

Youth Initiative (YI) Recruitment and Retention Programs

YI 2010 Funding Guidelines

The Bureau of Land Management's (BLM) Youth Initiative (YI) is designed to introduce youth from 16-25 years of age to career opportunities through internships related to the various BLM career fields. This program is designed to reach students early in their career decision-making process, and involve them in real, intellectually-challenging assignments that allow them to work side-by-side with the BLM staff on projects that provide hands-on, meaningful work experiences throughout the BLM.

This program is also designed to serve as a recruitment tool to help diversify our workforce and foster resource stewardship of our lands. The changing demographics of America mean that the public served by the Federal Government is also changing. When we recruit and retain an inclusive workforce, one that looks like the America we serve, and when individual differences are respected, appreciated, and valued, diversity becomes an organizational strength that contributes to achieving results.

The Bureau of Land Management's YI efforts fall into the following three broad categories, with programs in each category to be administered by the Division of Education, Interpretation and Partnerships (WO-172) and the Branch of Recruitment and Retention Programs (WO-711) as indicated below:

- Early Childhood through High School-age Programs (WO-172);
- Project-based Work and Internships Programs (WO-172); and
- Recruitment and Retention Programs (WO-711).

This document provides specific guidance for funding related to YI Recruitment and Retention Programs only, with specific emphasis on recruitment and hiring. Any additional YI Recruitment and Retention Programs guidance, such as retention incentives, will be distributed under a separate cover.

Further, the one-time funding allocation for YI Recruitment and Retention Programs is separate from the ongoing Student Career Experience Program (SCEP) funding assistance program administered by WO-711. The one-time funding allocation for YI Recruitment and Retention Programs is also separate from the funding available through the Early Childhood through High School-age Programs and Project-based Work and Internship Programs, managed by WO-172.

Purpose of the Funding

Through the WO-711, the BLM's States and Centers will receive a one-time funding allocation that supports the YI Recruitment and Retention Programs. The purpose of the funding is to increase the recruitment and hiring of youth from 16 to 25 years old through various non-competitive hiring authorities such as:

- Student Temporary Employment Program (STEP);
- Student Career Experience Program (SCEP);
- Federal Career Intern Program (FCIP); and
- Presidential Management Fellows (PMF) Program.

Youth are eligible under these hiring authorities if they meet the following criteria:

To Be A STEP:

- A student enrolled or accepted for enrollment in high school, vocational and technical schools, colleges, and universities
- At least 16 years of age
- Enrolled in at least half-time academic, vocational, or technical course load
- Cumulative GPA 2.0 or better or proof of satisfactory academic standing

To Be A SCEP:

A student enrolled or accepted for enrollment as a degree-seeking student

- At least 16 years of age
- Enrolled in at least half-time academic, vocational or technical course load
- Cumulative GPA 2.5 or better
- U.S. Citizenship on or before conversion

To Be A FCIP:

- A U.S. Citizen
- Qualify for entry level positions at the GS-5, 7, 9 grade levels
- In general, individuals are appointed to a 2-year internship. Upon successful completion of the internships, the interns may be eligible for non-competitive conversion to a permanent position.

To Be A PMF:

- Be a student in the last year of a master's, doctoral, or law degree.
- Nominated by the Dean, Chairperson, or Academic Program Director from their academic institution.
- Completes the Office of Personnel Management's formal assessment battery that evaluates life experiences, critical thinking skills, and writing fundamentals. With a successful application, nomination and assessment, the applicant becomes a PMF finalist.

The WO-711 recommends that States and Centers use the following resources and recruitment vehicles to recruit new candidates into the STEP, SCEP, FCIP, and PMF:

- Targeted Recruitment Events
- Career Fairs at Minority Serving Institutions
- Environmental Organizations
- Minority Student Organizations
- Community Centers (such as Boys and Girl Clubs)

- College Organizations of Students with Disabilities
- High Schools
- College Placement Centers
- Internet Websites
- Minority Professional Organizations
- National Conferences (such as MANNERS)
- Veterans Organizations

What the Funding Covers

States and Centers can use the YI Recruitment and Retention Programs funding for five types of expenses.

[1] Salary costs

[2] Recruitment expenses

Recruitment expenses include materials, recruitment event fees and travel, ad placement, and similar outreach mechanisms.

[3] Hiring incentives

Hiring incentives include recruitment bonuses, tuition assistance, student loan repayment benefits, travel expenses, and relocation fees.

[4] Training

Training includes job-related conferences, consortiums, classes, and similar development opportunities.

[5] Administration

Administration includes costs for background investigation, uniforms, equipment and materials, and similar extraneous costs.

