



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY
820 CHANDLER STREET
FORT DETRICK, MARYLAND 21702-5014

REC'D JUN 11 2001

REPLY TO
ATTENTION OF:

June 7, 2001

Special Projects Branch/SMS/tg

SUBJECT: Cooperative Agreement DAMD17-01-2-0014

Mr. Ray T. Auger
The Student Conservation Association, Inc.
Program Development Director
P.O. Box 550
Charlestown, New Hampshire 03603

Dear Mr. Auger:

Enclosed are fully executed copies of the above subject Cooperative Agreement for your records and the Principal Investigator's.

If you have any questions regarding the administration of this contract, you may contact Ms. Shannyn Scassero, Contract Specialist, at 301-619-2640.

Sincerely,

Terry L. Geisbert
Procurement Technician
USAMRAA

Enclosures

6/17/01 THU 11:00 FAX 301 619 2505 USAMRAA

ASSISTANCE AGREEMENT

AWD TYPE: GRANT (31 USC 6304) COOPERATIVE AGREEMENT (21 USC 8305) OTHER TRANSACTION (10 USC 2371)

AWARD NO: DAMD17-01-2-0014	EFFECTIVE DATE Non Grants Officer Signature Date Below	AWARD AMOUNT \$0.00	Page 1 of 10 Shannyn M. Scaesero Phone: 301-619-2640 Fax: 301-619-2505
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PROJECT TITLE: Conservation Management Assistance on Military Installations CIDA 12.420

PERFORMANCE PERIOD: 20 MAY 01 - 19 MAY 06	PRINCIPAL INVESTIGATOR: Scott C. Weaver
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AWARDED AND ADMINISTERED BY: U.S. Army Medical Research Acquisition Activity ATTN: MCMR-AAA-g 820 Chandler St. Fort Detrick Maryland 21702-5014	PAYMENTS WILL BE MADE BY: EFT:T Army Vendor Pay DFAS-SA/FPA 500 McCullough Avenue San Antonio, TX 78215-2100
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DUNS No: 04-024-6227 TIN No: (SEE PARAGRAPH TITLED "PAYMENTS" FOR INSTRUCTIONS)

AWARDED TO: The Student Conservation Association, Inc. P.O. Box 550 Charlestown, NH 03603	REMIT PAYMENT TO: SAME
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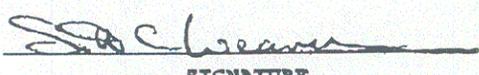
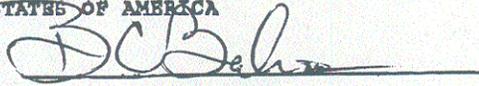
ACCOUNTING AND APPROPRIATION DATA: THIS IS AN UNFUNDED COOPERATIVE AGREEMENT. FUNDING WILL BE OBLIGATED ON INDIVIDUAL TASK ORDERS AS ISSUED.

SCOPE OF WORK:

A. This cooperative agreement is hereby awarded by the U. S. Army Medical Research Acquisition Activity (USAMRAA) on behalf of the United States of America to the aforementioned organization for a period of five (5) years. The awardee will assist the Department of Defense in providing conservation management assistance as outlined in Attachment 1. Funds will be obligated on individual task orders as issued. The recipient's technical proposal and budget dated 22 MAR 01 are incorporated herein by reference. This award is made under the authority of 16 USC 670c-1, the Sikes Act.

B. Additionally, this award is subject to the attached USAMRAA General Terms and Conditions for Assistance Awards.

TOTAL COST OF AGREEMENT: UNFUNDED

RECIPIENT		GRANTS OFFICER	
ACCEPTED BY: 		UNITED STATES OF AMERICA 	
SIGNATURE		SIGNATURE	
NAME AND TITLE SCOTT C WEAVER SENIOR VICE PRESIDENT Government Relations & Marketing	DATE 5/12/01	NAME AND TITLE B. C. BAKER, III GRANTS OFFICER	DATE 6/1/01

