# YCC PROGRAM HANDBOOK

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NOTICE: This handbook is the property of the YCC program and should remain with the camp at the end of the session.
CHAPTER 1

MEMORANDUM OF UNDERSTANDING


AUTHORITY AND PURPOSE

This Memorandum of Understanding is made between the Department of the Interior and the Department of Agriculture-Forest Service, for the purpose of carrying out the provisions of Public Law 93-408, which was approved by the President on September 3, 1974. This Act establishes, in the Department of the Interior and Agriculture, a program designated as the Youth Conservation Corps.

The purpose of this Act is to further the development and maintenance of the natural resources of the United States 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. The Departments will stress three equally important objectives as reflected in the law:

1. Accomplish needed conservation work on public lands.

2. Provide gainful employment for 15 through 18 year old males and females from all social, economic, ethnic, and racial classifications.

3. Develop an understanding and appreciation in participating youth of the Nation's natural environment and heritage.

RESPONSIBILITIES OF THE SECRETARIES

Under the provision of Section 3(a) of the Act, the Secretary of the Interior and the Secretary of Agriculture shall:

"(1) determine the areas under their administrative jurisdictions which are appropriate for carrying out the program 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
purpose of Chapter 171 of Title 28, United States Code, and Chapter 81 of Title 5, United States Code.

"(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 regulations to insure the safety, health, and welfare of the Corps members; and

"(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."

Under the provisions of Section 4 of the Act, the Secretary of the Interior and the Secretary of Agriculture shall jointly establish grant guidelines for State programs on non-Federal public lands and waters, approve grant applications and administer grant programs in the States.

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

SHARING APPROPRIATIONS

All Federal appropriations for the Youth Conservation Corps and the administrative responsibility thereof shall be shared equally between the Secretaries of the Interior and Agriculture. This is to include coverage of both the Federal program and State grant program responsibility outlined in Section 4 of the Act.

Funds needed by the Departments to administer the State grant program shall be drawn off the top of the "30 percent" portion of appropriations and shared equally by both Departments.

Funds allocated for programs and projects administered by "other Federal Agencies" on lands under their administrative jurisdiction as authorized by Section 3a(2) of the Act, shall be jointly approved and equally apportioned from each Department's Federal Program share of the YCC appropriation.

Administrative expense funds for the Federal programs will be determined independently by the Departments and managed within each Department's
own resources. Some mutually benefitting administrative activities like payrolling enrollees, contracted research, evaluations, and training may be financed jointly by the Departments.

LOCATION OF DEPARTMENTAL RESPONSIBILITY

Within the Department of the Interior, the overall responsibility and authority for the program is vested in the Assistant Secretary for Management and will be exercised by him through the Director, Office of Youth Programs. Within the Department of Agriculture overall responsibility and authority for the program is vested in the Chief of the Forest Service, and will be exercised by him through the Deputy Chief, Administration.

ESTABLISHMENT OF THE INTERIOR-AGRICULTURE YOUTH CONSERVATION CORPS COORDINATION COMMITTEE

We believe it is the intent of the Congress and in the best interest of the program that the provisions of the Act be carried out in a manner that will provide the closest coordination and cooperation between the Departments of the Interior and Agriculture.

Accordingly, it is hereby agreed that there will be established an Interior-Agriculture Youth Conservation Corps Coordination Committee consisting of representatives from each Department, who will serve as members of this committee in addition to their other official duties. This committee will assure that the basic program policy is consistent. For the Federal program, the Committee will:

1. Coordinate program planning activities;
2. Develop annual budget requests;
3. Develop overall program design;
4. Select program components;
5. Determine areas under the jurisdiction of each Department and other other Departments which are appropriate for carrying out the program;
6. Assure that the Corps is open to youth of both sexes and youth of all social, economic, and racial classifications, with no person being employed as a member of the Corps for a term in excess of 90 days during any single year;
7. Determine the rates of pay, hours, and other conditions of employment;
8. Determine the most feasible means of providing logistical and administrative support;
9. Develop and promulgate regulations to insure the safety, health, and welfare of Corps members, and such other regulations as may be required;

10. Prepare reports required by the Act and conduct special studies as may be required.

To establish and implement the grant program for the States, the Interior-Agriculture YCC Coordination Committee will:

1. Develop a system of allocating grant funds to States;

2. Develop guidelines for States to follow in making application for grants;

3. Assign responsibilities for review and approval of State applications for grants;

4. Assign responsibility for administering and evaluating grants to States.

The Co-Chairmen of the Coordination Committee will be the Deputy Assistant Secretary of the Interior for Management and the Deputy Chief for Administration, U.S.D.A. Forest Service. Alternate Co-Chairman of the Committees will be the Director, Office of Youth Programs of Department of the Interior, and the Director, Human Resource Programs, U.S.D.A. Forest Service. Other members may be appointed to the Committee for such purposes as deemed necessary and advisable by the Co-Chairmen.

DEPARTMENT TASK FORCES

To support the efforts of the Coordination Committee, each Department may establish a task force consisting of appropriate representatives of the administrative and program activities involved in the program. The task forces will carry out the responsibilities assigned by the task force chairmen who will be members of the Coordination Committee.

/s/ Richard R. Hite  
Deputy Assistant Secretary for Management  
Department of the Interior

/s/ John R. McGuire  
Chief, U.S. Forest Service  
Department of Agriculture

DATE: April 18, 1975  DATE: April 3, 1975
This document supercedes the supplement signed by Governor H. Aker on April 6, 1977, and Leon H. Anderson on April 13, 1977.

I. INTRODUCTION

This program direction is supplemental to the basic Memorandum of Understanding which consists of the basic objectives and program directions where the two Departments agree to consistent policy.

The Departments agree not to deviate from the objectives and program directions without written amendments agreed to by both Departments.

II. OBJECTIVES

To accomplish the purpose of the Law, the Departments will stress three equally important objectives:

1. Accomplish needed conservation work on public lands.

2. Provide gainful employment for 15-18 year old males and females from all social, economic, ethnic, and racial classifications.

3. Develop an understanding and appreciation in participating youths of the Nation's natural environment and heritage.

These objectives will be accomplished in a manner that will provide the youth with an opportunity to acquire increased self-dignity and self-discipline, better work with and relate with peers and supervisors, and build lasting cultural bridges between youth from various social, economic, ethnic, and racial backgrounds.

We will see the best way(s) to accomplish these objectives by directing or coordinating the program so that available resources, including human, natural, and physical are maximized and restraints are minimized. The Coordination Committee has or will:

--Develop and implement sound coordination and program direction mechanisms. The Memorandum of Understanding is the prime mechanism.

--Establish basic program direction and evaluation.

--Based up the results of each year's operation, the subsequent year's program will be designed so that positive results are intensified and negative results eliminated.
The Coordination Committee will assure that all phases of the program are focused upon the three objectives and that the program will be kept as simple, clear, and concise as possible.

III. PROGRAM

The Youth Conservation Corps will be properly balanced and integrated program of environmental working-learning and enrollee living. During the program, a variety of approaches will be used, such as size and locations of projects; mixtures of youth according to sex, racial, ethnic, and economic backgrounds; environment, work-learning and enrollee living programs; and project duration.

A. General

1. Responsibilities. The Agriculture-Interior Coordination Committee is responsible for developing the basic administrative policy, coordination, and evaluation procedures as described in the Memorandum of Understanding. Each Department is responsible for the administration of its own program within the policies established by the Coordination Committee. Each Department may supplement those policies so that maximum advantage is taken of its available resources and capabilities.

2. Program Characteristics. The Youth Conservation Corps is a program which involves the fullest possible commitment of enrollees and staff in intensive group working, learning, and living experiences in a natural environment. It is principally a residential program, although non-residential projects will be undertaken where facilities for residential projects cannot be provided. Each YCC project will, to the maximum extent possible, have the following characteristics:

   a. A properly balanced and integrated environmental work-learning program in which environmental knowledge and awareness derives principally from meaningful work activities on public lands.

   b. A mixture a youth of both sexes from various social, economic, ethnic, and racial backgrounds which is representative of the youth residing within the recruiting area. Recruiting efforts will be directed to accomplish this.

   c. A group living component wherein enrollees have an opportunity to relate to each other and staff during non-working hours in activities which promote social interaction and group learning.

   d. An enrollment of sufficient size (not less than 10 enrollees) that will permit social interaction and group learning. The program encourages camps of a size of 20 to 50 enrollees as the most desirable size.
3. Special Projects During Non-Summer Months. Special projects during non-summer months will be approved jointly by Interior-Agriculture at the Washington Office level.

4. Minimum Requirements. Individual youth enrollment will be for a minimum of 28 consecutive calendar days and a maximum of 90 days in a calendar year.

B. Environmental Work-Learning Program

1. Objectives. Environmental work objectives are the same as the three Corps objectives. Environmental learning objectives have been jointly developed by the Departments and are included as basic policy in the Forest Service YCC Handbook and in the Department of the Interior's YCC Program Handbook.

2. Basic Direction. Each Department will assure that there is developed at each project an integrated program of environmental work-learning. Each Department will utilize whatever resources, human natural, and physical, that are available to develop and operate this program. Basically, the youth will learn while doing and do while learning.


   a. Youth will participate in an integrated environmental work-learning program 40 hours per week and will not exceed 8 hours per day.

   b. Each project will have both work (production) and environmental learning goals. Methods should be developed to assure the proper blending and integration of one with the other. At summer's end, the youth should have a general knowledge of ecology, the land management philosophies of various Federal land management agencies, and an increased awareness of the need to wisely manage, maintain, and protect the natural resources in which he or she has been involved. The youth should know the work accomplished was meaningful and how it fits into the overall natural resource management program. Ideally, each youth will have developed a basic personal philosophy regarding the environment.

   c. Both male and female youth, as much as is feasible, will work and learn in the outdoors.

   d. Work will be tailored to the youth's capabilities.

   e. There should be variation of projects. For example, a youth should be exposed to interesting as well as routine tasks.

   f. Informal work-learning relationships between the youth and Department personnel should be encouraged. For example, it would
be ideal if a youth could periodically accompany Department field personnel on field trips. Such experiences should prove educational to the enrollee.

g. Where feasible and meaningful, youth should be involved in the planning of their environmental work-learning projects.

h. Generally formal classroom-type education should be minimized.

i. Youths should also have the experience of doing a hard days work.

C. Staff-Enrollee Living Program

1. Objectives. The staff-enrollee living program is directed toward accomplishing the three Corps objectives. It is essential that each Department develop and operate at each camp a program which assures a safe, congenial, and wholesome residential environment.

2. Basic Direction. Enrollee living covers the entire residential environment of the Corps as it relates to staff and youth as individuals, their relationships with one another, and the surrounding communities. Where possible, it should have a close relationship to the work-learning program.

a. Resident Management. Each Department will assure that there is developed at each camp published rules and procedures. Where possible, staff and enrollees will jointly participate in the development of rules and procedures. As a minimum, the rules and procedures will include:

   (1) **Daily Schedule**

   (2) **Alcoholic beverages** - Forbidden at all YCC sites.

   (3) **Drugs and narcotics** - Forbidden at all YCC sites, except as authorized by Camp or Project Director on advice of physician.

   (4) **Private vehicles** - Authorized only under certain conditions where safety and welfare of staff and youth is assured.

   (5) **Firearms** - Forbidden except for authorized personnel under Department-approved gun safety training programs.

   (6) **Discipline** - Must be consistent and in keeping with overall camp program.

   (7) **Disciplinary, medical or administrative discharge** - Prior to youth being discharged from the Corps, parents or guardian must be contacted. In cases of disciplinary discharge, the camp director must assure he or she has been fair, unbiased, and not prejudicial.
(8) Health and Sanitation - Camp will be maintained in accordance with Department, State, and county health and sanitation codes. Youth will be involved in doing many phases of camp maintenance.

(9) Accountability. Policy will be established by each Department to assure proper youth accountability.

b. Leisure Time.

(1) To the extent possible, the natural environment will be used for the structured recreation program.

(2) The structured recreation program will be used to teach the enrollees how to live in and enjoy the natural environment.

(3) Time should be provided each day for the youth to be free of structured activity.

(4) Leisure time programs, especially on weekends, will encourage the inclusion of activities with local youth groups, church groups, civic organizations, and other Youth Conservation Corps camps.

c. Physical Fitness. A program should be developed to bring the physical condition of an enrollee up to a level where he or she can participate in all camp activities.

D. Accident Control, Health, and Welfare Program

1. Objectives. The accident control, health, and welfare program is directed toward protecting the enrollee's physical and mental health while participating in all Corps approved activities.

2. Basic Direction. Each camp will have a complete safety plan. This plan will comply with the overall accident prevention, health, and welfare policies of the Department. Policies and recommended practies now in effect with each Department should prove adequate for the development of each plan.

3. Subsistence and Lodging - Enrollees in the residential programs will be required to occupy Government quarters and be furnished subsistence by the Government as a condition of employment.

a. Absence. Enrollees do not receive leave earning benefits. However, enrollee may be authorized absence for personal reasons without loss of pay for no more than two days for each four-week period in the program. In addition, absence with pay for National holidays may be granted as an authorized absence. Unauthorized absences will be without pay. Only full days (0001 to 2400 hrs.) will be counted toward the days of authorized absences.
b. **Transportation.** As a minimum, each Department will provide transportation expenses when needed by participating youth for one round trip, at hire and termination, between the youth's place of residence and the residential camp. Transportation between an enrollee's residence and a non-residential staging area will be at enrollee's expense. All other transportation may be allowed at the discretion of each Department.

c. **Benefits.** Enrollees are not entitled to earn or be granted annual or sick leave, or entitled to coverage under the Federal employees' Group life Insurance Act (5 USC Chapter 87), Civil Service Retirement Act (5 USC Chapter 83), or the Federal Employees' Health Benefits Act (5 USC Chapter 89). Withholding tax -- local, State or Federal -- will be deducted from salary payments otherwise due their enrollees unless the proper waiver forms (W-4) are filled out. If an enrollee has work-related illness or occupational illness and cannot participate in the program, the Departments' responsibilities for paying the youth will cease either at the termination of the program period or at the time the Office of Workmen's Compensation benefits become effective.

4. **Minimum Requirements**


   b. Rescue and emergency medical aid plans will be set up for each camp to cover all injuries or illnesses.

   c. Specific safety plans and/or project hazard analysis covering all areas of corps activity will be required.

   d. No enrollee will be ordered or allowed to perform work of a hazardous nature.

E. **Enrollee Pay Plan**

   1. **Objective** - The enrollee pay plan is tailored to the various programs' options to be used by the Departments. Each youth will be paid based on the program in which he or she is enrolled.

   2. **Policy** - An enrollee pay plan will be developed jointly for the Federal program by USD/USDA on an annual basis.

      Basic daily pay = Current Federal minimum wage rate x 30 hours divided by either 5 or 7, depending on the type of camp, less the appropriate deduction for food and lodging for residential camps.

   3. When recruiting youth, the pay will be quoted as the appropriate daily rate.
4. Youth leaders will be paid $1.50 per day in addition to the daily rate of pay.

F. Youth Recruitment and Selection

1. Objective - Recruitment and selection will be conducted in a manner which will assure equal opportunity for American youth to participate in the Youth Conservation Corps. The Departments will assure that the YCC program is open to all eligible youth from all parts of the country including urban and rural youth of both sexes and youth of all social, economic, racial, and ethnic classifications. A well-balanced YCC camp enrollment should include representation of youth of both sexes from the various social, economic, ethnic, and racial backgrounds which are represented within the designated recruiting area for the camps and a representation of non-public school youth, the disadvantaged, and youth having quit school prior to graduation.

2. The selection process shall be free of bias and discrimination with selectees and alternates randomly selected for positions available within a given State. Once selected as a participant, an enrollee may be assigned in a manner that will assure the best possible demographic mix of enrollees within each camp or project.

3. The Designated Field Representatives (DFRs) with the States will design and implement a written recruitment and selection plan for each State which meets the policy and criteria contained herein. This plan will outline recruiting and selection procedures affecting each Federal and State camp. Each State's plan will include a map of the State, an "action" section, and a brief narrative section. All camps within each State will comply with the approved plan for the State in recruitment processing, selection, and assignment of enrollees.

4. The DFRs and State Program Agent will establish a central contact (Recruiter) for all correspondence and applications, preferably within a State recruiting organization. If no State organization can be found to establish such a contact, the DFRs should jointly appoint a viable contact in a Federal office.

5. The only enrollee application form authorized for use in both the Federal and Grant programs is the current form approved by the Office of Management and Budget. The form provides for collecting data on the individual applicant's racial and family income characteristics. This sensitive demographic data must be physically separated from the basic form and completely insulated from the selection process. Instructions for this insulation must be strictly adhered to.

6. Recruitment includes activities in program announcement, publicity, and distribution of literature and application forms. The YCC program shall be publicized extensively with special outreach
efforts in the minority and low income community. Recruitment shall be designed to effect strong affirmative action aimed at informing all eligible youth of program content and objectives. Provisions will be made for easy application by youth for employment in the program.

7. Recruiting areas shall be established to blanket the entire State so that no geographic area is excluded.

8. Youth shall be recruited as near to each project as is feasible. In establishing recruiting boundaries, a reasonable radius for residential YCC projects is considered to be the distance which can be traveled by surface transportation within 1 day.

9. Only applicants having residence within the State need be considered unless the State's plan outlines recruiting boundaries to extend into areas of other States.

10. The selection process shall be free of bias and discrimination with selectees and alternates randomly selected for positions available.

11. Selectees, alternates, and non-selectees shall be notified of results in a timely and efficient manner.

12. All recruiting and selection activities shall be conducted in accordance with Privacy Act requirements published in the Federal Register.

G. Enrollee Eligibility Criteria. Youth who may be considered for the YCC program must:

1. Have attained age 15 by June 1, but not yet be 19 by August 30. (Proof of age is required.)

2. Be permanent residents of the United States or its territories or possessions.

3. Have a desire to work in the outdoors and become involved in the development and maintenance of the Nation's natural environment.

4. Have no history of serious criminal or other anti-social behavior that might jeopardize their safety or that of others.

5. Be physically qualified to participate in the various work and training projects of the YCC camp program. (Opportunities for the handicapped may be provided at some camps—depending on location, available programs, staffing, medical facilities, etc.). A selectee must obtain satisfactory medical certification to indicate physical suitability for participation in group work-learning assignment and a
group residential situation. Certification will be on the approved YCC medical history forms.

6. Have or be able to obtain parental or legal guardian consent to enroll in the program. Medical history forms include a consent statement that a parent or guardian authorizes first-aid or emergency care and will not hold the Government responsible for any non-program accident or illness.

7. Have or be able to obtain work permit as required under the laws of the State in which programs will be carried out.

8. Have Social Security number prior to entrance into the program.

9. Have not participated at a YCC camp previously unless selected and paid as a Youth Leader for the current program.

H. Youth Leaders. Up to 10 percent of a project's enrollees may be appointed and paid as youth leaders, as an adjunct to the staff. Either previous participants or first season enrollees may be youth leaders. They should have some of the following qualifications:

1. Experience in the use of hand tools on outdoor work related to conservation.

2. Experience in any type of work which involved dealing with others and demonstrated the applicant's ability to work effectively with others.

3. Leadership experience as evidenced by directing groups of people including the ability to win respect, gain confidence, and motivate through effective communication.

4. Ability to assume partial staff responsibility for the activities of other youth in some aspect of camp operations.

I. Budget and Finance

1. Budget. The Department of Agriculture and the Department of the Interior will jointly formulate and prepare the program budget and apportionment schedule. Copies of the budget and apportionment will be furnished to the responsible office at the time they are submitted. Budget briefing materials for use in testimony at the Office of Management and Budget and Congressional appropriation hearings will be jointly prepared and approved.

2. Funding. The Department of Agriculture, Forest Service will receive the initial funds and transfer one-half to the Department of the Interior on an SF-1151. A letter will be attached to the SF-1151 enumerating the reports needed from Interior in order for the Forest Service to meet the reporting requirements of the Office of Management
and Budget and the Department of Treasury.

3. Accounting. A Financial report will be prepared by each Department for consolidation by Agriculture as of September 30 each year, and will cover the summer's YCC program. The report will be summarized by individual camp. The report will be divided into the following elements:

   a. Staff Pay. Includes pay, benefits, travel, net of any deductions made for meals and quarters furnished. The same expenses are included in cooperative agreements or contracts.

   b. Food. Includes cost of food and related freight charges; food portion of cooperative agreements and contracts.

   c. Enrollee Pay. Includes pay, benefits, and transportation (round trip outlined in pay plan) of enrollees.

   d. Capital Investment. Facilities and equipment.

   e. Camp Opening and Closing Costs

   f. Work Project Costs. Materials, equipment, and technical assistance, safety equipment, transportation.

   g. All other. Includes medical (first-aid type) expense, utilities, camp maintenance costs, camp recreation, and all other supplies.

   h. Program Direction. Includes support services other than technical assistance, and program administration expenses at location other than the projects.

