



Youth Conservation Corps Reference Manual: A Coordinator's Guide



About this Reference Manual:

This handbook is intended to provide consistency among the National Park Service (NPS) units responsible for implementing the Youth Conservation Corps (YCC) and to offer guidance for establishing and operating the YCC throughout the NPS.

Supervisors who are responsible for the YCC program should review this material carefully.

AUTHORITY

The YCC will be administered in accordance with Public Law 93-408 (Exhibit i.1) and an interagency Letter of Cooperation. The organization and management of individual YCC projects will be governed by program objectives, budget limitations, and guidelines established by the NPS. Within these objectives, individual program operations, public information, and community relations concerning YCC will be the responsibility of the host site.

PROGRAM ELIGIBILITY

Young men and women, 15 through 18 years of age, who are U.S. citizens or permanent residents of the United States, its territories, trust territories or possessions, are eligible for employment without regard to socioeconomic background, race, color, religion, sex, national origin, disability, ethnicity, sexual orientation, or gender identity.

Candidates:

1. Must be at least 15 years of age before or on the first day of work and not have reached 19 years of age during the duration of the program at the host site where they are employed.
2. Must be citizens or permanent residents of the continental United States, its territories, its trust territories or possessions.
3. Must possess a Social Security card and have a work permit (if required) before their first working day at the YCC.

In cases in which there are insufficient applications for Corpsmember positions, the host

site Director may utilize previous Corps Members; however, these individuals may not be employed until after all first-year applicants and alternates have been contacted and offered employment.

Second-year youth may be employed as Youth (peer) Leaders and paid 15% higher wages than other crew members.

YCC OBJECTIVES

The stated purpose of the YCC is to further the development and maintenance of the natural resources of the United States by America's youth and, in doing so, to prepare youth for the ultimate responsibility of maintaining and managing these resources for the American people.

There are three equally important objectives as reflected in the law:

1. Accomplish needed conservation work on public lands.
2. Provide gainful employment for our nation's youth from all socioeconomic, ethnic, and racial classifications.
3. Develop in the participating youth an understanding and appreciation of the nation's natural environment and heritage.

These objectives are accomplished in ways that offer YCC participants an opportunity to increase their self-discipline. Participants establish a work ethic, learn how to relate to peers and supervisors, and bridge cultural divides by working with youth from other backgrounds.

Corps Values:

A Guide to the United States Youth Conservation Corps Program

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PUBLIC LAW 93-408-SEPT. 3, 1974

Public Law 93-408

AN ACT

September 3, 1974
[S. 1871]

To amend the Youth Conservation Corps Act of 1972 (Public Law 92-597, 86 Stat. 1319) to expand and make permanent the Youth Conservation Corps, and for other purposes.

Youth Conservation Corps Act of 1970, amendment.
42 USC prec.
2711 note.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of August 13, 1970 (84 Stat. 794) is amended to read as follows:

"POLICY AND PURPOSE

16 USC 1701.

"SECTION 1. The Congress finds that the Youth Conservation Corps has demonstrated a high degree of success as a pilot program wherein American youth, representing all segments of society, have benefited by gainful employment in the healthful outdoor atmosphere of the national park system, the national forest system, other public land and water areas of the United States and by their employment have developed, enhanced, and maintained the natural resources of the United States, and whereas in so doing the youth have gained an understanding and appreciation of the Nation's environment and heritage equal to one full academic year of study, it is accordingly the purpose of this Act to expand and make permanent the Youth Conservation Corps and thereby further the development and maintenance of the natural resources by America's youth, and in so doing to prepare them for the ultimate responsibility of maintaining and managing these resources for the American people.

"YOUTH CONSERVATION CORPS

16 USC 1702.

Participants.

"SEC. 2. (a) To carry out the purposes of this Act, there is established in the Department of the Interior and the Department of Agriculture a Youth Conservation Corps (hereinafter referred to as the 'Corps'). The Corps shall consist of young men and women who are permanent residents of the United States, its territories, possessions, trust territories, or Commonwealth of Puerto Rico who have attained age fifteen but have not attained age nineteen, and whom the Secretary of the Interior or the Secretary of Agriculture may employ without regard to the civil service or classification laws, rules, or regulations, for the purpose of developing, preserving, or maintaining the lands and waters of the United States.

Equal opportunity and employment, term.

"(b) The Corps shall be open to youth from all parts of the country of both sexes and youth of all social, economic, and racial classifications with all Corps members receiving compensation consistent with work accomplished, and with no person being employed as a member of the Corps for a term in excess of ninety days during any single year.

PUBLIC LAW 93-408—SEPT. 3, 1974

"SECRETARIAL DUTIES AND FUNCTIONS

"SEC. 3. (a) In carrying out this Act, the Secretary of the Interior and the Secretary of Agriculture shall—

16 USC 1703.

"(1) determine the areas under their administrative jurisdictions which are appropriate for carrying out the programs using employees of the Corps;

"(2) determine with other Federal agencies the areas under the administrative jurisdiction of these agencies which are appropriate for carrying out programs using members of the Corps, and determine and select appropriate work and education programs and projects for participation by members of the Corps;

"(3) determine the rates of pay, hours, and other conditions of employment in the Corps, except that all members of the Corps shall not be deemed to be Federal employees other than for the purpose of chapter 171 of title 28, United States Code, and chapter 81 of title 5, United States Code.

28 USC 2671.
5 USC 8101.

"(4) provide for such transportation, lodging, subsistence, and other services and equipment as they may deem necessary or appropriate for the needs of members of the Corps in their duties:

"(5) promulgate regulation to insure the safety, health, and welfare of the Corps members; and

Regulations.

"(6) provide to the extent possible, that permanent or semi-permanent facilities used as Corps camps be made available to local schools, school districts, State junior colleges and universities, and other education institutions for use as environmental/ecological education camps during periods of nonuse by the Corps program.

Facilities,
availability to
educational in-
stitutions.

Costs for operations maintenance, and staffing of Corps camp facilities during periods of use by non-Corps programs as well as any liability for personal injury or property damage stemming from such use shall be the responsibility of the entity or organization using the facility and shall not be a responsibility of the Secretaries or the Corps.

"(b) Existing but unoccupied Federal facilities and surplus or unused equipment (or both), of all types including military facilities and equipment, shall be utilized for the purposes of the Corps, where appropriate and with the approval of the Federal agency involved. To minimize transportation costs, Corps members shall be employed on conservation projects as near to their places of residence as is feasible.

Unoccupied
Federal facilities
and surplus equip-
ment, use.

"(c) The Secretary of the Interior and the Secretary of Agriculture may contract with any public agency or organization or any private nonprofit agency or organization which has been in existence for at least five years for the operation of any Youth Conservation Corps project.

Contract author-
ity.

"GRANT PROGRAM FOR STATE PROJECTS

"SEC. 4. (a) The Secretary of the Interior and the Secretary of Agriculture shall jointly establish a program under which grants shall be made to States to assist them in meeting the cost of projects for the employment of young men and women to develop, preserve, and maintain non-Federal public lands and waters within the States. For purposes of this section, the term 'States' includes the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, the Trust Territory of the Pacific Islands, and American Samoa.

16 USC 1704.

"States."

PUBLIC LAW 93-408—SEPT. 3, 1974

Application re-
quirements.

“(b) (1) No grant may be made under this section unless an application therefor has been submitted to, and approved by, the Secretary of the Interior and the Secretary of Agriculture. Such application shall be in such form, and submitted in such manner, as the Secretaries shall jointly by regulation prescribe, and shall contain—

“(A) assurances satisfactory to the Secretaries that individuals employed under the project for which the application is submitted shall (i) have attained the age of fifteen but not attained the age of nineteen, (ii) be permanent residents of the United States or its territories, possessions, or the Trust Territory of the Pacific Islands, (iii) be employed without regard to the personnel laws, rules, and regulations applicable to full-time employees of the applicant, (iv) be employed for a period of not more than ninety days in any calendar year, and (v) be employed without regard to their sex or social, economic, or racial classification; and

“(B) such other information as the Secretaries may jointly by regulation prescribe.

“(2) The Secretaries may approve applications which they determine (A) to meet the requirements of paragraph (1), and (B) are for projects which will further the development, preservation, or maintenance of non-Federal public lands or waters within the jurisdiction of the applicant.

Limitation.

“(c) (1) The amount of any grant under this section shall be determined jointly by the Secretaries, except that no grant for any project may exceed 80 per centum of the cost (as determined by the Secretaries) of such project.

Payments.

“(2) Payments under grants under this section may be made in advance or by way of reimbursement and at such intervals and on such conditions as the Secretaries find necessary.

“(d) Thirty per centum of the sums appropriated under section 6 for any fiscal year shall be made available for grants under this section for such fiscal year.

“SECRETARIAL REPORTS

Joint report to
President and
Congress.
16 USC 1705.

“SEC. 5. The Secretary of the Interior and Secretary of Agriculture shall annually prepare a joint report detailing the activities carried out under this Act and providing recommendations. Each report for a program year shall be submitted concurrently to the President and the Congress not later than April 1 following the close of that program year.

“AUTHORIZATION OF APPROPRIATIONS

16 USC 1706.

“SEC. 6. There are authorized to be appropriated amounts not to exceed \$60,000,000 for each fiscal year, which amounts shall be made available to the Secretary of the Interior and the Secretary of Agriculture to carry out the purposes of this Act. Notwithstanding any other provision of law, funds appropriated for any fiscal year to carry out this Act shall remain available for obligation and expenditure until the end of the fiscal year following the fiscal year for which appropriated.”

Approved September 3, 1974.

Core Objectives *of the* Youth Conservation Corps:



WORK



PLAY



LEARN



GROW

PROGRAM STRUCTURE

The specific design of each YCC program will be as unique as each locale. Crew Leaders can be staffed through a cooperative agreement with a partner organization, or a YCC can be run primarily by direct Site Staff. Cooperative agreements between a partner organization and a YCC program can be established to collaborate on the recruitment/hiring process, augmenting staff capacity, the training, formal education, or even the recreation. In any case, the program's organization follows the model below.

YCC programs may be structured as nonresidential or residential. Nonresidential programs provide paid daytime work activities; members live in their own, off site lodging and commute to the park.

Residential programs provide lodging and meals to Corpsmembers four to seven nights per week; Corpsmembers typically live in group housing and are paid for daytime work activities.

1) Nonresidential programs

- Members live locally in their own lodging.
- Daytime paid work projects are conducted by the agency YCC program or partner organization on NPS lands.
- Members are paid federal or state minimum wage, whichever is higher.
- Members report to the NPS unit to begin the workday.

- Projects may include periodic overnight “spike” camp situations if warranted by project location, such as in wilderness areas. Overnight camping must include onsite supervision and provision of meals to Corpsmembers.

2) Residential programs may be conducted by NPS units or implemented by partner organizations.

- Federally owned facilities may be utilized for residential programs.
- Members are paid federal or state minimum wage, whichever is higher.
- Food, lodging, and laundry expenses may be included in program costs, or they may be deducted from members' pay via automatic payroll deduction.
- Onsite supervision must be provided during nonwork hours by the implementing unit if any enrollees are under age 18.
- Meals must be provided, or food must be provided if cooking facilities are available in the residential facility. Costs of meals/food may be included in program costs.
- Corpsmembers may bring—and be responsible for maintaining—their own bedding, towels, toiletries, and other personal items for use during the program.

OVERALL YCC OPERATIONS ROLES AND RESPONSIBILITIES

Departments (Interior and Agriculture) YCC Representative/Coordinator:

- Is authorized to approve and disseminate guidance for department agencies involved with setting up or managing YCC programs.
- Is authorized to approve any required forms to be maintained and updated (as needed).
- Maintains an interagency agreement with the United States Department of Agriculture and all the agencies involved.
- Consolidates the procurement of materials such as patches, decals, hats, T-shirts, forms, and certificates, allowing for greater efficiency.

Agency YCC Coordinator:

- Plans, develops, and monitors agency YCC policies and procedures.
- Provides guidance and technical assistance on YCC programs to regional and field offices.
- Serves as a committee member on the Interagency YCC Committee.
- Initiates and coordinates efforts to make YCC opportunities known to the public.
- Collects data on costs and benefits of YCC programs and submits an annual report to the Department of the Interior.
- Represents the NPS in dealings with other federal, state, and private organizations on matters involving planning, coordination, and management of the YCC program.

Regional Coordinator:

- Oversees the general operation of the region's YCC programs.
- Ensures YCC goals, objectives, policies, and guidelines are adequately and clearly communicated to field and regional office staff.
- Provides guidance and technical assistance on YCC programs to regional and field offices.

