



**US Army Corps
of Engineers**

EP 1130-2-434 (DI)
September 1993

Database Instructions



INTERPRETIVE SERVICES AND OUTREACH PROGRAM (ISOP)

INTERPRETIVE SERVICES RESOURCES DATABASE
-accessed through the-
NATURAL RESOURCES MANAGEMENT BULLETIN BOARD

The Natural Resources Management (NRM) Career Development Committee established an electronic bulletin board in 1992 to provide Corps team members with timely information on NRM employment and training opportunities. A new section, "Interpretive Services Resources", has just been added to the bulletin board. Now when you access the bulletin board with your personal computer you'll have the following choices:

- *Employment Opportunities
- *Professional Development Opportunities
- ***Interpretive Services Resources**
- *General Information

The Interpretive Services Resources database is designed to encourage the sharing of information and successful program ideas within the following eleven categories: (1) Recreation; (2) Wildlife; (3) Fisheries; (4) Water; (5) Water and Recreation Safety; (6) Navigation; (7) Flood Control or Hydropower; (8) History/Cultural Resources; (9) Natural Resources Management; (10) Environmental Education; and (11) Resources and Bibliographies.

The attached instructions will enable you to gain access to the NRM Bulletin Board utilizing either the PROCOMM PLUS ver 1.1B or VistaCOM V ver 5.2 (32) communication software packages.

If you have difficulties with the operation of the NRM Bulletin Board, please check with your local Information Management Support Office first to assure that your modem and software are installed properly. If you have specific questions about the bulletin board contact Karen Colvin, Ohio State University, (614) 292-0117.

IMPORTANT Local Area Network (LAN) users please check with your Information Management Support Office first to assure that your software package is installed properly. Instructions accessing CORPSBB through LAN system cannot be relayed in writing due to the many different LAN systems around the country.



**US Army Corps
of Engineers**

NATURAL RESOURCES MANAGEMENT BULLETIN
BOARD
utilizing the
THE CORPS OF ENGINEERS BULLETIN BOARD

PROCOMM PLUS ver 1.1B INSTRUCTIONS
(with sidenotes on version 2.4.2)
As of: November 18, 1993

These instructions are written to assist you in accessing the Corps of Engineers Bulletin Board (CORPSBB) that is managed and operated by the U.S. Army Cold Regions Research and Engineering Laboratory (USACRREL) under the direction of ER 25-1-1.

There are numerous areas of information in the CORPSBB that are available to you, however these instructions will focus on: 1) Logging On; 2) Printing; 3) Key word searching and 4) properly Exiting the Natural Resources Management (NRM) area of the CORPSBB. At this time, there are four categories of information in the NRM area, Employment Opportunities, Professional Development Opportunities (Training & seminars), General Information and Interpretive Resources Services. This is entered into the system by USACRREL and the Ohio State University. It is anticipated that vacancy announcements will eventually be entered into the system directly by Human Resources offices to maintain a complete and up to date listing nationwide.

These instructions make the following assumptions: 1) You are operating an IBM compatible personal computer; 2) You have a working knowledge of Disk Operating System (DOS); 3) You have a modem and Procomm installed in your computer and properly configured to operate with your system; 4) You have a working knowledge of your communications software (VistaCOM V, Procomm+, etc.); and 5) your dialing directory in your communication software has already been configured to include the CORPSBB.

If you have difficulties with the operation of the CORPSBB, please check with your local Information Management support office first to assure that your modem and software are installed properly. If you have specific questions or comments about the CORPSBB contact Karen Colvin, the Ohio State University, 614/292-0117.

Procomm+ Ver 1.1B Setup	
Emulate:	VT-102 (Note: other software should be set at VT-100)
Data Bits: 7	
Parity:	Even
Stop Bits: 1	
Duplex:	Full
File Transfer Protocol:	KERMIT
CORPSBB Modem #:*1-800-626-4415 or 1-800-531-4473 (good up to 9600 baud).	

* - Add any dialing codes that are necessary for you to dial out from your local office telephone system.