4. Support Services. The Bureau of Reclamation's Administrative Services Center (ASC) at Salt Lake City provides fund disbursement, accounting, and computer services for the program. The Forest Service pays a fee to ASC for a share of these services in two areas:

   (1) Federal program enrollee pay and (2) disbursement of State Grant funding. Complete access is established for direct flow of two-way communications between ASC and all management levels of the Forest Service or ASC may initiate communications as needed.

J. Public Information and Community Relations

1. Objective

   a. The Departments will jointly strive to bring about the highest possible level of public understanding, acceptance, and support of the Youth Conservation Corps.

   b. Each Department will initiate, encourage, and support the development of a strong and effective community relations program.
for each YCC camp or project under its jurisdiction. To the extent that it is meaningful and feasible, local communities will be involved in the YCC program.

2. Policy

a. The overall responsibility for public information and community relations policy concerning the YCC program is vested in the Interior-Agriculture Coordination Committee. All National media releases will be issued jointly by the two Departments.

b. A recruiting information effort will be made to reach all eligible youth. This will be accomplished by publicizing the program extensively. Special efforts will be made to provide information to minority low income and non-school categories of eligible youth. All news items publicizing the YCC shall describe the program well and point out the very limited number of positions available.

c. Local media releases concerning a specific camp or project or groups of camps or projects will be issued by the appropriate administering unit of each Department. Designated Field Representatives (DFRs) in both Departments should work together with the State's representative on news releases about the State program.

d. The initiation, development, and maintenance of effective community relations programs involving local communities located at or near the sites of YCC camps or projects is the responsibility of the appropriate administering unit of each Department. Efforts will be made to involve appropriate local organizations, such as churches, youth serving organizations, and civic and service groups in the support of the YCC program.

K. Evaluation and Research. Evaluation and research conducted in support of the program will be in accordance with a study plan prepared and agreed to by the Coordination Committee. Research by non-Federal research organizations or individuals involving information gathered from YCC enrollees will be subject to prior approval by the Coordination Committee.

L. Other Uses for YCC Facilities. Environmental/Ecological Education camps during periods of non-use by the YCC program.

1. Objective. The Departments will provide to the extent possible, that permanent or semi-permanent facilities used as YCC camps will 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 non-use by the Corps program.

2. Policy

a. Each Department will be responsible for determining the
conditions under which facilities under its jurisdiction will be made available for this purpose.

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

M. Distribution of YCC Funds

1. Objective. As the YCC appropriation increases, permitting program expansion, the Departments will utilize an equitable method of fund distribution on a State-by-State basis.

2. Basic Direction and Policy. The approved method of assigning fund allocation targets provides for flexibility and the use of sound judgement. Federal allocation targets shall be calculated separately from State grant allocation targets as follows:

a. Total Federal Funding Target. As a minimum, the Departments shall maintain as a base the initial allocations received at the $32 million level on a State-by-State basis. Seventy percent of appropriations (less administrative costs) received in excess of $32 million shall be allocated on the basis of a weighted factor which provides 20 percent weight to Federal land ownership and 80 percent weight for the population of eligible youths. These total targets shall then be divided through negotiation between the Department of the Interior and the Department of Agriculture. In such conference and negotiation the following consideration shall be made: The USDA and USDI will share the Federal program funds in a State equally when there is capability and desire to do so. In the event one Department has a larger Federal program planned for a State, the other Department will be allowed to "catch-up" on its Federal program level in that State.

b. Total State Grant Funding Target. As a minimum, each State shall retain as a base the initial allocation received at the $32 million level. Thirty percent of appropriations (less administrative costs) received in excess of $32 million shall be allocated to States on the basis of the proportional number of eligible youth residing within the State in relation to the National population.

c. Total Allocations. The total distribution of funds shall be apportioned 35 percent USDA-Forest Service, 35 percent USDI and 30 percent States.

d. Each Department has the freedom to shift Federal project funds, not more than the equivalent of 15 youth slots, into-or-out of a State.
N. YCC Projects on "Other" Federal Lands outside USDA and USDI

1. **Objective.** To provide funds to other Federal agencies which are appropriate for carrying out YCC projects on their lands and meeting total Federal capabilities expending funds in each State.

2. **Policy.**

   a. USDI and USDA/Forest Service will encourage other Federal agencies to participate in the YCC program in States where little or no Federal capabilities exist between Forest Service/Interior, or in those States where one Department will not be able to use all funds available.

   b. Proposals from other agencies outside of USDA/USDI to operate a Federal YCC project will be reviewed by Regions/Bureaus and forwarded to the Washington Offices with their recommendations.

   c. Finally, approval or disapproval of each project will be made jointly by USDI and USDA/FS.

3. **Funding.** Funds may be allocated for the operation of YCC projects on other lands under their administrative jurisdiction of the Federal agencies as authorized by Section 3 of the Act. Such projects may be jointly or separately funded; when such projects are jointly sponsored, the funding thereof will be equally apportioned from each Departments' Federal Program share of the YCC appropriation. When such projects are to be carried out separately by either Department, the funding thereof will be taken solely from the Federal Program share of that Department. In all instances when there are YCC projects operating on lands administered by "Other Federal Agencies" administrative control over such projects will be retained by the USDA or USDI.

4. **Administration**

   a. All jointly funded projects will be administered through the use of a tripartite agreement. By mutual agreement, a lead Department will assume operational leadership in the project. The other Department will limit its participation to cost-share only and assume no other responsibilities.

   b. When one Department is totally funding a project, a bipartite agreement will be used to administer the program and only informal concurrence is needed from the other Department.

   c. Copies of all reports from projects administered on other lands will be exchanged between the Departments.

   d. On jointly funded project, targets will be divided between the two Departments.
e. On a project totally funded by one Department, targets will be added to their totals.

f. In giving direction to their Field Offices, the Departments of Agriculture and the Interior shall encourage the development of camps wherever possible in States of low Federal participation. The Departments shall consider within their capabilities such things as facilities, readiness costs, work project availability, desire of Field Offices to operate program and operating costs.

0. Grant Program for State Projects

1. Objectives. The Departments will jointly establish a grant program for 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.

2. Basic Direction and Policy. The Interior-Agriculture Coordination Committee will:

   a. Develop guidelines for States to follow in making applications for YCC program grants.

   b. Establish criteria to determine acceptability of grant applications. In the grant approval process, consideration will be made as to quality of State proposals, cost to the Federal Government of each program in relation to the estimated quality and quantity factors of projects proposed.

   c. Every State will be allocated a base fund amount of Federal grant dollars. This is to permit a grant application that would provide for at least a minimum size viable YCC State program.

   d. Provide a system in each Department for decentralized handling of State grants. Forest and Interior Designated Field Representatives (DFRs) will be assigned in each State to work with the States' YCC designee. All communications between Federal and State people will involve the participation of DFRs and State Program Agents. Delegated responsibility is to include grant application review and approval authority within limitations established. The DFRs must jointly approve grant proposals. Approval or disapproval of proposals will be documented by a formal letter to the Program Agent. Designated Field Representatives will also provide technical assistance to States, administer grants, monitor projects, and prepare or transmit appropriate reports. Duties will also include ensuring that an enrollee recruiting and selection plan which meets established policy is developed and implemented for all camps in the State.

   e. Establish a system for all grant disbursement to be handled by a single service center.
f. Develop and implement a system for auditing State grant projects.

g. Funds needed by the Departments to administer the State grant program shall be drawn off the top of the "30 percent" portion of appropriations and shared equally by both Departments.

3. Excess Grant Funds from Current Year. Some States fail to submit satisfactory application for available grant funds. Other States apply for only a portion of the initial allocation. These funds are thus considered "excess" and are to be immediately reallocated in the same year. In reallocating excess grant funds, the Departments will consider proposals from individual States which must submit application forms in accordance with Departmental instructions.

In accordance with the USDA-USDI Memorandum of Understanding, we, the Alternate Co-Chairmen of the YCC Coordination Committee, approve the program as described in this supplement.

LEON H. ANDERSON, Director
Human Resource Programs
Department of Agriculture

GOVERNOR H. AKER, Director
Office of Youth Programs
Department of the Interior

DATE

DATE

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CHAPTER 2
CAMP STAFFING, ORGANIZATION, AND MANAGEMENT

1. POLICY. The organization and management of YCC camps will be governed by program objectives, legal requirements, budget limitations, and the broad guidelines established by the Department of the Interior, participating Bureaus, and designated Project Managers. Within these objectives, limitations, and guidelines, individual camp operations will be the responsibility of Camp Directors.

2. RESPONSIBILITIES.

   A. Department of the Interior. The Assistant to the Secretary is assigned overall responsibility for the YCC program in the Department, and has designated the Director, Office of the Youth Programs, as having responsibility for the management and administrative aspects of the program.

   B. Bureaus. Participating Office and Bureau Directors are responsible for the YCC program within their Bureau and this responsibility is exercised by a YCC Coordinator.

   C. Field Offices. Managers of field offices are responsible for the YCC program(s) which are in operation on lands under their jurisdiction. They should appoint a coordinator to act as liaison with lower echelon offices that host a YCC project. The Office Manager who hosts a YCC project will act as Project Manager or appoint a staff member to act as Project Manager for him.

   D. Project Manager. Project Managers are responsible for program management and coordination of the YCC project at the local level.

   E. Camp Director. Camp Directors are responsible for all camp operating activities, including supervision of staff personnel and corpsmembers assigned to their camp.

3. CAMP STAFFING.

   A. Project Manager. The Project Manager is a permanent employee of the Host Agency who is responsible for the operation of the YCC program at the local level.

       Attends YCC staff training sessions to become familiar with the concepts and goals of the program; after which he/she briefs host agency officials and performs initial community relations work to inform the local community about the YCC program.

       Makes the necessary arrangements for employment of camp personnel.
Prepares Procurement Requests for contracts and cooperative agreements which may be required to carry out the YCC Program. Insures that guidelines and standards adhere to the principles and goals of the YCC Program.

Takes the necessary action to provide sufficient work projects, required transportation, and materials and supplies needed to accomplish the work program.

Assures that a fully integrated environmental work/education program is implemented in all phases of camp operation.

Provides guidance and leadership to the camp director and assists in staff training of camp personnel. Oversees the entire operation of the YCC program at the local level and insures that the required reports are completed and submitted on schedule.

B. Camp Director. The Camp Director serves as the principal official for the operation and management of a YCC camp.

Camp Director:

-is directly responsible to the Federal agency sponsoring the camp to implement and carry out the YCC program within the framework of applicable laws, regulations, delegations, and other guidelines and limitations.

-provides leadership and supervision for all camp activities and all personnel assigned to the camp.

-is responsible for the welfare, health, education, work, recreation, and safety of enrollees.

-insures that quarters and other camp facilities are maintained consistent with good order, sound health and safety standards, and standards of adequacy. He/she resolves general problems of housing and feeding enrollees.

-is responsible for necessary administrative service pertaining to procurement, storage, and distribution of supplies; maintaining required financial management controls and records; personnel management, contracts, and arrangement for services which cannot be provided within camp resources; and general management.

-is responsible for good community relations and mutual understanding with nearby communities in matters which affect enrollees, and endeavors to resolve problems which arise.
supervises camp activities in development and conduct of approved recreational program, counseling, and other off-duty activities. He/she is responsible for discipline of the enrollees both in the camp and in the surrounding communities, and is responsible for carrying out work projects which have been approved by higher organizational levels in accordance with controls prescribed, and subject to inspection for compliance with such controls.

is responsible for staff orientation and training. Staff training shall include, but is not limited to, planning, scheduling, and administering programs that meet all goals and objectives of the YCC program. The Camp Director is responsible for creating an atmosphere in which staff members are totally committed, not only to their specific areas of responsibility, but to the overall success of the YCC program.

C. Environmental Awareness Coordinator. The Environmental Awareness Coordinator works under the supervision and guidance of the Camp Director.

Environmental Awareness Coordinator:

-is responsible for the planning, development, implementation and evaluation of an integrated environmental work/education program which will meet the goals and objectives of the YCC Program.

-is responsible for development of environmental awareness training for staff and enrollees, and will conduct training by individual work groups, as appropriate.

D. Work Coordinator. The Work Coordinator works under the supervision and guidance of the Camp Director. He/she is responsible for carrying out field work project assignments and provides leadership and supervision to Group Leaders who direct work at field project sites. Work Coordinator will coordinate his work project program with the Environmental Awareness Coordinator, and keep him/her advised of changes in work schedules or projects that would affect the environmental awareness aspects of the program. The Work Coordinator will assist the Environmental Awareness Coordinator in the environmental awareness training of the work group leaders, youth leaders, and enrollees:

-plans and directs the activities of 4-6 Group Leaders on work projects with responsibility for assigning enrollees to work crews, observing work in progress, and inspecting completed work for adequacy and conformity to
standards. He/she complies and maintains records and reports of work projects.

-assures that materials, tools, and equipment are provided and that all assigned work is performed in a safe manner.

E. Group Leader. The Group Leader works under the direct supervision of the Work Coordinator in conducting natural resource conservation work for group of up to 10 enrollees. The Group Leader is responsible for carrying out work assignments and insures that work is performed in a safe manner. The Group Leader keeps individual records of project assignments. He/she provides guidance and counseling to enrollees assigned to the work crew and performs other camp functions as assigned by the Camp Director.

F. Group Living Specialist. The Group Living Specialist work under the supervision and guidance of the Camp Director. He/she is responsible for the group-living program, planning and implementing recreational activities of enrollees in a residential camp.

The Group Living Specialist will coordinate group living activities, including camp living, recreation and social activities, with the Environmental Awareness Coordinator, and receives assistance from other camp personnel as assigned. He/she insures that sound health and safety standards are maintained.

G. Clerk. The Clerk works under the supervision and guidance of the Camp Director. He/she performs clerical duties for Camp operation as assigned.

H. Cook. The Cook works under the supervision and guidance of the Camp Director and is responsible for the operation and management of the kitchen and dining facilities, food acquisition and storage, food preparation, sanitation, and other related functions.

He/she maintains the dining facilities in good order and insures that adequate health and safety standards are followed. He/she insures that safe working conditions and safety equipment are provided and that all work is performed in a safe manner.

I. Youth Leaders. Youth Leaders are expected to serve as an adjunct to staff, i.e. they are supposed to assume partial responsibility for other youth in some aspect of the camp program. Youth Leaders' pay is not intended as a supplement to income for any category of youth, nor as an incentive or reward for superior performance of duties expected from all youth.

For further information on the criteria for selection of youth as Youth Leaders, see the Supplement To the Memorandum of Understanding.
Positions listed show various staff and primary work functions for YCC camps. It is presumed that as the size of the camp diminishes so will the number of required staff. The work functions generally remain unchanged but on a smaller scale; therefore staff should assume dual work functions to reduce the number of staff positions appropriate to the size of the camp.

4. STAFF RECRUITMENT AND PLACEMENT. Recruiting of staff for the Youth Conservation Corps program is the most critical element regarding program success or failure. The relationships between staff and enrollees will greatly affect not only the satisfaction of all members, particularly the youth, but also the amount and quantity of work production of any camp.

Staff recruiting efforts should seek out persons who have sincere interest, personal commitment, and positive attitude toward youth. Staff recruiting must achieve a balance of expertise between environmental knowledge, youth related counseling skills, vocational and manual skills, interest, and understanding of today's young people and good leadership and cooperative abilities. All foregoing qualities are rarely available in one person, and therefore, the balance must be developed in the total staff. While work production is a requirement of the program, personnel with only work oriented motivations are not the most desirable types of staff members for group leaders. Equally undesirable would be personnel with only youth oriented goals and motivations.

Every effort must be made to recruit and employ qualified female and minority staff for the YCC. Equality in staff selection is no less important than in the selection of youth for the program.

A balance of expertise must be developed within the staff, and augmented by the specialities of permanent facility personnel in a variety of areas. Outside sources may also be used to provide expertise in unique areas. Often talents and skills of the enrollees may be used.

Examples from past experience includes use of retired carpenters for teaching basic skills on projects requiring construction of buildings, shelters and cabins. Often these personnel may be hired as WAE employees, and reduce project costs. In some cases, college and graduate students with engineering skills in design, planning and surveying were highly capable of teaching basic engineering skills to enrollees, but lacked ecological and environmental skills to totally analyze a project. The project may have been structurally sound, but weak in minimizing environmental impact.

5. SOURCES FOR STAFF RECRUITMENT. The camp's supervisory and support staff may be employed by any one or more of the following methods:

A. Employee Details. Detailing regular Bureau employees to offer a training and development experience. Although the assignment would
be of short duration, it would enable the Project Manager to evaluate the employee's effectiveness.

B. School System Cooperation. Cooperating with the local school system for staffing, recreational activities, and environmental education. In most instances the contractor will be the local school system. Under one planned mode of YCC operations, the contractor will be responsible for the entire operation of the camp. This would include the selection of staffing (Camp Director, Counselor, Cooks, etc.), a recreational activities program, scheduling of youth in the work activities program in conjunction with and under the supervision of the host bureau, environmental education program including coordinated assistance of a specialist from the host bureau (Biologists, Agronomists, Wildlife Manager, Foresters, etc.).

C. Use of Contractor. The second planned concept of contractor involvement would limit the local school systems's participation to the selection of selected individuals for temporary employment as YCC Camp Staff. Under these conditions the Camp would be under the direct supervision of the host Bureau's Project Manager at the site (Park Superintendent, Refuge Manager, District Manager, Area Superintendent or Project Manager).

D. Direct Recruiting. The agency may recruit directly for the camp's staff. The Department has been granted an exception under Schedule A, 213.3112(a)(11) for temporary staff positions in the Youth Conservation Corps camps. Employment under this authority shall not exceed 11 work weeks a year. In accordance with Federal Personnel Manual Chapter 302 and Federal Personnel Manual Supplement 990, Book III, Part 302, bureaus must follow certain prescribed procedures concerning the receipt, retention, rating and referral of applications. Responsibility for promulgating guidance concerning this authority is vested in the bureau headquarters. Annual guidance should be issued no later than January 31 of each year.

E. Volunteer Service. Volunteers in the Park Act (Public Law 91-357) authorizes the services of individuals without regard to the Civil Service classification laws, rules, or regulations, to serve without compensation as volunteers for or in aid of interpretive functions in the National Parks. In addition, section 301 of the Civil Service Reform Act of 1978 (Public Law 95-454) authorizes Federal departments and agencies to establish programs designed to provide educationally related work assignments for students in a nonpay status. The regulations will be issued by the Office of Personnel Management and will be published in Subchapter 7, Chapter 308 of the Federal Personnel Manual. Such volunteers shall not be considered a Federal employee and shall not be subject to the provisions of law relating to Federal employment except for the purpose of the tort claim provisions of Title 28 USC and subchapter 81 of Title 5 of the USC.

6. POSITION CLASSIFICATION OF YCC CAMP STAFF.

A. General. The classification authorities and the limitations thereon contained in this guide have been developed so that to the
maximum extent possible, numbers and grade level of positions at the YCC camps can be set by local people to meet local requirements with minimum interference by the Department.

Except in areas where cost of living allowance regulations apply, salary costs per camp will not exceed 35% of the camp budget.

B. Classification Pattern for Key Camp Positions:

<table>
<thead>
<tr>
<th>(Position Title)</th>
<th>Residential Camp</th>
<th>Non-residential Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Large</td>
<td>Small</td>
</tr>
<tr>
<td>Camp Director</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Environmental Awareness</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Coordinator</td>
<td>9</td>
<td>NA</td>
</tr>
<tr>
<td>Group Living Specialist</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Work Coordinator</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Group Leader</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

*These are maximum grade levels as determined by the Civil Service Commission.

C. Bureau Classification Authorities.

1. Delegation of Authority. The position classification authorities provided by this guide are hereby delegated directly to the Bureau Chiefs of Position Classification. The Bureau Chiefs of Position Classification may, in turn, redelegate all or any portion of these authorities to the lowest practical level within their bureaus.

2. Description, Series Classification and Titling - All Positions. Bureaus will describe and classify all positions (including key positions appearing on the chart in Section 7.B. of this guide) to the proper series and assign the titles required in accordance with governing positions shown in Section 7.B. of this guide. These are organization titles only and have been used simply for ready identification.

