U.S. Fish and Wildlife Service
Youth Conservation Corps (YCC)
WORK ACCOMPLISHMENT REPORT Instructions

Station Name: Organizational Name of Host Site

Organization Code: Five digit code

Number of Enrollees: Use actual number of enrollees

Enrollees Salaries: Use data from the payroll information

Staff Salaries: Salaries paid, relating to the YCC program.

Other Costs: Any other expenses, such as vehicle rental, supplies, materials, etc., relating to the YCC program.

Total Costs: Total of Enrollee Salaries, Staff Salaries, and Other Costs.

Address: Full address of the host site.

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

Project Type: Use a description of what the project is. For example fence project, trail project, litter pick-up, etc.

Quantity: This should be a measurable and meaningful number. For example number of miles of fencing (other measures such as feet, meters, etc. are acceptable), number of miles of trail, number of acres rehabilitated habitat, number of hours spent doing litter pick-up.

Appraised Value: The value of the project had it been done by a contractor or by Service personnel at their normal salary. Estimate to the best of your ability

Paid Enrollee Hours: The total number of hours worked on the project. (8 hours, 4 enrollees = 32 hours).

Value Per Hour: Divide the Appraised Value by the number of Paid Enrollee Hours. This will give you the value per hour for each project.

Total: Please remember to total the Appraised Value and Paid Enrollee Hours