- Evaluates regional program accomplishments and prepares required reports.
- Evaluates YCC programs in the region on an as-needed basis to ensure consistency and compliance, and that program goals are being met.
- Panels, scores, and selects projects to be funded through various sources.
- Obligates and tracks funds.

Unit Program Manager (Full-Time Agency Employee):

- Effectively utilizes YCC services to complement and enhance unit operations programs.
- Provides general training and information.
- Ensures necessary accommodations are provided for disabled YCC youth, in accordance with the regulations in 43 C.F.R Part 17.
- Supervises YCC staff.
- Plans projects.
- Handles matters relating to YCC uniforms, equipment, and transportation.
- Develops and implements educational goals.

Unit YCC Director (May Be the Same as Unit Program Manager):

- Provides necessary information and training for the completion of projects.
- Communicates frequently with the Crew Supervisor to ensure YCC members are meeting project goals and objectives.
- Provides feedback on work quality.
- Develops YCC seasonal work plan.

YCC Supervisory Staff/Crew Leader (Partner Organization or Unit Staff):

- Manages a crew of YCC participants in the completion of their assigned duties.
- Conducts daily education, technical, and safety training for YCC members.

- Identifies the management and environmental objectives of each project to YCC participants.
- Complete projects according to the YCC Work Project Plan worksheets.
- Selects and loads equipment and food for spike camps; tools for work projects; and safety equipment such as hard hats, gloves, and first aid kits.
- Maintains timesheets and documents daily work progress, challenges, and safety concerns.
- Reports unsafe conditions/equipment.
- Fosters a safe work environment through safety briefings/tailgate sessions prior to each new project.
- Ensures YCC participants' physical safety and emotional well-being and ensures they achieve personal and program success, through principles of teamwork and on-the-job training.
- Completes job performance evaluations of enrollees and makes recommendations for program improvement.

- Maintains YCC equipment and equipment sheds.
- Completes Work Accomplishment Reports.
- Provides YCC member evaluations.
- Offers formal and/or informal recognition.

Youth Leader/Youth:

- Sets an example for other youth.
- Provides leadership to peers.
- Assists program staff in project supervision and program operations.
- Wears a YCC uniform.

Corps Member/Youth

- Attends all training sessions.
- Shows up on time and ready for work with required equipment.
- Wears a YCC uniform.
- Follows instructions.
- Follows safety procedures at all times.



PROJECT PLANNING

YCC supervisory staff must develop a YCC Work Project: an internal planning document that assists in the development of work projects, environmental awareness planning, and job hazard analysis. Work Project Plans are the foundation for all planned activities, and display project costs, supplies, and both estimated and actual youth hours.

Work Project Plans may also be reviewed at the regional level as a check on the appropriateness and safe planning of YCC projects. The YCC supervisory staff Project Manager will complete Work Project Plans that involve YCC crews. Some regions may require that a Work Project Plan be completed for each project and reviewed or entered into online systems; however, it is also possible to complete one Work Project Plan for the entire program. This can be done by citing the Conservation Corps Program as an 8- to 10-week project, using estimates from the previous year's Work Accomplishment Report.

At the end of each week, a Work Project Plan (see Exhibit i.2) and Evaluation Assessment (see Exhibit i.6.) should be completed, even for projects that span several weeks. This is an important part of performance monitoring, and it is vital in evaluating YCC programs—such consistent communication is especially important when working within cooperative agreements with partner organizations.

The Unit Manager is ultimately responsible for the development of a YCC Work Project Plan. Over time, a unit can develop a standard list of YCC projects that can be accomplished year after year (e.g., grounds maintenance for public use facilities, vehicle washing, basic trail maintenance). In addition to these standard projects, the Unit Manager and other management staff, such as, but not limited to, the Facility Maintenance Manager, Resource Biologists, and Recreation Planners, should discuss new projects that can be accomplished by YCC during the summer months.

Final approval of YCC projects is determined by each unit.

A daily or weekly log can be used for day-to-day recording of YCC activities. This log can aid in the preparation of the Work Accomplishment Report and the Annual Report at the season's end.

Because work projects should clearly reflect the agency's mission, they are a pivotal means to educate youth not only on the value of the work to their immediate environment but also on the reason for that unit and its relationship to its surrounding communities and other land management agencies. Whether a YCC program is run by the unit directly or in cooperation with partner organizations, there needs to be the same quality of understanding of the agency mission area, as well as a continuum of opportunities provided within the US Department of the Interior and USDA, and other public lands.

YCC PROJECT ASSIGNMENTS

Acceptable YCC Services

YCC crew services can be used in almost any capacity (except as specified below) to complement or supplement existing work or to complete projects that otherwise would not be completed. Projects that expose members to a variety of conservation, heritage, cultural, research, and other areas will provide broader opportunities for service learning and career path consideration.

Prohibited YCC Services

- YCC members will not be used in regulation or active law enforcement activities. YCC members cannot issue citations or carry firearms associated with law enforcement activities; however, they may observe and report problems to host site staff.
- YCC members will not be used in certain hazardous jobs, such as firefighting and operating heavy equipment. **Usage of mechanized tools, such as chainsaws, and hazardous chemicals and exposure to lead paints are strictly prohibited.**
- Use of YCC crews for other jobs that involve safety considerations must be evaluated on a case-by-case basis, taking into account the crew's training to perform such work. Special care must be exercised when utilizing crew members less than 18 years of age. In these cases, provisions of the Fair Labor Standards Act, as it addresses child labor, apply, as do state and federal labor laws. A Job Hazard Analysis should be developed for all

activities, in accordance with guidance provided, and for any activity for which an injury or accident has been reported. When the analysis requires operational and safety training or equipment, the YCC crew members will not perform the job until all training is completed, the YCC supervisor knows the crew members' work capability, each crew member understands the job and its hazards, and appropriate equipment is supplied. Adolescent workers are protected by two laws enforced by the Department of Labor (DOL): **The Fair Labor Standards Act** and the **Occupational Safety and Health Act**. Each state has child labor laws that must be taken into consideration. (See Risk Management section of this manual). The Occupational Safety and Health Field Manual provides more in-depth guidance on safe work practices and procedures, and identifying and

reporting unsafe conditions. This guide is available in electronic format. To obtain a copy, please contact risk_management@nps.gov.)

- YCC crews will not collect fees or handle money on behalf of the US government.
- YCC crew members will not represent themselves as official spokespersons of the US government or the specific agency where they are employed.

Managing Inside Work

YCC members may be hired to work for a period of time in an office or indoors environment; however, they should be assigned to work inside only if all other criteria for the program are being met—that is, the service learning and youth development standards (work, play, learn, and grow) are being achieved. If a YCC member is primarily working indoors, every extra





effort must be made to enable the youth to connect with place: the YCC program uses ecosystems as a lens through which to view communities and individuals' roles within those communities.

When youth are physically immersed in the outdoors, a deeper connection and understanding of service-learning place based education is made. Assigning YCC members to office duties should therefore be limited. If a Corpsmember will ever need supervised access (or electronic entry) to federal facilities or access to official government information systems, a federal background investigation and security training must be completed.

Building YCC Partnerships

Working with a partner can enhance and expand a YCC program. It allows participants to gain a broader understanding of how ecosystems function and demonstrates the value of working with other conservation groups to benefit wildlife, the environment, and the American people.

Some partnership programs assist state and local governments and nonprofit organizations in protecting conservation areas and providing recreational opportunities.

Units hosting YCC programs can utilize nonprofit organizations to provide program supervision and supplement unit supervisory staff members. **Partner organizations cannot be used to hire YCC crew members through cooperative agreements.** Please contact your local contracting office for more detailed information on how to enter into and maintain these partnerships.

YOUTH CONSERVATION CORPS STAFF

YCC Unit Directors are required to perform an appropriate National Agency Check with Inquiries background check on any individual who is brought into the agency to work with the YCC program, in compliance with the Crime Control Act of 1990. This requirement is in addition to the federal background investigation that agency employees must complete. The results of such checks should become and remain a part of the individual's



personnel file for the duration of the time that such work with minors continues. Disposition of the information upon the individual's termination should follow the guidelines of Human Resources. When working with a partner organization, it is the responsibility of the Director or the Program Manager to ensure a thorough background check has been completed by the partner organization, and this documentation must be on file at the unit.

Employment of staff for YCC is based on funds available as well as safety and supervision factors. Unit YCC Directors will supervise YCC staff, and they may utilize any of several methods to do so.

In addition to partnering with a local youth or conservation corps or other appropriate entity to staff the program, the unit may directly hire supervisory staff, and work with a partner organization to implement the program.

YCC MEMBER RECRUITMENT/ PROCESSING/YOUTH LEADERS

Youth and Youth Leaders

RECRUITMENT

Program Managers are responsible for ensuring that hiring selections represents substantive diversity of the young people in their communities.

To ensure diversity among youth, agreements can be established with community youth serving organizations and native reservations/organizations, may be established.

Recruitment Sources:

- Local schools
- Radio/television announcements
- Job fairs

Recruitment Tools:

- Flyers/rack cards, etc.
- Social media (Facebook, Twitter, blogs, etc.)
- Bureau/region/unit website
- Exhibitions/displays

DIVERSITY in Recruitment and Selection

Recruitment of diverse applicants can be targeted to ensure each YCC program reflects an inclusive workforce. Listed below are some approaches that may increase the diversity in your areas:

- Focus on recruitment of highly qualified diverse candidates through establishing effective relationships with youth-serving organizations, high schools, community centers, and other federal agencies.
- Establish and maintain a recruitment sources database in which effective recruitment sources can be listed and shared among agencies.
- Create an outreach program with organizations that provide assistance to candidates with disabilities.

- Recruitment should generally be conducted January 1 through April 15 to ensure extensive outreach occurs and selected YCC members are on-boarded and engaged in essential projects in the late spring and summer months. Regional leadership may adjust scheduling to accommodate unique needs or circumstances at the parks. Such adjustments should take into account the agency's goal of ensuring YCC participants reflect the diversity of American youth.

NPS YCC materials and program guidance are available within the YCC Toolkit on InsideNPS, or YCC supervisory staff contact your Regional Youth Coordinator for additional recruitment material.

Where federal agencies share a common recruitment area, the local Program Managers should combine their recruitment efforts and jointly select YCC members; such coordination should minimize multiple applications and prevent the selection of a YCC member by more than one agency. Where summer youth programs are operated by states under their own authorities and appropriations, the Project Leaders should coordinate with state personnel to conduct a harmonious recruitment program and to eliminate direct competition for candidates.

Waiting List/Alternate Applicants

If it is possible that one or more selected applicants might decline the offer of enrollment, fail to report for duty, or leave the program early, alternate applicants may be selected for a waiting list. To enroll alternates as quickly as possible when needed, all hiring paperwork should be completed in advance to Human Resources and submitted as soon as possible when a vacancy occurs.

Recruitment should generally be conducted January 1 through April 15 to ensure extensive outreach occurs and selected YCC members are on-boarded and engaged in essential projects in the late spring and summer months. Regional leadership may adjust scheduling to accommodate unique needs or circumstances at the parks. Such adjustments should take into account the agency's goal of ensuring YCC participants reflect the diversity of American youth.

APPLICATIONS

NPS units are required to use YCC Forms FS-1800-18 (YCC Application) and FS-1800-3 (Medical History Form). Partner organizations are required to use these Office of Management and Budget-approved federal YCC forms. Applicants must complete and submit Form FS-1800, (YCC Application) to the host site of interest available on the national Youth Conservation Corps website on NPS.gov. Participation is voluntary; however, consent of the parent or legal guardian is required for all applicants under 18 years of age. All applications for applicants under 18 years of age must include a signature by the applicant's parent or legal guardian.

SELECTION

Youth will be selected without regard to civil service or classification laws, rules, or regulations. YCC members will not be considered government employees other than for the purpose of Chapter 171 of Title 28, United States Code (Tort Claim), and Chapter 81 of Title 5, United States Code (Workers' Compensation), and the System of Records of Notice known as OPM/GOVT-10 (Employee Medical File System Records).

Any selection method is acceptable; however, the general point is that no youth be excluded from consideration.

Applications may also be grouped by previous enrollment. More selections may be drawn than slots available in order to ensure a sufficient number of youth are available in case of declination or dropouts.

1) YCC applicants must meet the following requirements:

- Be at least 15 and not yet 19 years of age when enrolled in the program.
- Be citizens or permanent residents of the United States, its territories, or possessions.
- Have no history of serious criminal activity such as a felony, or other antisocial behavior that might jeopardize their safety or that of others.
- Be able to fully participate in the activities of the YCC program, including youth with disabilities who can participate with or without reasonable accommodation. Special selections for a program serving disabled youth must be approved by the Host Site Supervisor and Regional Safety Officer.
- Be willing and able to participate for the duration of the local YCC program.
- Possess a Social Security card and have a work permit (if required) before the first working day of the YCC program.
- Not be considered for enrollment if they previously enrolled in the program, unless they are selected as Crew Leaders or an exception to the selection criteria has been granted.