3. Key Camp Positions - Grade Level Ceilings. Bureaus will classify key YCC camp staff positions at or below the grade level ceilings shown on the chart in Section 7.B. of this guide. No actions on maximum grade levels will be taken without prior approval of the Department of the Interior, Office Personnel Management.

4. Regular Camp Positions - Grade Levels. YCC camp staff positions not appearing on the classification chart in Section 7.B. of this guide, such as clerks and cooks, will be classified by the bureaus to proper grades under existing bureau classification authorities.
5. Employee Details. Bureaus may detail employees from their present positions to YCC camp staff positions provided: (1) the employee's present grade and the YCC camp staff positions are at the same grade level or (2) the YCC camp staff positions to which employees are detailed are at a higher grade level than the employee's present grade and the detail does not exceed 60 days."

7. LIMITATIONS ON BUREAU CLASSIFICATION ACTIONS.

A. Key Camp Positions - Grade Ceilings - Approval of Exceptions.
Key positions cannot be classified to grades higher than shown on the chart in Section 7.B. of this guide without the express prior approval of the Office of Personnel Management, Department of the Interior. To expedite decisions, bureau headquarters chiefs of position classification may obtain clearance via telephone or personal contact with supplementary documentation to follow as necessary.

B. Key Camp Position - Not Authorized - Approval of Exceptions.
Key positions shown on the chart in Section 7.B. of this guide as not authorized cannot be established or classified without the express prior approval of the Office of Personnel Management, Department of the Interior. Bureaus will follow the same procedure for obtaining clearance as set out in Section 8.A. of this guide. The basic reasons for this requirement in not authorized positions reflect that: (1) the duties of such positions would be less than full-time and, therefore, would be assigned to those positions which are authorized, or that (2) the not authorized positions are obviously not required for a particular category of camp.

C. Employee Details from Higher Graded Positions. The detail of employees from higher graded positions in their parent bureaus to lower graded positions can be made under existing personnel procedures. In such instance, however, the difference in salary between the employee's higher graded bureau position and the salary of the lower graded YCC camp staff position at step 1 of the YCC position's grade, as determined by the classification pattern for key camp positions (see positions, 7.B.) level will be made up by the employee's parent bureau. This salary difference will not be made up from YCC funds.

8. PHYSICAL PLANT AND CAPITAL EQUIPMENT.

A. Policy. The Bureaus are responsible for the acquisition, management, security, and maintenance of facilities and equipment utilized for the YCC program. The most economical means consistent with program objectives should be used for rental, repair, or replacement of facilities and equipment.

B. Capital Equipment. All equipment purchased with funds furnished by the YCC program become the property of the Office of Youth Programs.
C. Accountability and Identification of YCC Property. The Host Agency is responsible for accounting for all YCC Property. Federal accountability procedures are to be followed.

9. SECURITY.

A. Policy. Project Managers and Camp Directors will be responsible for physical security of all real and personal property at YCC camps.

B. Requirements. Project Managers and Camp Directors are required to develop plans and Procedures for their camp which provide for the adequate protection of all property under the jurisdiction or custodianship of the camp against theft, damage, or loss.

10. MAINTENANCE.

A. Policy. YCC facilities and equipment shall be maintained in such condition that they may be utilized effectively and continuously for their intended purpose. Maintenance of facilities shall be carried out so as to assure the usefulness of the property and protect the investment.

B. Requirements. A complete maintenance plan must be established and in operation for each camp in order to preserve the facility and reduce operating costs. This maintenance plan shall contain "as-built" plans and shall address itself to all aspects of maintenance. Maintenance does not contemplate the improvement of any facility to a condition that is better than that when it was obtained.

11. REHABILITATION.

A. Policy. Rehabilitation of acquired Federal facilities to carry out the objectives of the YCC program will be held to a minimum, but should be sufficient to provide for adequate safety, health and welfare of youth.

B. Requirements. All proposed rehabilitation projects must receive approval from the appropriate Bureau official. Rehabilitation of non-Federal facilities is not authorized. Non-Federal agencies, whose facilities are to be utilized for YCC programs, should consider facility rehabilitation needs sufficient to carry out the objectives of the program and include those needs under the terms and conditions of their contract.

12. CAMP COMMUNICATION. Where economically feasible, telephone communication will be provided. Where remoteness of camps limit telephone installation, radio equipment may be provided by the sponsoring agency within the established radio equipment network and YCC radio policy.

13. WITHDRAWAL OF CONSENT. Participation in the YCC program is voluntary with consent of the parent or legal guardian. Should the parent or
legal guardian withdraw consent, an enrollee will be returned home. Withdrawal of consent must be in writing. YCC enrollees will not be permitted to decide by themselves to withdraw from the program. Termination procedures will be followed.

14. LEAVES AND PASSES. YCC enrollees may leave the camp during off duty hours only with the permission of the Camp Director. A sign-out register will be maintained. It should indicate the enrollee's intended whereabouts during his absence, the date and time of his departure, and the expected date and time of his return.

15. LEGAL ASSISTANCE. YCC enrollees are subject to State and local laws and regulations. No legal assistance is provided by the YCC for misconduct or other violation of the law. Arrangements for handling such incidents are the responsibility of the parent or guardian. It will be the responsibility of the Camp Director to notify the parent or legal guardian of such incidents and to insure, where possible, the protection of the rights of the individual enrollee.

16. CAMP ORGANIZATION. Camp organization will be influenced by a number of factors and each camp will differ from the others in some aspects. Some examples of these factors are:

- Type of camps (Residential or Non-residential), staffing availability, types of work projects, and facility differences.

Sample organization charts which should be used as guides in designing camp organization structure are also in this Chapter. (See Exhibits 2A-2C).
SAMPLE ORGANIZATION CHART FOR MEDIUM TO LARGE RESIDENTIAL CAMP

CAMP DIRECTOR

- Clerk
- 2 Cooks
- Group Living Specialist
- Environmental Education Instructor
- Work Coordinator

5 - 7 Group Leaders

- Enrollees
- Enrollees
- Enrollees
EXHIBIT 2-B

SAMPLE ORGANIZATION CHART FOR SMALL TO MEDIUM RESIDENTIAL CAMP

CAMP DIRECTOR

- Clerk

- 1 Cook

- Environmental Education Instructor

- Work Coordinator

3 - 4 Group Leaders

- Enrollees
- Enrollees
- Enrollees
SAMPLE ORGANIZATION CHART FOR MEDIUM TO LARGE NON-RESIDENTIAL CAMP

CAMP DIRECTOR

- Clerk (Part-time)

- Environmental Education Instructor

- Work Coordinator

2-5 Group Leaders

- Enrollees

- Enrollees

- Enrollees
CHAPTER 3
PRIVACY ACT

1. POLICY. The Privacy Act of 1974, 5 U.S.C. 552a, which became effective on September 27, 1975, has considerable impact on the Department and the Youth Conservation Corps Program. The Privacy Act strictly regulates all Federal Systems of records (records which are identifiable back to the individual through name, number, or symbol). The purpose of the act is to protect the rights of individuals by insuring that all systems of records maintained by the Federal Government are relevant, accurate, timely, complete, and necessary to accomplish the purpose(s) of programs expressly required by statute or Executive Order of the President.

Under no circumstances should records other than those specifically mentioned in this Chapter be acquired or maintained, and guidelines concerning storage, retrieval, access, and content must be strictly adhered to under all circumstances.

The five Privacy Act systems of records pertaining to the Youth Conservation Corps (Interior, Office of the Secretary Systems 25, 26, 27, 28, and 29) were most recently published in the Federal Register, Vol. 42, No. 69, April 11, 1977. Three of these systems (numbers 25, 26, and 27) were recently revised to include the YACC program. These revisions appeared in the Federal Register Vol. 43, No. 155, August 10, 1978. The detailed system notices for numbers 25, 26, 27, and 29, covering enrollee, payroll, medical, and recruitment records respectively, comprise the remainder of this chapter.

2. RECORD SYSTEMS. The following are excerpts from the Federal Register.

A. ENROLLEE RECORDS:

System Name: Youth Conservation Corps (YCC) Enrollee Records-Interior, Office of the Secretary - 25.

System Location: (1) All USDI Federal Camp Directors' Offices. Addresses of YCC Camp Directors may be obtained each year by writing to the System Manager. (2) Administrative Services Center, Bureau of Reclamation, Salt Lake City, Utah 84147.

Categories of individuals covered by the system: Enrollees of USDI Federal YCC program.

Categories of records in the system: (1) Current Enrollees: USDI Application Forms; USDI Medical History Forms; Personal and Statistical Information. (2) Optional: Evaluation of enrollee's performance by camp staff; Accident, injury and treatment forms. (3) Past Enrollees; List of names and addresses. (4) Current Alternates:
USDI Application Forms.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of uses and the purposes of such uses: (a) Identification of current and past enrollees and current alternates. (b) Selection of alternate upon enrollee withdrawal from program. (c) Enrollee participation record for school credit. Disclosures outside of the Department of the Interior may be made (1) to the U.S. Department of Agriculture in connection with joint administration of the YCC program; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license; (4) from the record of an individual in response to any inquiry from a Congressional office made at the request of that individual; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit; (6) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit.

Policies and practices for storing, retrieving accessing, retaining, and disposing of records in the system.

Storage: Maintained in personnel jackets.

Safeguards: Stored in metal filing cabinets with three-way combination or key locks.

Retention and Disposal: Complete files are maintained until the end of the current program. At termination, personal and statistical information is removed from enrollee file jacket. A list of the names and addresses is retained. Disposal schedule is pending. The application forms of current alternates are destroyed at the termination of the current program year.

System manager(s) and address: Director, Office of Youth Programs, Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

Notification procedure: System Manager and camp directors. Camp Director will only be able to provide information from records maintained at the camp. See 43 CFR 2.60.

Record access procedures: System Manager or camp directors. See 43 CFR 2.63.
Contesting record procedures: A petition for amendment should be addressed to the System manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained, medical doctor, school or other official.

B. PAYROLL RECORDS:


System Location: Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, Utah 84147. Records are joint records of the U.S. Department of the Interior, Office of Youth Programs and the U.S. Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Youth accepted into the YCC program.

Categories of records in the system: Personnel, pay, statistical and termination data compiled by camp officials.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The primary uses of the records are (a) the identification of current and past enrollees; (b) for payroll purposes for current enrollees; (c) to develop demographic characteristics of enrollee population for statistical purposes. Disclosures outside the Department of the Interior may be made (1) to the Department of the Treasury for preparation of (a) payroll checks and (b) payroll deduction and other checks to Federal, State, and local government agencies, nongovernmental organizations, and individuals; (2) to the Internal Revenue Service and to State, Commonwealth, Territorial, and local government for tax purposes; (3) to the Civil Service Commission in connection with the Civil Service Retirement System; (4) to another Federal agency to which an employee has transferred; (5) to the U.S. Department of Justice when related to litigation or anticipated litigation; (6) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local, or foreign agencies; (7) from the records of an individual in response to an inquiry from a Congressional office made at the request of that individual; (8) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (9) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit.
Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

**Storage:** Current and past personal and statistical information on magnetic tape and printouts.

**Retrievability:** Tape reels are coded by number.

**Safeguards:** Tapes are stored in a tape file and vault while printouts are stored in a locked metal filing cabinet.

**Retention and disposal:** Current payroll information is purged from magnetic tapes at the termination of the program after being transferred to a sedle magnetic tape which is retained permanently. Other material disposal regulations are pending.

**System manager(s) and address:** (1) Director, Division of Manpower and Youth Conservation Program, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Youth Programs, U.S. Department of the Interior, Washington, D.C. 20240.

**Notification procedure:** Inquiries regarding the existence of records should be addressed to the System Managers. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

**Record access procedures:** A request for access may be addressed to the System Managers. The request be in writing and be signed by the requester. The request must meet the content requirement of 43 CFR 2.63.

**Contesting record procedures:** A petition for amendment should be addressed to the System Managers and must meet the content requirement of 43 CFR 2.71.

**Record source categories:** Individual on whom the record is maintained, camp personnel.

C. **MEDICAL RECORDS:**

**System Name:** Youth Conservation Corps (YCC) Enrollee Medical Records - Interior, Office of the Secretary - 27.

**System Location:** Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, Utah 84147.

**Categories of individuals covered by the system:** Enrollees of past Interior Federal YCC programs.

**Categories of records in the system:** (1) U.S.D.I. Medical History Forms. (2) Accident, injury and treatment forms. (3) Parental permission
portion of the U.S.D.I. Application forms.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for the adjudication of EEC medical claims, and (b) the adjudication of tort claims. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Agriculture in connection with joint administration of the YCC program; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, Local, or foreign agencies responsible for investigating or prosecuting the violation; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage: Manual records.

Retrievability: By individual name.

Retention and disposal: Pending.

Systems Manager(s) and address: Director, Office of Youth Programs, Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained, medical doctor, and camp official compiling accident or medical treatment information.
D. RECRUITMENT RECORDS:

System Name: Youth Conservation Corps (YCC) Recruitment Files
Interior, Office of the Secretary - 29.

System Location: Office of the YCC recruiter in each State. Address of State recruiter may be obtained each year by writing to the System Managers as listed below.

Categories of individuals covered by the system: Youth between the ages of 15 and 18 who file an application to attend a Forest Service, Department of the Interior, or State Grant YCC camp.

Categories of records in the system: The system consists of application forms submitted by eligible youth.

Authority for maintenance of the system: Public Law 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is for selection among applications of all eligible applicants. Persons selected are either offered employment in a YCC camp or placed on an alternate list to be used in case of declination. Disclosures outside the Department of the Interior may be made (1) to the U.S. Forest Service, States, counties, cities, and other subgrantees for employment purposes; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local, or foreign agencies; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.


Retrievability: Applications are filed alphabetically by name of individual applicant.

Safeguards: Records are kept locked in confidential files.

Retention and disposal: Pending.

System manager(s) and address: (1) Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Youth Programs, U.S. Department of the Interior, Washington, D.C. 20240.
Notification procedure: Inquiries should be made to one of the above offices for information regarding this system of records.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him, by submitting a written request to the appropriate official referred to in the preceding paragraph.

Contesting record procedures: A petition for amendment should be submitted to the appropriate System Manager.

Record source categories: The records in this system originate in two ways: (1) the YCC application form prepared by the applicant and any additions or corrections thereto, also prepared by the applicant. (2) Additional information added to the file by the State recruiter concerning the applicant's selection, nonselection, declination, etc.

3. UTILIZATION OF RECORD SYSTEMS. It must be remembered that the intent of the Privacy Act is to collect only that information, and only on those individuals, necessary to accomplish the purposes of the Youth Conservation Corps Program, that this information be utilized only to the extent necessary to administer said program, that it be released only to certified and appropriate individuals, and that all information be physically safeguarded to the extent feasible and disposed of in accordance with law.

We realize that a number of individuals from the level of the Camp Director to that of Washington Headquarters require periodic access to such personal information. This is considered "Routine Use of Such Information" and is well within the scope of the law. Routine use, however, should not be construed to mean that unlimited access of personal information should be granted to anyone within the Department of the Interior or the YCC Program who claims to have a need for access.

If, in the judgment of Camp Directors, Project Managers, Bureau or Headquarters officials, or individuals at the Administrative Services Center, information is needed on individuals within the records system, permission may be granted, in writing, at the discretion of the System Manager. Requests for personal information not specified in any of the above paragraphs, or specified in the CFR notices, must be approved by the System Manager. Questions on any aspect of this Chapter, or the Privacy Act, should be directed to: Director, Office of Youth Programs, Department of the Interior, Washington, D.C. 20240.
CHAPTER 4

ENROLLEE LIVING

1. POLICY. Enrollee living covers the entire gamut of the Youth Conservation Corps Camp as it relates to YCC enrollees as individuals, their relationships with each other and staff, their relationship to their environment, and relationships with surrounding communities. The total enrollee living program is directed toward establishing a safe, congenial, and wholesome living environment.

2. RESPONSIBILITY. The Camp Director is responsible for establishing and maintaining an enrollee living program that will respect the privacy of the individual, and at the same time foster a healthy concern for fellow enrollees. Within firm parameters established by each Camp Director and his staff, the staff and enrollees will jointly establish operating procedures, rules, and regulations.

3. RESIDENTIAL MANAGEMENT.
   A. Standards.

   1. Rules and Regulations. The Camp Director and staff, in consultation with the Project Managers, will establish basic camp rules and regulations (see Supplement to Memorandum of Understanding part III, C). At a minimum these rules will provide:
      a) Establishment of Camp boundaries.
      b) Clearly identify and post all "high risk" or danger areas such as fuel supplies, etc., and all "off limits" areas within and without camp boundaries.
      c) Establish parking areas and post speed limits.
      d) Office hours and related schedules.
      e) Identification of duties of individual staff members.
      f) Emergency procedures to cope with natural disasters such as forest or range fires, floods, etc.
      g) Smoking and non-smoking areas.
      h) Prohibition on drugs and alcoholic beverages.
      i) Procedures for handling emergencies resulting from accidents.

   2. Legal Assistance. Responsibility for provision of legal counsel is defined under Section 15, Legal Assistance, of Chapter 2, but arrangements should be made for local legal counsel and assistance to provide protection of individual rights as needed. The Camp Director will also identify a local Notary Public to service necessary documents as needed. Normally enrollees will be expected to defray expenses of such services, but for those who qualify, free services provided through community resources should be identified and made available.
3. Search and Seizure. The Camp Director will consult with local police officials prior to initiating any search and seizure operations. Preferably, any such situation will be handled with the active participation and assistance of law enforcement officials. In all cases precautions will be taken to avoid "entrapment."

4. Incarceration. Camp Directors will arrange in advance for notification of incarceration of any enrollee and for custody of same in minor offenses. Prior arrangements will be made for reciprocal notification in cases of suspected enrollee involvement in criminal offenses such as possession and/or use of unprescribed narcotics. (see Policy/Community Relations)

5. Leaves and Passes. (See Section 14, Chapter 2.)

6. Participant Accountability. Each Camp Director will maintain a personnel locator on a daily basis in a central location indicating location of each individual enrollee. Group leaders are responsible for personnel assigned to their crews during working hours. In residential camps group leaders are also accountable for the whereabouts of members of their crew during nonworking hours. Within resources and site characteristics, each camp will design and maintain a system of instant, absolute accountability.

7. Inspection. Each Camp Director will conduct a personal, walk-through, daily inspection of all living areas, kitchen and mess facilities, public use areas such as day rooms, and administrative areas. Deviations from accepted standards of cleanliness and sanitation will be called to the attention of responsible staff for correction prior to the next inspection. Camp Directors and Project Managers will arrange for periodic inspection by city, county, and/or state sanitation personnel in compliance with local ordinance and health regulations, and Bureau safety personnel will conduct scheduled safety inspections of all camp and work activities. Each of these inspections is to be considered a learning opportunity, and enrollees will assist in the inspection procedure to the maximum practicable extent.

8. Records. Each Camp Director will maintain a daily log of key findings and actions resulting from daily, routine inspections. Files or formal inspections including reports and action taken will be maintained by each camp as an integral part of the camp history. All such data will be kept in the camp's central files with related administrative detail.

B. Behavior Management.

1. Group Living. The work group will form the basic or key organizational unit within the camp. Insofar as possible, a given work group will live, eat, and work as a unit. (The obvious exception to
this general rule is found in a co-ed situation. In this case two group leaders will have shared responsibilities.) As a consequence, every effort must be made to form work groups including every facet of background, age, and sex in each group. Work group size should not exceed 10 enrollees under any condition for supervision by a single staff member.

2. Leadership Training. Selection of enrollee leaders will be arranged through democratic process involving their peers. Training will be conducted through example, and constantly increasing leadership responsibility on elected leaders. An active counseling program will be made available to leaders. Staff will make every effort to allow every enrollee leadership experience by selection and assignment to specialized sub-tasks. No special privileges will be permitted to accrue to leadership positions.

3. Social Behavior. Every effort will be made to maintain a friendly, relaxed, congenial, and family-type atmosphere in the living area. Staff will set an example through courteous and tactful contact with enrollees. Profanity in general and obscenities in particular will not be tolerated. Reasonable standards of etiquette will be observed in the mess hall, and enrollees having difficulty meeting these standards should be given special training in socially acceptable table manners.

It is recommended that dress for the evening meal be other than work clothes. This will be of assistance in maintaining hygiene and appearance, and provide a change of pace that is usually quite welcome. Any dress standards imposed should be developed and enforced by the Camp Council.

On leave or pass, all enrollees will dress in a manner acceptable to the community they are visiting. No leaves or passes will be issued to enrollees whose appearance would not reflect creditably on the program of which they are a part.