USAMRAA FORM 80-A, Feb 00

U. S. ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY
GENERAL TERMS AND CONDITIONS FOR ASSISTANCE AWARDS

TABLE OF CONTENTS

1.	RECIPIENT RESPONSIBILITY	3
2.	ADMINISTRATION AND COST PRINCIPLES	3
3.	AWARD MODIFICATION	4
4.	APPROVALS AND OTHER AUTHORIZATIONS	4
5.	GOVERNMENT INTERACTION	5
6.	PUBLICATION AND ACKNOWLEDGMENT	5
7.	TASK ORDERS	5
8.	PROGRESS REPORTING REQUIREMENTS	7
9.	COST REIMBURSEMENT PAYMENTS AND FULL FUNDING	7
10.	SUSPENSION AND TERMINATION.....	7
11.	AWARD CLOSE OUT WITH COST REIMBURSEMENT PAYMENTS.....	8
12.	SITE VISITS.....	8
13.	TITLE TO PROPERTY ACQUIRED WITH FEDERAL FUNDS (EDUCATIONAL AND NON-PROFIT) ..	8
14.	FEDERALLY OWNED PROPERTY (EDUCATIONAL AND NON-PROFIT).....	9
15.	INTANGIBLE PROPERTY (EDUCATIONAL AND NON-PROFIT).....	9
16.	PATENTS AND INVENTIONS.....	9
17.	DISPUTES.....	9
18.	PROHIBITION OF USE OF HUMAN SUBJECTS.....	9
19.	PROHIBITION OF USE OF HUMAN ANATOMICAL SUBSTANCES.....	9
20.	PROHIBITION OF USE OF LABORATORY ANIMALS.....	10
	ATTACHMENTS.....	10

1. RECIPIENT RESPONSIBILITY (NOV 2000) (USAMRAA)

a. The recipient will bear primary responsibility for the conduct of the research and will exercise judgment towards attaining the stated research objectives within the limits of the award's terms and conditions.

b. The Principal Investigator(s) specified in the award document will be continuously responsible for the conduct of the research project and will be closely involved with the research effort. The Principal Investigator, operating within the policies of the recipient, is in the best position to determine the means by which the research may be conducted most effectively.

c. The recipient shall obtain the Grants Officer's prior approval to change the Principal Investigator, or to continue the research work during a continuous period of absence in excess of three (3) months, or a 25% reduction in time devoted to the project by the approved Principal Investigator.

d. The recipient shall obtain the Grants Officer's prior approval to change:

- (1) the methodology or experiment when such is stated in the award as a specific objective;
- (2) the stated objective of the research effort;
- (3) the phenomenon or phenomena under study; or
- (4) the approved research protocols.

2. ADMINISTRATION AND COST PRINCIPLES (NOV 2000) (USAMRAA)

The following Administrative and Cost Principles, as applicable, effective the earlier of (i) the start date of this award or (ii) the date on which the recipient incurs costs to be assessed the award, are incorporated as part of this award by reference:

- a. OMB Circular A-21, "Cost Principles for Educational Institutions."
- b. OMB Circular A-87, " Cost Principles for State, Local and Indian Tribal Governments."
- c. OMB Circular A-102, " Grants and Cooperative Agreements with State and Local Governments."
- d. OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations."
- e. OMB Circular A-122, "Cost Principles for Non-profit Organizations."
{For those nonprofit organizations specifically exempted from the provisions of OMB Circular A-122, Subpart 31.2 of the Federal Acquisition Regulations (FAR 48 CFR Subpart 31.2) shall apply}.
- f. OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- g. Federal Acquisition Regulation, Part 31.2 for Commercial Organizations.

h. Department of Defense Grant and Agreement Regulations 3210.6-R, Parts 32, 33 and 34.

These publications may be obtained from:

Office of Management and Budget
EOB Publications Office
New Executive Office Building
725 17th Street, NW, Room 2200
Washington DC 20503 Telephone: (202) 395-7332

These publications may be viewed at:

Website: www-usamraa.army.mil, then click reference library and select.

3. AWARD MODIFICATION (NOV 2000) (USAMRAA)

The only method by which this award may be modified is by a formal, written modification signed by the Grants Officer. No other communications, whether oral or in writing, are valid.

4. APPROVALS AND OTHER AUTHORIZATIONS (NOV 2000) (USAMRAA)

a. Prior approvals. All prior approvals required by OMB Circulars A-21, A-87, A-102, A-110, A-122, and A-133 are waived except the following:

(1) Change in the scope or objectives of the research project as required by paragraph 1 of these terms and conditions entitled "Recipient Responsibility."

(2) Any request for additional funding.

(3) Change in key personnel as required by paragraph 1 of these terms and conditions entitled "Recipient Responsibility."

