

Copies of the proposed information collection and related explanatory material may be obtained by contacting Dennis C. Jones, Rules and Publications Staff, telephone (303) 231-3046, FAX (303) 231-3385, E-mail Dennis\_Jones@mms.gov.

**DATES:** Written comments should be received on or before November 3, 1997.

**SUMMARY:** The Minerals Management Service's Office of Indian Royalty Assistance (OIRA) is soliciting comments from Indian mineral owners to determine the effectiveness of its services. OIRA will use this information to develop and implement new procedures to improve and streamline its services.

Individual Indian mineral owners are requested to respond, using a customer comment postcard, to three questions by checking "Yes" or "No" boxes and to a fourth question with a written response. The four questions are: 1. Did we answer your questions? 2. Did we respond timely? 3. Did we treat you courteously? 4. How can we improve our service? We estimate that it takes about 2 minutes to respond to these questions and that approximately 60 respondents will respond annually.

**Description of Respondents:**

Individual Indian mineral owners.

**Frequency of Response:** Upon request after receiving assistance from the Office of Indian Royalty Assistance.

**Estimated Reporting and Recordkeeping Burden:** 2 minutes.

**Annual Responses:** 60 responses.

**Annual Burden Hours:** 2 hours.

**Bureau Clearance Officer:** Jo Ann Lauterbach, (202) 208-7744.

Dated: September 22, 1997.

**Lucy Querques Denett,**

Associate Director for Royalty Management.

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## DEPARTMENT OF THE INTERIOR

### National Park Service

#### 30-Day Notice of Submission to OMB—Opportunity for Public Comment

**AGENCY:** Department of the Interior, National Park Service, Land and Water Conservation Fund State Assistance and Urban Park and Recreation Recovery Programs.

**ACTION:** Notice of submission to OMB and request for comments.

**SUMMARY:** Under the provisions of the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. 3507) and 5 CFR part 1320, Reporting and Recordkeeping Requirements, the National Park Service

invites public comments on eight information collection requests (ICR) for the Land and Water Conservation Fund (LWCF) and Urban Park and Recreation Recovery (UPARR) grant programs as described below. Comments are invited on: (1) The need for the information including whether the information has practical utility; (2) the accuracy of the reporting burden estimate; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) ways to minimize the burden of the information collection on respondents, including use of automated collection techniques or other forms of information technology.

1. LWCF Description and Notification (DNF, NPS 10-903, OMB 1024-0031). The DNF is necessary to provide data input into the NPS automated project information system which provides timely data on projects funded over the life of the LWCF program. *Respondents:* 56 State governments, DC and territories. *Estimated Annual Reporting Burden:* 13 hours. *Estimated Average Burden Hours Per Response:* 0.25 hours. *Estimated Frequency of Response:* 50 nationwide.

2. LWCF Program Performance Report (OMB 1024-0032). As required by OMB Circular A-102, grantees must submit performance reports which describe the status of the work required under the project scope. *Respondents:* 56 State governments, DC and territories. *Estimated Annual Reporting Burden:* 690 hours. *Estimated Average Burden Hours Per Response:* 1.0 hours. *Estimated Frequency of Response:* 690 nationwide.

3. LWCF Project Agreement and Amendment Form (NPS 10-902 and 10-902a, respectively, OMB 1024-0033). The Project Agreement and Amendment forms set forth the obligations assumed by the State through its acceptance of Federal assistance under the LWCF Act and any special terms and conditions. *Respondents:* 56 State governments, DC and territories. *Estimated Annual Reporting Burden:* 70 hours. *Estimated Average Burden Hours Per Response:* 1.0 hours. *Estimated Frequency of Response:* 70 nationwide.

4. LWCF On-Site Inspection Report (OMB 1024-0034). The On-Site Inspection Reports are used to insure compliance by grantees with applicable Federal laws and program guidelines, and to insure the continued viability of the funded site. *Respondents:* 56 State governments, DC and territories. *Estimated Annual Reporting Burden:* 3,000 hours. *Estimated Average Burden Hours Per Response:* 0.5 hours. *Estimated Frequency of Response:* 6,000 nationwide.