THE NATURAL RESOURCES MANAGEMENT BULLETIN BOARD INSTRUCTIONS

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The following instructions enable you to: 1) sign on to the CORPSBB, 2) print an item, 3) search via keywords and 4) exit the CORPSBB using Procomm+. For different software and even other versions of Procomm, the steps may vary. Unless otherwise advised, use lower case letters. Please refer to the key at the bottom of each page as a guide to using these directions.

CORPSBB ACCESS USING PROCOMM+ VER 1.1B		
STEP	COMPUTER PROMPT	YOUR RESPONSE
SIGNING ON TO CORPSBB		
1		Select your communications software from your menu or through DOS commands(e.g. type <i>procomm</i>) to start your communication software (<i>pro</i> for 2.4.2). Press the ENTER key (or RETURN key)
2	Procomm+ Copyright Screen flashes then disappears... <u>PRESS ANY KEY TO ENTER TERMINAL MODE.</u> Procomm Plus Ready! (2.4.2 screen is blank)	Hold down the ALT key and press the d key
3	Dialing Directory: PCPlus... & a list of names and modem numbers that you normally call... <u>CHOICE:</u>	Press the DOWN ARROW key until you highlight (1.1) or choose the number assigned to the CORPSBB (2.4.2) & press ENTER .
4	CONNECT #### & then "Procomm Plus on line to CORPSBB at #### baud" (Where #### = your modem speed, ie. 1200, 2400, 9600, etc.)(2.4.2 will only show CONNECT ####)	Press ENTER <u>twice</u>
5	<u>YOU MAY ENTER CDCNET COMMANDS</u>	Type <i>do bbsun</i> & press ENTER (will not appear on the screen)
6	CONNECTION \$A CREATED... <u>LOGIN</u>	Type <i>career</i> & press ENTER (if you mistype press ENTER until LOGIN prompt reappears and start again
7	MMB TEAMate Information System... <u>PRESS ANY KEY TO CONTINUE</u>	ENTER

¹ **CAPITALIZED and UNDERLINED** letters indicate the computer prompt that you are being requested to respond to.

² **BOLD** letters indicate a key or group of keys that you press to execute program commands.

³ *Italic* letters indicate actual information that you must type which is normally followed by pressing the **ENTER** key.

THE NATURAL RESOURCES MANAGEMENT BULLETIN BOARD INSTRUCTIONS

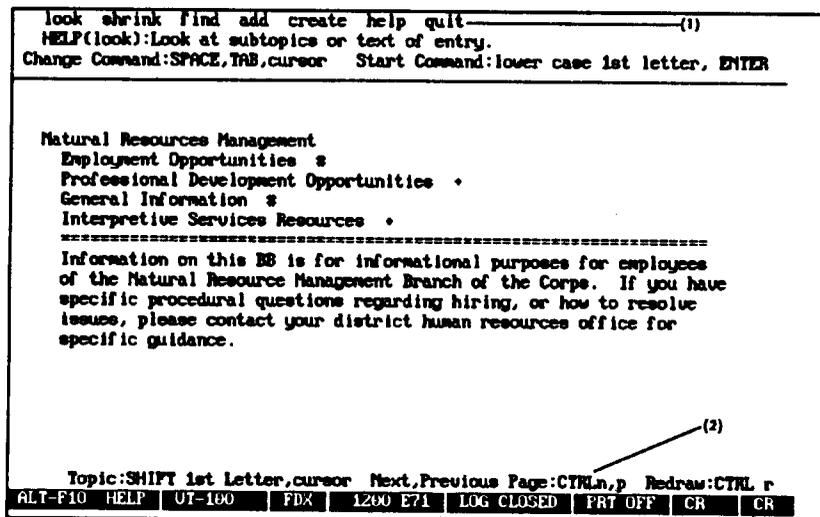
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CORPSBB ACCESS USING PROCMM+ VER 1.1B

STEP	COMPUTER PROMPT	YOUR RESPONSE
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Once in the bulletin board, you will see command options at the top of most screens (1). Commands are selected by typing the first letter of the word (lower case), side arrows or **ENTER** if the desired command is already highlighted.