(4) Exclusive of supplies, material, equipment or general support services, the award of a subaward to accomplish substantial programmatic work required in the agreement to be performed by the prime recipient.

(5) Unless identified in the budget incorporated as a part of the award, expenditures for individual items of general purpose equipment and specific purpose equipment costing \$5,000 or more.

(6) Unless identified in the proposal, incorporated as part of the award, expenditure for foreign travel.

b. Preaward Costs. The recipient may incur preaward costs of up to 90 days prior to the start date of the award agreement. Preaward costs as incurred by the recipient must be necessary for the effective and economical conduct of the project, and the costs must be otherwise allowable in accordance with the appropriate cost principles. Preaward costs are made at the recipient's risk. The incurring of preaward costs by the recipient does not impose any obligation on the Government in the absence of appropriations, if an award is not subsequently made, or if an award is made for a lesser amount than the recipient expected.

c. Change in Performance Period. The recipient may make a one-time extension to the expiration date of the award for a period up to 12 months. The recipient shall notify the Grants Officer, in writing, at least 10 days prior to the expiration date of the award.

d. Unobligated Balances. In the absence of any specific notice to the contrary, the recipient is authorized to carry forward unexpended balances to subsequent funding periods of the award agreement.

5. GOVERNMENT INTERACTION (NOV 2000) (USAMRAA)

The active participants in this award are the Student Conservation Association (SCA) and the U. S. Army Environmental Center through the U.S. Army Medical Research Acquisition Activity. Through this cooperative agreement, the Government will utilize SCA volunteers to supplement and complement permanent Government staff for a wide variety of conservation projects throughout the United States. The services provided by SCA under this agreement will assist the Government in both natural/cultural resource management. Additionally, the Government will reap positive public relations by cooperating with SCA and SCA volunteers will receive valuable experience in conservation management as well as first hand knowledge of the U. S. Army's commitment to and accomplishments in conservation management.

6. PUBLICATION AND ACKNOWLEDGMENT (NOV 2000) (USAMRAA)

a. Publication. The recipient is encouraged to publish results of the research, unless classified, in appropriate journals. One copy of each paper planned for publication shall be submitted to the technical representative simultaneously with its submission for publication. Copies of all publications resulting from the research shall be forwarded to the Grants Officer as they become available, even though publication may in fact occur subsequent to the termination date of this award.

b. Acknowledgment. The recipient agrees that in the release of information relating to this award such release shall include statements to the effect that the project or effort depicted was sponsored by the Department of the Army and shall include:

(i) The Award Number;

(ii) "The U.S. Army Medical Research Acquisition Activity, 820 Chandler Street, Fort Detrick MD 21702-5014 is the awarding and administering acquisition office." and;

(iii) A statement that the content of the information does not necessarily reflect the position or the policy of the Government, and no official endorsement should be inferred. For purposes of this article, information includes news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association proceedings, etc.

c. Prior to release to the public, the recipient shall notify the Grants Officer and the Grants Officer's Representative (GOR) of the following: planned news releases, planned publicity, advertising material concerning grant/cooperative agreement work, and planned presentations to scientific meetings. This provision is not intended to restrict dissemination of research information; the purpose is to inform the U.S. Army Medical Research and Materiel Command (USAMRMC) of planned public release of information on USAMRMC-funded research, in order to adequately respond to inquiries and to be alert to the possibility of inadvertent release of information which could be taken out of context.

7. TASK ORDERS

a. Performance under this agreement will be in accordance with task orders issued by the contracting officer to the Awardee. Requests for assistance will be submitted by the individual installations to the U.S. Army Medical Research Acquisition Activity (USAMRAA). These requests will be forwarded to the awardee

for quote. The awardee should as expeditiously as possible provide recruits to USAMRAA, who will forward this information to the installations for review and selection. Once selection is complete, the installation will inform USAMRAA of its decision and USAMRAA will request a quote from the awardee for the selected recruit. The quote will be forwarded to USAMRAA for review and then forwarded (by USAMRAA) to the installation for acceptance and preparation of a Military Interdepartmental Purchase Request (MIPR). A task order will be issued once the MIPR is provided to and accepted by USAMRAA.

b. All task orders are subject to the terms and conditions of this agreement. In the event of a conflict between a task order and this agreement, this agreement shall take precedence.

c. A task order is considered issued when the Government Ordering Officer signs it.

