



United States Department of the Interior



FISH AND WILDLIFE SERVICE Mountain-Prairie Region

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Memorandum

DEC 18 2012

To: Refuges Project Leaders, Region 6
Fisheries Project Leaders, Region 6

From: Assistant Regional Director, National Wildlife Refuge System, Region 6

Subject: FY 2013 Youth Conservation Corps—Recruitment and Hiring Procedures

Recruitment for the FY 2013 Youth Conservation Corps (YCC) program may begin immediately and selections should be made prior to April 15, 2013. The following guidance will assist you in operating your YCC program.

Once finalized, allocations will be fund targeted to the station cost codes identified on the attached spreadsheet. Draft allocations on the attachment are based on the number of FY12 YCC enrollees and will be adjusted when the actual enrollee numbers are finalized. Charge all associated YCC enrollee salaries to the code associated with your station. You are encouraged to use discretionary funds such as annual maintenance funding, base discretionary funding, or other available funds for expenses that exceed your YCC allocation. Also included in the allocation is an additional \$200 per enrollee for personal protective equipment (PPE).

Enrollees will be paid minimum wage based on the area where they will be employed. The Federal minimum wage rate this year is \$7.25 per hour. Two states in our Region have a minimum wage rate that exceeds the Federal minimum wage rate (Colorado and Montana). The higher of the two rates shall be awarded to the enrollees. Youth crew leaders (previous enrollees subsequently selected and designated by the station when the applications are forwarded to Human Resources) will receive an additional 15 percent above the minimum wage. We strongly encourage YCC enrollees to establish direct deposit with a financial institution to receive their pay to alleviate possible delays.

All enrollees are required to have a Social Security Number; however, there is no need to process an electronic SF-52. In the event of an enrollee termination, simply send an e-mail message to William (Todd) Wehner (Human Resources) stating the enrollee's name, Social Security Number, and the last day of employment.

As a reminder, employment for all YCC enrollees must terminate prior to September 30, 2013. To facilitate the personnel processing of enrollees, the following five forms need to be completed and mailed within 72 hours after the enrollee reports for work:

1. YCC Application
2. Personnel Master Change Notice
3. YCC Enrollee Information Sheet, which includes the 2013 IRS Form W-4
4. YCC Medical History
5. Employment Eligibility Verification

Please forward all five forms to the attention of William (Todd) Wehner in Human Resources at the Regional Office (Stop No. 60182). All of the above forms and instructions for project planning, processing employees, and submitting the annual report are available on the YCC web site at the following web address: <https://www.fws.gov/mountain%2Dprairie/ycc/>.

Work Project Plans are required for each type of work enrollees may perform at your station. Enrollees must be provided with all required safety and health training. In addition, supervisors must conduct a hazard assessment for that work and complete a Job Hazard Assessment (JHA). JHAs identify the hazards of a work activity, actions to take to mitigate the hazards, and required PPE. Supervisors must certify each JHA by signing the "Certified By" line (upper right-hand section) on the JHA. Several JHAs are available for review on the YCC web site (<https://www.fws.gov/mountain%2Dprairie/ycc/>). If you are planning a work activity that is not covered in the current JHA listing, please submit a new JHA to the Regional Safety Office for review and inclusion with the existing library of JHAs. If you require additional assistance, please contact Jim Chandler in the Safety Office at 303-236-8193 or Jim_Chandler@fws.gov.

As you work with YCC staff throughout the summer, please track all expenditures such as enrollee and leader salaries, as well as other costs such as supplies. This information will assist with drafting and submitting the Work Accomplishment Report, which is due to the Regional YCC Coordinator by October 15, 2013. General information about the YCC program can be found in the Youth Conservation Corps Reference Book (May 1999), which is also available on the web site.

Please remember that environmental education is another component of the YCC program that can be accomplished onsite or via field trips. Station staff members are encouraged to take advantage of teaching opportunities as they present themselves.

If you have any questions, please contact Betsy Matten, Regional YCC Coordinator, at 303-236-4307, or William (Todd) Wehner, Human Resources Specialist, at 303-236-0047.

Attachment

cc: ARD – Fisheries
 ARD - Ecological Services
 AO – Fisheries
 AO - Ecological Services
 Jolene Beaudry
 Gina Martinez
 Todd Wehner
 Jim Chandler
 Refuge Budget Specialists