5. LWCF Conversion of Use Provisions (OMB 1024-0047). To convert assisted sites to other than public outdoor recreation, LWCF project sponsors must provide relevant information necessary to comply with section 6(f)(3) of the LWCF Act of 1965. *Respondents:* 56 State governments, DC and territories. *Estimated Annual Reporting Burden:* 1,750 hours. *Estimated Average Burden Hours Per Response:* 35 hours. *Estimated Frequency of Response:* 50 nationwide.

6. UPARR Project Performance Report (OMB 1024-0028). As required by OMB Circular A-102, grant recipients must submit performance reports which describe the status of the work required under the project scope. *Respondents:* Urban cities and counties. *Estimated Annual Reporting Burden:* 250 hours. *Estimated Average Burden Hours Per Response:* 1.5 hours. *Estimated Frequency of Response:* 165 nationwide.

7. UPARR Conversion of Use Provisions (OMB 1024-0048). To convert assisted sites to other than public outdoor recreation, UPARR project sponsors must provide relevant information necessary to comply with section 1010 of the UPARR Act of 1978. *Respondents:* Urban cities and counties. *Estimated Annual Reporting Burden:* 75 hours. *Estimated Average Burden Hours Per Response:* 25 hours. *Estimated Frequency of Response:* 3 nationwide.

8. UPARR Project Agreement and Amendment Form (NPS 10-912 and 10-915, respectively, OMB 1024-0089). The Project Agreement and Amendment forms set forth the obligations assumed by grant recipients through their acceptance of Federal assistance under the UPARR Act and any special terms and conditions. *Respondents:* Urban cities and counties. *Estimated Annual Reporting Burden:* 20 hours. *Estimated Average Burden Hours Per Response:* 1.0 hours. *Estimated Frequency of Response:* 20 nationwide.

There were no public comments received as a result of publishing on July 25, 1997 in the **Federal Register** a 60-day notice of intention to request clearance for this ICR.

**DATES:** Public comments on these eight proposed ICRs will be accepted on or before November 3, 1997.

**ADDRESSES:** Send comments to: Office of Information and Regulatory Affairs of OMB, Attention Desk Officer for the Interior Department, Office of Management and Budget, Washington, DC 20503; and also to: Mr. Kenneth R. Compton, Acting Program Manager, Recreation Grants, National Park Service

(2225), P.O. Box 37127, Washington, DC 20013-7127.

**Diane M. Cooke,**

*Information Collection Clearance Officer,  
National Park Service.*

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## DEPARTMENT OF THE INTERIOR

### National Park Service

#### **Notice of Availability of Director's Order Concerning Relationships Between the National Park Service and Cooperating Associations**

**AGENCY:** National Park Service, Interior.

**ACTION:** Public Notice.

**SUMMARY:** The National Park Service (NPS) is converting and updating its current system of internal instructions to a three-level system consisting of: (1) NPS Management Policies; (2) Director's Orders; and (3) Reference Manuals/Handbooks and other helpful information. When these documents contain new policy or procedural requirements that may affect parties outside the NPS, this information is being made available for public comment. Director's Order #32 establishes operational policies and procedural guidance concerning relationships between the NPS and Cooperating Associations. Cooperating Associations are private, nonprofit organizations that provide educational services in many areas of the National Park System.

**DATES:** Written comments will be accepted until November 3, 1997.

**ADDRESSES:** Send comments to Glenn Clark, Servicewide Cooperating Association Coordinator, Room 7312, National Park Service, 1849 C Street NW, Washington, DC 20240.

