

**INSTRUCTIONS FOR IDENTIFYING  
RECREATION SITES IN RMIS WITH APPROPRIATE  
NATIONAL LANDSCAPE CONSERVATION SYSTEM UNITS**

**July 5, 2001**

The National Landscape Conservation System (NLCS) has requested the National Recreation Group to analyze and modify the Recreation Management Information System (RMIS) in order to extract recreation related information from RMIS.

The analysis has been completed, and now NLCS field staff will need to provide the RMIS Team with specific information regarding the recreation sites associated with specific NLCS units. Each State will be provided a form which will need to be verified and completed in order for the data to be extracted.

Background

RMIS 3.0 was always designed to store visitation and fee revenue data at the “recreation site” level. But, the way visitation information is entered into RMIS has changed within the last 2 years.

RMIS 2.4 and the first release of RMIS 3.0 attempted to report visitation for every possible type of special area. The old logic was to enter the total recreation visitation for all sites within a field office, then to establish river, trail, road, and area designation descriptions in RMIS, and finally for each site within or near each special area to provide estimates of the percentage of total visits for each of the recreation sites which were considered part of each “special area.” The analogy used to describe this approach was to enter the visitation on a “base map,” and then use overlays” for each “special area” to see which sites contribute to each special area.

In mid-FY '00, this logic was changed in a version of RMIS 3.0. Now, visitation is applied directly to any site, river or trail corridor, or special area, based on how the visitor use information is collected. If a single recreation site was associated with two special areas (such as a wilderness area and a wild river), the RMIS user now had to choose one or the other in which to enter their data, but not both (or they would be double counting). The analogy used to described this approach is that the “base map” was really a jig saw puzzle, and visitation had to be placed on only one piece of the puzzle.

More specifically, visitation (visits and visitor hours, and participation) can be entered into RMIS by a variety of avenues:

- 1) Directly to a “Recreation Site”
- 2) Indirectly to a “Recreation Site” when entered into:
  - a) River Corridor
  - b) Trail Corridor
  - c) Road Corridors
  - d) Area Designation, and finally
  - e) Special Recreation Permits

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RMIS 3.0 is CURRENTLY set up to enter data where the field office has the best information (site counts, river permit counts, road counts, etc), but is NO LONGER set up to provide visitation estimates on each and every type of special area, because if each overlapping area and corridor is populated with visitation data, duplicate counting can (and does) result.

System to Capture “NLCS” Data.

There are various Standard Reports developed to extract data at the National, State, Office, Recreation Management Area (RMA), and Site Level, but none to capture NLCS data. While this was the original design approach in RMIS 2.4, the changes made in FY ‘00 prevents “instant” retrieval of system-wide NLCS data from RMIS. The basic reasons are:

- 1) Not all NLCS Units are specifically identified as Recreation Management Areas, so it is not productive to run RMA-level reports to look at system-wide totals.
- 2) Those NLCS Units which are identified as “Areas” or “River or Trail Corridors” may or may not have data attached to them, and the Standard Reports developed only provide office totals for type of area, not the specific areas.
- 3) There are many instances where there are two or more NLCS units overlaying the same acreage, so the current programming does not allow the counting of each separately.
- 4) There has been no systematic identification of which specific sites are associated with each NLCS unit. It has been done only in those field offices which have chosen to do so in the earlier version of RMIS.

In spite of the current programming, the linkage of data entered directly or indirectly at recreation sites can be retrieved in a systematic approach so that NLCS reports can be generated. The basic concept is that each of the “recreation sites” in RMIS will be tagged as to whether it is located in an NLCS unit, and the unit or units it is associated with will be identified.

In order to accomplish this, these relationships between offices, NLCS units, and RMIS recreation sites will need to be identified, and related in the RMIS data base. Once completed, Standard Reports will be developed to report such things as “NLCS Visits and Visitor Days by Office and State,” and “NLCS Visits and Visitor Days by Type.” Once completed, variations of other Standard Reports will be developed to suit the needs of the NLCS; including recreation revenues.

NLCS/RMIS Information Request

Each State will be requested to verify, expand, and complete requested data specific to NLCS units on the following State Specific Table.

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Attachment 1-2

**OFFICE**

- 1) For each NLCS office, verify the “budget office unit,” the NLCS is assigned. The information provided in the attached table is likely to be the “office code” which preceded the NLCS, and the assigning of “new” budget office unit” codes to the National Monuments and National Conservation Areas.
- 2) For each “new office” which manages any NLCS units, this new office code will need to be established in RMIS, and all associated RMAs, and RMIS Sites will need to be moved prior to September 30, 2001. Data associated with these “sites” entered in FY ‘99 and FY ‘00, will be retained and retrievable.
- 3) These new offices will need to be correctly identified in order to allow the revenue and workload measure data to be shared between RMIS, the Management Information System, and the Collection and Billings System.

**NLCS UNIT**

For most NLCS Units, this task will be relatively straight forward.

