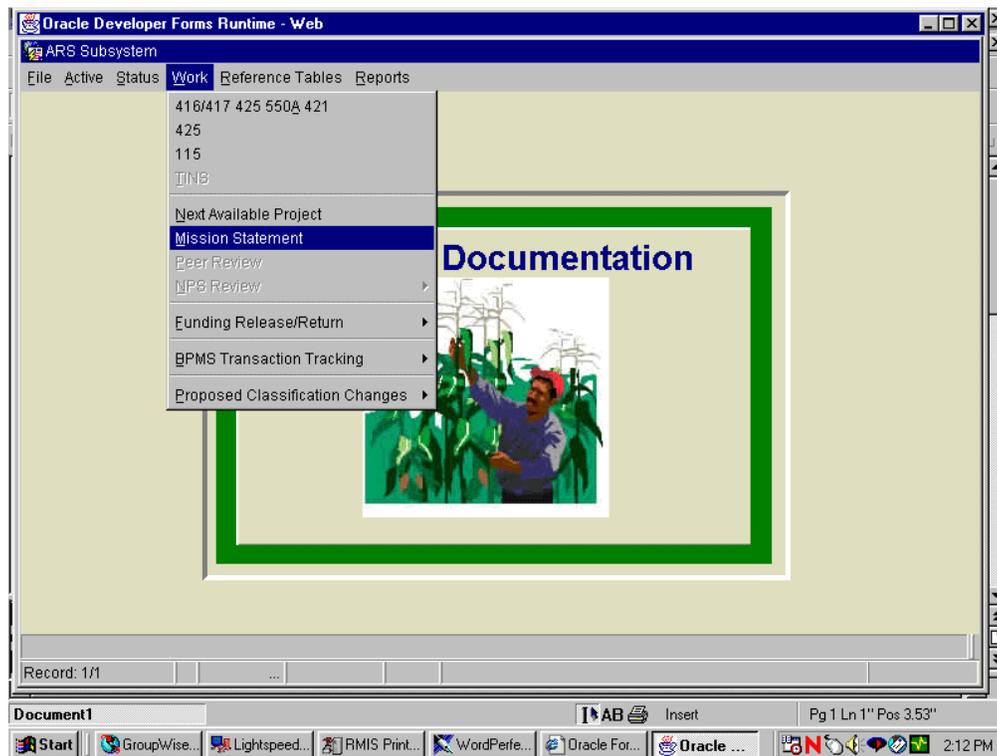


Chapter 15C. Add/Modify Mission Statement

The Mission Statement describes the research goals of the Management Unit. Included in the mission statement file are the name of the Responsible Person/Research Leader, address, telephone number, facility name, and the mission of the management unit. Periodically, the Mission Statement should be reviewed to make sure it accurately describes the mission on the unit. In addition, any time the responsible person changes, the Mission Statement file should be updated accordingly.

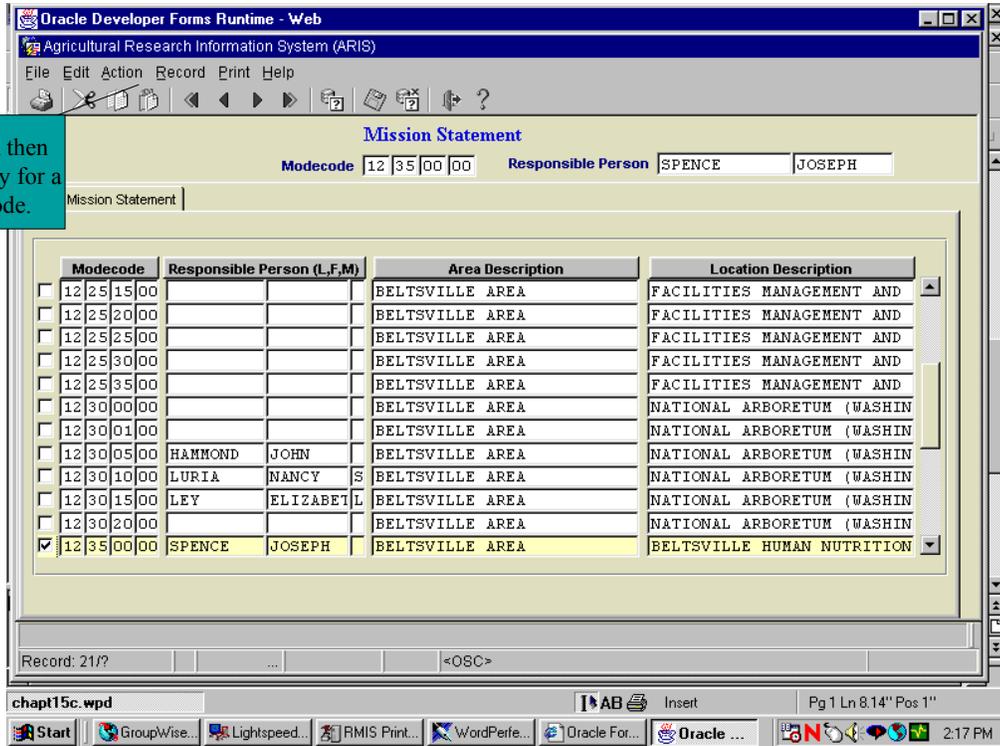
In order to add/modify the mission statement, from the Research Documentation screen, click on “Work” and “Mission Statement” on the toolbar (fig. 1). A List screen of all the mode codes in your Area/Location will be displayed (fig. 2).



