

ACTIVITY CODES FOR MONTHLY TIMESHEET

ALL DIVISION STAFF

1005	Staff Development and Training	All Division Staff as appropriate
1007	Workers Comp and/or Waiting Period	All Division Staff as appropriate
1008	Vacation, Holidays, Sick leave, Premium	All Division Staff as appropriate
5000	FEMA	Designated for use by Budget Officer when appropriate

ADMINISTRATIVE SECTION

1000	General Administration	Director, Exec. Asst., Receptionist, Budget Officer, Procurement Clerk, Accounting Clerk, Personnel Officer, Personnel Asst., Public Information Officer, Editor/Writer
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PLANNING AND NATURAL RESOURCES SECTION

1000	General Administration	Section Chief, Section Office Asst.
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COMPREHENSIVE PLANNING PROGRAM

1100	Grants Administration	PARTF Grants Administrator, PARTF Admin. Asst.
1200	General Administration	Program Head, Program Office Asst.
3100	General Management Plan Development	Park & Recreation Planners
3200	LWCF	LWCF Manager

NATURAL HERITAGE PROGRAM

4200	NBS/Longleaf Pine & USFWS Contracts	NHP Staff
4201	Dept. Of Defense/Kerr Reservoir	NHP Staff
4202	Environmental Assessment	NHP Staff
4203	County Inventories	NHP Staff
4204	Natural Heritage Trust Fund	NHP Staff
4205	Non-county Inventories Funded by NHTF	NHP Staff
4206	EPA Forested Wetland	NHP Staff
4207	NBS/SE Coastal Plain Grant through	NHP Staff
4208	Conservation Planning	NHP Staff

RESOURCE MANAGEMENT PROGRAM

1300	Resource Management General Administration	RMP Staff
1301	Land Acquisition	RMP Staff
1302	Environmental Assessment	RMP Staff

CONSTRUCTION AND OPERATIONS SECTION

1000	General Administration	Superintendent of State Parks, Administrative Secretary, Receptionist
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CONSTRUCTION PROGRAM

1400	Construction General Administration	Program Head, Facility Architect, Facility Engineering Specialist, Section Office Asst., Accounting Clerk
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OPERATIONS PROGRAM

2000	Park Operations General Administration	Program Head, District Superintendents, Park Superintendents, District Office Asst., Park Office Asst., Field Staff
2100	Interpretation and Education	District Superintendents, Park Superintendents, Field Staff, Lead I&E, District I&E, Exhibits Coordinator, Exhibit Technicians
2200	Visitor Protection and Safety	Program Head, District Superintendents, Park Superintendents, Field
2300	Natural Resources Management	Park Superintendents, Field Staff
2400	Maintenance and Operations	District Maintenance Staff, Field Maintenance Staff
2600	Volunteer Program Administration and	Volunteer Coordinator

TRAILS PROGRAM

2500	State Trails System	Trails Program Staff
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