- 1) If the NLCS Unit “stands alone,” simply list the proper name of the NLCS unit.
- 2) If the NLCS Unit contains one or more other “NLCS Units” wholly within the exterior boundary of the “parent” NLCS unit, indicate the name of the NLCS Unit with a “=” immediately preceding the proper name of the unit. [See Arizona; Sonoran Desert NM w/three wilderness areas.]
- 3) If the NLCS Units contains one or more other “NLCS Units” partially within the exterior boundary of the “parent” NLCS unit, indicate the name and a phrase to use to differentiate between the portion not in the “parent” NLCS unit with a “+”. [See Arizona: Grand Canyon-Parashant NM with a portion of the Paiute Wilderness (North Unit)]
- 4) If the NLCS Unit is partially within the exterior boundary of the “parent” NLCS unit, indicate, with a “-“ the portion that is outside with a “-“ and the proper name and a phrase which will be used to differentiate between the portion that is in the “parent” NLCS unit with a “+”. [See Arizona: Grand Canyon-Parashant NM with a portion of the Paiute Wilderness (South Unit).]
- 5) If there are additional sub-units of your NLCS units (i.e. zones within a wilderness area), and you wish to have these split out in the NLCS reports (not required), identify these areas under the NLCS units, with a “\*”. [See Arizona: Paria Canyon-Vermilion Cliffs NWA and Coyote Buttes

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(North) and Coyote Buttes (South).]

Attachment 1-3

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**TYPE**

For each NLCS Unit, or portion of the NLCS units listed, including the Type of Unit:

- |        |                                |
|--------|--------------------------------|
| 1) NM  | National Monument              |
| 2) NCA | National Conservation Area     |
| 3) NWA | National Wilderness Area       |
| 4) WSA | Wilderness Study Area          |
| 5) NHT | National Historic Trail        |
| 6) NST | National Scenic Trail          |
| 7) WSR | National Wild and Scenic River |
| 8) FR  | Forest Reserve                 |

The immediate priorities are NM, NCA, NWA, FR, WSR, NHT, and NST (response needed by 8/15/01).

The secondary priorities are WSAs (response needed by 9/15/01).

**OTHER OFFICES**

- 1) Do other offices have administrative responsibility for the recreation management of other portions or other segments of the specific NLCS units? Is the management divided by a field office, district, or state line? (Yes/No)
- 2) If the office codes are known, please indicate.

**CURRENT FY01 STATUS**

If known, please indicate if the NLCS Unit (or portion of the unit) is identified in RMIS, as:

- a) Entire Office
- b) Recreation Management Area (if so, provide RMA Code No(s).)
- c) Area Designation
- d) Trail Designation
- e) River Designation
- f) Recreation Site.
- g) Not identified

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**RMIS SITES ASSOCIATED WITH NLCS UNIT**

This is the most critical part of this exercise.

- 1) It is recommended that Standard RMIS Report #23c be run for FY 2000 for each office completing this exercise. This will provide a listing of ALL sites in the Field Office, Grouped by Recreation Management Area, and will show which sites have visits and visitor days associated with each site (whether applied to sites, areas, corridors, or permits).
- 2) For each of the distinct NLCS units, or other partial or subunits (indicated with a =, +, or -), identify every “recreation site” in RMIS which is within the boundaries of that unit.
  - a) If the NLCS unit is a “stand alone” unit, without any sub-units or boundary divisions, AND it exactly corresponds to a RMIS Recreation Management Area, you merely need to identify the RMA Code(s) (i.e. AZ020-01) in this block. It will not be necessary to list each site again, since all of the sites within this RMA will be “tagged.”
  - b) If the NLCS unit has any sub-units, boundary divisions, or otherwise is not a “stand alone” NLCS unit, list each site that is geographically associated with which sub-unit. It is important to list the name, exactly as it is identified in RMIS.

Example: If there is a wilderness trailhead site associated with Table Top Wilderness (meaning that is where you store the Table Top Wilderness visitation data), and that Wilderness is also part of the Sonoran Desert National Monument, list the Table Top Trailhead with the “child” unit, which is Table Top Wilderness. By doing this, we will be able to account for Wilderness visitation and National Monument visitation separately, but will not double the count when the “Sonoran Desert NM” visitation is totaled.

- c) It is important to select only those sites which are 100% NLCS related. Since we are no longer applying percentages of visitation as we did in earlier years, a site should be either in or out of the NLCS unit. If offices have any special situations where a single recreation site might serve both an NLCS unit and non-NLCS unit (as far as visitation counts are concerned), contact Terry O’Sullivan to discuss and resolve.
- 1) You may provide the Sites associated with NLCS units and sub-units in any format which is easiest. Standard Report #23c can be produced in PDF format and specific sites can be identified with units and sub-units; or the report can be exported to a WordPerfect or Word Document, and it can be prepared in that manner. All the sites will need to be keyed into an NLCS Application, so the format provided by the office is unimportant, as long as the NLCS units, sub-units, and associated sites are clear.