After selection, youth should be notified and given the opportunity to accept or decline. If enrollees are terminated or drop out after the program commences, then the vacant positions should be offered to others on the alternate list in the order of the original selection.

Nepotism: The relatives of NPS employees may apply to and be selected for the YCC program provided that they receive no special consideration in recruitment and selection and are treated in the exact manner as other applicants. Project Leaders should always avoid having youth supervised by their relatives.

The units will select commencing dates, but recruitment must last a minimum of 6 weeks and terminate approximately on or about April 15. This will allow ample time for selection and notification prior to the start of the program.

YOUTH LEADERS

The following are the primary roles of Youth Leaders:

- a. Set an example for other YCC members.
- b. Model leadership among their peers.
- c. Assist program staff in project supervision and program operations.

Youth Leaders are previous YCC members who will not reach age 19 during the duration of the program. In extenuating circumstances, Youth Leaders may be reselected in subsequent years, provided that they still meet age requirements, but

every reasonable effort should be made to ensure Youth Leaders are youth returning from the previous season to step into a leadership role. Their payroll process is the same; however, they will receive an additional 15% per hour. Enrollees in Alaska and Hawaii will be paid at a different rate. The Alaska and Hawaii rates for the YCC program will be established based on competitive wages in these areas through coordination among the YCC Regional Youth Program Managers for the NPS.

REQUIRED FORMS PRIOR TO START DATE

- YCC Application Form FS-1800-18
- Medical History Form FS-1800-3
- Parental Media Consent Form (photo release)
- Demographic Questionnaire (optional)
- W4
- I-9

MEDICAL HISTORY (See Safety Section)

Each selected YCC member must complete a Medical History Form upon selection and have it signed by a parent or guardian. This form will be kept at the employing office in case medical attention is required during the employment period. The Medical History Form is a private document and should be treated accordingly. Regional offices may require a copy of the Medical History Form. Project Leaders will review all Medical History Forms and inform YCC staff of any allergies or physical disabilities identified. Supervisors will be expected to make reasonable and appropriate efforts to accommodate individual physical limitations identified, and they should be prepared to administer first aid for any issues noted. Program Managers, at their discretion, may require YCC members to have a physical examination at the government's expense.

ADMINISTRATIVE PROCEDURES

Listed below are the administrative procedures for the YCC program:

TOUR OF DUTY

Each YCC member should be offered no less than 320 hours (40 days) and no longer than 720 hours (90 days) of work during the YCC program year.

HOURS

Work hours may be scheduled in any manner as long as they conform to local and federal youth employment regulations. If the hosting site is utilizing flextime, YCC members may work according to the established schedule as long as they do not violate child labor laws. Members who are 15 years of age are prohibited from working more than 8 hours per day and 40 hours per week, in accordance with child labor laws. YCC members who are 16 years of age or older may work up to 10 hours per day and up to 50 hours per week.

If youth who are 16 through 18 years old work more than 40 hours per week, they are paid at the overtime rate.

RECORDS

All records are confidential and should be made available to authorized personnel only. Program Managers and other employees handling records should be aware of their responsibilities for providing physical and technical safeguards to ensure confidentiality and security, as specified under the Privacy Act of 1974. YCC member records should be maintained in accordance with 43 CFR 2.22371. The primary purpose in retaining these records is to ensure coverage of the YCC member in case of tort claims or personal injuries.

LEGAL ASSISTANCE

YCC youth are subject to state and local laws and regulations. The NPS provides no legal assistance for misconduct or other violations of the law. It is the responsibility of the parent or guardian, for youth under 18 years of age, or the individual himself or herself, for members over 18 years of age, to arrange for legal services in such instances.

SPIKE CAMPS

Spike camps are considered service-related work camps. If a project will require several days of work and is located a considerable distance from the enrollees' residences, the Project Manager—with the approval of the Host Site Supervisor—may arrange for spike camps. Parental approval for YCC members under 18 years of age must be obtained.

Spike camps may not extend more than 10 consecutive days. A four-day break must be provided between each 10-day camp.

Host sites will provide necessary camping equipment and supplies. A determination will be made by the host site on a camp-by-camp basis whether enrollees will be reimbursed for food and lodging costs or be provided with food and/or lodging. If enrollees pay for their food and lodging, they may be reimbursed for actual costs expended.

A backcountry itinerary should be issued to the NPS employee in charge of travel. The itinerary should list all enrollees participating in the spike camp. An advance may be obtained by the NPS employee for the entire group. **No enrollee will receive an advance directly.** *Upon completion of the assignment, the NPS employee will submit a claim for reimbursement on behalf of the entire group. The cost of lodging and food for the enrollees will be reimbursed in the exact amount expended, and no additional funds will be paid to the enrollees.*

Youth working in the backcountry or camping overnight are not considered "in travel status." They are not subject to federal travel regulations. No travel authorization is necessary for YCC youth working or camping overnight in the backcountry. The Program Manager should, however, maintain at all times a backcountry travel itinerary that includes the

names of the YCC Crew Leaders and members, their locations, and any means of communication (e.g., two-way radios, satellite phone).

If you have questions concerning these procedures, please contact the Regional Youth Programs Manager or the Regional Accounting Operations Center.

Audit Requirements for Reimbursement

For the purpose of reimbursement, each backcountry itinerary should include the following information:

- The YCC member's name.
- The YCC member's permanent home address or, if the YCC member's permanent home address is a mobile home, the statement, "YCC resides in a mobile home."
- The address of the YCC member's park.
- The date or dates that the individual will be participating in the spike camp.
- A statement indicating whether the YCC member is authorized to be reimbursed for expenses under 16 U.S.C. 1703 (a)(4).
- If being reimbursed under 54 U.S.C 102301(b), a listing of what expenses may be reimbursed to the YCC member and any limitations to the reimbursement (e.g., reimbursement limited to \$20 a day).
- The following statement: "I agree that I have not accepted, and will not accept, duplicate reimbursement for relocation expenses from public or private sources. Furthermore, to the best of my knowledge, no third party has accepted duplicate reimbursement for my relocation expenses."

Reimbursements made to YCC members under the Federal Travel Regulations (invitational travel) have the same requirements for audit purposes as those of an employee traveling on official business under a temporary duty travel authorization. Reimbursements for YCC members made under 54 USC 102301(b) must be claimed on a completed OF-1164 and include the following information and supporting documentation:

- The statement "YCC reimbursement" on the OF-1164



- An itemized listing of expenses, the date each expense was incurred, description of each expense (e.g., mileage on January 1 from residence to volunteer site), and the amount of reimbursement being requested for each expense
- The YCC member’s signature
- The signature of an authorized approving official
- A receipt for each expense claimed for reimbursement
- A copy of the YCC member’s backcountry itinerary

Reimbursement Policy

The NPS has the authority, and limited funds, to reimburse YCC enrollees for actual out-of-pocket costs incurred during YCC activities. These reimbursements are meant to offset the personal costs of YCC participation and should be authorized on a case-by-case basis. As each Park Superintendent must use great discretion to determine which reimbursements will be authorized in each park, it is strongly recommended that each park create a local reimbursement policy. Parks/programs/regions may establish reimbursement rates lower than federal locality rates.

Additionally, all reimbursements must be made in accordance with current IRS guidelines. The NPS may not create a “taxable liability” that would result in the need to issue the enrollee a 1099. To ensure a taxable liability is not created, reimbursement must be made in line with the YCC enrollee’s travel status (as follows):

Not Away from Home

For reimbursement purposes, a YCC member is considered “not away from home” in any of the following situations:

- a. The YCC enrollee’s residence is less than 50 miles from the YCC work site.
- b. The YCC member can reasonably commute daily to and from his or her residence to the work site without requiring overnight travel or stopping for substantial sleep or rest.

When a YCC enrollee is considered “not away from home,” their reimbursement must be limited to the following:

- a. **Mileage:** Mileage for commuting from a residence to an assigned duty station during spike camps is reimbursed based on IRS guidelines.
- b. **Other Transportation Costs:** In addition to mileage, the actual costs of tolls, ferries, public transportation services, and similar types of expenses may be reimbursed.
- c. **Meals:** YCC members who are “not away from home” may not receive reimbursement for meals. In limited situations, meals may be provided for the YCC by the government.
- d. **Lodging and Related Expenses:** YCC enrollees “not away from home” may not receive reimbursement for lodging and related expenses. In some limited situations, lodging and related expenses may be provided for the YCC by the government, even if they are defined as “not away from home” in A, B, or C above (e.g., if the YCC enrollee is performing work in the backcountry during spike camps and it is not practical for the enrollee to return to his or her home following the program day). In these cases, the enrollee should be treated as “away from home.”

Away from Home

For reimbursement purposes, a YCC member is considered “away from home” when both of the following situations exist:

- The YCC enrollee’s residence is greater than 50 miles from the work site.
- The YCC enrollee cannot reasonably commute daily to and from his or her work site without requiring overnight travel or stopping for substantial sleep or rest.

For YCC enrollees who fall under the “away from home,” the following apply:

- a. **Mileage:** Mileage for commuting from a residence to a duty station during spike camps is reimbursed based on IRS guidelines.
- b. **Other Transportation Costs:** In addition to mileage, the actual cost of tolls, ferries, public transportation services, and similar types of expenses may be reimbursed.

Claiming Reimbursement:

There are two ways to provide reimbursement to YCC enrollees, depending on whether they are considered “away from home” and the type of reimbursement process.

Option 1:

Form OF-1164 may be used to reimburse YCC enrollees who are “not away from home” or “away from home” during spike camps which should be submitted to their YCC Host-Site Supervisor. YCC reimbursement should be coded in accordance with the Budget Object Code guidance provided by the NPS, Accounting Operation Center (AOC).

YCC enrollees may be reimbursed for out-of-pocket expenses if they submit original itemized receipts; these expenses can include food but cannot include alcohol or tobacco products. The park may set a cap (not-to-exceed amount) on what a YCC enrollee may claim, but for food, it must be below the local per diem rate. The YCC enrollee must be “away from home” overnight (according to the IRS definition) to claim food reimbursement.

Whenever possible, purchases should be made through the government procurement process

rather than directly by the YCC enrollee. In all cases, accurate and current records of expenditures must be maintained.

If the YCC enrollee is not a US citizen or permanent resident, or does not have a US bank account, the enrollee may apply for an Electronic Funds Transfer waiver. Ask your budget staff for an EFT waiver form. The reimbursement process otherwise remains the same; however, instead of a direct deposit, AOC will issue a treasury check.

This guidance allows YCC host site Supervisors to pay for crew meals and lodging while enrollees are performing work in backcountry areas, and these transactions require special handling.

The following applies to the purchase of crew meals:

- a. Every receipt for a meal must be documented with the meal that was purchased (i.e., breakfast, lunch, or dinner).
- b. Every receipt must be documented with the first and last names of the individuals for whom the meal was purchased.
- c. The cost of the individual meals must not exceed the portion of the meal allowance for that meal as authorized by the domestic per diem rate meals breakdown published by the General Services Administration. The total cost of the meal includes tax and tip.
- d. The total costs of all meals purchased for any single individual for the day must not exceed the daily allowance for meals.
- e. Under no circumstances may alcoholic beverages be purchased, either with the meal or separately, on the YCC Supervisor’s charge card.

The following applies to the purchase of crew lodging:

- f. Every receipt for crew lodging must be documented with the first and last names of the individuals for whom the lodging was purchased and the date(s) of the lodging.
- g. The costs of the lodging for each person must not exceed the maximum lodging allowance by the locality per diem rate published by the General Services Administration.

BACKGROUND CHECKS

If the YCC member is working less than 180 days, then only fingerprints are required. If the YCC member needs supervised access to federal facilities and information systems, then a background security check is required. Refer to Personnel Security and Identity Management Group guidance for detailed information on background investigation procedures for temporary workers.

CORPS MEMBER PROCESSING

Entering YCC Youth Into Payroll Systems

Host sites must submit time and attendance in accordance with current payroll instructions. YCC Coordinators must ensure appropriate documents are provided to the designated requesting office so that it can input and establish a personnel/payroll master file. Time and attendance should be recorded by the YCC Program Manager or Crew Leader and entered into the Federal Payroll Processing Procedures by the designated appropriate park employee.

In cases in which direct deposit is not practical, checks will be distributed in accordance with recipient designated.

All selected youth must have a Social Security number prior to being employed.