Long hair and beards for males shall be a matter of personal preference and shall not be discriminated against. Long hair for both males and females, where a safety hazard is involved, shall be tied up or otherwise protected.

Restrictions regarding smoking will be confined to reasonable safety requirements and should be enacted by the Camp Council. While smoking should not be encouraged, smokers will not be discriminated against in selection or participation.

C. Center Sanitation.

1. Water. Water suitable for household use is one of the most threatened of our natural resources. Every opportunity must be
taken to assist enrollees in developing reasonable measures to avoid waste of this resource. Plumbing must be kept in good repair, and abuse such as prolonged showers must be discouraged. Enrollees should be thoroughly familiar with camp water sources and measures taken to ensure its purity. Adequate supplies of hot water are basic to a sound personal hygiene program. If heating systems prove inadequate, measures such as scheduled bathing may have to be initiated. Camp operation will offer innumerable opportunities to teach water conservation practices.

2. Sewage and Waste Disposal. The Project Manager and Camp staff must determine in advance the types of waste to be anticipated and plan for adequate disposal methods. Use of non-recyclable substances will be discouraged. Stand-by facilities will be identified in advance for emergency use in the case of a system failure for any reason. All enrollees will be trained in field sanitation procedures with particular emphasis on disposal of human waste to avoid contamination and/or disease.

3. Mosquito and Rodent Control. All control measures must conform to regulations prescribed for use on Federal lands. Primary emphasis will be placed on prevention as a pest control measure - for example, all containers will be opened at both ends and smashed flat prior to disposal. Covered containers will be used to collect waste prior to disposal. All stored materials will be protected from rodent and pest invasion. The importance of individual adherence to rules and regulations in this case will be emphasized.

4. Food Service and Inspection. Prior planning should produce a master menu providing for each meal during the duration of the camp experience. The Army Master Menu can provide excellent guidelines for planning in this area. (Copies can be provided by the Office of Youth Programs or a Job Corps Conservation Center.) It is not anticipated that many individual food idiosyncracies will be present, but other things being equal, an effort should be made to provide for individual food problems if these are supported by a formal opinion of a family physician, provided that catering to this special situation in no way jeopardizes the regular food service.

In general, it is recommended that food be served "family" style, whenever possible, but serving methods must conform to site facilities. In any case, all food must have a good appearance and taste. To control this area, one or more staff members will be designated to formally report on each meal served in terms of taste, appearance, quantity, and acceptance by enrollees.

Where field lunches are required, it is recommended that cold trays of bread, meats, cheese, ham, jelly, peanutbutter, fruits, butter, etc., be set out at breakfast and the individual members prepare their own lunches.
D. General.

1. Camp Mail Delivery. The Project Manager and Camp Director, in cooperation with local Post Office officials, will make arrangements for a minimum of once daily delivery and pick-up of official and private mail. Each camp will provide a secure (locked) mail drop for use of staff and enrollees, and schedules of pick-up and delivery will be posted. In the event censorship of mail becomes necessary because of suspected narcotics traffic, etc., the Camp Director will clear all procedures with the Post Office Department and secure the cooperation of responsible law enforcement officials prior to initiating censorship operations.

As opposed to a single camp mail-call, it is suggested that mail be broken down into work crew packages and the group leader be responsible for personal delivery of mail to his crew.

2. Vehicular Traffic. All vehicular traffic will be governed by government regulations in general, and by rules and regulations established by the parent installation in particular. Preferably, only government vehicles involved in camp operation will be operated and parked on the camp property, with staff and visitor parking established outside of camp boundaries. Without exception no enrollee will be authorized the use of a personal vehicle. In any case, use of internal combustion engines as a means of transportation will be kept at an absolute minimum, and vehicles in use will be checked periodically for conformity with anti-pollution regulations. In cases where enrollees are licensed, a defensive driving course is required.

3. Clothing. The Project Manager and Camp Director will provide each enrollee with a list of basic clothing and personal accessory needs. Such a list should consider these factors:

   a) Climate (need for foul weather gear).
   b) Safety (gloves, hard toe workshoes, long sleeved shirts, and/or boots for snake country). Insure that all enrollees know what types of footwear are required for specific activities. Hard-toed footwear for work projects; proper, good fitting footwear for hiking and other recreational activities.
   c) Frequency of laundry service.
   d) Proper personal hygiene items appropriate to site. (Discourage use of electric razor, etc. if safe and adequate electrical service is not available.
   e) Clothing should be marked for identification by name or number. Upon arrival at the camp a check will be made with each enrollee to be certain that each is properly equipped.

Parent installations are responsible for providing hard hats and such other safety gear as is normally required to perform the planned work
projects in a safe manner. Normal work gloves and suitable footgear may be required of each enrollee, but heavy duty specialized gloves must be provided by the parent installation.

4. PERSONAL RELATIONSHIPS.

A. Interpersonal relationships have been established as having a high value to enrollees, both between staff and fellow enrollees. Interaction between individuals and groups has accounted for a major share of the program satisfaction expressed.

To further substantiate this critical area it has been established that the average work value per enrollee increased as the interpersonal index rating increased. Moral: The more contact, involvement and partnership established between enrollee and staff, the higher the satisfaction and output by the enrollees.

Within the framework of enrollee living, ample opportunities must be provided each individual to develop:

1. Appropriate work habits and attitudes while assisting in maintaining camp facilities and services;

2. Good relationships with others of various social, ethnic, and racial backgrounds;

3. A concept of self which is acceptable to him and others;

4. Respect for the needs of others;

5. A sense of responsibility, discipline, and citizenship; and

6. Responsibility as a group member to contribute to the common good for the group.

B. Orientation. The Camp Director and staff will construct and present a thorough orientation program for enrollees. Camp rules and regulations will be outlined and discussed to ensure complete understanding and acceptance. Since this will be, for many enrollees, their first experience in a group living situation differing radically from their home and family experience, it is vitally important for all staff to preview the impact on individual life-style that can be anticipated; the need to forego some individual rights and privileges to promote the welfare of the group; and how actions of an individual have importance to the group as a whole. Frank and open discussion of the possible ramifications of group living can avoid many potential problems.

During the orientation, enrollees should be made well aware of expected social conduct by percept and example.
At the outset, enrollees must be clearly informed of the role the camp will play, the work project(s) they will carry out, and the impact their efforts can be expected to have on the ecology and environment of their area. This will afford an excellent opportunity for explaining the role and purpose of the parent installation, its place in the total conservation mission of the Bureau, and the role of the U.S. Department of the Interior.

C. Counseling.

1. Homesickness. This is an unpredictable and serious malfunction in the age group in the YCC program. The best solution lies in prevention which is best accomplished by immediate involvement in deep and active participation. The first few days are critical, and these should be completely stripped of all periods of inertia or uncertainty.

2. Personal Problems. Individuals in the age group participating in the program are prone to identify a problem and demand immediate assistance with that problem. For that reason, every staff member must consider himself a counselor. Counseling is likely to be a continuous process, and should never be delayed since delay is most often construed as unconcern which may compound the original problem to outrageous proportions. Common sense coupled with maturity and a willingness to provide quiet, complete, involved, and attentive listening will handle most situations.

3. Vocational. Since this will be the first experience in gainful employment for most enrollees, there is likely to be considerable interest in future employment in conservation and environmental fields of employment. Questions about vocational opportunities can usually be answered by one or more resource people staffing the work program. Moreover, there will be, in most cases, ample opportunity to assign an enrollee to work in his area of interest as it emerges.

4. Hygiene. Problems arising in the area of personal hygiene that may give offense to group members tend to be highly individualistic in nature. Very often these are resolved through peer group pressure even before staff is aware that a problem existed. Occasionally, however, a problem of this type is brought to a staff member for resolution. In such cases, a calm, unemotional approach is nearly always effective. In all areas of counseling it is important to protect the individual, and in this area in particular, there can be great sensitivity, so counselors must be circumspect and preserve the dignity of an individual concerned while solving the problem.

5. Behavior Patterns. Counseling aimed at altering behavior patterns must begin with a firm, fair, and friendly approach. Since "acceptance" is basic to establishment of behavior patterns, it is critical that staff involve enrollees completely in defining acceptable standards. If this is well done, peer group pressure will relieve
staff of much of the burden of establishing and maintaining acceptable behavior patterns.

6. Understanding Different Ethnic, Social, and Economic Groups. In a very large sense the YCC program is an effort to permit youngsters free association with counterparts from dissimilar backgrounds. To achieve this goal, experience has proven that "rap" sessions are much more effective than "formal" programs. Staff must take care that no enrollee will be placed in a position of representing or "defending" the group from which he happens to come.

7. Remedial Training, Treatment and/or Referral. Individual remedial work must be minimal. However, as long as an enrollee can actively participate with no significant time loss or does not constitute a danger to himself or fellow enrollees, an enrollee's special needs will be met to the extent possible.

8. Testing and Evaluation. All testing and evaluation will be directed toward determining program effectiveness. Enrollees will be informed as to the purpose of all formal testing, and their cooperation actively solicited.

Requests to use camp personnel for special testing purposes will be referred to the Office of Youth Programs in Washington, D.C. for clearance.

D. Anti-Social Conduct.

1. Discipline. The Camp Director and staff must expect individuals to periodically "test" parameters established by rules and regulations even when the individual concerned had a voice in establishing those rules and regulations. In most cases, no malicious intent is involved. Since an objective of the program is to develop an acute sense of self-discipline, any infraction must be "called" immediately, and the individual caused to see his action(s) as others must. It is expected that in most minor cases peer group pressure will be most effective. If infractions are detected and treated firmly and fairly on an immediate basis, there should be very few major deficiencies.

2. Aggressive Behavior. The Camp Director and staff must be constantly alert to prevent injury, or coercion, being directed toward individuals. Such actions can be initiated by individuals or groups, and can be triggered by a wide range of motives. Despite screening procedures, elements of juvenile gangs have appeared on an installation, and invariably there has been an effort made to "take over" the operation in part or in toto. It is important, therefore, to determine immediately just what kind of situation the staff is dealing with in each case. Consistent, repetitive acts of aggression can demoralize the entire camp, and will, therefore, constitute grounds for dismissal from the program.

3. Offensive Acts. In general, offensive acts exhibit some evidence of pre-planning, and are generally manifestations of a less
apparent problem. Staff must devise a system that prevents an emotional or conditioned reflex reaction to a given act, and prepares the individual involved for counseling aided by support procedures. In each case it is important that staff not waste time treating symptoms, (the offensive act) but determine and eliminate the basic problem(s) causing the overt behavior. A complicating factor is found in the fact that cultures and life-styles provide different value systems with reference to defining just what constitutes and "offensive act." Staff should know that experimentation is common in this age group in all areas of living, ranging from drug use, through social behavior, to sex. Staff should be alert to avoid confrontation in a threatening or non-compromising situation, but must deal squarely with each individual case on its merits.

4. Review Board. The staff must at all times be aware of its responsibility for decision making. Each camp will form a composite Review Board composed of staff and enrollees which will review all major disciplinary actions and recommend a course of action to the Camp Director. In serious cases, parents of the individual(s) concerned must be involved. In all cases, decision of the Camp Director is final with no appeal.

5. Records and Reports. The Camp Director is responsible for establishing and maintaining camp files. The security and confidentiality of such files must be maintained and issued only to authorized individuals. Under the provisions of the Privacy Act enrollees have the right to examine their records upon request. Upon completion of the YCC camp all records will be properly disposed of in accordance with the Departmental guidelines. (See Chapter 3.)

E. Camp Government and Standing Committees.

1. Policy. Each camp should form a Camp Council and Standing Committees as given below, through free democratic process. Each group actively participates in policy formulation, structuring rules and regulations, and the enforcement of policy, rules and regulations. The Camp Director will retain veto power over all recommendations submitted from any source. It is probable that no single camp will utilize all committees described, but this section should be used as a guide for a formal approach designed to involve all enrollees in active participation.

a) Camp Council

1. Composition

   a. President
   b. Vice-President
   c. Secretary
d. Representative from each work crew
e. Staff advisor, ex-officio
f. Camp Director, ex-officio
g. Project Manager, ex-officio

2. Purpose. Serves as major policy group and assists the Camp Director and staff in the administration and operation of the camp; coordinates all committee actions; and plans and conducts as weekly meeting on a camp-wide basis.

b) Health and Safety Committee

1. Composition

   a. Chairman
   b. Secretary
   c. Representative from each work crew
d. Camp Safety Officer, ex-officio
e. Parent installation Safety Officer, ex-officio

2. Purpose. Assists in the establishment and operation of the camp Health and Safety plan; conducts a weekly health and safety inspection of the camp with the Camp Safety Officer; assists in conducting special purpose inspections by Government, city, county or state inspectors; reports on conditions in health and safety to the Camp Director with recommendations for improvement.

c) Environmental Awareness Committee

1. Composition

   a. Chairman
   b. Secretary
   c. Representative from each work crew
d. Environmental Awareness Coordinator, ex-officio

2. Purpose. Assists in the establishment and operation of the camp Environmental Awareness Program; hosts visiting instructors and other program participants; coordinates special projects in Environmental Awareness; provides staffing and supervision of library and laboratory facilities; assists in constructing special demonstration projects; assists staff in planning and conducting tours and visits to educational points of interest.

d) Recreation Committee

1. Composition

   a. Chairman
   b. Secretary
   c. Representative from each work crew
d. Staff member, ex-officio
2. Purpose. Assists in the establishment of the camp recreational program; hosts visiting teams and coaching personnel, assists in administering physical tests and providing for remedial coaching; responsible for care and maintenance of recreational facilities and equipment.

e) Leisure Time and Social Committee

1. Composition

   a. Chairman
   b. Secretary
   c. Representative from each work crew
   d. Staff advisor, ex-officio

2. Purpose. Assists in the establishment and operation of the camp leisure time and social activities; assists staff in planning and conducting tours and visits; assists in organizing and conducting special social affairs; hosts groups visiting camp for social activities; arranges for special entertainments.

5. PHYSICAL EDUCATION

A. Policy. The Youth Conservation Corps' physical conditioning program will be designed by the Camp Director and staff to maximize use of natural environmental factors unique to each camp site. Activities selected should be equally suitable for individual or group participation, and competitive and non-competitive usage. Examples and jogging, hiking, rowing, swimming, etc. Each activity selected must have:

1. A high potential for carry-over into everyday living;

2. Offer the probable development of strength, coordination, dexterity, suppleness, and stamina which will enable each individual to meet or exceed the minimum standards of the President's Council and Physical Fitness for appropriate age groups.

Every enrollee should be pre-tested in the first week and post-tested in the final week of camp against identical criteria given by the President's Council on Physical Fitness with results filed in the individual's official folder. Results will be summarized in the final analysis and camp report.

B. Formal Training. The Camp Director and staff will not hesitate to create and innovate new games and sports suitable for use in their camp situation. By the same token, numbers of games and sports used by Indians, and certain old games should have application. Insofar as possible, equipment should be kept at a minimum, and preferably can be handmade from native materials - a primitive example here might be LaCrosse as originally played. Once a range of games and sports has been selected, enrollees will be physically preconditioned as necessary,
and given instruction in the games and sports selected. Individual proficiency should be developed through an active intra-mural program.

C. Remedial. In addition to the regular physical conditioning games and sports, the staff will devise a personal program for each individual with poor results on the physical pretest designed to remedy the defects noted. Progress on individual programs will be checked no less than once weekly, and an individual's program revised as necessary. The goal is to assist every individual to meet or surpass standards set by the President's Council on Physical Fitness for the age group in which he belongs by the end of his YCC camp experience. Depending on circumstances, remedial work can be scheduled individually or by classes whichever is more feasible in view of each camp's resources.

D. Competitive Sports. No camp will engage in competitive sports as normally conceived such as league baseball, swimming competition, etc. In brief, reasons for this are:

1) Time does not permit development of an organized team.

2) Rivalry between camp and supporting communities would not be desirable.

3) Competitive sports prohibit active involvement and participation of many youngsters.

4) Few competitive sports permit co-ed team effort.

In contradistinction to the above, the Camp Director and staff are encouraged to schedule numerous events involving enrollees and informal teams of citizens from surrounding communities such as parent-younger ball games and bankers vs. youngsters. Competitive activities such as these promote community involvement, and may help in some cases to bridge the generation gap; competition becomes secondary to more desirable goals.

6. HOUSEKEEPING. Individual enrollees will be held responsible for the cleanliness and sanitation of their living area. Beds will be made according to environmental factors - that is in normally dusty areas beds should be "jacketed"; in "normal" areas beds may be neatly made; in some areas beds should be broken down each morning with mattresses rolled and linen folded and stacked. Clothing and personal articles should be properly stored according to climatic conditions in most cases, personal clothing should be neatly hung in a place affording access of air, but not dust or dirt. Dirty clothes should be dried if necessary and stored in a suitable container until laundered. Individual living areas should be "dry-mopped" every day, and thoroughly cleaned once weekly. This should be done on a regularly scheduled basis, and results inspected and evaluated. Unsatisfactory areas should be immediately reserviced until adequate standards are achieved.
Duty rosters for providing assistance in the kitchen and serving line, garbage details, maintenance, and special projects will be handled by individual work crews on a daily rotating basis. Care will be taken within a given crew to avoid duplication of individual work assignments.

A. Laundry Facilities. Bedding, other than pillows, blankets and comforts, etc., will be changed once weekly on a given schedule. This schedule will usually coincide with provision for personal laundry. Schedules and costs should be known to every enrollee. Frequency of personal laundry will vary according to numerous factors, but service must be adequate to permit participants in the program to maintain adequate standards of appearance and personal hygiene. In establishing a laundry service system, no individual will be required to handle soiled and dirty clothing of another; consequently, a system of cloth or paper bagging will be necessary. Most camp facilities will not support individual efforts to do their own laundry and efforts in this direction, should be discouraged.

B. Food Acquisition. Administrative details for purchasing food materials are a matter of concern. Where bulk purchases can be made it is possible to achieve significant savings - assuming that proper storage facilities are available. A consistent effort must be made to avoid purchases of materials packaged in non-recyclable containers if this is economically feasible.

C. Storage and Food Control. All waste disposal areas in the mess hall will be monitored at each meal, and a consistent effort will be made to keep waste at a minimum. Each enrollee must be provided with an adequate meal in view of his needs, but must be discouraged from taking more food than he can use.

Storage facilities will be checked daily to ensure that food supplies are adequate and safe.

7. LEISURE TIME ACTIVITIES.

A. Policy. The Camp Director and staff will ensure that local community programs are not duplicated by the camp but are coordinated and linked to activities planned by the enrollees and staff to form a cohesive, unified program that is comprehensive and diversified enough to give each enrollee the opportunity to choose between competitive and non-competitive, individual, and group activities. In practice, the use of natural outdoor resources, such as mountains, nature walks, and similar natural recreational resources will be emphasized. Participation in leisure time activities must be purely voluntary, and under no circumstance will compulsion or coercion be applied. However, "isolates" or "loners" should be identified and counseled or otherwise encouraged to participate.
B. Regulations and Procedures.

1. Leaves and Passes. Unless restricted, a liberal leave and pass system will be exercised; however, every enrollee must make known his intended destination, departure time, and expected time of return on a leave and pass record to be maintained on a daily basis. Again, the Camp Director is accountable for the whereabouts of every enrollee at all times while enrolled in the program.

2. Transportation. All transportation to and from the camp will be by Federally owned and operated equipment, commercial transportation, staff owned and operated (personal) vehicles as authorized, or enrollees may be released to the custody of their parents for transportation in a family owned vehicle.

3. Supervision. All camp arranged tours and visits will be supervised by one or more staff depending on the number of enrollees involved and the conditions of the tour or trip. A single supervisory staff officer should not be required to be responsible for more than 12 to 15 enrollees.

4. Social. An "open" door policy will prevail at all camps but Camp Director reserves the right to name an individual "persona non grata," and deny admission to anyone for adequate cause. Dating regulations will be established and adhered to without fail. At a minimum these will establish:
   a. Hours enrollees may receive guests.
   b. Place(s) where guests may be met and entertained.
   c. Assistance in making arrangements for parent lodging outside camp area.

   Guests (in reasonable numbers) may be invited to take their meals in the mess hall after purchase of a meal ticket to be presented to the staff member on duty in the mess hall. A guest register will be maintained in the administrative office, and in the mess hall for record and audit purposes.

C. Scheduling. All leisure time activities of major importance such as weekend camping and/or fishing trips must be scheduled and announced as early as possible. In this connection a weekly calendar of events has proven helpful. Early identification of events of major importance permits enrollees to plan their activities; permits responsible staff members to dispose of administrative and logistical problems; and assists in scheduling adequate staff support and coverage.