At the bottom of the screen are commonly used options (2). s (shrink, at the top of the screen) will be used often to get to the previous bulletin board level (the ESC key was used previously). Online help is also referenced here.

9	<p>look find create add help quit... <u>NATURAL RESOURCES MANAGEMENT</u></p>	<p>Press the UP or DOWN ARROW key or shift (1st letter of listing) until you highlight PROFESSIONAL DEVELOPMENT OPPORTUNITIES & press ENTER.</p>
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FOR *THIS* EXAMPLE THE PROFESSIONAL DEVELOPMENT OPPORTUNITIES CATEGORY WILL BE USED BUT REVIEW ALL FOUR AT WILL.

10	<p>look find create add help quit... <u>NATURAL RESOURCES MANAGEMENT</u></p>	<p>Choose category of interest (e.g. Administration)</p>
11	<p>display print help... TOPIC: ADMINISTRATION & a list of meetings by title, date, & location.(if only 1 listing exists, that entry will appear)</p>	<p>Highlight the entry of interest with UP OR DOWN ARROW or shift 1st letter of entry & press ENTER</p>

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CORPSBB ACCESS USING PROCOMM+ VER 1.1B		
STEP	COMPUTER PROMPT	YOUR RESPONSE
12	<u>back</u> forward print help... TOPIC: ADMINISTRATION & a list of general information about the seminar or training that you selected	*if there is more than one entry; you can press b for the vacancy before this one; f for the next vacancy. *Press s (shrink) to see all of the topics again
PRINTING ITEMS TO THE PRINTER (this will print the entry that we are viewing on the screen)		
P-1	<u>back</u> forward print help... TOPIC: ADMINISTRATION&entry information	Press the <i>p</i> key
P-2	HELP(to):Select desired print destination... TO: [SCREEN KERMIT FTP]	Press ENTER
P-3	<u>PRESS ANY KEY TO BEGIN OUTPUT</u> NOTE: SCREEN INSTRUCTIONS ARE INCOMPLETE, ALT L MUST BE SELECTED ALSO.	Hold down the ALT key and press the L key to turn on your printer. NOTE: This is a toggle in Procomm+ to turn PRINT ON & PRINT OFF, as displayed in the lower right of the screen command line. Items will continue to print until ALT L is pressed again
P-4	<u>PRESS ANY KEY TO BEGIN OUTPUT</u>	Press ENTER to begin printing
P-5	The complete entry will scroll on the screen and be printed.	
P-6	<u>PRINT COMPLETE-TURN PRINTER OFF-ANY KEY TO CONTINUE</u>	Hold down the ALT key and press L to turn off the printer.
P-7	<u>PRINT COMPLETE-TURN PRINTER OFF-ANY KEY TO CONTINUE</u>	Press ENTER to continue
FIND FUNCTION (SEARCHING WITH KEY WORDS). Hit s (shrink)until screen offers options in the left hand box below. (Important to execute a full search).		
F-1	look find create add help quit NATURAL RESOURCES MANAGEMENT EMPLOYMENT OPPORTUNITIES PROF DEV OPPORTUNITIES GENERAL INFORMATION	Highlight desired field (EMPLOYMENT, PROFESSIONAL DEVELOPMENT, GENERAL,OR INTERPRETIVE RESOURCES) Type <i>f</i> (lower case)
F-2	<u>find form</u> display find list help	ENTER
F-3	SEARCH FOR ONE OR MORE OF THESE WORDS	Input search parameters (e.g. GS09, interpretation, state abbreviation,etc.) & ENTER
Searches including multiple parameters will yield entries with any match, not just entries which meet all parameters.		