TIME AND ATTENDANCE

The Program Manager, Crew Leader, or YCC Coordinator, as appropriate, should record and enter time and attendance of YCC members:

- YCC staff should work with their unit Pay Specialist to enter YCC members into the payroll system.
- The system will automatically place all youth in a TAX-EXEMPT status. If the YCC member wants taxes deducted, then he or she must complete a W4. Remember, claiming “single” with zero exemptions will deduct taxes from pay.
- If a YCC member is injured on the job, consult the human resources personnel office for guidance on workers’ compensation paid by the Department of Labor (DOL).

- Leave and Earnings Statements are produced for youth who are paid through the Federal Payroll Processing System. Wages paid on a supplemental check will appear in the adjustment area of the statement when these hours are calculated through the system.
- Leave and Earnings Statements will be mailed to the YCC member’s official correspondence address.
- Designate an alternate contact person for time and attendance processing should the YCC Crew Leader or YCC Coordinator be absent should the payroll office have a need to contact the hiring office during the pay period cycle.

LEAVE:

YCC members do not earn leave. Under extenuating circumstances, a YCC Director can grant leave without pay. Youth will be paid for federal holidays if they are in pay status either the day before or the day after the holiday. Those who are required to work on a federal holiday will receive compensatory time or paid overtime.

PAY:

- The YCC member’s pay rate will be determined by the established federal minimum wage or the state minimum wage, whichever is higher. Youth in Alaska and Hawaii may be paid at a different rate.
- **Pay rates that exceed the federal or state minimum wage requirement for the YCC program will be established based on competitive wages in these areas, through coordination and approval from the YCC Regional Youth Coordinators for the NPS. Parks that wish to exceed the pay standard must submit a justification to the Regional Youth Coordinator for approval.** Reasonable justifications can include, but are not limited to, competitive employment market conditions and recruitment benefits. The Regional Youth Coordinator should ensure all enrollees hired by parks are paid the same wages within the local recruitment area.

Payroll Operations also conducts an annual webinar on YCC payroll processing procedures. For scheduled webinars and more information, contact your local human resources office.

ETHICS and CONDUCT

All participants and staff involved with YCC programs should conduct themselves in accordance with the guidelines found in the Ethics Handbook. To obtain a copy of the handbook, please contact your human resources office.

TERMINATION

A parent or legal guardian should be contacted prior to the disciplinary discharge of enrollees under 18 years of age. Termination must be accomplished by sending a memorandum and supporting documentation) to the appropriate office. Documentation must include the enrollee's name, Social Security number, termination date, host site name, and reason for termination (e.g., voluntary, end of program, fighting, drug or alcohol use, foul language, sexual misconduct) as soon as the termination date is known. If it is necessary to discharge an YCC member for disciplinary reasons, the YCC Supervisor must ensure the action has been fair and unbiased.

PROGRAM IDENTIFICATION

Items bearing the YCC insignia, such as hats, T-shirts, patches, decals, and certificates, should be made available to the participants by the host site. Such materials provide YCC program group identification and promote the safety and well-being of YCC members. These materials may be purchased with federal appropriations or other host site funds. The items must bear an accurate reproduction of the YCC insignia. YCC apparel and products can be procured through the YCC Webstore at <https://youthconservationcorps.nationalservicegear.org/store/catalog>.

ENROLLEE PROBLEMS

Enrollee grievance procedures and discrimination complaint procedures must be posted prominently in the workplace. The following guidelines and procedures are to be followed in response to all enrollee grievances, disciplinary actions, and complaints of discrimination.

GRIEVANCE PROCEDURES POLICY:

It is the policy of the agencies that administer the YCC that all enrollees be provided with a fair mechanism and timely procedures to register grievances associated with their enrollment. These guidelines provide for the prompt, fair, and impartial consideration of all enrollees' grievances concerning any procedure or working conditions, including adverse actions, enrollment, and upgrading, by which any enrollees are personally affected.

PROCEDURES:

Enrollees' grievances must be presented in writing and directed to the designated YCC Project Leader. The designated Project Leader's decision will be presented in writing to the enrollee(s) within five working days of receipt of the grievance.

Decisions relating to grievances will be final and without review by higher authority, except when enrollees exercise their rights to an appeal.

APPEALS:

When enrollees feel they have cause for an appeal of the Project Leader's decision, they may petition the Project Leader in writing within two business days to request that the case be reviewed by a higher authority.

The designated leader will forward the case, within 24 hours, to the appropriate regional official designated by the Regional Director, and send copies to the appropriate parties and to the Washington Office, Youth Programs Division. The regional official will review the case and make a decision within seven calendar days after receipt of the appeal. The decision will be final unless the regional official is the one against which the complaint is being filed. In such instances, the appeal will be reviewed and decided at the Washington Office level.

DISCIPLINE POLICY:

Enrollees must conduct themselves in accordance with the rules, regulations, expectations, and goals of the YCC program. Any deviation will constitute grounds for disciplinary action. All disciplinary actions must be documented. Any criminal involvement on the part of an enrollee must be reported to law enforcement authorities.

TERMINATION:

An enrollee can be terminated immediately for any of the following reasons:

1. Repeated tardiness or absenteeism
1. Continued antisocial behavior
2. Failure to perform satisfactorily, or to perform safely
3. Violation of any federal, state, or local law or regulation, including, but not limited to, drugs, alcohol, or firearms

PROCEDURES:

When a YCC Supervisor proposes any disciplinary action against an enrollee, both the enrollee and the supervisor's superior must be notified prior to action being taken. The second-line supervisor must approve the action prior to implementation, and the Regional YCC Coordinator should be notified.

DISCRIMINATION COMPLAINT PROCEDURES

POLICY:

Enrollees have a right to prompt, fair, and impartial consideration of all complaints of discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, or reprisal for protected EEO activity. Names and phone numbers of Equal Employment Opportunity (EEO) counselors and of the Regional Equal Opportunity Manager must be posted in a prominent place easily accessible to YCC enrollees.

PROCEDURES:

Any enrollee who feels that he or she has been discriminated against because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, or reprisal for protected EEO activity should consult with an EEO Counselor within 45 calendar days of the date of the alleged discriminatory action.

The enrollee may contact the EEO Counselor directly or ask a staff member for assistance in making the contact. If no EEO Counselor is present at the field unit, then contact may be made by telephone.

The role of the EEO Counselor is to conduct an inquiry into the facts of the matter and work with the enrollee and management to attempt an informal resolution of the issue raised. If the issue cannot be resolved informally, the enrollee must be informed of their right to file a written complaint with the NPS Office of Equal Opportunity Programs or with the DOI Office of Civil Rights within 15 days to exercise their right to file a formal complaint. Bureaus are responsible for processing the complaint in accordance with Title 29, C.F.R Part 1614.

If an enrollee reports to a supervisor that they believe they are being discriminated against or harassed, the supervisor must take action, even if the enrollee requests confidentiality. More on anti-harassment procedures below.

ANTI-HARASSMENT POLICY AND PROCEDURES

Director's Order #16E (DO #16E) and **Reference Manual 16E (RM-16E)** detail the NPS Anti-Harassment Policy and procedures. The policy (DO #16E) defines harassment and employee and supervisor responsibilities. RM-16E provides the precise step-by-step instructions to implement the policy and clearly defines who must be contacted when, the timeframes for responding to an allegation of harassment, what materials must be given to employees, and how decisions will be made and by whom.

DO #16E clearly states; The NPS is committed to providing a work environment free from (1)

discrimination and harassment based on race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, family medical history (including genetic information), status as a parent, marital status, and political affiliation; and (2) illegal retaliation.

Please note that the anti-harassment policy covers people of all ages and provides for protection for additional groups that are not covered under Equal Employment Opportunity statutes.

Furthermore, the NPS will not tolerate offensive sexual or nonsexual harassing behavior against any NPS employee, intern, volunteer, contractor, visitor, or other member of the public. The NPS also will not tolerate adverse treatment of employees because they report harassment or provide information related to such complaints. Therefore, the goal of DO #16E is to address any harassing conduct at the earliest possible stage. Supervisors must address any inappropriate and unprofessional behavior as soon as it emerges so it does not escalate to harassing conduct.

Unlike when reporting to an EEO counselor, supervisors have a duty to act. Supervisors aware of harassing conduct or whom are told about harassing conduct must implement the procedures in RM-16E even if the enrollee requests confidentiality.

YCC Program Supervisor/Crew Leader Responsibilities:

- Make every effort to provide a work environment free of harassment.
- Ensure enrollees are informed of anti-harassment policy and procedures and that they know how and to whom they can report and are provided with the relevant contact information to register complaints.
- Act promptly and effectively to stop harassing conduct that has been brought to their attention
 - If the YCC Program Supervisor/Crew Leader is not a supervisor, they must report any allegation to any supervisor or employee relations specialist who will start the intake process.
 - If the YCC Program Supervisor/Crew Leader is a supervisor and they receive a report of

harassing conduct, they must unequivocally start the intake process as defined in RM-16E by documenting the complaint and notifying the appropriate officials as defined in RM-16E. If you are a supervisor, you must take action even if the enrollee requests confidentiality.

All employees and park partners must do the following:

- Refrain from engaging in harassing conduct.
- Abide by anti-harassment policy and procedures.

Employees and enrollees are expected to do the following:

- Understand their rights and responsibilities under DO #16E.
- Report harassing conduct of which they are aware or witness in the work environment.

All employees and enrollees who believe they have experienced harassment are encouraged to tell the person engaging in harassing conduct that the behavior is unwelcome and unwanted and report it to any NPS supervisor, any Employee Relations specialist, or the Office of the Inspector General.

RISK MANAGEMENT POLICIES AND REGULATIONS

All safety regulations pursuant to YCC activity will be in accordance with applicable department policy stated in the *US Fish and Wildlife Service Manual* (240 FW 9), the *NPS Occupational Safety and Health Program Reference Manual 50B*, and the *US Forest Service Safety Handbook* (FS 6709.12). Current regulations, subsequent updates, or supplemental guidance concerning these specific areas of YCC policy may be developed, as necessary. Cross references to additional or base documents or agency guidance is referenced throughout this section as appropriate.

PURPOSE:

To ensure all programs and projects provide for the safety and health of YCC youth performing work activities for the NPS.

SCOPE:

The provisions of this chapter apply to all NPS programs and projects utilizing YCC youth for performance of NPS work activities.

POLICY:

The NPS recognizes the benefits derived from the YCC program to both youth, who might not otherwise find gainful employment and be exposed to outdoor learning experiences, and to participating units, which would be unable to undertake many important work projects without the use of YCC youth. The NPS also recognizes its responsibility in providing for the safety and health of youth. It is therefore the policy of the NPS to establish necessary safety procedures for the YCC program. YCC safety procedures reflect consideration of activities to be performed and insight gained from past YCC accidents.

AUTHORITIES

- a. Section 19, Federal Agency Safety Programs and Responsibilities, of the Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.; C.F.R. Part 1903.1 et seq.
- b. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, issued February 26, 1980.
- c. 29 C.F.R. Part 1960, Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters.
- d. 5 U.S.C. §§ 7901, 7902, 7903, United States Code, 2006 Edition, Supplement 5, Title 5 - GOVERNMENT ORGANIZATION AND EMPLOYEES
- e. Department of the Interior, *Departmental Manual* (DM), Part 485, Ch. 1-7.
- f. *NPS Occupational Safety and Health Program Reference Manual* (RM) 50B.
- g. *US Fish and Wildlife Service Manual*, Part 240 FW 9, Safety for Volunteer and Youth/Collegiate Program Participants.
- h. *US Forest Service Manual* (FSM) 6700, Safety and Health Program.

- i. *US Forest Service Handbook* (FSH) 6709.11;
- j. *Health and Safety Code Handbook*;
- k. FSH 6709.12, *Safety and Health Program Handbook*.
- l. 29 C.F.R., Part 570, Subpart E – Occupations Particularly Hazardous for the Employment of Minors between 16 and 18 Years of Age or Detrimental to Their Health or Well-Being.
- m. 29 C.F.R., Part 1910, Occupational Safety and Health Standards.
- n. 29 C.F.R., Part 1926, Safety and Health Regulations for Construction.
- o. Public Law 93-408, an Act to Amend the Youth Conservation Corps Act of 1972 (Public Law 92-597).
- p. Director's Order #16E: NPS Anti-Harassment Policy.
- q. RM #16E: Anti-Harassment Policy.

Safety Requirements

Job Hazard Analysis (JHA)

JHAs must be developed for all anticipated YCC activities in writing, by the supervisor in charge of the project or recreational activity, and JHA must be approved by the Unit Director and Safety Officer prior to the start of a project. In the event that the park does not have its own safety professional, then the JHA should be sent to the zone/network/or Regional Safety Manager for review .