For all five types of expenses, States and Centers must spend the funds on NEW hires – from 16 - 25 years old – brought in through the STEP, SCEP, FCIP, and PMF hiring programs during FY 2010 (10/1/09 – 9/30/10).

How the Funding Will Be Distributed

The WO-711 will send individual funding memorandums to State and Center Human Resources Officers (HROs) with the following information about the one-time funding allocation:

- Dollar amount of the funding;
- Budget funding code(s) for the funding; and
- Tracking requirements for the funding.

The HRO will work with the State Personnel Management Committee, Equal Employment Opportunity Manager, and other relevant leaders and staff to determine the most effective use of the funding and the most efficient means of dispersing the funds internally.

For the YI Recruitment and Retention Programs funding discussed in these guidelines, the WO-711 determined individual State and Center funding through an algorithm developed by the WO Budget Office. The algorithm calculated the States and Centers' Full Time Employee against the total funding amount. See Table 1 below for the breakdown of funds by State and Center.

State or Center	YI Funding Amount
Alaska	\$33,250
Arizona	\$25,750
California	\$39,250
Colorado	\$30,750
Eastern States	\$12,250
Idaho	\$37,750
Montana	\$29,250
New Mexico	\$37,750
Nevada	\$35,750
National Interagency Fire Center (NIFC)	\$17,750
National Operations Center (NOC)	\$17,750
National Training Center (NTC)	\$8,750
Oregon	\$75,750
Utah	\$35,250
Washington Office (WO)	\$25,750
Wyoming	\$37,250
TOTAL	\$500,000

Table 1, State and Center Breakdown of YI Funding Amount

How the Funding Will Be Tracked

States and Centers will track the YI Recruitment and Retention Program funding expenses from the time that the funds are received until the end of the fiscal year.

States and Centers will track the funding expenses using the YI 2010 Funding Tracking Sheet provided by WO-711, with the following requirements:

- States and Centers will submit the tracking sheets with updates on the last business day of each month, from May to September 2010.
- States and Centers will send the tracking sheets to Kellye Drakeford, Program Assistant for WO-711, by email at Kellye_Drakeford@blm.gov or fax to (202) 418-3013.

How to Complete the YI Funding Tracking Sheet

The WO-711 will provide each State and Center with an electronic YI 2010 Funding Tracking Sheet in the Excel spreadsheet format with the State or Center name and total funding amount listed at the top.

Throughout the reporting period, States and Centers will enter related YI expenses into the appropriate fields of the tracking sheet: Salary, Recruitment, Hiring Incentives, Training, or Administration.

In the Salary Table:

- Enter the total estimated salary cost for each new STEP, SCEP, FCIP, and PMF hire.

Enter Date xx/xx/xxxx	Enter Estimated Dollar Amount \$x,xxx.xx	Check Box for Hiring Program			
		STEP	SCEP	FCIP	PMF

- For each new hire, check the STEP, SCEP, FCIP, or PMF box for the program that was used to hire the individual.
- For each item, enter the date that the information was added to the tracking sheet.

In the Recruitment Table:

- Enter the total amount of the recruitment expenses. Note: For an activity that includes multiple expenses (for example, a recruitment event with fees and travel expenses), add the expenses together and enter as one expense.

Enter Date xx/xx/xxxx	Enter Total Dollar Amount \$x,xxx.xx	Enter Description of Recruitment Expense

- Enter the description of the recruitment expenses.
- For each item, enter the date that the information was added to the tracking sheet.

In the Hiring Incentive Table:

- Enter the total amount of each hiring incentive.

Enter Date xx/xx/xxxx	Enter Total Dollar Amount \$x,xxx.xx	List Type of Hiring Incentive

- List the type of hiring incentive.
- For each item, enter the date that the information was added to the tracking sheet.

In the Training Table:

- Enter the total amount of each training expense. Note: For a training activity that includes multiple expenses (for example, a conference with fees and travel expenses), add the expenses together and enter as one expense.

Enter Date xx/xx/xxxx	Enter Total Dollar Amount \$x,xxx.xx	List Type of Training Expense

- List the type of training.
- For each item, enter the date that the information was added to the tracking sheet.

In the Administration Table:

- Enter the total amount of each administration expense.

Enter Date XX/XX/XXXX	Enter Total Dollar Amount \$X,XXX.XX	Enter Description of Administration Expense

- Enter a short description of the administration expense.
- For each item, enter the date that the information was added to the tracking sheet.

For Total Box (at the end of the tracking sheet):

WO-711 preformatted the tracking sheet so that the entries in each table automatically generate a running total of expenses.

Total Spent:	\$0.00
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For this reason, States and Centers should use the tracking sheet as a running tally of all expenses and activities.

In the Current Date Box (near the beginning of the tracking sheet):

For each monthly submission, States and Centers should enter the current reporting date.

Current Date:	
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