D. Arts and Crafts. Hobbyists and local (often native) craftsmen usually welcome an opportunity to discuss and demonstrate their area of interest, and may even be willing to voluntarily instruct interested enrollees. An active Arts and Crafts program has proven invaluable in past camp experiences, and should fit well into the YCC program experience. Accordingly, each Camp Director and staff are encouraged to construct
a survey program of local Arts and Crafts to introduce enrollees to this avocational area.

E. Religion. Each Camp Director will ensure that transportation is available to all those wishing to attend regular church and/or religious services. Based on past experiences in camping situations, a non-denominational, morning vesper service arranged through a ministerial alliance or similar group and held at the camp or nearby vicinity has proven a worthwhile experience of many. Such an operation, though, should not be started without and expression of interest on the part of the enrollees, and availability of dependable resource personnel.

8. NON-RESIDENTIAL CAMPS.

A. Introduction. The foregoing part of the chapter, while directed toward residential operations, provides policies and guidelines that are applicable to non-residential camps. The objectives of the program apply equally to residential and non-residential camps.

B. Policy. While non-residential camps offer some obvious administrative and operational advantages, the Project Manager, Camp Director and staff are not relieved of responsibility for development of the camp into a broader program than normally afforded within a 9-5 work day. A non-residential camp lacks some of the built-in opportunities of the 24 hour work/living situation in development of participation levels by enrollees; building of communication links between members, staff and other personnel, and developing deeper social contacts.

However, the non-residential camp offers a greater challenge to the staff in developing strong communications, educational and recreation programs to fit a very condensed time frame, and exciting and varied work programs that are subject to pressures of logistics, travel time, and outside conflicts of interest. The greatest challenge is to move beyond an 8 hour a day summer job and develop the camp enrollees into a functioning, interacting motivated group.

C. Staff Selection. Staff selections for non-residential camps require even more care than residential camps, as the balance of skills must be developed in a very small staff and their commitment must be to the program and youth. If the staff is oriented to the filling of their minimal time and work obligations and no further, then the program cannot meet the objectives of the legislation.

D. Enrollee Interest. Most of the non-residential camps have been very successful, and some camps were ranked by their enrollees higher than all other camps, both residential and non-residential, in terms of enrollee satisfaction with the work-education program and interpersonal relationships between staff and enrollees. These camps also ranked highest in average work value per enrollee for both types of camps. These are examples of the high quality program that can be developed in non-residential operations.
The use of the student government or forum to plan both work-
education and recreation activities was found to work well in most
camps. If it does not work it is the responsibility of the Project
Manager, Camp Director and staff to find out why it did not function,
and initiate immediate corrective action.

E. "Spike Camps." Budgetary allowances usually allow "Spike Camp"
operation which can offer a series of experiences and opportunities for
all enrollees. Opportunities for extended field operations and projects
in remote areas, as well as enrollee participation in material, logis-
tical and transportation planning; meal planning; field sanitation; work
assignment planning; and a variety of environmental and social experiences
are provided.

Use of recreational programs may be extended to include pack and
water-float trips, pollution tours, and volunteer community work programs.
Should the host agency determine that "Spike Camps" are desirable from
the standpoint of enrollee benefit, work production, etc., then camp
staff should be encouraged to participate in organizing and joining
these efforts. Program funding limitations, however, preclude funds for
per diem, mileage, etc., and these expenditures are not allowed. Host
Agencies should provide facilities, supplies, and transportation whenever
possible.

"Spike Camp" operation for non-residential camps must be planned in
advance and the Administrative Services Center, Salt Lake City, Utah,
notified in writing of the dates of these operations no later than May
15. (Complete details for computing number of days, pay rates, and data
required by the ASC in Salt Lake City, Utah, are given in the Administrative
Handbook.)

Be sure to inform your enrollees that they will be in a different
pay status for the period of the "Spike Camp," and the YCC will be
paying for their food. The enrollees should be involved in the selection
of their food, planning of a good wholesome and balanced diet, and also
in the preparation of their meals. Lodging, in general, will be provided
by the enrollees in terms of sleeping bags, tents and etc.

F. Work Hours. Enrollees may not be required to work before 6:00
A.M. or after 9:00 P.M., nor should they be permitted to participate in
work/education activities more than 40 hours per week, or eight hours
per day.

G. Transportation Liability. Government transportation must be
provided enrollees to and from work projects, insuring Government
liability in event of accident. Use of privately owned vehicles in
normal work situations is not authorized. Enrollees must provide their
own transportation to local pick-up areas, and the Government will not
assume liability for accidents occurring during enrollee travel to these
areas, or returning to their home.
9. YOUTH SATISFACTION QUESTIONNAIRE. The Youth Satisfaction Questionnaire is a scientifically designed instrument which measures enrollee reaction to various aspects of their YCC experience. These reactions are compiled into 14 indices in two basic categories as follows:

A. Learning. Deals with benefits perceived by enrollees in areas of ecological learning, interpersonal learning, learning to use tools, learning about a job and working, relevance of learning to their home environment, etc.

B. Staff Program. Deals with enrollees' perceptions of camp governance, staff relationship with enrollees, and enrollee participation in the decision making process. All of these relate to interpersonal relationships within the camp, and program items like how well education activities were coordinated, the importance of the work accomplished, etc.

Experience has indicated since the inception of the program, that other program outputs (the value of work accomplished and the gains in environmental learning) directly correlate to enrollee satisfaction with the varied aspects of their experiences. The higher their level of satisfaction, the higher the value of their work, and the more they learn. (See Chapter 5, Section 7, for further explanation of this questionnaire).
CHAPTER 5
INTEGRATED ENVIRONMENTAL AWARENESS/WORK PROGRAM

1. POLICY. It is the policy of the U.S. Department of the Interior that an integrated Environmental Awareness/Work program will be a major goal of the Youth Conservation Corps and will encompass all phases of camp operation. Each Bureau will utilize all available resources, human and physical, to develop and operate this program. Each work project will have both work (production) and education goals. Methods should be developed to assure total integration of one with the other. At summer's end, the YCC enrollees should have a general knowledge of ecology, the land management philosophies of Federal land management agencies, and an increased awareness of the need to wisely manage, maintain, and protect the natural resources in which he or she has been involved. The enrollees should know how the work accomplished fits into to overall natural resource management program, and in addition should be able to see and know that they accomplished meaningful work. Ideally, each individual will have developed some of his or her own opinions regarding the environment.

2. RESPONSIBILITIES.

A. Departmental. Director, Office of Youth Programs is responsible for the development of general program guidelines for implementation of the environmental awareness/work programs at each camp under the direction of the Department of the Interior.

B. Bureau. Each participating Bureau is responsible for the implementation of an environmental awareness/work program for each camp on Bureau lands and facilities.

C. Camp. Each Project Manager and Camp Director will select one staff member to serve as Environmental Awareness Coordinator. This person should have adequate training in natural sciences a formal background or an intense personal interest, relate well to young people and have some type of teaching experience or ability. The Environmental Awareness Coordinator will have responsibility for developing an environmental program for all phases of the YCC program, including environmental awareness/work, camp living, recreation, and social activities, and for coordination with and training of other staff members. A great deal of care must be taken to select a person who can do the best possible job.

Each Project Manager and Camp Director will select one staff member to serve as Work Coordinator. This staff member will be responsible for developing the project section of the environmental awareness/work program in conjunction with the Environmental Awareness Coordinator. It is essential that the Environmental Awareness Coordinator and the Work Coordinator work together in a very close team relationship.
The following is an outline of assignment of environmental awareness/work responsibilities for YCC camp staff members. It is recommended as a guideline and the Project Manager may make any adjustment necessary to meet his/her particular needs and staff talents:

-1 Project Manager.

a. Reviews all projects within the management area and selects applicable general program and projects for the YCC at least ten (10) weeks before the camp opens. YCC Form-4's should be completed at this time. (See Chapter 5-Section 8B.)

b. Provides copies of the YCC Form-4's to the Camp Director and Environmental Awareness Coordinator at the earliest possible date, at least six (6) weeks before staff orientation week.

c. Contacts local educational systems for development of plans for enrollee credit for the YCC environmental awareness/work program, loan or rental of school equipment and any other possible services.

d. Assigns areas of responsibility for planning, development, implementation and evaluation of the YCC environmental awareness/work program to individual staff members.

-2 Camp Director.

a. Assists the Project Manager in the selection of the initial work projects and development of the first week's work project programming. Provides YCC Form-4's to the environmental Awareness Coordinator and Work Coordinator.

b. Assigns areas of responsibilities to staff for specific environmental program elements and sets deadlines for reports and accounting functions.

c. Assures, with the Environmental Awareness Coordinator, that the necessary Youth Conservation Corps Environmental Awareness Questionnaire is administered if the camp is selected as part of evaluation system.

-3 Environmental Awareness Coordinator.

a. Presents an environmental awareness training program for all members of the YCC staff during staff training week. Particular efforts must be made to train crew leaders to conduct environmental awareness programs within the work project program.

b. Plans and coordinates a fully integrated environmental awareness/work program with the camp staff (camp director, work coordinator, crew leaders, and group living specialist), using all possible resources including the YCC Environmental Awareness Resource Guide.
This fully integrated program will encompass all phases of YCC: Camp Living, Recreation, Social Functions and Work Projects.

c. Selects projects from the Form-4 lists which lend themselves as projects the enrollees may plan, design, implement and complete.

d. Insures that the enrollees have an opportunity to be involved in the planning of work projects and the development of the environmental awareness/work program.

e. Plans and develops an environmental library and mini-laboratory, including basic field guides, water, soil, and other test kits, films, inexpensive cameras, collection equipment, environmental games, and other noncapital equipment as required. (Funds are budgeted to each camp for this purpose.)

f. Plans and implements a camp environmental plan, making every reasonable effort to insure that nonconsumptive and sound ecological principles are followed. (See Camp Environmental Plan.)

4 Crew Leaders.

a. To the greatest extent possible, the Crew Leaders will teach the enrollees vocational skills related to the work projects and principles of resource management and ecology. They also help enrollees to develop environmental awareness regarding their immediate projects and local surroundings.

b. Provide feedback to the environmental awareness coordinator regarding achievements and difficulties they encounter in the implementation of the integrated environmental awareness/work program at the Work Project level.

3. DEFINITION. Environmental Education - The ultimate goal of environmental education is to develop a knowledgeable population living in a society that is based on a policy of steady-state ecology that blends scientific fact with human values. Environmental education is defined by the Environmental Education Act of 1970 (Public Law 91-516) to be, "THE EDUCATIONAL PROCESS DEALING WITH MAN'S RELATIONSHIP WITH HIS NATURAL AND MAN-MADE SURROUNDINGS AND INCLUDES THE RELATION OF POPULATION, POLLUTION, RESOURCE ALLOCATION AND DEPLETION, CONSERVATION, TRANSPORTATION, TECHNOLOGY, AND URBAN AND RURAL PLANNING TO THE TOTAL HUMAN ENVIRONMENT.

4. GOALS AND OBJECTIVES OF ENVIRONMENTAL AWARENESS PROGRAM.

A. Goal Number 1. To increase awareness of ecological principles that govern the environment.

Objectives:

1.1 Identify the basic elements of the ecosystem within the area
encompassed by the camp activities.

1.2 Describe the interrelationships among these basic elements (Objective 1.1), such as the food chain, energy cycle, and water cycle, etc.

1.3 Identify and describe the effects of the work projects, recreational activities, and camp living on existing ecological interrelationships.

1.4 Discuss natural phenomena (fire, flood, earthquake, insects) and their effects on the environment.

1.5 Describe how people and current management practices affect and are affected by these natural phenomena (e.g., flood control, fire).

B. Goal Number 2. To better understand man's social economic, historical, cultural, and physical relationships with the environment.

Objectives:

2.1 Assess the present conditions of the environment in terms of existing and potential problems.

2.2 Compare and contrast past and present economic, social and cultural demands, and their effect on the environmental management decisions.

2.3 Analyze those past and present environmental factors (Objective 2.2) and predict future trends and conditions (e.g., population, natural resources, basic needs, technology).

2.4 Identify the demands being placed on renewable and non-renewable resources in camp; in the participants' home environment.

2.5 Describe and assess man's (people's) reasons for manipulating the environment.

C. Goal Number 3. To increase awareness of the wide range of attitudes and personal values relating to the environment.

Objectives:

3.1 Identify and define the policies and attitudes of some of the environmental groups, sportsmen's groups, equestrian groups, bicycling groups, etc.

3.2 Identify participants' feelings and concerns about their effect on the environment, in camp, in their home.

3.3 Recognize individual differences of opinions, values, backgrounds, and goals involved in the camp programming effort.
D. Goal Number 4. To assist each participant in recognizing the effect a personal environmental ethic has on the environment.

Objectives:

4.1 Identify basic human needs for survival and discuss the degree to which each participant's lifestyle exceeds these needs.

4.2 Identify factors that affect the quality of the camp environment.

4.3 Describe and discuss the participant's effect on the camp environment.

4.4 Analyze the effect that each participant's consumptive habits have on specific resources.

4.5 Discuss ways of changing consumptive habits to make better use of resources, in camp, in home environment.

E. Goal Number 5. To experience problem solving and decision making processes which are applied to environmental management concerns.

5.1 Describe and analyze the facts and the diverse opinions on a current environmental issue.

5.2 Involve all camp members in the refinement of camp programming using small group problem solving methods (e.g., priorities of work projects, scheduling of recreational activities etc.).

F. Goal Number 6. To increase understanding of the overall benefit of the YCC work program to the environment.

6.1 Describe the basic differences and similarities of each land management agency involved in YCC.

6.2 Discuss the planning and decision making steps the agency used in arriving at the management decision for the area of the work projects, and how the outcome may have differed from other land use agency management plans.

6.3 Use small group problem solving methods to plan and carry out the work projects so as to consider environmental impacts on the area, state, region, and nation.

6.4 Analyze the reasons for, and the benefits of each work project by:

a. Identifying the contribution that each work project makes to the overall management of the area, state, or region.
b. Discussing the benefits that the work project makes to society.

c. Describing how the work project helps the agency accomplish its overall management objectives.

5. WORK PROJECTS. The work projects developed for the YCC should provide the greatest possible opportunity for an environmental education experience. It must be noted that a work experience that only provides the enrollees with an experience of physical labor with no insights into the need for accomplishment of the projects, the planning objectives and their relationship to the management plan will develop an attitude of "make-work" within the individual. Without the serious interest, commitment and sense of accomplishment of each enrollee the program will be ineffective and not serve the intent of Congress and the YCC Act. The YCC enrollees must be able to identify their efforts with solutions to environmental problems or benefits to the natural and man-made environment.

The Work Project is the basis of the learning experience and therefore, special care must be taken in its selection. Where possible, enrollees should be given the greatest opportunity for a series of different experiences. For example, if campground maintenance is to be a part of the work assignment, this should be assigned on a rotational basis for no more than two weeks and other assignments made for the rest of the summer.

Garbage collection and litter pick-up are necessary and valuable experiences for the summer. However, they should not be over-emphasized. Rotational assignments should be developed for enrollees in as many areas as possible. "Bird-dog" assignments with managers, administrators, naturalists, engineers, maintenance, and other professional personnel should be explored.

One of the most common problems in YCC is availability of work supplies and materials. Confusion and disorganization result when they are not available and work crews are waiting for them. Make sure that the necessary planned supplies and materials are on hand for work projects. Plan ahead and have alternatives available.

A. General Work Projects. All general work projects shall be oriented, directed, and executed in such a manner as to give enrollees an understanding of what they are doing, how it is to be done, its part in the overall plan for the area, and its environmental impact, both positive and negative.

Work planning in terms of materials, manpower, equipment, and travel time should be explained and corpsmembers given an opportunity to participate in this planning. Where possible, and not excluded by reasonable safety precautions, enrollees shall be given responsibilities for planning, directing, implementing, and accomplishing the work.
project. When that is not possible, every step possible must be taken to help the youth feel as much a part of the project as possible. Adequate supervision shall be given, but "hand holding" or dictatorial control situations should be avoided.

Although the enrollees will be from different backgrounds and interest, they will certainly be motivated and we owe them the opportunity to accept all the responsibility they can assume. The staff should be there to guide and assist, but not dominate nor inhibit except where safety is concerned.

B. Individual Work Projects. Where applicable, individual projects should be developed and encouraged. Opportunities for habitat, fish, wildlife, visitor, and other beneficial projects and studies should be explored in connection with scientific, historic, interpretive, university, and other groups working in the area. The additional help may be welcomed and the individual educational experience and interest should be assisted.

C. Special Work Projects. Each camp will develop, with a minimum of staff guidance and with the assistance and concurrence of the Project Manager, one or more major projects within their area. These may include, but are not limited to: (1) the development of an Environmental Study Area for use by local school children and teachers, (2) appropriate materials and teacher aids, (3) planning and development of nature trails, interpretive programs, wildlife and fish habitat improvements, and (4) histories (both cultural and natural) that will serve future visitors or goals of the area. This will afford the students the opportunity to leave behind one or more useful, visible, and physical improvements for others to see, use, and enjoy.

Continuing projects, which are long-range in nature and could be continued by the next year's group, should not be discouraged if the project has merit and assurance of eventual completion. Final approval of these projects would rest with the Project Manager, the Camp Director and the YCC enrollees.

Each camp should also develop one volunteer project directed toward, and if possible, involving, a nearby local community. The YCC may supply labor and equipment, but any materials and supplies required would be made available by the community, local service club, or other organization.

6. ACTIVITIES AND FACILITIES FOR ACCOMPLISHING THE OBJECTIVES.

A. Discussion. Work projects serve as the basis for the majority of environmental and vocational learning experiences for the enrollees and staff. The most successful camps operated in both Departments are those that initiate programs involving a high degree of interpersonal relationships between enrollees, staff, and bureau personnel and those which motivate enrollees in the planning, implementation, and accomplishment of projects and program goals.
In general, new camps underestimate the quality and quantity of work that can be performed by enrollees. As an example, one non-residential camp constructed a drift fencing project six days ahead of schedule. In most areas this was the rule rather than the exception. Project planning should, therefore, be flexible and include optional projects that may be used in the event of early project completion. Camps found that co-ed work groups were as effective as single sex groups and were preferred by enrollees. Young women performed most tasks as well as males, and in some cases surpassed them.

According to the Youth Satisfaction Questionnaire, enrollees preferred doing a variety of work projects. For the most part, long-term projects of a single nature should be avoided and when necessary should be assigned on a rotational basis. Comprehensive and varied programs must be planned which include a variety of projects and experiences for the enrollee.

Most camps encounter a lag period at the end of the sixth week. From the post-camp reports, it appears that the high levels of work, involvement and general enthusiasm for the program during the first weeks will tend to have a "burn-out" effect on both enrollees and staff. The use of high interest projects during the last two weeks, with extended recreational and learning trips during the latter weeks has been successfully used to offset this lag period. Intelligent use of the two days' leave available each four-week period will give both staff and enrollees a break that should help prevent "burn-out."

B. Environmental Awareness Coordinator Training. All Department of the Interior Environmental Awareness Coordinators will be provided with a training program prior to camp opening. The purpose of these training sessions will be: 1) to help the coordinator in understanding the mission, goals, and objectives of the YCC program; 2) to help them become familiar with and skilled in use of approaches contained in the Resource Guide; 3) to develop an environmental awareness/work program based on actual camp situations and 4) to develop skills which will enable them to participate as a training team member in future YCC workshops.

C. Environmental Awareness Resource Guide. The Youth Conservation Corps Environmental Awareness Resource Guide was developed by a team of YCC E.A. Coordinators from the Department of the Interior, the Forest Service and the states. This book is intended as a guide to ideas, concepts and approaches to environmental awareness. It contains many ideas and activities which have been developed by YCC camps staff members for use in camps. It also includes material formerly found in the Sourcebook and Pocketbook. Implementation of the material is left open to the individual E.A. Coordinator and camp staff using their imagination, talents, and resources.
D. Environmental Awareness Testing: The environmental awareness questionnaire used in the past has been replaced for 1979 with a random sample method of evaluating environmental awareness gains on a national level. The new evaluation will be given as a pre-test to some camps and a post-test to others. Some camps may take both pre and post tests. Not all camps will participate. Those camps chosen for the random sample will be given full instructions for administration of the test in the Spring of 1979.

In the fall of 1979, other methods of evaluation for bureau, region, state, and camp assessment will be developed for use after 1980. Until that time, camps are encouraged to conduct their own evaluation of their E.A. programs and to provide a record of their evaluation to the Office of Youth Programs Attn: Environmental Education Specialist.