All JHAs must include a discussion of appropriate personal protective equipment. The requirement for preparation of a JHA applies to all YCC member activities and does not exclude impromptu activities.

Supervisors must develop JHAs, which must be reviewed by the Regional Safety Manager for concurrence.

All Department of the Interior (DOI) bureaus not mentioned above should use the general JHA available on the DOI Intranet site, ONEinterior.

Supervisors are responsible for the implementation of the JHA, to ensure the safety and health of staff members and enrollees.

Personal Protective Equipment (PPE)

The use of PPE is the last resort when providing worker protection. Other controls to abate the risk—such as engineering and administrative controls—should be considered before issuing PPE. The unit must assess the hazards expected in the workplace and ensure all required personal protective clothing and equipment is available, in good condition, adequate for the intended task, and is used in the correct, prescribed manner for the job. All personnel must be taught how to properly use and maintain PPE prior to use. The training must include the limitations of the PPE.

Supervision

Project Leaders are responsible for the safety and health of enrollees assigned to their host site and must ensure compliance with their supervisory responsibilities.

Minimum requirements for supervisors are as follows:

- Youth must be supervised by at least **one** host unit staff member for every ten youth assigned at all times while on duty or, if participating in a residential or hybrid program, while in the care of the YCC. Crew Leaders may leave youth in the care of other host unit or governmental (i.e., Forest Service) officials if pre-arranged by the YCC Director or in the case of an emergency.
- Individual Crew Leaders should never be alone with a single YCC member. One-on-one interactions between a Crew Leader and YCC member should be conducted within sight of at least one other crew member or leader. When camping, Crew Leaders may not tent with youth, and youth must sleep in same-sex tents. Crew Leaders must camp within hearing distance of all YCC member tents. A curfew must be set each night and strictly enforced. Camp boundaries may also be set if deemed necessary.
- Crew Leaders and YCC Directors must possess a valid state driver's license.
- YCC Supervisors must be knowledgeable of accident/illness prevention methods and procedures for outdoor work activities, and NPS

procedures for reporting accidents and related injuries and illnesses.

- Prior to commencement of work activities, the supervisor must instruct enrollees in safe operating procedures for the specific activity, ensure those procedures are practiced, and ensure appropriate PPE is available and used by enrollees, if applicable. Enrollees must be made aware of proper usage of the PPE and its limitations. JHAs should be used for this purpose.
- YCC Supervisors must be thoroughly familiar with host site safety plans.
- If the supervisor is not currently certified in first aid and cardiopulmonary resuscitation (CPR), each work location, area, or group must have one other individual available who is currently certified in first aid and CPR.
- YCC Supervisor must be familiar with JHAs for YCC activities.

First Aid

- Ensure adequate first aid kits are accessible to all YCC member supervisors. YCC Supervisors must be trained in bloodborne pathogen protection per 29 CFR 1910.1030 in case YCC Supervisors will be required to provide care.
- First aid kits must include equipment for protection from bloodborne pathogens as required by Occupational Health and Safety Act, 29 CFR 1910.1030.
- Other items, such as creams or lotions for prevention of sunburn, plant poisons, insect bites, and other irritants must be included in first aid kits.

Emergency Contacts

All supervisors must be familiar with the procedures for contacting local emergency services.

Medical History

Potential enrollees must have completed and submitted the YCC Medical History Form, signed by a parent or guardian, prior to their employment start date. Any questions concerning the information provided should be referred to the Regional Safety

Manager. YCC member work activities must be restricted in accordance with exceptions noted by the examining physician.

The swimming ability of each YCC member must be determined and documented. Regardless of swimming ability, all JHAs for activities in or around marine environments must document appropriate PPE (personal flotation devices, lanyards, etc.) and require an appropriate orientation to the specific marine environment.

ORIENTATION

All enrollees must receive a safety orientation from the host site. Enrollees should be made aware of the safety plan and procedures to be followed in the event of emergencies. Procedures must include methods of requesting emergency assistance from remote locations. Evacuation plans shall be developed and regular drills conducted to ensure emergency egress of buildings is understood.

The *Occupational Safety and Health Field Manual* provides more in-depth guidance on safe work practices and procedures and on identifying and reporting unsafe conditions. This guide is available in electronic format. To obtain a copy, please contact risk_management@nps.gov.

Federal Employees Compensation Act

The Federal Employees Compensation Act (FECA) is a workers' compensation law administered by the US DOL, Office of Workers' Compensation Programs (OWCP). The FECA provides compensation and medical benefits to civil service employees of the United States for disability due to personal injury or occupational disease sustained while in the performance of federal duty. FECA also provides payment of benefits to survivors should the injury or disease result in the employee's death. YCC members are considered federal employees for purposes of FECA but are not entitled to Continuation of Pay (COP) in the instance of filing a CA-1 (Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation).

- Enrollees are entitled to immediate first aid. Medical care, including hospitalization, diagnostic testing, and pharmaceuticals, are covered upon acceptance of the claim by the DOL. Form CA-16, Authorization for Examination and/or Treatment, should be completed by the supervisor to authorize immediate medical treatment.
- Job-related injuries should be reported on Form CA-1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Enrollees are not entitled to COP (COP-HC160). Job-related illnesses should be reported on Form CA-2, Federal Employees Notice of Occupational Disease and Claim for Compensation.
- After arrangements have been made for first aid or other medical care for the injured or ill enrollee, the supervisor should determine exactly what caused the accident and what can be done to avoid a similar occurrence. The appropriate forms including the Occupational Safety & Health Administration Form (OSHA 301) should be completed and sent to your Regional Safety Officer. Provide a copy to the Regional YCC Coordinator.
- If computer access is available, the OWCP and OSHA forms should be completed in the Safety Management Information System (SMIS) to expedite filing and benefits. OWCP forms should be submitted within 10 days (five days for the supervisor and five days for the YCC Workers' Compensation Coordinator to submit the form to DOL).

Federal Tort Claims Act

The Federal Tort Claims Act provides a mechanism for people to make claims against the US government for damage, loss, injury, or death caused by negligent or wrongful acts or omissions of any employee of the government while acting in the performance of their duties. YCC enrollees and staff acting on behalf of the NPS are considered government employees for purposes of this act. Regional Safety Managers have been designated Regional Tort Claim Officers and should be contacted concerning all tort claims.

Child Labor and Fair Labor Standards Act

The Fair Labor Standards Act requires that participants be a minimum age of 18 years in any nonagricultural occupations that the Secretary of Labor “shall find and by order declare” to be particularly hazardous occupational activities for minors between 15 and 18 years of age, or detrimental to their health and well-being. Other federal and state laws may have higher standards. When these apply, the more stringent standard must be observed. All states have child labor laws and compulsory school attendance laws.

The Department of Labor prohibited and hazardous occupations for minors in effect apply either on an industry basis, specifying the occupations in the industry that are not covered, or on an occupational basis irrespective of the industry in which found. Enrollee activity is to be restricted in accordance with specific orders.

The orders in effect deal with the following:

1. Manufacturing and storing explosives
2. Motor vehicle driving and outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Exposure to radioactive substances
7. Power-drive hoisting apparatus
8. Power-driven metal forming punching, and shearing machines
9. Mining, other than coal mining
10. Slaughtering, or meat-packing, processing, or rendering
11. Power-driven bakery machines
12. Power-driven paper product machines
13. Manufacturing brick, tile, and kindred products
14. Power-driven circular saws, band saws, and guillotine shears
15. Wrecking, demolition, and shipbreaking operations
16. Roofing operations
17. Evacuation operations

Preparation

Training

Staff Training

The YCC program requires its staff members to participate in a multi-day training before the youth begin work; the YCC Director develops the staff training, and the Trails Supervisor reviews it. The Staff Training will be revised annually with the input of all staff. Project Leaders are responsible for the safety and health of enrollees assigned to their host site and must ensure compliance with their supervisory responsibilities.

YCC Member Training

Youth are required to participate in a weeklong orientation. The goal of the risk management portion of the orientation is to prepare youth to maintain personal and group safety while working, recreating, and learning in an outdoor environment; it includes an introduction to the work projects, proper tool use, PPE, emergency protocol, vehicle safety, environmental hazards, basic self-care and hygiene, backcountry camping, and Leave-No-Trace practices

Additional Training

All Crew Leaders will be required to have, at a minimum, a current First Aid and CPR Certification and bloodborne pathogen prevention training.

Ongoing Training

Youth often begin YCC with little to no prior field experience. Although a thorough YCC member training occurs at the beginning of the season, every situation and skill cannot be covered in training, and YCC members will need reminders on how to properly perform certain tasks. It is the Crew Leader's responsibility to understand the skill level of each member in the crew in relation to all aspects of the field. This is accomplished through a weekly (and sometimes daily) check-in with the YCC members and frequent supervision of all activities. If a task is new to youth or is being executed

improperly, the Crew Leader must take the time to train the youth in that task; however, no youth or employee may partake in a work activity without first being trained. Sometimes training will have to be conducted multiple times in a given day or week. The proper and safe execution of a task always takes priority over finishing the job.

Ongoing Risk Assessment

As with training, not all risks can be planned for ahead of time. Risk management is an ongoing process, requiring staff (and youth) to continually reassess risk. Crew Leaders must be trained on how to assess risk in a more formal fashion using the SPE and ORMA/GAR risk assessment models. If a situation is deemed too risky to continue, Crew Leaders have full authority to make immediate changes to mitigate the risks, including taking a crew out of the field. Weekly staff meetings give Crew Leaders and the YCC Director an opportunity to review risks encountered in the field, develop new procedures for mitigating risks, and address potential risks for the upcoming week.

Before Each Season

Before the youth arrive:

1. JHAs must be developed by the YCC Director and/or Program Manager for all anticipated YCC activities and approved by the Program Manager and/or Safety Officer.
2. The safety plan and safety trainings must be reviewed and revised as needed by the YCC Director.
3. All equipment (including PPE) must be examined to determine that it is in good condition.

Before Each Project

1. The YCC Director must develop a list of local emergency resources and phone numbers, a description of the project and related hazards, safety updates, travel routes, and a list of necessary equipment and tools (see example in Sample Forms section).
2. The YCC Director will develop a Memorandum of Understanding with any partners/in-field contacts that should include the emergency

response protocol, contact information for the crew, travel plans, and project details (see example in Sample Forms section).

3. All Crew Leaders must review the standard JHA for their specific project(s) and create a new JHA when necessary.
4. The Crew Leader must develop an emergency response plan and complete a backcountry travel plan. The Crew Leader will also complete a vehicle check and resolve any problems before operating the vehicle.

Communications

Crew Leaders will be provided with reliable communication devices—for example, a portable radio with an extra battery, a cell phone, a satellite phone, or a SPOT device. Communication devices must be kept with the crew at all times. At the start of each project, the following items should be given to each Crew Leader: an emergency communications card explaining how to use each device, a list of important phone numbers, radio call numbers, radio channel designations, maps, and addresses for their work area, including emergency response and medical facility contact information.

Vehicle Safety

Use of private vehicles by enrollees for government business is prohibited, and the government will not assume liability for accidents in enrollees' private vehicles. Transportation from the YCC member's residence to the assigned reporting area will generally be the responsibility of the enrollee. However, if circumstances warrant (i.e., if there is extensive commuting distance between the work site and the nearest recruitment area), transportation may be provided for enrollees as a group if approved by the Host Site Supervisor. The following criteria will apply:

- a. Enrollees are provided transportation from a pick-up site chosen by the Project Manager. From that point(s), a staff member will provide enrollees transportation to the work site in a government vehicle.

- b. Enrollees are on duty during the time when they are being transported in a government vehicle to and from the assigned pick-up site to the work site.
 - c. Each person in the vehicle must have and use a seat belt.
 - d. All vehicles utilized for transportation of enrollees must be official government vehicles, and regulations concerning retaining vehicles at private residences overnight must be followed.
4. Any unit staff member who may be driving YCC youth is required to take a defensive driving course (or show proof of completion of such a course) before he or she may drive with any youth in a vehicle. Defensive driving courses (NSC Defensive Driving II) are available at no cost through the General Services Administration Fleet Drive Thru program.
 5. When possible, all steps should be taken to limit YCC members' need to operate a vehicle while on duty. In general, YCC members should not operate government-owned vehicles, but exceptions may be made depending on the nature of the work. If a YCC member must drive a vehicle, he or she must first complete a defensive driving course through the GSA Fleet Drive Thru program or through the National Safety Council. Please contact your unit's Park Safety Officer or Regional Safety Manager for more details regarding how to access this course.