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F-4	form clear display entries found help ENTRIES FOUND __	Type d (display) Note: if 0 entries are found, press ENTER to begin a new search & type over previous request.
F-5	display print find form topic help Listings from search are shown	Highlight desired entry & press ENTER .(highlight may only appear on the left)
F-6	Listing is displayed	To print see: "Printing.."(P-1 through p-7 previous pg)
F-7		Press s (shrink) 1 to 3 times to get to desired screen when finished. (This backs up one screen at a time.)
EXIT FROM CORPSBB		
E-1	look find create add help quit	Press s (shrink) until QUIT is offered as a command option at the top of the screen).
E-2	look find create add help quit NATURAL RESOURCES MANAGEMENT	Press the q key to quit
E-3	end YOU MAY ENTER CDCNET COMMANDS	Hold down the ALT key and press the h key to hang up or wait approximately 15 seconds and you will <u>automatically be logged off</u> .
E-4	NO CARRIER	
E-5	The lower left command line flashes DISCONNECTING	Hold down the ALT key and press the x key to exit Procomm +
E-6	EXIT TO DOS? (Y/N) Yes	Press the y key
E-7	You will return to the DOS prompt C:\> or your local menu system	

MISCELLANEOUS FUNCTIONS

CTRL \=help

CTRL t=top of the page

CTRL n=display next page

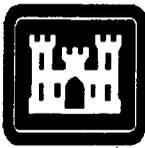
CTRL p=previous page

CTRL r=refresh

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² BOLD letters indicate a key or group of keys that you press to execute program commands.

³ Italic letters indicate actual information that you must type which is normally followed by pressing the ENTER key.



**US Army Corps
of Engineers**

NATURAL RESOURCES MANAGEMENT BULLETIN BOARD
utilizing the
THE CORPS OF ENGINEERS BULLETIN BOARD

VistaCOM V Ver 5.2(32) INSTRUCTIONS
As of: November 18, 1993

These instructions are written to assist you in accessing the Corps of Engineers Bulletin Board (CORPSBB) that is managed and operated by the U.S. Army Cold Regions Research and Engineering Laboratory (USACRREL) under the direction of ER 25-1-1.

There are numerous areas of information in the CORPSBB that are available to you, however these instructions will focus on: 1) Logging On; 2) Printing; 3) Key word searching and 4) Exiting the Natural Resources Management (NRM) area of the CORPSBB. At this time, there are four categories of information in the NRM area, Employment Opportunities, Professional Development Opportunities(Training & seminars), General Information and Interpretive Resources. This is entered into the system by USACRREL and the Ohio State University.

These instructions make the following assumptions: 1) You are operating an IBM compatible personal computer; 2) You have a working knowledge of Disk Operating System (DOS); 3) You have a modem and VistaCOM installed in your computer and properly configured to operate with your system; 4) You have a working knowledge of your communications software (VistaCOM V, Procomm+, etc.); and 5) your dialing directory in your communication software has already been configured to include the CORPSBB.

If you have difficulties with the operation of the CORPSBB, please check with your local Information Management support office first to assure that your modem and software are installed properly. If you have specific questions or comments about the CORPSBB contact Karen Colvin, the Ohio State University, 614/292-0117.

VistaCOM V Ver 5.2(32) Setup

Host/Network Combination: UNIX access

Connection Parameters

Phone No.: *1-800-626-4415* or 1-800-531-4473
(good up to 9600 baud)

Emulate: VT-100

Dial Method: AUTO

Login Method: MANUAL

* - Add any dialing codes that are necessary for you to dial out from your local office telephone system.

File Transfer Parameters

File Transfer Protocol: KERMIT

Line Parameters

Parity: EVEN

Data Bits: 7

Stop Bits: 1

Type of Echo: REMOTE

**NOTE: ALL OTHER PARAMETERS SHOULD BE LEFT AT DEFAULT
SETTINGS**

THE NATURAL RESOURCES MANAGEMENT BULLETIN BOARD INSTRUCTIONS

As of: November 18, 1993

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The following instructions enable you to: 1) sign on to the CORPSBB, 2) print an item, 3) Search via keywords and 4) Exit the CORPSBB using VistaCOM. For different versions of software and even other versions of VistaCOM, the steps may vary. Unless otherwise advised, use lower case letters. Please refer to the key at the bottom of each page as a guide to using these directions.

