



United States Department of the Interior

FISH AND WILDLIFE SERVICE Mountain-Prairie Region



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JAN 22 2015

Memorandum

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

From: *Acting* Assistant Regional Director, National Wildlife Refuge System, Region 6 *Paul B. Fenty*

Subject: FY 2015 Youth Conservation Corps—Recruitment and Hiring Procedures

Recruitment for the FY 2015 Youth Conservation Corps (YCC) program may begin immediately and selections should be made prior to April 15, 2015. 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 FY14 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. Also included in the allocation is an additional \$250 per enrollee for personal protective equipment (PPE). Management capability can be used to cover expenses that exceed the YCC allocation.

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. Four states in our Region have a minimum wage rate that exceeds the Federal minimum wage rate (Colorado, Montana, Nebraska, and South Dakota). 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. All enrollees are now required to have direct deposit with a financial institution to receive their pay. The direct deposit can be made into a checking or savings account in the enrollee's name or into the account of a parent or legal guardian. Wage payments made into a parent's or guardian's account must be made by the U. S. Fish and Wildlife Service (Service) to the enrollee in their name; so parents or guardians are encouraged to check with their banking institution to verify that payments made to a parent or guardian's account in the enrollee's name will not be returned to the Service. Any returned payments by a banking institution will be paid to the enrollee, but may be delayed until the parent or guardian makes arrangements with the banking institution to accept payments in the enrollee's name. As a reminder, we can no longer issue a check to the station for payment of salary.

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, last 4 digits of their Social Security Number, and the last day of employment.

As a reminder, employment for all YCC enrollees must terminate prior to September 30, 2015. To facilitate the personnel processing of enrollees, the following nine 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 2015 IRS Form W-4
4. YCC Medical History
5. Employment Eligibility Verification, Form I-9 (pages 7 & 8)
6. Direct Deposit Form 1199A
7. Ethnicity and Race Identification
8. Self-Identification of Disability
9. SF-1152 Designation of Beneficiary for Unpaid Compensation (optional but recommended). Form must be witnessed by two individuals who are not beneficiaries to be valid.

Please fax all forms to the attention of William (Todd) Wehner in Human Resources at (603) 595-0957. Todd is no longer working out of the Regional Office, so please fax the forms to him and then mail the original forms to the Regional Office (Stop No. 60182), Attention: Carla Goltz. 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, 2015. 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.

With the deployment of the new YCC website in the near future, we'll have the opportunity to post pictures of our youth at work, so please consider taking many pictures over the summer. If you would like the pictures to be used on the YCC website, enrollees will need to sign a photo release form. The form is located on the YCC website under Work Accomplishment Reporting or at <http://www.fws.gov/mountain-prairie/ycc/3-2260likeness.pdf>.

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 (603) 595-9687 office or (303) 503-6976 (cell phone).

Attachment

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

FY 2015 YOUTH CONSERVATION CORPS (YCC) ALLOCATION

Station Name	State	Enrollees	Allocation FY15	Cost Center	WBS	FUND
Arapaho NWR	CO	2	\$6,188.58	FF06RARP00	FXRS1262066YCC0	156
Arrowwood NWR	ND	3	\$8,266.80	FF06RARD00	FXRS1262066YCC0	156
Audubon NWR Complex	ND	3	\$8,266.80	FF06RADB00	FXRS1262066YCC0	156
Bear River MBR	UT	10	\$27,556.00	FF06RBBR00	FXRS1262066YCC0	156
Crescent Lake NWR/North Platte NWR	NE	5	\$15,074.00	FF06RCRL00	FXRS1262066YCC0	156
Creston NFH	MT	1	\$3,032.08	FF06F11000	FXRS1262066YCC0	156
Des Lacs NWR	ND	2	\$5,511.20	FF06RELS00	FXRS1262066YCC0	156
Devils Lake WMD/Sullys Hill NGP	ND	6	\$16,533.60	FF06REDL00	FXRS1262066YCC0	156
Ennis NFH	MT	5	\$15,160.40	FF06F12000	FXRS1262066YCC0	156
Garrison Dam NFH	ND	1	\$2,755.60	FF06F1B000	FXRS1262066YCC0	156
Gavins Point NFH	SD	5	\$15,938.00	FF06F16000	FXRS1262066YCC0	156
J Clark Salyer NWR Complex	ND	1	\$2,755.60	FF06RJCS00	FXRS1262066YCC0	156
Kirwin NWR	KS	3	\$8,266.80	FF06RKRW00	FXRS1262066YCC0	156
Quivira NWR	KS	3	\$8,266.80	FF06RQVR00	FXRS1262066YCC0	156
San Luis Valley NWR Complex	CO	5	\$15,471.45	FF06RSLV00	FXRS1262066YCC0	156
Valley City NFH	ND	6	\$16,533.60	FF06F1B100	FXRS1262066YCC0	156
Vernal CRFP (10 weeks)	UT	2	\$5,511.20	FF06F28000	FXRS1262066YCC0	156
Waubay NWR-WMD	SD	3	\$9,562.80	FF06RWBY00	FXRS1262066YCC0	156
TOTALS:	7	66	\$190,651.31			
1/12/2015						