Enrollees 18 years of age with a valid State Driver's License (No Beginner's License or Permit) may operate a government vehicle at the discretion of the Host Site Supervisor. If an 18-year-old is permitted to drive a government vehicle, this does not mean that he or she can operate any type of motorized equipment; a road test on each piece of equipment is required unless prior experience is presented in writing to the host site. If regional policy allows, other motorized service equipment may be operated by 18-year-old enrollees after satisfactory completion of a local training course and a road or field test, at the discretion of the Host Site Supervisor.

In the case of an accident involving a vehicle operated by an enrollee, the host site must utilize operational funds to settle any claims resulting from this type of accident, including tort claims. The following criteria will apply governing the use of transportation for YCC activities:

1. An understanding and adherence to all traffic laws is required, and enrollees must comply with all applicable state traffic laws and executive orders, including the use of cellular phones and texting while driving.
2. Drivers of federal vehicles must always have a valid license with them while driving. If an authorized driver's license is suspended, revoked, or restricted, he or she must immediately notify his or her supervisor and cease operations of all motor vehicles until such time that his or her license has been reinstated.
3. Personal use of federal vehicles is prohibited.

YCC Risk Management Guidelines

As the leader of a group of teenagers, the Crew Leader must be clearly in charge at all times. Personal leadership style will dictate how much decision making can be delegated to the group, but the Crew Leader must never abdicate ultimate authority and responsibility for the welfare of all members of the crew.

These policies in no way attempt to address every situation that may be encountered while the crew is working; Crew Leaders are hired to exercise their best judgment and to be creative, resourceful problem solvers.

The YCC differs from most other operations in a variety of ways. The most important difference is that YCC hires minors, who often start with little or no experience in trail work or outdoor/backcountry living. Whereas a crew of adults can share many duties, like driving, logistics, supervision, and upholding safety standards, youth crews are either not authorized or have limited ability to perform many of these duties. This places greater responsibility on the unit staff to ensure the safety and well-being of crews while working in the YCC.

Professional Conduct/Emotional Safety

Most youth programs emphasize physical safety; however, in order for any program to successfully engage its participants, the participants need to feel a sense of community. One important step toward achieving such community is to create an emotionally and psychologically safe environment.

- Programs and activities should have clear rules for dealing with bullying and other forms of physical violence and verbal abuse.
- Adults need to model appropriate strategies for dealing with anger, frustration, conflict, and other negative emotions.
- Youth need to have opportunities to try out new activities without fear of criticism.

Everyone involved in the YCC program has the right to feel safe in expressing their beliefs and ideas. An initial clear structure with consistent open communication fosters a safe and productive environment for youth.

Emotional Safety Check: **C³PO** – Communication that is **C**lear, **C**onsistent, **P**ersonal, and **O**pen.

Communication that is Clear: Youth should have a clear understanding of the program rules and structure on their first day of orientation or prior to beginning the program. Staff members should make it clear that they are open to questions or concerns about the program's rules and structure.

Consistent, Personal, and Open: Once youth understand what they are expected to contribute to their work environment, consistent check-ins with each YCC member should occur. A good example is "Friday Feedback." Friday Feedback is a time dedicated to a personal conversation with each YCC member; each week, Crew Leaders and YCC members have the opportunity to ask questions and receive feedback on the YCC members' progress. Although this should be a personal, one-on-one conversation, it should take place within sight of other staff or YCC members. It is important to give each YCC member some time without interruption so that he or she feels he or she can be open and honest.

Crew Leaders should adhere to the following codes of professional conduct to create a safe and professional environment:

1. Crew Leaders must provide an emotionally safe environment for YCC participants and should actively interrupt any inappropriate language use, jokes, or other physical or verbal interplay that is in any way sexist, racist, or a slander toward any person or group of people.
2. Under no circumstance is a Crew Leader to inappropriately touch, make any improper advances toward, or make any comments that could be considered sexual in nature to any YCC member.
3. Crew Leaders are prohibited from exclusive or sexual relationships with a YCC youth at any time, regardless of the participant's age.
4. Any disclosure by a YCC member of physical or sexual abuse/harassment must be reported by the Crew Leader to the YCC Director as soon as possible.
5. Crew Leaders must respect and make reasonable efforts to accommodate YCC members' religious beliefs and customs.
6. Crew Leaders must respect and make reasonable efforts to accommodate YCC members' dietary needs.
7. Crew Leaders must uphold, abide by, and enforce YCC rules for youth, as determined by the host unit.
8. During working hours, Crew Leaders must be in uniform and should encourage youth to wear uniforms properly.
9. In the field and at the YCC facility, Crew Leaders must observe Leave-No-Trace ethics.
10. Crew Leaders should be provided with a journal in which to document any injuries, medical problems, or behavioral issues to relay to the YCC Director and Program Manager.

General Safety/First Aid

1. Crew Leaders must be familiar with the medical histories of youth prior to beginning a project.
2. Crew Leaders are responsible for keeping all necessary equipment in their personal first aid kit and to communicate effectively with the YCC Director.

3. The Crew Leader must, to the best of his or her ability, ensure proper supervision of the assigned crew at all times.
4. All injuries and illnesses of YCC members or Crew Leaders must be noted in the Crew Leader's journal and reported to the YCC Director as soon as possible. All YCC member and Crew Leader injuries and illnesses must be entered into the Safety Information Management System within five days of the incident.
5. Participants cannot swim without Crew Leader supervision.
6. Youth should not climb any higher than six feet.

Physical Work Safety

1. While working on maintenance projects, YCC youth and Crew Leaders are required to wear PPE:
 - Appropriate footwear (leather boots whenever using swinging/digging tools, near swinging/digging tools, or near tripping, falling hazards)
 - Hard hat (whenever using swinging/digging tools, near swinging/digging tools, or near tripping, falling hazards)
 - Gloves (whenever using swinging/digging tools, near swinging/digging tools, or near noticeable hazards)
 - Long pants (whenever using swinging/digging tools, near swinging/digging tools, or near noticeable hazards)
 - Safety glasses (whenever near metal striking wood, metal striking metal, or metal striking rock, or whenever there is a risk of flying debris)
 - Hearing protection (around power tools)
2. Under no circumstance is a YCC member to operate a chainsaw or power tool.
3. Tools must be used in a safe manner and must be transported properly to and from the field and to and from the work site.
4. Thirty-minute safety sessions (see Tailgate Sessions section) should be administered by the Crew Leader daily prior to work.

Office or Indoor Work Safety (See section on Managing Indoor Work)

The following are a few safety concerns to consider when managing YCC youth in an office or indoor work environment and some steps to take in mitigating risks:

Ergonomics: Hands- and Wrists-Related Injury:

- Maintain a proper workstation setup and alignment with adequate illumination. Use an adjustable chair and wrist/foot rests if necessary. Take frequent breaks from the computer. Practice stretching exercises and relaxing techniques.

Dangerous Walking Surfaces: Slips, Twists, Falls

- Keep individual work areas and storage clean, dry, orderly, and free of tripping hazards. Use handrails when going up or down stairways. Do not store boxes or equipment in the hallway areas. Close file drawers when not in use.

Lifting/Back Injury

- Ask for help if a load is heavy or bulky. Do not try to lift or otherwise move material beyond your ability. Reduce weight by packing smaller parcels. Ask for professional movers when necessary.

Material Storage/Falling Objects and Fire Hazards

- Use a suitable step stool or ladder to avoid lifting above shoulder height. Do not store papers, books, or other items on heat registers.

Hazardous Office Equipment/Electrical Shock

- Do not use extension cords in place of permanent wiring. Locate cords away from heat sources and protect them from abrasion, crushing, or kinking. Disconnect cords only by pulling on the plug.
- Personal Security
- If you plan to work after hours, let someone know your intentions. Park your vehicle where you can take advantage of the shortest route to and from the building. Sign in and out with the Security Officer.

Recreation, Camping, and Off Time

Most injuries at YCC programs occur during recreational activities, not during work. Often this is due to decreased situational awareness during “down time” by both staff and youth. To mitigate this risk, crews are required to tailgate before any recreational activity. Certain restrictions to recreational activities must also be enforced:

- Youth are not allowed to climb higher than six feet.
- Youth are not allowed to hike, work, or be at camp alone.
- Youth and guardians are required to complete a swimming release form indicating the YCC member’s swimming ability. If a YCC member is not a proficient swimmer, then he or she will not be allowed to be in water higher than his or her knees.
- When YCC members are engaged in swimming activity, at least one staff member must be on shore acting as the “spotter.”
- Any atypical recreational activities must be preapproved by the YCC Director.

Tailgate Sessions

The first 30 minutes of each workday are dedicated to an overview of safety procedures. Comprehensive stretching exercises, a discussion of job hazards should be included in the session.

Stretching is an important part of the preventative safety program at YCC. You are expected to stretch prior to working, hiking, and recreating. Failure to stretch can lead to preventable muscle injuries or worse.

Identifying hazards and safety concerns each day before work begins goes a long way toward developing truly safety-conscious individuals.

The JHA should be completed and must be signed by the entire crew during the start of the YCC season. The JHA can aid in productive discussions of safety concerns by breaking down possible hazards and safeguards. Each new project that comes up throughout the week requires a new JHA to be completed prior to starting on the work.

Because people tend to be less focused in the early morning, this is when many injuries occur. Stretching, talking, and other activities can stimulate the mind and body, focusing the crew for the tasks at hand.

Completing the JHA while preparing the youth for physical activity and actively engaging your crew in conversation in the morning is a great opportunity to increase situational awareness, positive anticipation, and group morale; this can be done by simply conducting the tailgate session in a circle so that the participants can look at one another. Make it fun and engaging by introducing icebreaker questions to the group along with the safety concerns. As the program progresses, these icebreaker questions should mature to more introspective and engaging inquiries that align with the service learning model and contribute to growth.

Medication Distribution

All YCC member prescription medications, over-the-counter medicines, and herbal or vitamin supplements must be collected by the Crew Leaders at the beginning of the week and returned at the end of the week. Exceptions to this rule include inhalers for asthma, epinephrine, or other medications that need to be quickly accessed. Crew Leaders or the YCC Director are responsible for making medications available to youth, when needed, and recording the date, time, and dosage of all medications taken.

By law, staff are not allowed to administer medications, even over-the-counter medications, to youth. Although Crew Leaders maintain possession of medications and make them available when needed, youth must self-administer their own medications.

The monitoring of YCC member medications ensures there is no abuse or sharing of medications within the program, and that staff members are made aware if a YCC member has decided to self-regulate medication without prior approval from a parent/guardian or medical care professional. The abuse, sharing, or unplanned discontinuance of prescription (and sometimes nonprescription) medication can endanger the individuals involved and the entire crew. If any of these circumstances occur in the field, the YCC member(s) involved should immediately

be taken off the project and the YCC Director and Program Manager should be notified. From there, the parents/guardians of the YCC member(s) should be contacted and notified.

In cases of unapproved/unplanned self-discontinuance of medication, the YCC member is often attempting to exercise independence; this can be a teachable moment and an opportunity for growth and self-awareness. The youth involved can be educated on the importance of communication of such matters with their guardian(s) and how their decisions and actions affect their community. In most cases this situation can be rectified with good communication between the YCC member(s), their guardian(s), and possibly a medical care professional, as well as the YCC Director, without punitive action.

*Please see the example Medication Record Form and Parental Notice Form in the Sample Forms section.

YCC Top 10

Crew Leaders should be familiar with 10 categories of incidents. They are the most common problems encountered (in no particular order):

1. Blisters
2. Cuts/Abrasions
3. Strains/Sprains
4. Smashed Digits
5. Bone Injury
6. Head/Back/Neck Injury
7. Medical Emergency (Asthma, Food Allergy, Insect Sting)
8. Environmental Emergency (Hypothermia, Heat Stroke/Exhaustion, Dehydration)
9. Illness
10. Health History (Heart, Diabetes, Allergies)



Minor Injury/Illness

The Crew Leader will be the primary care provider for some injuries/illnesses that may be encountered in the field, such as blisters, headaches, and small cuts. In the field, especially the backcountry, infection is the greatest risk for most minor injuries. Careful cleaning and monitoring are key to successful treatment. Reporting protocol includes noting injuries/illnesses and treatment in your journal and relaying them to the YCC Director upon return to the YCC facility.

Crisis Leadership

When faced with a debilitating or perhaps life-threatening injury or illness, the Crew Leader is responsible for both caring for the hurt participant and leading the rest of the crew; therefore, the Crew Leader must take charge of the situation in a firm, calm way. Ensure Crew Leaders have the skills and resources to act quickly, effectively, and responsibly in stressful situations.