d. The Awardee shall perform in accordance with the technical and business proposals incorporated into this agreement and as called for by the task orders issued in accordance with this clause.

e. No representative of the Ordering Officer shall give, and the Awardee may not accept, oral instruction to perform any work under this agreement. The Government is not bound to accept any supplies, or services described in this agreement except in accordance with the task order assignments made by it.

f. Whenever it appears to the Awardee that the actual cost to complete any task may exceed the estimated cost of such task, the Awardee shall immediately, and in no event later than the occurrence of 75% of the estimated task cost, notify the Ordering Officer in writing and furnish a revised estimate for the completion of the task. The awardee shall not incur costs to perform work under any specific task in excess of the cost estimate authorized for the task until the Ordering Officer has notified the Awardee in writing that such amount has been increased. Issuance of a task order is not authorization for the Awardee to incur costs in excess of the funds obligated to date under the agreement.

g. Any task order issued during the effective period of this agreement and not completed within that agreement period shall be completed by the Awardee within the time specified in the approved task order. The agreement shall govern the Awardee's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the effective period of the agreement.

h. Operating Procedures:

(1) The Ordering Officer shall provide the task orders in writing to the Awardee.

(2) The Awardee shall identify all correspondence, reports, and other pertinent papers in connection with the agreement by imprinting thereon the task order and the agreement number, plus any other references furnished by the Ordering Officer.

(3) The USAMRMC Form 48 (ATTACHMENT 2) will be utilized to issue task orders and to signify Ordering Officer notification to commence work under the individual task orders.

(4) The task orders, and modifications to task orders, will be numbered by the issuing office. Modifications to the task orders will be designated by the modification number and contained in the original task order number.

8. PROGRESS REPORTING REQUIREMENTS

An annual report shall be submitted to the Grant Officer's Representative (GOR) and the Grant Officer (GO), which presents a detailed summary of conservation issues and accomplishments. An original and two (2) copies shall be provided to the GOR and one (1) copy to the GO, within thirty (30) calendar days of the award anniversary date (only final report required in the final year of the award). The GOR's reports should be mailed to the following address:

Department of the Army
U. S. Army Environmental Center
ATTN: Sharon D. Schmitt
5179 Hoadley Road
Aberdeen Proving Ground, MD 21010-5401

The GO's report should be mailed to the following address:

USAMRAA
ATTN: MRMC-AAA-S/Scassero
820 Chandler Street
Fort Detrick, MD 21702-5014

9. COST REIMBURSEMENT PAYMENTS AND FULL FUNDING (NOV 2000) (USAMRAA)

a. Payments. Payments under this award shall be made to the recipient on a cost reimbursement basis. The recipient shall submit one original Standard Form 270 (an SF270 must be submitted for each task order for which payment is requested. Multiple task orders will not be processed on one SF270), Request for Advance or Reimbursement (form available on web site <http://www-usamraa.army.mil>), monthly, but not less frequently than quarterly, for each task order to:

U.S. Army Medical Research Acquisition Activity
ATTN: MCMR-AAA-S/Scassero
820 Chandler Street
Fort Detrick MD 21702-5014

No payment will be made if the recipient fails to submit the required form. Failure to invoice at least quarterly may result in delay of payment and may be cause for termination of the grant.

b. Electronic Funds Transfer. All payments to the recipient will be made by electronic funds transfer (EFT). The recipient shall contact the Defense Finance and Accounting System (DFAS) named on the face page of this award to make arrangements for EFT. Failure to do so may result in nonpayment.

10. SUSPENSION AND TERMINATION (NOV 2000) (USAMRAA)

a. The Grants Officer may terminate or suspend in whole or in part, this agreement by written notice to the recipient upon a finding that the recipient has failed to comply with the material provisions of this agreement, if the recipient materially changes the objective of the agreement, or if appropriated funds are not available to support the program. However, the Grants Officer may immediately suspend or terminate the award without prior notice when such action is necessary to protect the interests of the Government.

b. Additionally, this agreement may be terminated by either party upon written notice to the other party, based upon a reasonable determination that the project will not produce beneficial results commensurate with the expenditure of resources. Such written notice shall be preceded by consultation between the parties. In the event of a termination, the Government shall have a paid-up license in any subject invention, copyright work, data or technical data made or developed under this agreement.

c. No costs incurred during a suspension period or after the effective date of a termination will be allowable, except those costs which, in the opinion of the Grants Officer, the recipient could not reasonably avoid or eliminate, or which were otherwise authorized by the suspension or termination notice, provided such costs would otherwise be allowable under the terms of the award and the applicable Federal cost principles. In no event will the total of payments under a terminated award exceed the amount obligated in this award.