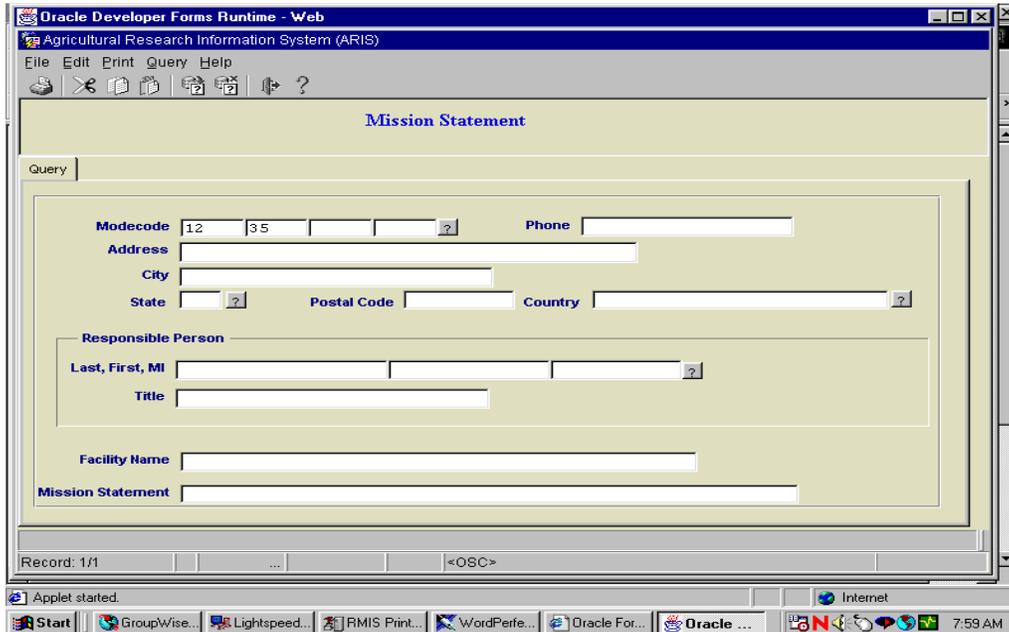
(Fig. 1 - Research Doc Screen)

Mark the mode code for the mission statement which needs to be added/modified and then click on the "Mission Statement" tab. You can also query for the Modecode by clicking on "Action" on the toolbar. A Query screen will then be displayed (fig. 3).

Click on Action and then Query Screen to query for a particular mode code.