Medical Incidents and Emergency Protocol

It is the responsibility of the YCC Director to ensure all staff and crews have proper emergency response training and equipment. At the start of each project, all Crew Leaders will be issued first aid kits, communication devices for contacting emergency services while in the field (see the Communications section), and an updated list of local contacts, including staff with advanced medical training and local medical facilities. Crew Leaders will need to use their best judgment to determine which resources will provide the quickest medical response. The entire crew must develop an emergency response plan at the beginning of each work week and upon changing conditions in the field.

An Emergency Response Plan Includes:

1. A review of available emergency response resources in the area (medical facilities, Search and Rescue teams, life-flight, unit staff, backcountry cabins, equipment, etc.)
2. A list of available communication devices and instructions on how to use them

3. A review of evacuation criteria and resources
4. A chain of command and an explanation of the delegation of responsibilities
5. A contingency plan

If a work-related injury or illness requires professional medical assistance and is not life-threatening, every effort must be made to notify the YCC Director or Program Manager before obtaining this assistance. If the supervisors are unavailable, the human resources office may be contacted for medical treatment authorization. If preauthorization for treatment is not acquired, the patient may be ineligible for worker's compensation benefits to pay for doctor bills and/or lost wages. Youth are eligible for worker's compensation benefits, except for COP benefits (see example of Authorization of Medical Assistance in Sample Forms section).

First Aid for Minor Medical Incidents

In the case of an injury that requires care in the field but does not require professional medical attention, Crew Leaders are responsible for administering first aid, monitoring the patient, and documenting the incident (see Medical Incidents and Emergency Protocol). Except in the case of minor scrapes or bruises, a supervisor should be contacted as soon as possible. Depending on the severity of the incident, parents may be contacted by the YCC Director or Program Manager. Please see the following list of protocols for responding to minor medical incidents:

1. Administer first aid.
2. Record all first aid given, and complete paperwork if necessary (see in Sample Forms section).
3. Monitor the patient.
4. Contact the YCC Director as soon as possible.
5. Provide details for the completion of the accident investigation report, if necessary.

Non-Emergency Medical Response Protocol

For medical incidents that require professional medical attention, approval by the YCC Director is required before the patient may be treated, unless neither person can be reached and immediate treatment is

required (see above). A CA-1 or CA-2 and a CA-16 must be filled out whenever professional medical treatment is received. Forms can be found in the Crew Leaders' first aid kits. The YCC Director or Program Manager will contact the parent/guardian of the patient for all incidents that require professional medical treatment.

Front-Country Emergency Response Protocol

Front-country emergencies are those for which professional medical care can be obtained in less than an hour. In the case of a medical emergency in the front country, Crew Leaders should immediately call 9-1-1 and then administer first aid to patient, if needed, until emergency units arrive. Please see the following list of protocols for responding to a front-country emergency:

1. Call 9-1-1 or the closest advanced medical resource.
2. Administer first aid until professional care arrives.
3. Proceed to the nearest medical facility, if required.
4. Contact the YCC Director or Program Manager as soon as possible.
5. Record all medical treatment given.
6. Complete necessary paperwork, including a CA-1 or CA-2 and/or CA-16.
7. Provide details for the completion of the accident investigation report (see Incident Reporting).

Backcountry Emergency Response Protocol

Responding to a backcountry emergency is not as simple as calling 9-1-1 and waiting for help to arrive. Rescuers must often respond creatively and develop a more complex emergency plan that may involve long-term care and/or evacuation of the patient. According to the Wilderness Medical Institute, four factors differentiate backcountry, or "wilderness," medicine from front-country medicine:

1. **Time:** The patient is often more than one hour from definitive care, and changes may occur over time to the patient's conditions and needs.
2. **Environment:** Environmental conditions may exacerbate injuries or incidents.
3. **Improvisation:** Treatment, equipment used, and evacuation methods may need to be improvised.

4. **Communication and Decision Making:** Communication with outside assistance can be limited, and rescuers often need to make decisions without advice from medical professionals.

In the Case of a Backcountry Emergency:

1. Provide immediate medical attention if the problem is compromising the patient's airway, breathing, or circulation.
2. Mobilize an emergency response team.
3. Administer wilderness medical care and monitor the patient (refer to Wilderness Medicine Field Guide).
4. Develop an evacuation plan (see below).
5. Evacuate the patient.
6. Contact the YCC Director or Program Manager as soon as possible.
7. Record all medical treatment given.
8. Complete necessary paperwork, including a CA-1, CA-2, and/or CA-16.
9. Provide details for the completion of the accident investigation report (see Incident Reporting).

Evacuations

Crew Leaders will determine whether to evacuate a patient based on the following:

- The recommendation from an emergency medical professional
- The recommendation from the Wilderness Medicine Field Guide
- The risk posed to others in the group
- Their best judgment based on the specific circumstances of the situation (e.g., risk posed to others, distance to road, difficulty of terrain, group strength and abilities, outside assistance, severity of injury)

Medical incidents and emergency protocol

Crew Leaders are responsible for documenting and reporting to the YCC Director all job-related incidents they witness or are involved with as soon

as possible, as described below. All incidents will be investigated by the YCC Director, Program Manager, and/or Safety Officer.

Reportable Incidents:

1. Injury, occupational illness, or death connected with the performance of work duties by employees or other personnel under unit jurisdiction
2. Disciplinary incidents that required punitive action
3. Public injury, death, and/or property damage related to NPS operations or facilities
4. Any loss involving equipment, structures, or contents of any property under unit control
5. Property damage, regardless of the amount of damage, and/or any injury resulting from the operation of unit, GSA, privately owned, or commercially leased vehicles and equipment used for official business
6. Other property under unit control that is damaged by accident, regardless of the value of damage, regardless of whether it is to be repaired or replaced, and regardless of who caused the damage

Steps for Reporting Medical Incidents and Accidents:

1. The YCC Supervisor or Crew Leader records and submits a detailed report (CA-1, CA-2, and/or CA-16) to the YCC Director.
2. The YCC Supervisor submits NPS Serious Incident Report to the Emergency Incident Coordination Center (EICC)
3. YCC Director reports all incidents to Program Manager and Regional Safety Officer and logs the incident into the SMIS.
4. YCC Supervisor should initiate an accident investigation, Root Cause Analysis and/or debrief of incident, if warranted.

Contacting Parents/Guardians

The YCC Director or Program Manager is responsible for contacting guardians, when deemed appropriate. Parents/guardians must be contacted for all incidents

that require professional medical care. Unless authorized by a supervisor, Crew Leaders and youth should not contact parents/guardians directly.

Serious Incidents

Program Managers must immediately report any serious incident affecting either youth or the YCC program under their jurisdiction.

Serious incidents are the following:

- Death or serious injury, for which hospitalization is required of youth or staff or of other people resulting from the actions of youth or staff. Death must be reported to OSHA within eight hours by calling the local area office or the 24-hour hotline at 1-800-321-6742. Loss of an eye, amputation, or in-patient hospitalization must be reported to OSHA within 24 hours.
- Medical emergencies threatening the lives of youth or staff, such as the outbreak of life-threatening diseases
- Natural disasters threatening the lives of youth or staff
- Serious civil disturbances involving youth in which lives are threatened
- Other major incidents that, in your judgment, may result in immediate adverse media attention or public reaction to the YCC program

Other incidents should be reported at the discretion of the Program Manager.

The Program Manager must report the incident by telephone to the NPS's Regional Safety Officer and Regional Youth Coordinator within 24 hours. The Regional Youth Coordinator must report the incident by telephone immediately to the agency's Washington office – Youth Programs Lead). A written report must follow.

In the case of death or serious injury to a YCC member or staff as a result of an NPS operation, the NPS Designated Safety and Health Official will determine the type of investigation to be conducted.

REPORTING AND EVALUATION

ANNUAL WORK ACCOMPLISHMENTS REPORT

Upon completion of the program, each NPS unit must prepare a YCC Work Accomplishment Report (see Exhibit i.6) and submit a report to the Regional YCC Coordinator.

The unit for the NPS will complete a Diversity Report (Exhibit i.7) along with the Work Accomplishment Report (see appendix, exhibit), which should be submitted to the region no later than one month after the conclusion of the YCC season.

ANNUAL AGENCY REPORT

Each region should submit a one- to two-page Annual Report (see Exhibit i.8) to the Washington Office comprised of consolidated information from the unit-level Work Accomplishment Report.

The report consists of data obtained from the YCC Work Accomplishment Report, payroll records and accounting records, and a narrative that highlights program accomplishments and challenges.

The following information is obtained from data available:

- a. Demographic information obtained from the YCC Diversity Report (see Sample Form)
- b. Dollar amounts expended at various locations
- c. Cost per YCC member
- d. Cost-benefit ratio
- e. YCC members, staff, program direction and other costs associated with the program;
- f. which are recorded on payroll documents;
- g. Types of projects as listed on the YCC Work Accomplishment Report.

The narrative should consist of descriptions of projects (with pictures, if possible, of the youth engaged in the program), youth reactions to the program, and ideas for improvement of any aspects of the program.

All reports should be concise, legible, and accurate. If pictures are submitted, photos should include photo source and consent for release and show youth involved in work, environmental learning, or recreation. Be sure to include the total number of applicants that applied for the YCC program. Also note the total number of male and female hired.

The need to note what was actually accomplished during the summer cannot be overemphasized. This information must be as complete and accurate as possible for submission of reports to the agencies' directors.

CORPS MEMBER EMPLOYEE EVALUATION

Upon completion of the program, Host Site Supervisors must ensure each YCC member receives an Employee Evaluation using the standard Corps Member Employee Evaluation Form. The evaluation provides feedback to the YCC member on their performance, provides the YCC member with a work reference when applying for other positions, and aids in the selection of Youth Leaders in the future.

YCC PROGRAM FEEDBACK

Upon completion of the program season, the Host Site Supervisor should provide each enrollee with a YCC Program Feedback Form for completion (see Exhibit i.10). The feedback received will inform future program planning.

RESOURCES

All official forms and program resources are available by accessing the NPS YCC Toolkit on InsideNPS.

CONTACTS

DOI YCC Payroll Contact Listing

Question Regarding:	Telephone Number	Address
FPPS Personnel Issues	(303) 969-5249	FPPS System Mgmt. Division 7301 W. Mansfield D-2430 Denver, CO 80235-2230
Payroll Operations (Fish and Wildlife)	(303) 969-7497	Payroll Operations Division PO Box 272030, D-2663 Denver, CO 80227-9030
Payroll Operations (National Park Service)	(303) 969-7497	Same as above
Payroll Supervisor	(303) 969-5653	Same as above
Customer Support Center	(303) 969-7732 (888) 367-1622	Same as above, D-2605
Payroll Fax Number	(303) 969-7429	



United States Youth Conservation Corps

Work Project Plan



Project Information

1. Host Site 2. Org. Code
 3. Location 4. Project Title
 5. Description of Project (where, what, how, why, type, number of staff, etc.)

6. Estimated Quantity 7. Actual Quantity
 8. Estimated Appraised Value of Project
 9. Actual Appraised Value of Project

10. Materials, Supplies, Equipment, Technical Services & Safety, Etc.

Itemization	Quantity	Cost/Unit	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
Total Cost			\$ 0.00

11. Environmental Awareness Objectives

12. Safety (Complete the Job Hazard Analysis in Accordance with YCC Requirements and Agency Policy)

- | | | | |
|-----------------------------|----------------------|-------------------------------|----------------------|
| 13. Est. Enrollee Hours | <input type="text"/> | 14. Actual Enrollee Hours | <input type="text"/> |
| 15. Est. Staff Hours | <input type="text"/> | 16. Actual Staff Hours | <input type="text"/> |
| 17. Project Start Date | <input type="text"/> | 18. Project Finish Date | <input type="text"/> |
| 19. Est. Enrollee Salaries | <input type="text"/> | 20. Actual Enrollee Salaries | <input type="text"/> |
| 21. Est. Staff Salaries | <input type="text"/> | 22. Actual Staff Salaries | <input type="text"/> |
| 23. Est. Other | <input type="text"/> | 24. Actual Other | <input type="text"/> |
| 25. Est. Total YCC | <input type="text"/> | 26. Actual Total YCC | <input type="text"/> |
| 27. Est. Benefit/Cost Ratio | <input type="text"/> | 28. Actual Benefit/Cost Ratio | <input type="text"/> |

29. Enter Est. Enrollee Hour Values

30. Enter Actual Enrollee Hour Values

	Signature	Title	Date
Submitted By	<input type="text"/>	Project Leader	<input type="text"/>
Reviewed By	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approved By	<input type="text"/>	<input type="text"/>	<input type="text"/>



United States Youth Conservation Corps

Instructions



All projects must be activities that have previously been approved for the Host Site under Service requirements. Remember also to complete the Job Hazard Analysis!