11. AWARD CLOSE OUT WITH COST REIMBURSEMENT PAYMENTS (NOV 2000) (USAMRAA)

a. The recipient shall submit a final SF 270, Request for Advance or Reimbursement (form available on web site <http://www-usamraa.army.mil>), within 30 calendar days following the end of the final quarter.

b. The following documents shall be submitted within 30 calendar days following the research ending date:

(1) Final Scientific Report, as listed in Paragraph 7.

(2) Patent Report (DD Form 882, Report of Inventions and Subcontracts) (Attachment 2); submit as specified in Paragraph 16.

(3) Cumulative listing of only the nonexpendable personal property acquired with award funds for which title has not been vested to your institution. (This may be submitted on your institution's letterhead.)

(4) Volunteer Registry Data Sheet, USAMRDC Form 60-R (form available on web site <http://www-usamraa.army.mil>). The Principal Investigator shall be directed to complete a form for each subject enrolled in this study and forwarded in accordance with the clause entitled "Use of Human Subjects."

c. In the event a final audit has not been performed prior to the closeout of the award, the sponsoring agency will retain the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

12. SITE VISITS (NOV 2000) (USAMRAA)

The Grants Officer, through authorized representatives, has the right at all reasonable times to make site visits to review project accomplishments and to provide such technical assistance as may be required. If any site visit is made by the Government representative on the premises of the recipient or subrecipient, the recipient shall provide, and shall require its subrecipients to provide, all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluation shall be performed in such a manner as will not unduly interfere with or delay the work.

13. TITLE TO PROPERTY ACQUIRED WITH FEDERAL FUNDS (EDUCATIONAL AND NON-PROFIT) (NOV 2000) (USAMRAA)

a. Unless otherwise specified in the Award Schedule, title to all items of tangible personal property acquired with Federal funds under this award shall vest in the recipient upon acquisition without further obligation to the Federal Government.

b. Real property acquired in whole or in part with Federal funds shall be governed by the DOD Grant and Agreement Regulations 3210.6-R, Paragraph 32.32.

14. **FEDERALLY OWNED PROPERTY (EDUCATIONAL AND NON-PROFIT) (NOV 2000) (USAMRAA)**

Title to Federally owned property remains vested in the Federal Government, and is subject to the requirements of the DOD Grant and Agreement Regulations 3210.6-R, Paragraph 32.33.

15. **INTANGIBLE PROPERTY (EDUCATIONAL AND NON-PROFIT) (NOV 2000) (USAMRAA)**

Rights in technical data, patents, inventions, and computer software under this award shall be as specified in the DOD Grant and Agreement Regulations 3210.6-R, Paragraph 32.36.

16. **PATENTS AND INVENTIONS (NOV 2000) (USAMRAA)**

a. The recipient shall use the Interagency Edison through the National Institutes of Health Commons (<http://www.iedison.gov>) for filing of Patent Application and Invention Disclosure. Negative reports are required and shall be submitted on a DD Form 882 to the Grants Officer.

b. Invention reports are due annually and at the end of the period of the award. Annual reports are due 30 calendar days after the anniversary date of the award and final reports are due 30 calendar days after the expiration of the award. The award will NOT be closed out until all invention reporting requirements are met.

17. **DISPUTES (NOV 2000) (USAMRAA)**

Disagreements regarding issues concerning assistance agreements between the recipient and the Grants Officer shall, to the maximum extent possible, be resolved by negotiation and mutual agreement at the Grants Officer level. If agreement cannot be reached, it is our policy to use alternative dispute resolution (ADR) procedures that may either be agreed upon by the Government and the recipient in advance of the award or may be agreed upon at the time the parties determine to use ADR procedures. If the parties cannot agree on the use of ADR procedures, the recipient can submit, in writing, a disputed claim or issue to the Grants Officer. The Grants Officer will consider the claim or disputed issue and prepare a written decision within 60 days of receipt. The Grants Officer's decision will be final. The recipient may appeal the decision within 90 days after receipt of such notification. Appeals will be resolved by the Head of the Contracting Activity. The decision by the Head of the Contracting Activity will be final and not subject to further administrative appeal. However, the recipient does not waive any legal remedy, such as formal claims, under Title 28 United State Code 1492, by agreeing to this provision.