E. Camp Environmental Plan. Each YCC camp will develop, with staff guidance, an environmental plan for the camp. All practical environmental practices will be used in the development and operation of the camp. While paper or plastic plates, knives, forks, spoons, cups, and containers are simpler to use, how can we exemplify serious environmental concern by the use of non-recyclable and non-renewable materials? The example of environmental conscience developed by the enrollees can be an effective example for others, and is critical in view of fuel and resource shortages presently facing the nation.

The environmental plan should include identification of water sources for the camp and disposal of used and waste water. Overconsumptive practices should be identified and corrective action taken (i.e. 30 minute showers, running water while shaving or brushing teeth...)

Over-use of all consumables should be identified and restricted, such as use of individually packaged foods. Trace the camp power source. Does it come from a generating plant which uses renewable or non-renewable resources? Many camps, via the camp government, develop programs which restrict the use of individual radios, stereo sets and T.V. sets and allow use of only necessary appliances. Get along without T.V.: Use environmental awareness and recreational time to introduce enrollees to more productive uses of their leisure time.

Assignments of members to laundry, and maintenance duties within the camps is permitted on a limited basis, and should be used only as rotational assignments. Any program which allows the enrollee to learn that "services" common to our standard of living (laundry, food, power, water, etc.) are not to be taken for granted, is to be encouraged. Teach that every service has a cost!
The planning, layout, development, construction and use of the camp in an environmentally sound way may be a good work project. Enrollees should be encouraged to develop the camp as a community, and be encouraged to use care and imagination in the site plan and maintenance of the area.

F. Non-Working Hours Programs. While the major portion of environmental awareness will be gained from the work projects, other opportunities exist outside the regular work hours for its planning, development and implementation. Informal after-hour's discussions on environmental subjects serve a useful and efficient purpose.

The Environmental Awareness Coordinator will develop evening programs with the assistance of the enrollees and staff. These programs shall be directed toward the stimulation of group discussion and should be as broadly based as possible. Local expertise from all professions should be considered. Architects, lawyers, planners, resource and wildlife managers, real estate and land developers, agricultural professionals, religious and political leaders, artists, musicians, and others can be considered as excellent sources of potential discussion leaders for the student seminars. In a free exchange, both sides can learn a great deal from each other.

Drugs, social issues, the judicial system and other current topics are all subjects of interest and concern to our young people. If the enrollees want these topics covered as discussion subjects they must be considered. Care should be taken in assuring that both sides of controversial issues are presented.

Experience has shown only a very small incidence of drug and marijuana use at YCC camps. Most camps have approached the subject of drug use openly at the beginning of camp with a discussion of the physiologic, psychologic, and legal implications and have, therefore, avoided problems at a later date. Be sure to inform enrollees of YCC, Federal, State, and local regulations regarding violations. Make sure all enrollees understand that the camp staff has a responsibility not only to individual parents, but to the parents of all enrollees as a whole and to Federal laws.

Sex education is a very explosive subject in some areas and with some people. Individual counseling and library references on the subject must be available and all youth must be informed that counsel is available on a private and confidential basis. Some, but not all, will not have adequate knowledge of human reproduction, and individual counseling must be made available. This is obviously critical at the coed camps.

G. Environmental Library. In each camp a tent, room, corner, or some appropriate area will be set aside for the members' free time use for general relaxation, reading, and study. The basic concept is that the area is for the enrollees use for purposes and projects they initiate.
and programs by the staff members for environmental discussions, investigations, or study.

To provide an opportunity for deeper involvement in consideration of our environmental problems and individual interests in these areas, the following will be provided by each camp.

G-1 A permanent library of selected books, texts, field guides, lesson plans, test procedures, natural, historic, social, economic, and other publications will be provided by each camp. This library will be primarily an environmental library of current literature. Reasonable care should be used in keeping the material intact for following years. The library is primarily intended for the members' use. Make sure the field guides include the local wildlife and plants for identification and discussion purposes. The selection of books will be the responsibility of the Environmental Awareness Coordinator with the following exceptions:

- All camps should have available a complete set of localized field guides for each work team's use. (The Peterson or Golden Press series are recommended.)

b. All camps should have available paperbacks relating to ecology (human, plant, animal, aquatic); population; pollution (land, air, and water); resource use and conservation. A library is required of all camps, both agency and contract. The library shall be returned to the host agency for safe keeping at the end of the camp.

G-2 The Environmental Awareness Coordinator may wish to purchase, rent or borrow equipment and supplies for establishment of a small laboratory for use by enrollees, including collection equipment, inexpensive camera supplies, environmental games, and other non-capital supplies as required and noted in the camp budget. The following represents approximate guidelines for funding expenditures relative to the environmental awareness program; however, levels may be adjusted upward by Project Managers or Camp Directors, as required.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lab, equipment &amp; supplies</td>
<td>250.00</td>
</tr>
<tr>
<td>Misc. Expenditures for rentals, films, etc.</td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$500.00</strong></td>
</tr>
</tbody>
</table>

H. Recreation. The staff is responsible for the conduct of a physical recreation program for enrollees at each camp. The program will necessarily be limited by funds, equipment, and location, but should be designed to:

1. Provide relaxation and enjoyment.

3. Develop wholesome and constructive habits.

4. Increase the individual's sense of accomplishment.

5. Contribute (where feasible) to good community relations.

6. Introduce enrollees to non-consumptive recreation and methods of productive use of leisure time i.e. canoeing instead of water skiing.

Physical recreation activity promotes individual and group morale, counteracts boredom and loneliness, and builds effective relationships between youth and staff.

A common error found in earlier programs was the overscheduling of activities during non-working hours. While two nights per week should be used for rap sessions and one night for camp government, the enrollees must be allowed some evenings of free or quiet time of non-scheduled activities or for activities of their own choice. Many enjoy periods of music, conversation and discussion with or without staff members. Keep a flexible recreation schedule, involving enrollees in the program planning as much as possible.

7. EVALUATION REPORTS. Evaluation will require several written reports to allow an accurate and timely review of the total environmental awareness/work programs. They will include:

   Youth Satisfaction Questionnaire: Interior Project Managers will receive the Youth Satisfaction Questionnaire package on or about the first of June. The questionnaire package will include complete instructions and sufficient numbers of forms to allow one per enrollee. The questionnaires should be completed by enrollees during the last week of camp, put together as a total camp package and mailed to:

   YCC Administrative Services Center
   Bureau of Reclamation
   P.O. Box 11568
   Salt Lake City, Utah 84147

   Environmental Awareness Evaluation: Those camps asked to participate in the random sample evaluation will be sent complete instructions for administration and reporting.

From time to time other special reports may be required. All reports must be received by designee at the close of camp, or not later than September 15th of any program year.
8. WORK PROJECT REPORTING (Form 5). The need to know what was actually accomplished during the summer cannot be overemphasized. This information must be as complete and accurate as possible for reports to the President and the Congress.

The Youth Conservation Corps Work Project Report is designed to provide the Project Manager with a vehicle so he can report total work-related information on his/her camp to Bureau Coordinators and Departmental personnel. The Form-5 is the only work project information received after program closure by the Department. For this reason, the Form-5's must be completely and accurately filled out in every instance. A basic Form-5 must be prepared for each camp. Each individual project completed by a camp during the program should be itemized, one to a line, on the Form-5. If more projects were completed than the number of allotted lines on a Form-5, additional copies of the form should be used. On subsequent pages, the heading information need not be filled in. Particular attention should be given to the instructions for completion, found on the reverse of the form. See Exhibit 5-B for a sample of a completed form.

The Form-5 is the principal reporting vehicle for work projects. THE COMPLETED FORM-5's WILL BE SENT FROM THE CAMP DIRECTOR TO PROJECT MANAGER FOR CHECKING AND forwarded TO THE ADMINISTRATIVE SERVICES CENTER, DATA PROCESSING, FOR KEY PUNCHING AND PROCESSING. It is extremely important that every instructional detail is followed, especially concerning the YCC Form-5, as no precise review of the forms will be possible prior to data processing.

Project Managers are responsible for proper completion of these forms and certification of appraised values of all work projects, even though the form itself may be completed by a Camp Director or Work Project Coordinator. Accurate completion of the form and adherence to instructions in the Handbook are absolutely essential for accurate data processing. Reports should be completed and checked by the Project Manager and mailed to ASC no later than September 15th of each year, unless the camp remains open beyond the date. In this event they should be filled out, checked by Project Manager and mailed upon camp closing to:

YCC Administrative Services Center
Bureau of Reclamation
P.O. Box 11568
Salt Lake City, Utah 84147
Attention: Data Processing (Work Project Reporting)

A. Work Project Codes. Each work project will be identified by a work project code; a three digit number which identifies projects by categories (recreation, timber management, etc.) and by a specific title (trail building, timber thinning, etc.). Use of the work project codes will enable Departmental personnel to evaluate work program effectiveness, compare camp programs, and report to Congress by work project items of
interest. Exhibit 5-C contains specific work project codes with their units of measure which must be used on Form-5's. Specific points of information on work project codes follow:

A-1 Project Code: The three digit number identifying the element must be correct when placed on the Form-5. Improper numbers will be rejected by the computer, requiring individual search efforts to determine the proper code.

A-2 Project Number. This number is assigned to each project by the Camp Director or Project Manager. This number is used for their own identification purposes and to distinguish similar projects which may have the same project code.

A-3 Project Title. The identifying name for all work projects covered by the YCC. There may be projects which do not readily fit under one of these. In such cases, use "Agency and Bureau Support (General)" Code 910 and briefly explain the project on the Form-5. Select the category and program element best suited to your project. There should be at least one program element suited to virtually every project. Make certain that you distinguish between similar elements, for example, trail construction and trail maintenance, in order to accurately depict project accomplishments and value. Before identifying any project on Form-5's, the entire work project code exhibit should be reviewed. This will lessen the chance for error in code selection.

A-4 Unit of Measure. This is an extremely important part of the project coding and must be the unit specified in exhibit 5-C of this handbook. Under no circumstances should a unit of measure other than the one listed for a particular project type be used on Form-5's.

A-5 Certification of Appraised Value. Upon completion of the YCC Form-5's by the Project Manager, he/she must attach a letter certifying that he/she, or some other qualified appraiser, has reviewed the appraised value of each project and found it accurate. Remember, the appraised value of each project is the total value of the project if it were done, not by the YCC, but by the means normally used! Do not arbitrarily use a pre-conceived value per youth hour or any other method! Supporting justification for all appraisals must be maintained at each camp, and be available to Bureau, Headquarters, or field staff for review. The certifying note must be sent with the YCC Form-5's to ASC.

A-6 Daily Record Sheet. In the past, some camps organized work and education time and recorded accomplishments on a daily basis by using a simple form. Exhibit 5-D provides a sample for such a form in recording experiences and accomplishments and in accurately substantiating them in required reports. This record sheet has also been found to be an extremely reliable tool for use by the camp staff to review each week's work projects, identify logistical and personnel problems and as a means for the Environmental Awareness Coordinator and other
staff to check on the items and subjects covered by work leaders in regard to on-the-job educational efforts.

B. YCC Work Project Plan (Form 4's) - The Project plan form is designed as an internal planning document to assist the Project Manager in planning camp work projects prior to camp opening. The Form 4 is used to: 1) familiarize Camp Directors and work staff with project requirements, 2) to allow the Environmental Awareness Coordinator to plan his/her program in conjunction with particular work projects, and 3) aid camp, Bureau, and Departmental personnel in evaluating the YCC work program. When properly utilized, the Form-4's enable the camp staff to identify the appropriateness of a project prior to accomplishment and to schedule it for the best possible time during camp operations. The form should be given to the Camp Director for information and program use. The Project Manager should bring a copy of the Form-4 to the Spring Workshop for discussion. The forms should be filled out as completely as possible, so that they may be used in resolving questions which arise at the completion of the program when completing the YCC Form-5. See Exhibit 5-A for a sample. Instructions for completion are furnished on the reverse of the Form-4.
**EXHIBIT 5-A**

**YCC PROJECT PLAN**

**DATE SUBMITTED:**

1. **CAMP:**
2. **NUMBER:**
3. **BUREAU:**
4. **PROJECT NO.:**

**DESCRIPTION OF PROJECT**

8. **BRIEF OUTLINE AND MAGNITUDE** (LENGTH, SIZE, NUMBER ETC.) OF PROJECT AND ITS LOCATION:

9. **LAND MANAGING UNIT:**
10. **TRAVEL DISTANCE FROM CAMP:**
11. **QUANTITY OF UNITS**
12. **UNIT OF MEASURE:**

**DETAILED COST SUMMARY**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>14b.</th>
<th>14c.</th>
<th>14d.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLIES &amp; MATERIALS,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT, TECHNICAL SERVICES,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER -</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DOLLARS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENCIES COSTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTIMATED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACTUAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**COMMENTS:**

Instructions for Completing Form are on the Reverse side.

-70-
### Instructions for completion of Form 4 — Read carefully,

<table>
<thead>
<tr>
<th>BLOCK NO.</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Camp</td>
<td>Identify camp by name.</td>
</tr>
<tr>
<td>2. Camp No.</td>
<td>Insert camp four-digit number.</td>
</tr>
<tr>
<td>3. Bureau</td>
<td>Identify Bureau by name.</td>
</tr>
<tr>
<td>4. Project Code and Project No.</td>
<td>Code for Project Type closest to predominant function performed. Project number in sequence, 01, 02, 03, etc.</td>
</tr>
<tr>
<td>5. Priority — Youth</td>
<td>As assigned collectively by youth after considering all factors.</td>
</tr>
<tr>
<td>7. Project Title</td>
<td>Concise, descriptive title consistent with project code and type.</td>
</tr>
<tr>
<td>8. Description of Project</td>
<td>Completely describe, in detail, all work to be accomplished, including length, size, number, etc. of project and its location.</td>
</tr>
<tr>
<td>9. Land Managing Unit</td>
<td>Bureau managing area.</td>
</tr>
<tr>
<td>10. Travel Distance</td>
<td>Road miles from camp to project site (one way).</td>
</tr>
<tr>
<td>11. Quantity of Units Estimated</td>
<td>Number of estimated units to be accomplished.</td>
</tr>
<tr>
<td>12. Quantity of Units Actual</td>
<td>Number of units actually accomplished at completion.</td>
</tr>
<tr>
<td>13. Unit of Measure</td>
<td>Use only unit of measure given for program element in No. 4 above. (These must correlate.)</td>
</tr>
<tr>
<td>14. Items a, b, c, d Detailed Cost</td>
<td>List all items of expense of the Agency — supplies, materials, equipment, technical services, other. Do not list items from camp budget.</td>
</tr>
<tr>
<td>15. Agencies Estimated Cost</td>
<td>Estimated cost of items in 14 a, b, c, d.</td>
</tr>
<tr>
<td>16. Agencies Actual Cost</td>
<td>Actual cost at completion of items used in 14 a, b, c, d.</td>
</tr>
<tr>
<td>17. Wk/Ed Hours Estimated</td>
<td>Estimated number of youth man-hours to complete the project.</td>
</tr>
<tr>
<td>18. Wk/Ed Hours Actual</td>
<td>At the completion of the project, enter the total number of work/education hours spent by all youth on the project, including time spent traveling to and from the project. Do not include Agency or YCC staff time in this block. (Obtained from Daily Record).</td>
</tr>
<tr>
<td>19. Estimated Appraised Value</td>
<td>Estimate of appraised value of proposed work base on current costs if work were done not by YCC by means normally used, including all costs.</td>
</tr>
<tr>
<td>20. Appraised Value</td>
<td>At completion of the 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 means normally used. If, for example, a structure were built which normally would have been done by a contractor, indicate the approximate remuneration that the contractor would require, including work supplies, materials, transportation, equipment, and labor.</td>
</tr>
<tr>
<td>21. Comments</td>
<td>Your notes or remarks.</td>
</tr>
</tbody>
</table>

**NOTE:** BLOCKS IN HEAVY OUTLINE TRANSFER TO YCC FORM 5.
# YOUTH CONSERVATION CORPS WORK PROJECTS

<table>
<thead>
<tr>
<th>Camp Name</th>
<th>Kickapoo</th>
<th>Number (1-4)</th>
<th>7835</th>
<th>Capacity (5-7)</th>
<th>20</th>
<th>Work Days (8-10)</th>
<th>40</th>
<th>Bureau</th>
<th>Bureau of Indian Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in Program (Check Appropriate Blocks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(11) MALE</td>
<td>(12) 5-DAY RESIDENTIAL</td>
<td>(13) 4-WEEK CAMP</td>
<td>(13) 7-WEEK CAMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) FEMALE</td>
<td>(2) 7-DAY RESIDENTIAL</td>
<td>(2) 5-WEEK CAMP</td>
<td>(2) 8-WEEK CAMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) COED</td>
<td>(3) NONRESIDENTIAL</td>
<td>(3) 6-WEEK CAMP</td>
<td>(3) 10-WEEK CAMP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Code</td>
<td>Project No.</td>
<td>Project Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(14-16) Project Code (17-18)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>270 01</td>
<td>Site Improvement</td>
<td>$12,500</td>
<td>500</td>
<td>acres</td>
<td>3,200</td>
<td>$800.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>750 02</td>
<td>Trail Construction</td>
<td>$16,000</td>
<td>10,560</td>
<td>linear feet</td>
<td>3,200</td>
<td>$2,000.00</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td>$28,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Public Resource Benefits

- **Appraised Value**: $28,500
- **Quantity**: $12,500
- **Unit of Measure**: 500 acres
- **ENV. Work/Learning Hours**: 3,200
- **Bureau Direct Cost**: $800.00
- **Total**: $28,500

Date Program Started: June 4, 1978
Date Program Ended: July 29, 1978

Name of Person to Answer Questions Concerning This Information: XXXXXXXX

Phone Number: XXXXXXXX

Location: Anywhere, KS
PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

CAMP NAME—Self explanatory.

NUMBER—Enter 4 digit number assigned to your camp in the YCC Program Handbook.

CAPACITY—Enter the number of enrollees allotted for the current program year. NOTE: if you have a four or five week split-session camp, enter the TOTAL number of enrollees which you had allotted for the year.

WORK DAYS—Should be the number of work days AVAILABLE to enrollees, EXCLUSIVE of weekends and holidays. In an 8-week program, which includes the 4th-of-July Holiday, for example, work days should total 39.

BUREAU—Self explanatory.

ENROLLED IN PROGRAM—Check EACH block which applies to your camp (i.e., coed - seven day residential - 8-week).

DATE PROGRAM STARTED—Enter date of camp opening.

DATE PROGRAM ENDED—Enter date of camp closure. NOTE: In 4 or 5 week split-session camp, enter date the last session closed.

NAME OF PERSON TO ANSWER QUESTIONS CONCERNING THIS FORM—Enter the name of the Project Manager or other responsible individual who has detailed knowledge of the Form 5's prepared at your camp, AND WHO WILL BE AVAILABLE AFTER CAMP CLOSURE FOR ANY QUESTIONS ON THE DATA ENTERED.

PHONE NUMBER—Enter that individual's phone number, including area code.

LOCATION—Enter that individual's address in the event of need to mail material to him.

PROJECT CODE—Enter the three digit project code CLOSEST to the actual work performed. Do not use general codes without first determining that no specific project code is appropriate. A table, by category, of codes is included in the YCC Program Handbook.

PROJECT NO.—Enter the 2 digit number assigned to the project by your camp.

PROJECT TITLE—Enter a brief but accurate title or description of the project.

APPRaised VALUE—Show the value of work accomplished. Appraised value is the TOTAL value of a completed project, including materials, labor, etc., if the project were done, not by the YCC, but by the MEANS NORMALLY USED. If, for example, a structure were built which normally would have been done by a contractor, indicate the approximate remuneration that the contractor would require, including work supplies, material, transportation, and labor.

QUANTITY—Enter number of units accomplished. Quantity is inseparable from units of measure. USE WHOLE NUMBERS ONLY - Round to nearest number.

UNIT OF MEASURE—Enter ONLY that unit of measure listed with the project code in the code table in the YCC Program Handbook. DO NOT MIX OR SUBSTITUTE UNITS OF MEASURE, AND DO NOT CHANGE LINEAR FEET INTO MILES, FOR EXAMPLE. THIS IS ABSOLUTELY NECESSARY FOR COMPUTER PROCESSING.

ENVIRONMENTAL WORK/LEARNING HOURS—Enter the TOTAL number of hours, WHETHER WORK OR EDUCATION, spent by ALL youth on the project. Also include time spent travelling to and from the project. DO NOT include YCC or Bureau staff time in this column.