1. HOST SITE - Identify hosting unit by name.
2. ORGANIZATION CODE - FWS (5 digits), NPS (4 digits), or FS (10 digits)
3. LOCATION - Name of physical location, e.g. "Bozeman, MT"
4. PROJECT TITLE - Use appropriate title
5. DESCRIPTION OF PROJECT - Completely describe, in detail, all work to be accomplished, including length, size, number (if appropriate), etc. of the project and its location.
6. ESTIMATED QUANTITY - Number of units estimated to be accomplished. The following is a sample listing of units by project type:
 - Camp Ground/Picnic Facility: Maintenance or Construction - Family Unit
 - Fencing: Maintenance or Construction: Linear Feet
 - Recreation Bldgs., Shelters, and Water Facilities: Maintenance or Construction: Number of Buildings or Structures or Facilities
 - Centers, Kiosk, Contact Stations, Bldgs., etc.: Engineering/Construction/Maintenance - Each Project
 - Assistance to Visitors & Interpretive Programs: Number of Visitors
 - Restoration of historical dwellings, areas, monuments etc. and Artifacts: Number of Dwellings, Artifacts, etc.
 - Landscaping, planting, vegetation control: Number of Acres
 - Trail Maintenance, Construction, and Improvements: Linear Feet
 - Environmental Research: Each Project
 - Field Trips, Camping, etc.: Number of Trips
7. ACTUAL QUANTITY - Number of units actually accomplished when project is completed.
8. ESTIMATED APPRAISED VALUE OF PROJECT - Enter the estimated appraised value of project based on current costs if the work were not done by YCC but by means normally used, including all costs. If for example, a structure is to be built which normally would be done by a contractor, indicate the approximate remuneration that the contractor would require, including work supplies, materials, transportation, equipment, and labor.



United States Youth Conservation Corps

Instructions



9. ACTUAL APPRAISED VALUE OF PROJECT – At completion of project, show the value of the work accomplished. Appraised value is the total value of a completed project, including material, labor, etc. if the project were done, not by YCC, but by a means normally used.
10. MATERIALS, SUPPLIES, EQUIPMENT, ETC. – List all estimated items of expense (supplies, materials, equipment, technical services, etc.) which are to be charged to the YCC Program.
 - a. Materials, Supplies – Estimated items to complete project.
 - b. Quantity – Estimated number of each needed to complete project.
 - c. Cost/Unit – Estimated cost per item.
 - d. Total Cost – Sum of cost column.
11. ENVIRONMENTAL AWARENESS OBJECTIVES – Describe environmental concepts that are to be taught/gained by the enrollees when they do this project. Consider how this project will “tie in” with other projects and the Hosting Site’s purpose as well as overall Service objectives.
12. SAFETY – For each project a Job Hazard Analysis must be prepared in accordance with YCC safety requirements and any Service requirements.
13. ESTIMATED ENROLLEE HOURS – Estimate the total number of hours needed to complete the project by enrollees including Environmental Awareness time.
14. ESTIMATED STAFF HOURS – Estimate the total number of staff hours needed by non-enrollee staff to complete the project, both regular personnel and staff expressly hired for YCC.
15. PROJECT START DATE – Indicate the projected starting date of the project.
16. ACTUAL ENROLLEE HOURS – Upon completion of the project, enter the total number of work/environmental education hours spent by all youth on the project, including time spent traveling to and from the project. Do not include staff time in this block.
17. STAFF HOURS Enter the total number of staff hours spent on this project by regular personnel and YCC staff hired expressly for YCC.
18. PROJECT FINISH DATE – Enter the projected completion date of the project.
19. ESTIMATED ENROLLEE SALARIES – Estimate the total amount to be paid in salaries and benefits for enrollees to complete the project (estimated hours x enrollee salary).
20. ESTIMATED STAFF SALARIES – Estimate the total dollar amount reflected by the hours listed in Item 14.



United States Youth Conservation Corps

Instructions



21. ESTIMATED OTHER -Enter from the total column of Item 10.
22. ESTIMATED TOTAL YCC -Enter the sum of items 19, 21, and 23.
23. ACTUAL ENROLLEE SALARIES -Enter the total amount of enrollee salaries for the project. This is obtained by multiplying the enrollee's salary by the Actual Enrollee Hours.
24. ACTUAL STAFF SALARIES-Enter the salaries of all staff who contributed time to project and whose salaries for that time were coded to the YCC Program.
25. ACTUAL OTHER -Include actual costs of materials, supplies, equipment, prorated utilities, rentals, vehicle costs, maintenance of equipment, etc., charged to the YCC Program.
26. ACTUAL TOTAL YCC -The sum of 20, 22, and 24
27. ESTIMATED BENEFIT/COST RATIO -Divide the Estimated Appraised Value by the Total Estimated Costs (Material Costs plus Estimated Enrollee Salaries and Staff Salaries) for the project and enter here. (divide Item 8 by Item 25).
28. ACTUAL BENEFIT/COST RATIO -Divide the Actual Appraised Value by the Total YCC Costs for the project and enter here (divide Item 9 by Item 26).
29. ESTIMATED ENROLLEE HOUR VALUE -(Required by FWS Host Sites Only) Divide the Estimated Appraised Value (Item 8) by the Estimated Enrollee Hours (Item 13) on the project and enter result here.
30. ACTUAL ENROLLEE HOUR VALUE -(Required by FWS Host Sites Only) Divide the Actual Appraised Value (Item 9) by the Actual Enrollee Hours (Item 16) on the project and enter result here.

Submitted By/Date: Enter name of the person (Project Leader) completing the form and the date completed.

Reviewed By/Approved By: Enter the name of the Host Site Supervisor or designee. If Regional Office review and/or approval is required, enter appropriate signatures here.



United States Youth Conservation Corps

Job Hazard Analysis



Job Activity:

Personal, Protective Equipment Required:

Qualifications, Experience, or Training Required:

Basic Job Steps

Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, cut, weld, saw, hold, grind, place, etc.). Describe what is done - not how it is done.

Hazards

For each job step, state what accident could occur and/or what hazard is present. To determine this, ask yourself "can the person fall; overexert; be exposed to burns, fumes rays, gas, etc.; hit against; be struck by; come in contact with; be caught in, on, or between?"

Safe Job Procedure

State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself, "what can I do to eliminate, modify, guard, identify, or protect against the potential accident or hazard, including such things as how the worker stands, or holds, uses, carries, dresses, etc.?"



United States Youth Conservation Corps

Self-statement of Swimming Ability



First Name Middle Name Last Name

I, , CAN SWIM
 CANNOT SWIM

I learned to swim 1. BY A CERTIFIED INSTRUCTOR OR
 2. BY A FRIEND OR RELATIVE OR
 3. ON MY OWN

My swimming abilities are 1. EXCELLENT OR
 2. AVERAGE OR
 3. POOR

I attest that the above statements are true to the best of my knowledge.

Signature of Enrollee

Date

Signature of Parent or Guardian

Date



United States Youth Conservation Corps

Work Accomplishment Report



Park Name/Address

Organization Code Number of Enrollees Number of Staff

Enrollee Costs Staff Costs

Other Costs Total Costs

Type of Camp Start Date End Date

Contact Person Name and Telephone Number

Project Type	Quantity	Appraised Value	Actual Enrollee Hours	Actual Staff Hours	Other Sources of Funding	Actual Enrollee Costs	Actual Staff Costs	Actual Other Costs	Project Costs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals		\$ 0.00	0	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



United States Youth Conservation Corps

Instructions



Park Name: Self-explanatory

Organization Code: Enter station code

Number of Enrollees: Use actual number of enrollees

Number of Staff: Use actual number of staff (both regular personnel and staff expressly hired for YCC).

Enrollee Costs: Total funds utilized for enrollees

Staff Costs: Total funds utilized for Staff relating to the YCC Program (both regular personnel and staff expressly hired for YCC).

Other Costs: Any other expenses related to YCC Program: such as, supplies, materials, vehicle rental, etc.

Total Costs: Totals of Enrollees, Staff, & Other Costs

Type of Camp: Indicate Residential or Non-Residential

Start Date: Actual starting date of Camp. Month/Day/Year

End Date: Actual ending date of Camp. Month/Day/Year

Contact Person Name and Telephone Number: List the name and telephone number of the contact person at the host site to call for additional information regarding this report.

Project Type: Use a description of what the project is. For example fence project, trail project (type of), grounds maintenance, painting project (name item); litter pick-up, environmental education (EA..) (type of), visitor services, interpretive programs, training, etc.

Quantity: Depending on project type, this should be a measurable and meaningful number. i.e., number of linear feet, acres, bldgs, artifacts, visitors, etc. (See samples listed in Item 6 of YCC Work Project Plan.)

Appraised Value: The value of the project had it been done by a contractor or by Service personnel at their normal salary. Preferably use data from Contracting Division or estimate to the best of your ability.

Actual Enrollee Hours: The total number of hours worked on the project by enrollees. (I.e., if it was an eight hour project and four enrollees worked all day on it, the project would have 32 paid enrollee hours.

Actual Staff Hours: The total number of hours worked on the project by regular staff & staff expressly hired for the YCC Program.

Other Sources of Funding: The funding from non-NPS sources, i.e., Partnership, Donations, etc.

Actual Enrollee Costs: Using data from the payroll information, enter the total funds utilized for enrollee salaries, including FICA. Multiply the FICA rate times the salary per hour; add the result to the salary per hour; and multiply that times the total hours worked.

Actual Staff Costs: Enter the salaries paid for all staff (regular staff and supervision expressly hired for the YCC project).

Actual Other Costs: Supplies/Materials, etc. -Any other expenses, such as vehicle rental, supplies, materials, equipment, technical services, etc., relating to the YCC project.

Project Costs: Total of Actual Salaries and Actual Other Costs

Totals: Be sure to enter the totals for the Appraised Value, Actual Enrollee and Staff Hours and Actual Enrollee and Staff Costs, Other Costs and Total Project Costs.



United States Youth Conservation Corps Annual Report



Park/Region: _____

Region Total

- 1. Enrollee Payroll Costs _____
- 2. Administrative Costs _____
 - Staff and Supervision _____
 - Supplies and materials _____
 - Transportation _____
 - Other - list: _____
- 3. Other Sources of Funding (non NPS) _____
(ie, partnership, donations) List: _____
- 4. TOTAL (add 1 & 2 & 3) _____
- 5. Appraised Value of work _____
(Use Exhibit V.2 to estimate)
- 6. Cost Benefit Ratio _____
(Appraised value line 5 divided by total actual costs line 4)
- 7. Length of Program (check one): 8 weeks 10 weeks
- 8. Number of Enrollees (include youth leaders): _____
- 9. Number of Parks _____

Summary of Work Projects (list):

Submitted by: _____

Date _____



United States Youth Conservation Corps

Enrollee Evaluation Form



To be completed by the YCC Project Supervisor at the end of the program

Name of Enrollee _____

Program Start Date _____ Program End Date _____

Program Location _____

	Excellent	Good	Fair	Poor
1. Accuracy of work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Work Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Thoroughness of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Orderliness of Workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Association with other employees/public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Acceptance of Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance Summary:

- EXCELLENT: Stands out as being among the best
- GOOD: More than fulfills essential requirements
- SATISFACTORY: Fulfills essential requirements
- FAIR: Shows need for some further improvement

Comments: State major strengths and weaknesses

A copy of this form has been given to me and has been discussed with me.

Signature of Enrollee _____ Date _____

Signature of Supervisor _____ Date _____

Reason for Separation: End of Program Other (Explain) _____



United States Youth Conservation Corps

Program Feedback



Your feedback and advice will help us improve the YCC Program. Please complete this evaluation form and return it to the YCC Coordinator. We welcome any additional comments or suggestions you may have about the YCC program. We appreciate your responses to these questions.

- | | YES | NO |
|---|-----------------------|-----------------------|
| 1. Did your orientation provide a basic introduction to the YCC Program? | <input type="radio"/> | <input type="radio"/> |
| 2. Did you feel the job utilized your talents and satisfied your reasons for participating? | <input type="radio"/> | <input type="radio"/> |
| 3. Was your time as an YCC participant a worthwhile experience for you? | <input type="radio"/> | <input type="radio"/> |
| 4. Do you feel you received adequate environmental awareness education? | <input type="radio"/> | <input type="radio"/> |
| 5. Did you feel adequate supervision, time and energy was available to you? | <input type="radio"/> | <input type="radio"/> |
| 6. Would you recommend this program to a friend? | <input type="radio"/> | <input type="radio"/> |
| 7. Would you be interested in future employment with a land management agency such as the National Park Service, Fish & Wildlife Service or the Forest Service? | <input type="radio"/> | <input type="radio"/> |

Comments:



National Park Service
U.S. Department of the Interior

EXPERIENCE YOUR AMERICA™