18. **PROHIBITION OF USE OF HUMAN SUBJECTS (NOV 2000) (USAMRAA)**

Notwithstanding any other provisions contained in this award or incorporated by reference herein, the recipient is expressly forbidden to use or subcontract for the use of human subjects in any manner whatsoever. In the performance of this award, the recipient agrees not to come into contact with, use or employ, or subcontract for the use or employ of any human subjects for research, experimentation, tests or other treatment under the scope of work as set out in the award

19. **PROHIBITION OF USE OF HUMAN ANATOMICAL SUBSTANCES (NOV 2000) (USAMRAA)**

Notwithstanding any other provisions contained in this award or incorporated by reference herein, the recipient is expressly forbidden to use or subcontract for the use of human anatomical substances in any manner whatsoever. In the performance of this award, the recipient agrees not to come into contact with,

use or employ, or subcontract for the use or employ of any human anatomical substances for research, experimentation, tests or other treatment under the scope of work as set out in the award.

20. PROHIBITION OF USE OF LABORATORY ANIMALS (NOV 2000) (USAMRAA)

Notwithstanding any other provisions contained in this award or incorporated by reference herein, the recipient is expressly forbidden to use or subcontract for the use of laboratory animals in any manner whatsoever without the express written approval of the Grants Officer.

ATTACHMENTS:

- ATTACHMENT 1 - Scope of Work
- ATTACHMENT 2 - USAMRAA FORM 48
- ATTACHMENT 3 - SCA Conservation Intern Program Cost Estimates
- ATTACHMENT 4 - SCA Conservation Intern Request Form
- ATTACHMENT 5 - SCA Instructions for Requesting an Intern
- Attachment 6 - SCA Conservation Work Crew Request Form

SCOPE OF WORK

I. PURPOSE

Cooperative Agreement between the Department of the Army (hereinafter referred to as DA) and The Student Conservation Association, Incorporated (hereinafter referred to as SCA) to facilitate a mutually advantageous arrangement whereby DA may obtain assistance from SCA to implement multiple use natural resource management programs on its installations, while providing meaningful work experience to participants in SCA and promoting the conservation ethic of both parties. The SCA will utilize its primary programs as follows to meet the goals of this Cooperative Agreement: Conservation Interns (CIs), Resource Assistants, Conservation Associates and Conservation Work Crews (CWCs). This Agreement is subject to availability of appropriated funds from Congress. The award is a Cooperative Agreement, as it is anticipated that there will be substantial DA involvement..

II. SCOPE OF WORK

For the period as hereinafter set forth, DA and SCA shall furnish the necessary personnel, materials, services and facilities and will otherwise accomplish all duties (functions) necessary to accomplish the following:

THE DEPARTMENT OF THE ARMY (DA) AGREES TO:

- (a) Provide access and information to SCA representatives and the SCA participants (CIs, CWCs) as necessary.
- (b) Determine acceptability of applicants provided by SCA for CI positions and to accept SCA selected CWC participants and supervisors.
- (c) Provide meaningful work assignments relating to the implementation of DA Natural Resources Management Plans/Programs. Work assignments will generally be of 12-weeks –12 months duration for CIs and 5-weeks duration for CWCs..
- (d) Provide appropriate supervision for work activities assigned to CIs and to provide technical assistance as required to CWC crew leaders and crews..
- (e) Where on-station housing is available, arrange for housing of CIs. Costs are to be applied to SCA as required by laws or regulations.
- (f) Make available informal training opportunities to SCA participants and crew leaders that will make their service more effective, and ensure that they are properly trained for all activities expected to perform.
- (g) Provide all necessary tools, equipment (including safety equipment and facilities), and work specifications for all SCA participants and crew leaders.
- (h) Provide on-site transportation required to perform projects during the project period.
- (i) Provide written performance evaluation to SCA, on forms provided by SCA, for each CI and CWC under this Agreement.
- (j) DA will provide funds on a cost sharing basis with SCA as identified under individual job orders for approved projects, in accordance with the current year's cost schedule.