**FOR FURTHER INFORMATION CONTACT:** Glenn Clark at 202-565-1058.

#### **SUPPLEMENTARY INFORMATION:**

#### **Director's Order, #32: Cooperating Associations**

##### *1. Purpose and objective*

Cooperating Associations (Associations) are private nonprofit corporations established under state law. They support the educational, scientific, historical, and interpretive activities of the National Park Service (Service) in a variety of ways, under the provisions of formal agreements with the Service. For many years, Associations have been among the Service's most effective supporters. This Director's Order is intended to help

ensure the success of the relationship between the Service and Associations by specifying operational policies and procedural requirements governing relationships between the Service and Associations. In combination with Reference Manual #32, it supersedes and replaces the Cooperating Associations Guideline (NPS-32) and instructional memoranda that have been issued in years past.

This "Level 2" Director's Order is not intended to document all the NPS's policies, procedures, practices and requirements applicable to relationships with Associations. For a comprehensive compilation of those materials, employees must refer to the "Level 3" Cooperating Association Reference Manual issued by the Associate Director, Park Operations and Education. The "Level 1" NPS Management Policies remain applicable and serve as the basic foundation for the Level 2 and Level 3 documents.

##### *2. Authorities*

16 U.S.C. Sec 1-3, 6, 17j-2(e).

##### *3. Policies/Instructions/Requirements*

3.1 The Associate Director, Park Operations and Education is delegated the responsibility to issue a reference manual outlining specific procedures that support policy, mandatory requirements and operational procedures.

3.2 Authority to designate associations. Where an Association serves one or more park areas within a region, authority to designate an Association is delegated to the regional director and may not be redelegated to superintendents. When an Association serves park areas in more than one region, designation authority resides with the Director, National Park Service.

3.3 Tax exempt status. Associations must obtain and maintain recognition by the Internal Revenue Service of tax exemption under Section 501(c)(3) of the Internal Revenue Code to operate in areas of the National Park System.

3.4 Service employee's role.

3.4.1 Ethical conduct. In dealing with Associations, all Service staff must comply with 5 CFR Part 2635, "Standards of Ethical Conduct for Employees of the Executive Branch."

3.4.2 Relation to boards. 3.4.2a Service employees may not serve on Association boards, even in an ex-officio capacity, and may not participate in Association Decisions concerning the relationship of the Association to the Service, or represent the Association in business transactions or operations. However, as authorized by Public Law

79-633, Service employees may assist Association operations.

3.4.2b Service representatives may attend Association meetings in an advisory, non-voting capacity, but may not participate in executive sessions of an Association board unless invited.

3.5 The Associate Director, Park Operations and Education will develop a standard, non-negotiable Cooperating Association Agreement. This agreement will incorporate the policy and procedural requirements set forth in this Director's Order, the provisions listed below, and any additional requirements imposed by higher authorities or by the Associate Director, Park Operations and Education, where specifically authorized by this Director's Order. Service related activities performed by Associations not addressed in the Agreement must be addressed in supplemental agreements.

3.5.1 Association responsibilities.

3.5.1a Association boards of directors will notify the Service of board meetings and will invite appropriate Service representatives to board meetings and to appropriate committee meetings.

3.5.1b Association employees are not authorized to undertake any government function or activity on behalf of the Service beyond routine visitor information services or other activities authorized by the Cooperating Association Agreement, supplements to the agreement, or agreements for voluntary services.

3.5.1c If Association employees perform functions normally carried out by Service employees other than under 3.5.1b, they must do so as Service volunteers (VIPs).

3.5.1d Associations may not use the "Agreement for Voluntary Services" to circumvent any requirements for insurance coverage included in the Cooperating Association Agreement or in this Order.

3.5.1e Association employees may not engage in activities that would lead the public to reasonably conclude that they are government employees. Association employees who engage in public contact must wear some readily identifiable indication of Association affiliation, but Association employees may not wear Service or other government uniforms.

3.5.2 Sales activities.

3.5.2.1 General Requirements.

3.5.2.1a Sales must support the purposes of Associations as stated in their articles of incorporation.

3.5.2.1b Associations must display a sign that identifies the sales outlet as a nonprofit activity of the officially approved Association for the site.

3.5.3 Sales item approval.