CORPSBB ACCESS USING VistaCOM V Ver 5.2(32)		
STEP	COMPUTER PROMPT	YOUR RESPONSE
SIGNING ON TO CORPSBB		
1		Select communications software from menu or through DOS command (e.g. type <i>vcom</i> & press ENTER)
2	VistaCOM Copyright Screen... <u>SELECT FUNCTION TO PERFORM:</u>	Press the F3 key for conSel to select connection
3	CORPSBBS - - UNIX access and other connections that you may have configured <u>SELECT CONNECTION:</u>	With the UP or DOWN arrow keys, highlight the CORPSBBS - - UNIX access and press the F1 key to select the CORPSBBS (Just press F1 if cursor is already there.)
4	<u>SELECT FUNCTION TO PERFORM:</u>	Press the F1 key to select Interactive Functions
5	<u>SELECT FUNCTION TO PERFORM:</u>	Press the F1 key to select Online to dial the CORPSBB
6	Dialing *1-800-626-4415* <u>SUCCESSFUL CONNECTION</u>	Wait until dialing is finished before proceeding
7	Blank screen: function key choices at screen bottom and "1200" or "2400" in upper left	Press ENTER <i>twice</i>
8	#### bps ASCII, parity: even (where #### = your modem speed, ie. 1200, 2400, 9600, etc.) CDCNET - COPYRIGHT screen <u>YOU MAY ENTER CDCNET COMMANDS</u>	Type <i>do bbsun</i> & press ENTER (will not appear on screen as you type)*If you mistype, press ENTER and start again at prompt
9	CONNECTION \$A CREATED... <u>LOGIN</u>	Type <i>career</i> & ENTER (If you mistype, press ENTER twice or until login prompt reappears) & start again at prompt)
If there is a news item on the bulletin board, it will appear here. Upon viewing, press ENTER to continue.		
10	A summary HELP screen appears... <u>PRESS ANY KEY TO CONTINUE</u>	ENTER

¹ CAPITALIZED and UNDERLINED letters indicate the computer prompt that you are being requested to respond to.

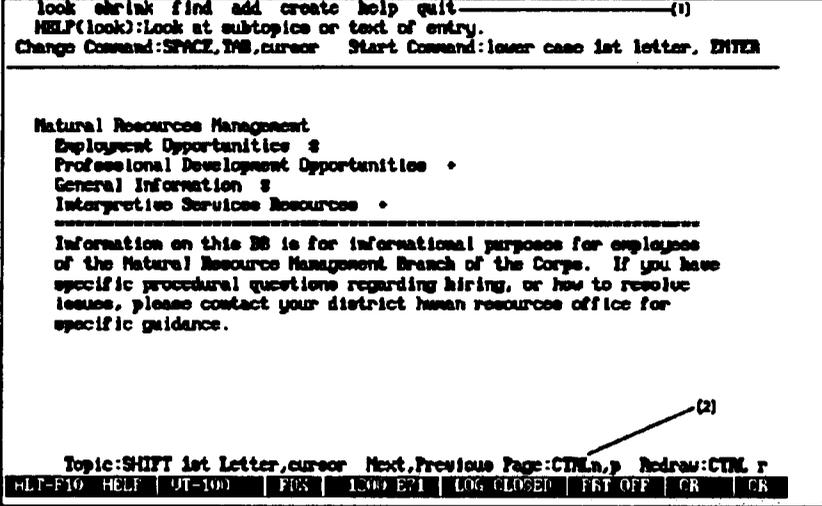
² BOLD letters indicate a key or group of keys that you press to execute program commands.

³ *Italic* letters indicate actual information that you must type which is normally followed by pressing the **ENTER** key.