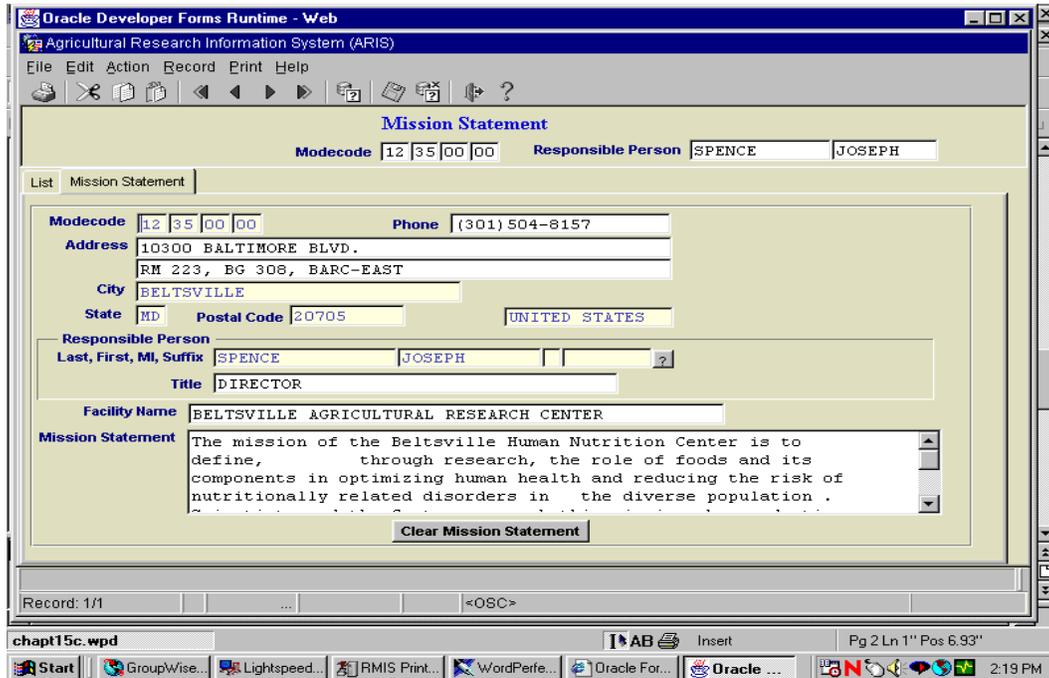


(Fig. 2 - List Screen - Mission Statement)



(Fig. 3 - Query Screen)

Enter the query information and then click on the Execute button on the toolbar (e.g., querying for mode code 12 35). The listing will be displayed based on your query. Mark the appropriate mode code and then click on the “Mission Statement” tab and the Mission Statement screen will be displayed (fig. 4). Modify or add the information as required.



(Fig. 4 - Mission Statement Screen)

You can only enter/modify the telephone number, title of responsible person, address of the management unit, facility name (name of the building as if you were walking up to the building - the sign in front), and the actual mission statement. The other data fields (city, state and zip code) are shaded/protected and can only be modified by NPS. **Contact your Area Office for changes to the shaded/protected fields.**

You must select the responsible person by clicking on the “?” and choose from the listing provided or search for the responsible person (See Chapter 1 for searching instructions). Once the responsible person is highlighted in the personnel listing, click on “ok.” The system will automatically insert the name in the Mission Statement screen.

To enter the text for the mission statement, you can either directly type in the space provided or copy and paste in text from another source, such as Word. If there is already text in the mission statement area, you can add to it, or clear it out by clicking on the “Clear Mission Statement” button at the bottom of the screen. The length of the mission statement is not limited.

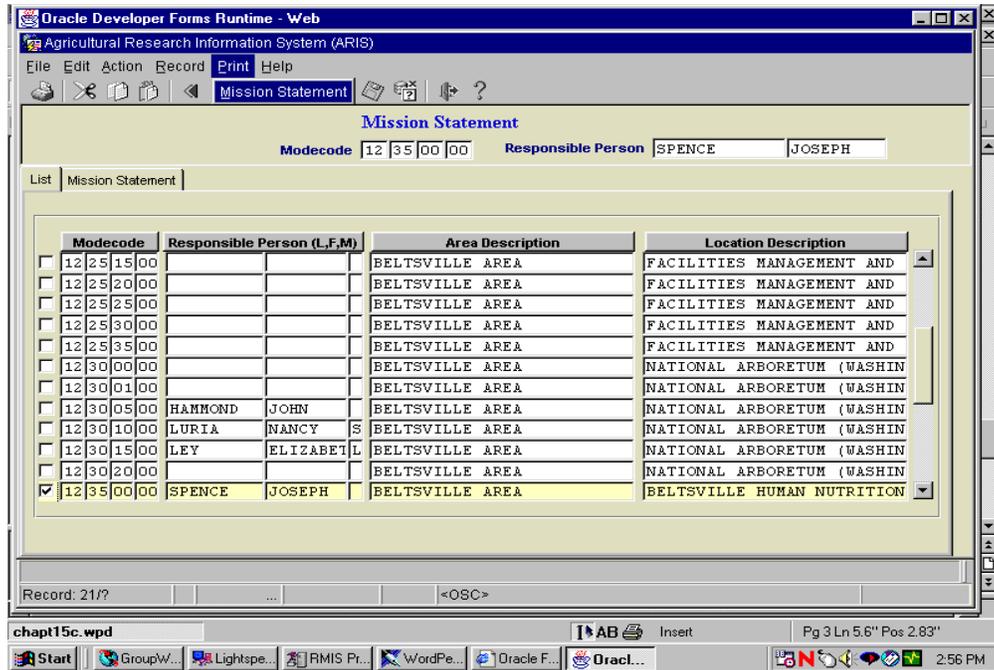
Once all the information is added/modified, click on the List tab and the system will prompt you with “Do you wish to commit the changes you have made?” Once you click on save, the changes

are made and you are returned to the List screen.

There is no approval process for the mission statement. However, you should notify your Area Office that the mission statement for your unit was added/modified. Once the information is entered and you exit out of the mission statement, the revision is complete.

Print Mission Statement

In order to print the Mission Statement, from the List screen or the Mission Statement screen, click on “Print” and “Mission Statement” on the toolbar (fig. 5). The system will automatically launch Adobe and you can view and print from there. Follow Chapter 2 for further printing instructions.



(Fig. 5 - List Screen - print option)