, on the first day of each month, submit to the Washington Office, and to the proper District Office, a detailed Encum-brance Record for each camp (V - 601 and 602), for the month just ended, together with a summary - made out on the regular Encumbrance Record sheet - of all allotments, encumbrances and balances for all camps on the date of making the report.

V - 612 Encumbrance Record Summary

The summary of encumbrances for all camps should be made as follows:

At the top of the sheet should be shown the name of the State from which the report is submitted, the phrase "Summary Sheet," and the month covered by the report.

In the column headed "Description" - Column 5 - should be listed the camps, by name and official State Park number, as approved by the Director of Emergency Conservation Work, for which the procurement of-ficer is reporting. After each camp name should be shown, in the allot-ment column - Column 6 - the amount of the allotment, if any, received for that camp during the month for which the report is made. In the

V - 612 (continued)

encumbrance column - Column 7 - should be shown the total amount encumbered for each camp during the same period. In the balance column - Column 8 - should be shown the balance of allotments remaining for each camp at the end of the month. This sum is, of course, NOT the difference between the figures in the two preceding columns, since the figures in Column 6 take no account of the balance on hand at the beginning of the month.

Below the list of allotments, encumbrances and balances for each camp should be shown: The total of all allotments, balances and encumbrances for all camps for the month; a similar total for the entire period from establishment of the camp up to the beginning of the month for which the report is made; and a total of allotments and encumbrances from establishment of the camp to date, and the balance.

December 11, 1933

990-0605