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CORPSBB ACCESS USING VistaCOM V Ver 5.2(32)		
STEP	COMPUTER PROMPT	YOUR RESPONSE
	<p>Once in the bulletin board, you will see command options at the top of most screens (1). Commands are selected by typing the first letter of the word (lower case), side arrows or ENTER if the desired command is highlighted.</p>	
	 <p>The screenshot shows a terminal window with the following text:</p> <pre> look shrink find add create help quit----- (1) HELP(look):Look at subtopics or text of entry. Change Command:SPACE,TAB,cursor Start Command:lower case 1st letter, ENTER Natural Resources Management Employment Opportunities * Professional Development Opportunities * General Information * Interpretive Services Resources * ----- Information on this BB is for informational purposes for employees of the Natural Resource Management Branch of the Corps. If you have specific procedural questions regarding hiring, or how to resolve issues, please contact your district human resources office for specific guidance. Topic:SHIFT 1st Letter,cursor Next,Previous Page:CTRL,p Redraw:CTRL r HLT-F10 HELP UT-100 F08 1300 E21 LOG CLOSED F07 OFF CR CR </pre>	
	<p>At the bottom of the screen are commonly used options (2). s (shrink, at the top of the screen) will be used often to get to the previous bulletin board level (ESC was used previously). Online help is also referenced here.</p>	
<p>FOR THIS EXAMPLE THE PROFESSIONAL DEVELOPMENT OPPORTUNITIES CATEGORY WILL BE USED BUT REVIEW ALL FOUR AS DESIRED</p>		
11	<p><u>look</u> find create add help quit... NATURAL RESOURCES MGMT. EMPLOYMENT OPPORTUNITIES PROFESSIONAL DEVELOPMENT GENERAL INFORMATION INTERPRETIVE RESOURCES</p>	<p>Press the Shift key and type <i>p</i> (1st letter of category) or press the DOWN ARROW key to highlight desired category (Professional Development) & press ENTER</p>

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CORPSBB ACCESS USING VistaCOM V Ver 5.2(32)		
STEP	COMPUTER PROMPT	YOUR RESPONSE
12	<u>PROFESSIONAL DEVELOPMENT</u> will be broken into 6 categories.	Choose category in same manner as above. "Administration" will be used for this example. Press Shift a or use DOWN ARROW to highlight & press ENTER
13	<u>display</u> print help... TOPIC: Administration & a list of training and seminars by title, date, & location. Note: will go directly to listing if there is only one	Press the UP or DOWN ARROW key (or Shift/1st letter) until you highlight the entry that you are interested in & press ENTER
14	<u>back</u> forward print help... TOPIC: Administration & a list of general information about the entry that you selected	*If there is more than one entry; press b for the one previous to this one; f for the next entry *Press s (shrink) to see the list of all vacancies
PRINTING ITEMS TO THE PRINTER (For example this will print the entry that we are viewing on screen)		
P-1	<u>back</u> forward print help... TOPIC: Administration & information about the chosen entry	Press the p key
P-2	HELP(to):Select desired print destination... TO: [SCREEN KERMIT FTP]	Press ENTER
P-3	<u>PRESS ANY KEY TO BEGIN OUTPUT</u> NOTE: SCREEN INSTRUCTIONS ARE INCOMPLETE, Ctrl/PrintScreen MUST BE SELECTED ALSO	Hold down the Ctrl key and press the PrintScrn key. NOTE: This is a toggle to turn PRINT ON & PRINT OFF .
P-4	<u>PRESS ANY KEY TO BEGIN OUTPUT</u>	Press ENTER to begin printing
P-5	The entry will scroll on your screen and will be printed	
P-6	<u>PRINT COMPLETE-TURN PRINTER OFF-ANY KEY TO CONTINUE</u>	Hold down the Ctrl key and press the PrintScrn key.
P-7	<u>PRINT COMPLETE-TURN PRINTER OFF-ANY KEY TO CONTINUE</u>	Press ENTER to continue
FIND FUNCTION (SEARCHING WITH KEY WORDS). Hit s (shrink) until screen offers options in the left hand box below(Important to execute a full search).		
F-1	look find create add help quit NATURAL RESOURCES MANAGEMENT EMPLOYMENT OPPORTUNITIES PROF DEV OPPORTUNITIES	Highlight desired field Type f (lower case)

