

Welcome to the **x<sup>th</sup>** round of National Visitor Use Monitoring (NVUM). National Visitor Use Monitoring is the U.S. Forest Service national program that estimates the amount (how many visitors) and type (demographics, what and where visitors recreate, satisfaction and economics of visit) of recreation visitation on your forest. Forest recreation visitation estimates are becoming increasingly important as Regions use forest visitation estimates in their funding allocation models.

The last year of the **x<sup>th</sup>** round of the 5-year cycle will end with **FYxxxx**. Round 4 marks a 20 year milestone for the NVUM program. Starting in October **20xx** the **\_\_\_\_\_ NF** will conduct surveys to measure recreation visitation for **FYxx**.

**Who should attend the Inventory Design workshop and how should they prepare for the workshop?**

1. NVUM forest program manager and District field going and other staff with knowledge of the location of recreation sites (developed, trails, trail heads, wilderness, general forest areas) and the amount of daily visitation at those sites.
  - Bring a laptop to the training (one per district)
  - Request editor access to the NRM Inventory Design Application prior to the workshop.  
To request editor roles, go to the Authorization Management Tool site:  
<https://nrmprodb.fs.usda.gov/nrm/amt/ui/home>
  - Make sure you can access this site where your inventory data is stored and edited each round:  
NRM Inventory Design Application link: <http://nrmwin.fs.usda.gov/nfs/nrm/nvum/design>
2. Line Officers & special use permit holders are encouraged to attend during the first ½ of day 1.

**Workshop Tasks and Agenda** (facilitated by NVUM Enterprise Program leader):

1. Understand the NVUM process
2. Review Site Map to ensure all recreation sites and areas are accounted for in the NVUM database
3. Review data errors in previous round of surveys (identify interviewer process error or database error)
4. Review forest use-level ranges and make changes if necessary
5. Review all recreation site calendars for 365 day forest use-level range accuracy and enter changes into data base site calendars (facilitator will enter most of the changes in the data base under direction of the forest)

**NVUM is a 2 STEP PROCESS.**

There are two critical NVUM processes for each forest administering their NVUM round and survey results rely heavily on both. One process can be carried out well but if the other is not then the results of the surveys will be inaccurate. Prior round survey results can predict which process was not done correctly in the last round.

**1. Process 1: Inventory Site Design**

- This workshop takes place in the spring prior 6 months prior to the assigned survey year.
- The Inventory Design Workshop produces the site information used to create a survey fieldwork calendar or schedule that directs the time and place of each interview from Oct 1 – September 30 of the assigned fiscal year.
- Forest staff review and verify information about each site (typically around 200 sites) used to develop the field work schedule during the previous rounds of survey work.

**2. Process 2: Visitor Interviews**

- This workshop takes place in September one month prior to the survey calendar start date. We highly recommend the 2 day training for the contractor and/or FS personnel who will conduct the interviews; sometimes it is a combination of both.
- Do not assume that your contractor or FS personnel are trained and/or are conducting the interviews according to the NVUM Handbook just because they have done this before. Your survey results can show you this is not the case.
- Interview forms (questions), techniques to set up traffic counters, techniques to set up the interview station, and equipment used change year to year. A new NVUM Interviewer Handbook dated Jan, 2018 is now available.