BUREAU DIRECT COST—Enter the total DIRECT cost incurred by the Bureau (or another cooperating agency which contributed to the project). Include costs of: work supplies and materials, technical services including supervision, equipment, other Bureau staff services, etc. DO NOT INCLUDE ANY YCC FUNDS IN THE BUREAU DIRECT COST COLUMN.
<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM ELEMENT</th>
<th>TYPE OF PROJECT</th>
<th>UNIT OF MEASURE</th>
<th>AVERAGE YOUTH HOUR VALUE 1972-1975</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Timber Management Projects</td>
<td>Projects not covered by 200 series</td>
<td>Projects</td>
<td>4.83</td>
</tr>
<tr>
<td>211</td>
<td>Tree &amp; Seedling Planting</td>
<td>Reforestation projects</td>
<td>Acres</td>
<td>3.72</td>
</tr>
<tr>
<td>220</td>
<td>Timber Marking or Cruising</td>
<td>Tree marking for cutting or thinning</td>
<td>Acres</td>
<td>3.55</td>
</tr>
<tr>
<td>230</td>
<td>Timber Stand Improvement</td>
<td>Removing undesirable trees, pruning crop trees</td>
<td>Acres</td>
<td>3.63</td>
</tr>
<tr>
<td>240</td>
<td>Timber Harvesting</td>
<td></td>
<td>Acres</td>
<td>2.53</td>
</tr>
<tr>
<td>250</td>
<td>Seed Production</td>
<td>Cultivation or treatment for the purpose of seed or planting stock production,</td>
<td>Projects</td>
<td>6.37</td>
</tr>
<tr>
<td></td>
<td></td>
<td>including cone collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>260</td>
<td>Pest Control</td>
<td>Insect &amp; disease control for trees or plants</td>
<td>Acres</td>
<td>5.78</td>
</tr>
<tr>
<td>270</td>
<td>Site Improvement</td>
<td>Treatment for timber production, furrowing, pitting, ripping, etc.</td>
<td>Acres</td>
<td>4.05</td>
</tr>
<tr>
<td>280</td>
<td>Debris &amp; Slash Disposal</td>
<td>Fire control projects</td>
<td>Acres</td>
<td>5.11</td>
</tr>
<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>RECREATION DEVELOPMENT &amp; MAINTENANCE</td>
<td></td>
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<tr>
<td>310</td>
<td>Recreation Projects</td>
<td>Projects not covered in 300 series</td>
<td>Projects</td>
<td>6.73</td>
</tr>
<tr>
<td>315</td>
<td>Recreation Surveys</td>
<td>Surveys of Recreation Needs</td>
<td>Projects</td>
<td></td>
</tr>
<tr>
<td>320</td>
<td>Camp Ground Construction</td>
<td>Clearing &amp; construction of grounds &amp; facilities</td>
<td>Family Units</td>
<td>5.16</td>
</tr>
<tr>
<td>321</td>
<td>Camp Ground Maintenance</td>
<td>Clean-up, repair, painting, &amp; general improvement</td>
<td>Family Units</td>
<td>5.59</td>
</tr>
<tr>
<td>330</td>
<td>Picnic Facility Construction</td>
<td>Clearing &amp; construction of grounds and facilities</td>
<td>Family Units</td>
<td>3.87</td>
</tr>
<tr>
<td>331</td>
<td>Picnic Facility Maintenance</td>
<td>Clean-up, repair, painting and general improvement</td>
<td>Family Units</td>
<td>3.99</td>
</tr>
<tr>
<td>340</td>
<td>Picnic Table, Bench, Grill &amp; Similar Facility Construction</td>
<td>Itemize only if not included in 320 or 330 above</td>
<td>Number</td>
<td>3.91</td>
</tr>
<tr>
<td>350</td>
<td>Recreational Building &amp; Shelter Construction</td>
<td>All recreational building shelters, cabins, lodges, visitor centers, comfort stations, etc. constructed</td>
<td>Number</td>
<td>6.59</td>
</tr>
<tr>
<td>351</td>
<td>Recreational Building &amp; Shelter Maintenance</td>
<td>All recreational building shelters, cabins, lodges, comfort stations, etc. maintained</td>
<td>Number</td>
<td>4.38</td>
</tr>
<tr>
<td>360</td>
<td>Water Recreation Facilities Construction</td>
<td>Construction of beach areas, boat ramps, boat docks, etc.</td>
<td>Number</td>
<td>4.56</td>
</tr>
<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE VALUE 1972-1975</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td></td>
<td>RECREATION DEVELOPMENT &amp; MAINTENANCE (continued)</td>
<td></td>
<td></td>
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<tr>
<td>361</td>
<td>Water Recreation Facilities</td>
<td>All maintenance, repair, clean-up, or improvement of water recreation areas</td>
<td>Acres</td>
<td>3.86</td>
</tr>
<tr>
<td>370</td>
<td>Observation Site &amp; VISTA Clearing Projects</td>
<td>Construction, clearing &amp; maintenance of overlooks, etc.</td>
<td>Number</td>
<td>4.72</td>
</tr>
<tr>
<td>380</td>
<td>Litter pick-up or removal on trails or roads</td>
<td>General clean-up of trails &amp; roadsides</td>
<td>Linear feet</td>
<td>3.87</td>
</tr>
<tr>
<td>381</td>
<td>Litter pick-up or removal on public areas and grounds</td>
<td>General clean-up of camp sites, parks, etc.</td>
<td>Acres</td>
<td>3.65</td>
</tr>
<tr>
<td>390</td>
<td>Decorative Fencing and/or maintenance</td>
<td>All types of decorative fence construction</td>
<td>Linear feet</td>
<td>5.96</td>
</tr>
<tr>
<td></td>
<td>VISITOR SERVICES: HISTORIC RESTORATION &amp; RESEARCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>Visitor Information Center Construction</td>
<td>Construction of center and facilities</td>
<td>Number</td>
<td>4.66</td>
</tr>
<tr>
<td>411</td>
<td>Visitor Information Centers</td>
<td>Maintenance of facilities</td>
<td>Number</td>
<td>4.20</td>
</tr>
<tr>
<td>412</td>
<td>Visitor Information &amp; Guide Assistance</td>
<td>Assistance to Visitors: interpretive programs</td>
<td>Visitors</td>
<td>4.36</td>
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<tr>
<td>420</td>
<td>Restoration &amp; Repair of Historical Dwellings</td>
<td></td>
<td>Number</td>
<td>4.46</td>
</tr>
<tr>
<td>430</td>
<td>Restoration of Historical Areas &amp; Monuments</td>
<td>Reconstruction of historic sites &amp; monuments</td>
<td>Number</td>
<td>5.96</td>
</tr>
<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE VALUE 1972-1975</td>
</tr>
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<tr>
<td></td>
<td>VISITOR SERVICES: HISTORIC RESTORATION &amp; RESEARCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(continued)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>431</td>
<td>Improvement of Historical Areas &amp; Monuments</td>
<td>Clean-up, repair, and maintenance of historical areas</td>
<td>Acres</td>
<td>3.56</td>
</tr>
<tr>
<td>432</td>
<td>Restoration or Reproduction of Historical Artifacts</td>
<td>Restoration or reproduction of Historical artifacts</td>
<td>Number</td>
<td>10.96</td>
</tr>
<tr>
<td>440</td>
<td>Archeological Research</td>
<td>Exploration of artifacts or other research projects</td>
<td>Projects</td>
<td>5.47</td>
</tr>
<tr>
<td>460</td>
<td>Landscaping, Beautification &amp; Planting</td>
<td>Seeding lawn areas, shrubs, trees, flower beds, etc.</td>
<td>Acres</td>
<td>3.76</td>
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<tr>
<td>470</td>
<td>Site Rehabilitation</td>
<td>Removal of obsolete structures - return area to natural state</td>
<td>Acres</td>
<td>4.93</td>
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<tr>
<td>480</td>
<td>Site Rehabilitation</td>
<td>Removal of telephone lines, underground pipe lines, etc.</td>
<td>Linear feet</td>
<td>4.72</td>
</tr>
<tr>
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<td>RANGE MANAGEMENT</td>
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</tr>
<tr>
<td>510</td>
<td>Range Vegetation Control</td>
<td>Defoliation, land clearing, weed removal</td>
<td>Acres</td>
<td>4.59</td>
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<tr>
<td>520</td>
<td>Range Revegetation</td>
<td>Planting grass or manipulating vegetation</td>
<td>Acres</td>
<td>5.91</td>
</tr>
<tr>
<td>530</td>
<td>Spring Development</td>
<td>Stock watering facility</td>
<td>Number</td>
<td>4.28</td>
</tr>
<tr>
<td>531</td>
<td>Pond or Catchment Basin Maintenance</td>
<td>Stock watering facility</td>
<td>Number</td>
<td>6.99</td>
</tr>
<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
</tr>
<tr>
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<td>-----------------------------------</td>
</tr>
<tr>
<td>533</td>
<td>Piping Construction &amp; Maintenance</td>
<td>Stock watering facility</td>
<td>Number</td>
<td>3.59</td>
</tr>
<tr>
<td>540</td>
<td>Range Fence Construction &amp; Maintenance</td>
<td>Stock or protective fencing, corrals, etc.</td>
<td>Linear feet</td>
<td>4.78</td>
</tr>
<tr>
<td>550</td>
<td>Cattleguard Maint. &amp; Construction</td>
<td>Maintenance or construction of metal, wood, or concrete guards</td>
<td>Number</td>
<td>3.73</td>
</tr>
<tr>
<td>610</td>
<td>Waterfowl Habitat Construction or Improvement</td>
<td>Construction, rehabilitation and repair of ponds, marshes, lakes, streams, etc.</td>
<td>Acres</td>
<td>3.89</td>
</tr>
<tr>
<td>611</td>
<td>Waterfowl Banding &amp; Marking</td>
<td>Banding for purpose of censusing, movements, recovery, etc.</td>
<td>Number</td>
<td>2.94</td>
</tr>
<tr>
<td>612</td>
<td>Waterfowl Nesting Facilities Construction &amp; Maintenance</td>
<td>Artificial nesting facilities (wood duck boxes) etc.</td>
<td>Number</td>
<td>4.19</td>
</tr>
<tr>
<td>620</td>
<td>Fish Habitat Improvement</td>
<td>Construction, rehabilitation, &amp; repair of streams, ponds, lakes, &amp; rearing facilities</td>
<td>Acres</td>
<td>5.94</td>
</tr>
<tr>
<td>621</td>
<td>Fish Tagging &amp; Marking</td>
<td>All tagging &amp; marking of fish for research</td>
<td>Number</td>
<td>5.08</td>
</tr>
<tr>
<td>622</td>
<td>Fish Stocking or Transfer</td>
<td>Stocking or transfer of fish into lakes, streams, or ponds for any purpose</td>
<td>Pounds</td>
<td>5.04</td>
</tr>
<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
</tr>
<tr>
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<td>-----------------------------------</td>
</tr>
<tr>
<td>623</td>
<td>Fish Population Surveys</td>
<td>Netting &amp; shocking for data collection</td>
<td>Projects</td>
<td>3.16</td>
</tr>
<tr>
<td>624</td>
<td>Raceway Construction &amp; Maintenance</td>
<td>Fish Raceway Construction &amp; Maintenance</td>
<td>Linear feet</td>
<td>4.76</td>
</tr>
<tr>
<td>630</td>
<td>Wildlife Catchment Basin Construction or Maintenance</td>
<td>Wildlife Watering facility</td>
<td>Number</td>
<td>6.00</td>
</tr>
<tr>
<td>631</td>
<td>Wildlife Spring Development</td>
<td>Wildlife Watering Facility</td>
<td>Number</td>
<td>3.29</td>
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<tr>
<td>640</td>
<td>Other Wildlife Habitat Improvement</td>
<td></td>
<td>Acres</td>
<td>4.48</td>
</tr>
<tr>
<td>642</td>
<td>Other Wildlife Surveys or Studies</td>
<td></td>
<td>Number</td>
<td>6.87</td>
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<tr>
<td>650</td>
<td>Wildlife Population or Control Projects</td>
<td>Population &amp; habitat quality research</td>
<td>Projects</td>
<td>4.66</td>
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<tr>
<td>710</td>
<td>Topographic Surveys</td>
<td></td>
<td>Acres</td>
<td>3.37</td>
</tr>
<tr>
<td>711</td>
<td>Engineering Surveys</td>
<td>Roads &amp; trails</td>
<td>Miles</td>
<td>5.73</td>
</tr>
<tr>
<td>712</td>
<td>Surveys</td>
<td>Cadastral &amp; land line</td>
<td>Miles</td>
<td>5.98</td>
</tr>
<tr>
<td>713</td>
<td>Surveys</td>
<td>Corner search &amp; monumentation</td>
<td>Number</td>
<td>2.55</td>
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<tr>
<td>720</td>
<td>Bridge Construction &amp; Maintenance (Vehicular Use)</td>
<td></td>
<td>Number</td>
<td>5.31</td>
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<tr>
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<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
</tr>
<tr>
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<td>------------------------------------------------------</td>
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</tr>
<tr>
<td>730</td>
<td>Telephone or Electrical Line Construction</td>
<td>Right-of-way clearing, &amp; pole &amp; line erection</td>
<td>Linear feet</td>
<td>2.71</td>
</tr>
<tr>
<td>731</td>
<td>Telephone or Electrical Line Maintenance</td>
<td>Right-of-way clearing, &amp; pole repair, etc.</td>
<td>Linear feet</td>
<td>4.25</td>
</tr>
<tr>
<td>740</td>
<td>General Purpose and Fire Road Construction</td>
<td>Dirt or macadam roads for access, scenic drives, etc.</td>
<td>Linear feet</td>
<td>3.21</td>
</tr>
<tr>
<td>741</td>
<td>General Purpose and Fire Road Maintenance</td>
<td>Road repair, clean-up, clearing of growth, etc.</td>
<td>Linear feet</td>
<td>3.92</td>
</tr>
<tr>
<td>750</td>
<td>Trail Construction</td>
<td>Foot, bicycle, &amp; horse trail construction</td>
<td>Linear feet</td>
<td>5.54</td>
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<tr>
<td>751</td>
<td>Trail Maintenance and Improvement</td>
<td>Foot, bicycle, horse trail maintenance &amp; improvement</td>
<td>Linear feet</td>
<td>4.51</td>
</tr>
<tr>
<td>752</td>
<td>Foot, Bicycle, &amp; Horse Bridges</td>
<td>Construction of foot, bicycle, &amp; horse bridges</td>
<td>Number</td>
<td>5.29</td>
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<tr>
<td>753</td>
<td>Foot, Bicycle, &amp; Horse Bridges</td>
<td>Maintenance, repair, or improvement of foot, bicycle, &amp; horse bridges</td>
<td>Number</td>
<td>7.06</td>
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<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
</tr>
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</tr>
<tr>
<td></td>
<td>WATER AND SOIL CONSERVATION</td>
<td></td>
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<tr>
<td>810</td>
<td>Irrigation Ditch Construction</td>
<td>Ditch digging, layout, etc.</td>
<td>Linear feet</td>
<td>5.36</td>
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<tr>
<td>811</td>
<td>Irrigation Ditch Maintenance</td>
<td>Ditch cleaning, lining, and repair</td>
<td>Linear feet</td>
<td>6.01</td>
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<tr>
<td>820</td>
<td>Flood Control Projects</td>
<td>Dam, dike, or diversions construction or maintenance</td>
<td>Projects</td>
<td>3.62</td>
</tr>
<tr>
<td>830</td>
<td>Watershed Protection Projects</td>
<td>Projects not separately listed under 830 series</td>
<td>Projects</td>
<td>4.26</td>
</tr>
<tr>
<td>831</td>
<td>Erosion Control</td>
<td>Rip-rap, seeding, terracing, planting, etc. for erosion control</td>
<td>Acres</td>
<td>4.75</td>
</tr>
<tr>
<td>832</td>
<td>Stream and Channel Improvement</td>
<td>Stream clearing, widening</td>
<td>Linear feet</td>
<td>5.90</td>
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<tr>
<td>833</td>
<td>Drainage Ditch or Culvert Construction</td>
<td>Ditch or Culvert Construction</td>
<td>Linear feet</td>
<td>5.63</td>
</tr>
<tr>
<td>834</td>
<td>Drainage Ditch Maintenance</td>
<td>Ditch or culvert maintenance or improvement</td>
<td>Linear feet</td>
<td>4.30</td>
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<tr>
<td>840</td>
<td>Water Supply Production</td>
<td>Projects not separately listed under 841 or 842</td>
<td>Projects</td>
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<tr>
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<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
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<tr>
<td>841</td>
<td>Well Construction or Maintenance</td>
<td>Construction, restoration, or maintenance of wells for human use</td>
<td>Number</td>
<td>4.83</td>
</tr>
<tr>
<td>842</td>
<td>Spring Development</td>
<td>Development of multi-purpose watering facilities for human use</td>
<td>Number</td>
<td>3.78</td>
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<tr>
<td>850</td>
<td>Water Quality Projects</td>
<td>Water quality monitoring, streamflow measurement, pollution control projects, etc.</td>
<td>Projects</td>
<td>8.05</td>
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<tr>
<td>870</td>
<td>Surface Rehabilitation</td>
<td>Land fills, gravel pits, etc. created or maintained</td>
<td>Acres</td>
<td>4.71</td>
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<tr>
<td>875</td>
<td>Shoreline Erosion Control</td>
<td>Shoreline stabilization &amp; Improvement</td>
<td>Linear feet</td>
<td>2.84</td>
</tr>
<tr>
<td>880</td>
<td>Dune &amp; Sand Control</td>
<td>Dune and sand stabilization</td>
<td>Acres</td>
<td>3.56</td>
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<tr>
<td>890</td>
<td>Drift or Protective Fencing Construction</td>
<td>Slat or wire fencing construction to prevent snow, soil, or sand drifts</td>
<td>Linear feet</td>
<td>4.74</td>
</tr>
<tr>
<td>891</td>
<td>Drift or Protective Fencing Maintenance</td>
<td>Slat or wire fencing maintenance to prevent snow, soil, or sand drifts</td>
<td>Linear feet</td>
<td>4.67</td>
</tr>
<tr>
<td></td>
<td>OTHER YCC PROGRAMS</td>
<td></td>
<td></td>
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<tr>
<td>910</td>
<td>Agency &amp; Bureau Support (General)</td>
<td>Assistance provided Agency &amp; Bureau not separately listed</td>
<td>Projects</td>
<td>4.55</td>
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<tr>
<td>CODE</td>
<td>PROGRAM ELEMENT</td>
<td>TYPE OF PROJECT</td>
<td>UNIT OF MEASURE</td>
<td>AVERAGE YOUTH HOUR VALUE 1972-1975</td>
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</tr>
<tr>
<td>920</td>
<td>YCC Camp Construction</td>
<td>Building or site construction or preparation</td>
<td>Projects</td>
<td>4.04</td>
</tr>
<tr>
<td>921</td>
<td>YCC Camp Maintenance</td>
<td>Repair, painting, maintenance, etc. of YCC camp</td>
<td>Projects</td>
<td>3.87</td>
</tr>
<tr>
<td>932</td>
<td>Facility Maintenance</td>
<td>Repair, painting, maintenance, etc. of administrative sites other than YCC</td>
<td>Projects</td>
<td>4.13</td>
</tr>
<tr>
<td>940</td>
<td>Environmental and Field Research or Plan*</td>
<td>Projects related to field or environmental research, improvements, or plans</td>
<td>Projects</td>
<td>3.91</td>
</tr>
<tr>
<td>950</td>
<td>Sign making</td>
<td>Sign making, painting or maintenance</td>
<td>Number</td>
<td>4.00</td>
</tr>
<tr>
<td>960</td>
<td>Field Trips, etc.</td>
<td>Field trips for education, survival training, camping, etc.</td>
<td>Projects</td>
<td></td>
</tr>
<tr>
<td>970</td>
<td>Volunteer Projects</td>
<td>Volunteer projects for or with local community members</td>
<td>Projects</td>
<td>5.28</td>
</tr>
<tr>
<td>980</td>
<td>First Aid Training</td>
<td>Training of enrollees in basic or advanced first aid</td>
<td>Number</td>
<td></td>
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</tbody>
</table>
DAILY RECORD SHEET

GROUP LEADER ___________________________ DATE _______________________

1. LIST OF PERSONS UNDER YOUR SUPERVISION (LIST AS GROUP WHEN POSSIBLE)

2. LIST EXPECTED LOCATIONS OF ACTIVITIES AND TIMES YOU EXPECT TO BE AT EACH LOCATION. AT DAY'S END RECORD THE ACTIVITY OF TYPE OF WORK ACCOMPLISHED AT EACH LOCATION.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TIME</th>
<th>ACTIVITY OR TYPE OF WORK ACCOMPLISHED</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
</table>

3. EDUCATIONAL TERMS, TOPICS, OR CONCEPTS INTRODUCED OR DISCUSSED

4. ANY INJURIES ARISING AND HOW EACH WAS TAKEN CARE OF

5. ANY PERSONNEL PROBLEMS, OR WORK PROBLEMS, WHICH AROSE AND HOW THE PROBLEM WAS RESOLVED OR WHAT QUESTIONS REMAIN OR WHAT SUGGESTIONS YOU HAVE
"Good public relations is simply good performance, publicly appreciated."

