



United States Department of the Interior

FISH AND WILDLIFE SERVICE Mountain-Prairie Region



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FEB 9 2016

Memorandum

To: Project Leaders, National Wildlife Refuge System, Region 6
Project Leaders, Fish and Aquatic Conservation, Region 6

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

Subject: FY 2016 Youth Conservation Corps—Recruitment and Hiring Procedures

Recruitment for the FY 2016 Youth Conservation Corps (YCC) program may begin immediately and selections should be made prior to April 15, 2016. The following guidance will assist you in operating your YCC program.

Once finalized, allocations will be fund targeted to the station's YCC cost code. Charge all associated YCC enrollee salaries to the code associated with your station. An additional \$250 per enrollee for personal protective equipment (PPE) will be included in the final allocation. 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, \$8.31; Montana, \$8.05; Nebraska, \$9.00; and South Dakota, \$8.55). The higher of the two rates will 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 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 must 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, IBC 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, please 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 on or prior to September 30, 2016. To facilitate the personnel processing of enrollees, the following nine forms need to be completed, faxed, and mailed (instructions in next paragraph) 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 2016 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. As a reminder, Todd works out of a separate office location and not in the Regional Office, so please fax the forms to him and then mail the original forms to the Regional Office (Mail 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: <http://www.fws.gov/mountain-prairie/ycc/index.php>.

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 (<http://www.fws.gov/mountain-prairie/ycc/job-hazard-analysis.php>). 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 14, 2016. 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.

Since the new YCC website has deployed, we 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 or any other Service media source, enrollees will need to sign a photo release form. The form is located on the YCC website under Report or at <http://www.fws.gov/mountain-prairie/ycc/work-accomplishment-report.php>.

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). For payroll questions, please contact Crystal Mason, Human Resource Assistant, at (303) 236-4496.

Attachment

cc: ARD – Fisheries
ARD - Ecological Services
AO – Fisheries
AO - Ecological Services
Jolene Beaudry
Gina Martinez
Todd Wehner
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