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CORPSBB ACCESS USING VistaCOM V Ver 5.2(32)		
STEP	COMPUTER PROMPT	YOUR RESPONSE
F-2	<u>find form</u> display find list help	ENTER
F-3	SEARCH FOR ONE OR MORE OF THESE WORDS _____	Input search parameters (e.g. GS09, interpretation, state abbreviation, etc.) & ENTER *Note: if 0 entries are found, press ENTER (twice if necessary). To begin a new search & type over previous request.
Searches including multiple parameters will yield entries with any match, not just entries which meet all parameters.		
F-4	form clear display entries found help ENTRIES FOUND ___	Type d (display)
F-5	<u>display</u> prnt find frm topic help	Highlight desired entry & press ENTER . (highlight may only appear to the left)
F-6	Listing is displayed	To print see: "Printing items to the printer" (P-1 through P-7).
F-7		Press s (shrink) 1 to 3 times to get to desired screen when finished. (This backs up one screen at a time.)
EXIT FROM CORPSBB		
E-1	look find create add help quit	Press s (shrink) key (s is pressed until QUIT is offered as a command option at the top of the screen)
E-2	<u>look</u> find create add help quit	Press the q key to quit
E-3		Press the F9 key to Exit CDCNET & return to VistaCOM command line
E-5	<u>SELECT FUNCTION TO PERFORM:</u>	Press the F9 key to Exit Online activity
E-6	<u>SELECT FUNCTION TO PERFORM:</u>	Press the F4 key to disconnect from the host
E-7	<u>SELECT FUNCTION TO PERFORM:</u> Disconnected Successfully	Press the F9 key to Exit from VistaCOM
E-8	DOS prompt C:\> or your local menu system	

MISCELLANEOUS FUNCTIONS

CTRL \=help CTRL n=display next page CTRL r=refresh

CTRL p=previous page CTRL t=top of the page

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INSTRUCTIONS FOR
ADDING LISTINGS TO THE
INTERPRETIVE SERVICES RESOURCES DATABASE

The purpose of the Interpretive Services Resources Database is to encourage sharing of information and program ideas between projects. The database lists items in 11 categories and is accessible via the Corps of Engineers Bulletin Board which is managed by the U.S. Army Cold Region Research and Engineering Laboratory (USACRREL).

Karen Colvin, Ohio State University, will be inputting the data that is generated for this database. Information will come from Corps team members who feel they have developed a quality product or can recommend a resource or product that they feel will be helpful to other team members in their interpretive and outreach efforts. In other words from YOU!

Those who have listings in the database should be willing and able to share the information with other Corps projects who call and ask for more information on the program or material listed. The listing POC should be able to either provide a copy, loan out a copy, copy on a charge-back basis, or provide information such that the requestor can purchase the material directly from the source. Sharing information via this database can significantly lessen the personnel time involved in creating new programs when one already exists and can be used as is or modified.

Even though Ohio State University will input data, it is necessary to have a Corps point of contact where team members can send their entries. The Pittsburgh District, Natural Resource Management Branch will serve as the POC to receive, review, and forward data entries to the contractor. POC in the district is Kathy Anderson, Outdoor Recreation Planner. Phone is (412) 644-4606. Fax is (412) 644-4795.

New listings for the database can be sent to Pittsburgh District at any time during the year. Please use ENG Form, 5051-R, Sep 93. Below is a description of each entry needed.

CATEGORY -- This refers to one of 11 which best fit the listing. The eleven are: (1) Recreation (2) Wildlife (3) Fisheries (4) Water (5) Water and Recreation Safety (6) Navigation (7) Flood Control or Hydropower (8) History/Cultural Resources (9) Natural Resources Management (10) Environmental Education (11) Resources or Bibliographies.

SUBJECT -- The title of your item

SOURCE -- Where the item can be purchased or obtained. (Can be a Corps project or a commercial source).

POC -- The contact person who is knowledgeable about the details of the program/material described in the listing.

MEDIA TYPE -- ie., film, presentation, brochure, etc.

DURATION -- length of program or pages of material

TARGET AUDIENCE -- ie. age level, general public, school k-6, etc.

NARRATIVE -- Short description of listing. No more than 5 lines.

Listing for Interpretive Services Resources Database

EP 1130-2-434 (D1)

Category: _____

Subject: _____

Source: _____

POC: _____

Media Type: _____

Duration: _____

Target Audience: _____

Narrative: _____