- Fortune Magazine -

1. POLICY. In order to bring about the highest possible level of understanding, acceptance, and support of the local communities for the Youth Conservation Corps program, the policy of the Department will be to initiate, encourage, and support the development of a strong and effective community relations program for each YCC camp or project under its jurisdiction.

2. RESPONSIBILITIES.

   A. Departmental. The Director, Office of Youth Programs, is responsible for general program guidelines for the initiation, development, and maintenance of effective community relations programs for YCC camps under the direction of the Department of the Interior.

   B. Bureau. Each participating Bureau is responsible for the implementation of an effective community relations program for each YCC camp under its jurisdiction.

   C. Camp. The Camp Director is directly responsible for the camp's community relations program. This responsibility may be delegated to members of the YCC camp staff by assigning them specific community relations activities, details or projects.

3. BACKGROUND. The purpose of a good community relations plan is to develop understanding and good will on the part of the community toward the YCC program. This is accomplished by channeling community interest into positive support and assistance.

   A. The real job of community relations will be done in the field, by the Project Manager, the Camp Director and his staff, and most importantly, by the enrollees themselves.

   B. Communities seldom readily welcome youth who are unknown quantities to the townspeople into their recreational or other social activities. Ill-founded rumors, misconceptions, idle speculation and gossip can do a lot of mischief to a program such as the YCC—long before the enrollees arrive on the scene.

   C. The best time to lay the groundwork for good community relations is now. As soon as the information is available, the local citizens should be fully informed about the YCC, and the neighboring camp.
The community should be briefed about:

1. The long-range objectives of the YCC.

2. The conservation work program for the local camp.

3. The emphasis of the program on improving the environment while at the same time conserving and improving our human resources, the young men and women of America.

4. The various social and economic backgrounds of the YCC enrollees.

5. The positive influence the camp can have on the community and the positive influence the community can have on the YCC enrollees and camp staff.

D. To become good neighbors, the local YCC camp staff must, in turn, become fully informed about the neighboring community so that they will not impose on its limited social and recreational resources; violate its local ordinances and laws nor add to the dimensions of any existing social or economic problems. In this way, camp staff can assure that what the local community ultimately sees is a pleasing, professional performance.

E. One of the principal concerns of the Camp Director is to keep the social, economic and political leaders of the community, as well as the general public, fully informed about the plans and activities of his camp.

F. Good community relations is largely a matter of maintaining a friendly, personal relationship with community leaders and local news media representatives.

G. If there is a general ignorance or misunderstanding of YCC objectives, and the type of enrollees attending the YCC camps, or a lack of sympathy for YCC problems, even a minor brush with the law may sometimes be overemphasized. On the other hand, skillful anticipation of possible trouble spots, in cooperation with community leaders, may very well preclude such adverse publicity.

H. Fortunately, Interior YCC camps have built-in success factors: (1) their association with various bureaus of the Department that have already won public approval of their conservation, environmental and recreational programs, and (2) the appeal of the YCC enrollees themselves. In addition, there will be many natural supporters, those who are dedicated to working with young people, and those who believe in the need for action programs to deal with our overwhelming environmental problems.

4. LAYING THE GROUNDWORK FOR A COMMUNITY RELATIONS PLAN. Community relations--good, bad or indifferent--will exist whether actually desired
or not. Adverse publicity needs no press agent. Positive publicity does.

Basic steps in the evolution of an effective community relations program include the following:

Evaluation of Local Communities. In large measure, the evaluation of local communities will be accomplished by personal contact with local citizens and community officials, including leaders of business, civic, religious and fraternal organizations. Thus, the process of fact-finding can also serve to inform the local citizens about the YCC camp at its inception, and give them some idea of the impact it is likely to have on their community. Long before the camp opens, the Project Manager and Camp Director should arrive at a fairly accurate assessment of the local communities in terms of:

1. Location in relation to camp (distance, availability of public transportation).

2. Size of town with respect to possible economic and social impact of enrollees and staff on community resources.

3. Availability of social, religious and recreational opportunities for enrollees and staff.

4. Social and political attitudes of the community that are likely to influence acceptance of the camp, its enrollees and staff.

5. Special police problems, such as drug abuse.

6. Potential support of local news media.

7. Potential support of local business, civic, fraternal, school and religious groups.

8. Potential support of local city and/or county with respect to:

   a. Very small population centers--perhaps within walking distance of the camp, that cannot support the impact of the full complement of the camp, but that may be visited by individual enrollees and staff for incidental purchases. Although not qualified as "support" communities, good rapport and sustained community relations must be established and maintained.

   b. The "town of origin," i.e., the geographic area from which most of the enrollees originate. This town may not become the principal "support" community for the camp, depending on its various amenities in relation to other communities considered. It should be noted, however, that familiarity of enrollees with the resources of the support community may have negative as well as positive values in terms of off-campus activities.
c. The potential "support" community. This will be the town that offers the best combination of social, economic, religious and recreational amenities. This is the town where the Project Manager and Camp Director will make their community relations thrust.

d. Communities of any size where negative factors outweigh positive values should be put in an "off-limits" category. Enrollees and staff should be discouraged from visiting the area without special permission.

e. Involving Local Communities. About the 3rd or 4th week of operation, schedule an OPEN HOUSE at the camp site. Invite all VIP's including the Governor, the U.S. Senators, the Congressperson in whose district the camp is located, Federal officials (including the Secretary of the Interior), State officials and local officials and leaders, and all local residents.

At the end of the camp session, Certificates of Appreciation should be presented to those citizens who have provided unusually fine support services for the YCC camp.

5. COMMUNITY/POLICE RELATIONS. Each camp must have, as a matter of priority, a vigorous program in the area of YCC-Community/Police Relations. This program will of course, be tailored to meet local conditions, but should provide for the following:

A. Preliminary contact with Chief of Police by Project Manager and Camp Director (including staff).

B. In-depth briefing of camp staff by local police concerning routine police procedures, local ordinances, and special police problems of the community, such as drug abuse.

C. Guided tour of community for camp staff by local police to highlight potentially explosive problem areas, and to further advise camp staff how to best avoid conflicts between enrollees and local citizens.

D. Cooperative development by local police and YCC official of a set of mutually acceptable STANDARD OPERATING PROCEDURES for handling routine and emergency police situations involving YCC personnel—either within the community and its environs, or at the YCC camp.

E. On-site briefing of law enforcement officials before camp opens to explain camp procedures, regulations, work projects, etc., and to permit them to become personally acquainted with the entire camp staff.

F. A "rap" session for enrollees and camp staff with local law enforcement officials to:

   1. Explain the standard operating procedures to be followed in case of emergency.
2. Explain local laws, ordinances and customs of the community.

3. Welcome the enrollees and staff as guests of the community.

4. Highlight potentially sensitive trouble spots or situations to be avoided.

5. Motivate the enrollees to set their own standards of self-discipline.

6. CONTACTS WITH NEWS MEDIA. In dealing with the news media, we should never wait until adverse publicity forces us to issue a disclaimer or an explanation. Our daily positive achievements are always newsworthy if they are properly managed. YCC only falters from the local standpoint when local misadventures become overemphasized by adverse publicity. Local publicity and information activities do not require special talents or training so much as an alterness to "news" and to the public interest. Camp Directors should establish and maintain friendly, personal relations with the editors of local newspapers and the producers of local radio and TV programs.

   Publicity in the field simply calls for openness and timeliness in dealing with the local media. Lack of talent in writing a press release is no real handicap, but a "chip on the shoulder" can be deadly.

   The following guidelines may help to assure good support for the YCC program by local news media.

   A. Arrange for a personal visit with the local newspaper editor to provide him with an in-depth briefing on the YCC and the camp. This should be followed up by a personally escorted tour (preferably by an enrollee) of the camp facility and of the various areas where the enrollees are, or will be carrying out their conservation work projects.

   B. Provide the editor with a list of key citizens who have involved themselves with the YCC program on a voluntary basis. (Include addresses and telephone numbers.)

   C. If appropriate, and if editor is amenable to the idea, assign an enrollee as the official YCC REPORTER for the camp, with the understanding that the reporter will work closely with camp staff responsible for public relations activities.

   D. Whoever handles the public information program for the camp must be kept fully informed—on a sustained and continuing basis—of everything that is going on with regard to the camp. He/she, in turn, must keep himself thoroughly informed at all times through personal and official contacts. Only in this way can the camp expect accurate and timely coverage of YCC activities in the local press.

   E. Send out a fact sheet and other basic material to all newspapers for their future reference files. This should also be done for other
news media—radio and TV, and should be done in compliance with existing Bureau regulations.

F. If news is of sufficient importance or of special human interest, invite the press out of the camp to cover the story. Always be prepared on every aspect of the story. Try to send out an advance release so that the routine details of the story will not occupy the reporter's time while he is on the scene.

G. If the news is immediate and important, phone it in to all area news media.

H. Almost without exception, every YCC camp will have the advantage of the public relations expertise of its "host" bureau. Requests for help with public relations problems should be directed to the Project Manager for the camp.
CHAPTER 7

RECRUITMENT & SELECTION

1. POLICY. The Youth Conservation Corps shall consist of youth of both sexes, representing all segments of society, with no person being excluded because of racial, social, or economic classifications. YCC members shall be recruited and selected in cooperation with Public School Systems, other youth serving organizations, and Employment Services. Along with its other objectives the YCC seeks to provide an opportunity for youth to build lasting cultural and communications bridges between youth from various social, ethnic, racial, and economic backgrounds. In our experience, we have found that the youth consider this opportunity to be one of the things they find most worthwhile about the program. For this reason, every effort will be made to insure that the youth recruited for each YCC camp will constitute a representative cross-sample of the eligible youth within the designated recruiting area.

The Department of the Interior's policy concerning the selection of dependents of Departmental employees for participation in the YCC program is as follows:

The sons and daughters of Department of the Interior employees may be selected for the YCC program without bias or restriction provided that the responsible recruiting agency in its normal recruiting function includes the dependent youth. No unusual effort may be made by the recruiting agency to select or reject such youth on the basis of his/her status as a dependent of a departmental or contractor employee.

2. RESPONSIBILITIES.

A. Designated Field Representatives (DFRs) are responsible for establishing recruiting programs in every State which will guarantee that no youth is excluded from program consideration. In every State, DFR's will establish a central contact (Recruiter) for all correspondence and applications, preferably within a State recruiting organization. If no State organization can be found to establish such a contact, the DFR's should jointly appoint a viable contact in a Federal office.

B. In some instances where no joint state-wide recruiting has been agreed upon, recruiting areas may be designated by the Director, Office of Youth Programs.

C. Recruitment and selection of youth applying for employment in the YCC is the joint responsibility of the designated Recruiter and DFR's.

3. PROCEDURES.

A. Recruitment and Selection (General). Activities shall meet requirements or standards as follows:
(1) Each Department shall have a "designated field representative" (DFR) for each State to assist in establishing State grant YCC programs. In addition, the DFR's are held responsible for enrollee recruiting and selection. When States participate in enrollee recruiting and selection activities, DFR's will ensure that Cooperative Agreements which meet the policies herein are properly executed.

(2) The DFR's, with the States will design and implement a written recruitment and selection plan for each State which meets the policy and criteria contained herein and will designate a Recruiter. This plan will outline recruiting and selection procedures affecting each Federal and State camp. Each State's plan will include a map of the State, an "action" section, and a brief narrative section.

(3) Recruitment includes activities in program announcement, publicity, and distribution of literature and application forms. The YCC program shall be publicized extensively with special outreach efforts in the minority and low income community. Recruitment shall be designed to effect strong affirmative action aimed at informing all eligible youth of program content and objectives. Provisions will be made for easy application by youth for employment in the program.

(4) Recruiting areas shall be established to blanket the entire State so that no geographic area is excluded. Overlap of recruiting areas of different types of camps is desirable to give applicants a better chance of selection.

(a) Recruiting Areas of Nonresidential Camps. Attendance at a nonresidential YCC camp requires that each enrollee commute from home to the camp or to some central pick-up point and back each day. Thus the recruiting areas for nonresidential camps must be restricted in size. The recruiting area should be large enough to generate sufficient numbers of applications to fill the camp, yet small enough so that enrollees will not spend inordinate amounts of time in transit. As a rule of thumb, try not to allow more than 50 miles or one hour's driving time for a one way trip between the enrollee's home and the camp.

(b) Recruiting Areas for Five-day Residential Camps. Attendance at this type of YCC camp requires that each enrollee commute from home to the camp and back once a week. The recruiting areas for these camps should also be limited to save travel time and gasoline. Try not to allow more than 100 miles or two hours' driving time for a one way trip from the enrollee's home to the camp.

(c) Recruiting Areas for Seven-day Residential Camps. These recruiting areas are limited to the distance which can be traveled by surface transportation in one day (eight hours). For most States this limitation will allow state-wide recruiting for seven-day residential camps. State-wide recruiting for this type of camp is encouraged in order to provide complete coverage of the State and overlap of recruiting areas.
(5) The selection process shall be free of bias and discrimination with employees and alternates randomly selected and identified for positions available.

(6) Selectees, alternates, and non-selectees shall be notified of results in a timely and efficient manner.

B. Recruitment. It is necessary to remember that although recruitment and selection are mutually interdependent, they are in fact two separate processes. In practice, recruitment (without regard to the method of selection) constitutes all those steps taken to inform the public of the employment opportunities, eligibility and related material(s). The goal for all recruitment actions is to ensure that the maximum possible number of applications are received by the recruiter whether this is on a within-state basis or involves the use of a central computer location. Recruitment cannot be considered complete until or unless all qualified youth are given the opportunity to apply. A good, complete recruitment program is absolutely fundamental to success in the selection process.

C. Selection. The selection process begins with receipt of the completed application, continues with the processing and security provisions (storage) of the applications, and terminates with the selection and notification of enrollees and alternates. Whether the selection be accomplished manually or by machine, the objective must be to provide all bona fide applicants a fair and equal chance of selection. Provided that recruitment results in a statistically significant number of applicants, random selection will provide a camp population that is representative of the population of the recruiting area.

D. Enrollee Eligibility Criteria. Youth who may be considered for the YCC program must:

(1) Have attained age 15 by June 1 of the program year, but not yet 19 by August 30 of the same year (proof of age required).

(2) Be permanent residents of the United States or its territories or possessions.

(3) Have a desire to work in the outdoors and become involved in the development and maintenance of the Nation's natural environment.

(4) Have no history of serious criminal or other anti-social behavior that might jeopardize their safety or that of others.

(5) Be physically qualified to participate fully in the various work and training projects of the YCC camp program. (Opportunities for the handicapped may be provided at some camps—depending on location, available programs, staffing, medical facilities, etc.)
(6) Have or be able to obtain parental or legal guardian consent to enroll in the program. All parents execute a consent statement that a parent or guardian authorizes first aid or emergency care and will not hold the Government responsible for any non-program accident or illness.

(7) Have or be able to obtain a work permit as required by the laws of the State in which program will be carried out.

(8) Have Social Security number upon entrance into the program.

E. Other Selection Criteria.

(1) A selectee must obtain satisfactory medical certification to indicate physical suitability for participation in group work-learning assignments, and a group residential situation. Certification will be on the approved YCC medical history form.

(2) YCC youth leaders not to exceed 10% of camp population may be selected as an adjunct to the staff. Leadership appointments may be made of either previous participants or first season enrollees, and leaders should have some of the following qualifications:

(a) Experience in the use of hand tools on outdoor work related to conservation.

(b) Experience in any type of work which involved dealing with others and demonstrated the applicant's ability to work effectively with others.

(c) Leadership experience as evidenced by directing groups of people, including the ability to win respect, gain confidence, and motivate through effective communication.

(d) Ability to assume partial staff responsibility for the activities of other youth in some aspect of camp operations.

(3) Other than provided for in (2) above, previous participants are not eligible.

F. Notification. All applicants to the YCC program must receive notification of the outcome of the selection process. It is the responsibility of the Recruiter and the DFR's that all selectees, alternates, and unsuccessful applicants are notified promptly and completely.
1. POLICY. The Youth Conservation Corps Act of 1970 (P.L. 91-378) provided for a three-year Pilot Program, to be funded at $3.5 million, to be carried out on lands and waters under the jurisdiction of the Secretary of Agriculture or the Secretary of the Interior. Public Law 92-597 amended the 1970 Act to include a pilot program (beginning in 1974) under which grants shall be made to States, to assist them in meeting the cost of Youth Conservation Corps projects on non-Federal public lands and waters within the States. Public Law 93-408 made the Youth Conservation Corps program permanent. Regulations concerning grants to States are published in the Federal Register, Vol. 43, No. 178, Title 43, Part 26.

The Departments of Interior and Agriculture have established a State Grant Program Handbook. That Handbook supplements this publication and provides guidance and ready reference in the day to day administration of the YCC State Grant program.

2. YCC PROGRAM FUND ALLOCATIONS. According to the terms of P.L. 93-408, 30% of all funds appropriated for the YCC Program each year will be allocated to the several States. Surplus funds not needed by States will be reallocated to other States on the basis of State ability to operate high quality programs in excess of their dollar allocation.

3. RESPONSIBILITIES.

A. The Director, Office of Youth Programs is responsible for implementation and conduct of the YCC State Grant portion of the program, in conjunction with the Director, Human Resource Programs, of the U.S. Forest Service. The Director, OYP, jointly with his Forest Service counterpart, determines the portion of funds allocated to the State Grant Program which will be apportioned to each State. He further, jointly, determines the reallocation of funds, to States offering quality programs, from States which cannot use their share for one reason or another.

B. Regional Directors, Office of Youth Programs, will coordinate with the Forest Service Designated Field Representatives and jointly administer the State Grant program at the field level. They will:

1. Provide technical assistance to the States on grant policies and procedures under which grants may be obtained.

2. Review and approve grant programs for Federal funding.

3. Assist in grant administration needs by close coordination and communication with State and Federal YCC representatives.
4. Develop and implement with State and Federal YCC representatives a written Statewide recruitment and selection plan leading to selection of enrollees for all YCC camps within a State (see Chapter 7).

5. Monitor and report, as needed, on the grant program.

C. Administrative Services Center (ASC). The Salt Lake City Bureau of Reclamation Administrative Services Center provides funding and necessary administrative and technical services for the State Grant Program:

1. Technical clearance of all State Grant Applications.
2. Fund & expenditure record maintenance.
3. Advance and reimbursement payments.
4. Filing of Form SF-424 to State Central Information Reception Agency (SCIRA).
5. Review of all applications and expenditures for possible audit action.
6. Reports on all expenditures to OYP.

D. State Program Agents are individuals designated in writing by the Governor to be responsible for all aspects of the State Grant program. They originate the request for Federal funds, and are considered the Grantee in each State. They are also responsible for assisting in developing and implementing the recruitment and selection plan as stated in 3B4 above.

E. State Recruiters are individuals designated in writing by the State Program Agent and the Federal DFRs to implement the recruitment and selection plan as stated in 3B4 above (see Chapter 7). They are the prime distributor of recruiting materials. In States making their own selection, they will be the single contact for receiving completed applications from youth. In States using the Centralized Computer System, they are the main contact with the Washington YCC Selection Office and are responsible for coordinating and verifying input and notification of successful applicants.

4. PROGRAM. States requesting Federal Grant Funds to operate a YCC Program will submit applications to DFR's by January 1 of each year. DFR's will review the State applications, approve, and submit to ASC for technical clearance and payment. State YCC Programs should closely parallel Federal Programs of similar size and composition; pay rates should be similar; camp costs should be similar; and camp work/environmental programs should closely follow those of Federal camps.
5. FEDERAL/STATE GRANT CAMPS COORDINATION. In areas where a Federal and a State Camp are in proximity, Project Managers and Camp Directors should become acquainted with their State counterparts to exchange ideas, and even problems. Federal experience may be of considerable help to a State Camp. By the same token, some States have had programs similar to the YCC for many years, and may be able to assist new, or even old, Federal Camps. Exchanges of guest speakers, coordinated work on volunteer projects, sports competition, and other program and non-program activities can cement relationships between Federal and State Camps.