THE STUDENT CONSERVATION ASSOCIATION INCORPORATED (SCA) AGREES TO:

- (a) Recruit, place and maintain qualified candidates acceptable to the DA for CI and CWC positions and assign these participants to requesting DA installations.
- (b) Provide the round trip transportation, including per diem, required to locate CIs at participating DA installations, or to provide a travel allowance for SCA participants who live within commuting distance of their duty station, to provide subsistence for the participant during the tour of duty and a uniform or clothing allowance, if required; and to provide patches and name tags. The SCA will also provide copies of the required medical forms as necessary or as requested by DA..
- (c) Provide crew leaders for CWC projects.
- (d) Provide food, supplies and camping equipment for CWCs.
- (e) Manage and carry out all administrative functions associated with the provision of services under this Agreement, with the exception of those related to the conduct of work assignments for CIs or as otherwise specified.
- (f) Provide DA's Project Officer with a list of all projects completed by CWCs and a list of all CI positions that were filled, summary of evaluation comments from SCA participants and an evaluation of overall program with recommendations for program improvement. Copies of the performance evaluation completed by each DA installation will also be provided upon request.
- (g) Provide and maintain during the Program, comprehensive liability insurance of not less than \$3,000,000 per occurrence for bodily injury and property damage subject to the usual and customary policy conditions (including standard exclusion on vehicles licensed for high use and on property in the care, custody and control of the policyholder). The U.S. Government shall be included as an additional insured under the terms of this coverage to the extent its interest may appear. In addition, SCA shall maintain its current accidental health, dismemberment and injury insurance for all participants of programs undertaken by SCA. SCA shall provide to DA a certificate of insurance covering the current program year.
- (h) Provide executed volunteer agreement forms which complies with DOD forms for volunteer service agreements.

AND WHEREAS, BOTH PARTIES MUTUALLY AGREE THAT:

- (a) It is the intent of both parties to fulfill their obligations under this Agreement. However, in the event that personnel, legislation or funds used to implement this Agreement are not made available, the Agreement will become null and void.
- (b) SCA participants shall not be assigned law enforcement or fire-fighting duties or be permitted to handle or discharge any firearms or explosives, or any other hazardous duties.
- (c) CWC participants shall not be allowed to operate any motorized vehicles.
- (d) SCA participants over 18 years of age may operate a Government-owned or Government-leased vehicle if the participant qualifies for and is issued a U.S. Motor Vehicle Operator's Identification Card (SF 346) and authority to operate a U.S. motor vehicle is granted.
- (e) Other duties restricted by permit or DA regulations or standards may be undertaken only upon completion or required DA training and after the DA has determined that the SCA Conservation Intern is appropriately qualified to perform such activities.

(f) SCA shall assume all responsibility for all tools, materials, equipment and facilities furnished by DA. Equipment shall be on a loan basis only and all such items shall be returned in the same condition received, except for normal wear and tear.

(g) Service by SCA participants under this Agreement shall not be counted toward the accumulation of, or eligibility for benefits available to Federal employees. However, for the purposes of tort claims provisions of Title 28 of United States Code and for the purposes of Subchapter 1 of Chapter 81 of Title 5 of United States Code relating to work injuries, SCA participants shall be deemed Federal employees. Otherwise, participants shall not be deemed Federal employees.

(h) All non-DA personnel will abide by DA installation regulations.

III. SPECIAL PROVISIONS

A. CONSERVATION INTERNS (CIs):

(a) CIs will have the background and qualifications appropriate to the position requested, as determined by the DA project leader. CIs will be expected to perform their work and conduct themselves in accordance with applicable standards as determined by the DA's project leader.

(b) In the event of an unsatisfactory performance of a CI:

(1) The DA field manager or project coordinator shall notify the SCA by telephone the performance is unsatisfactory, stating the reasons and informing SCA of the proposed dismissal action. This call shall be made prior to informing the CI that a dismissal action is contemplated.

(2) If a CI is dismissed, the DA field manager or project coordinator shall provide SCA and DA's project coordinator a written report summarizing the action taken and the reasons for it.

(3) It is understood that this dismissal procedure does not remove from the manager of the cooperating area or project coordinator an obligation to warn a CI that performance is not satisfactory before an adverse action is required. Further, upon being advised by the DA representatives that dismissal is being considered, SCA reserves the right to closely and independently question both the DA representative and the CI about the circumstances leading to unsatisfactory performance, and to counsel the CI and suggest that the agency reconsider a contemplated dismissal action. It is understood that SCA reserves the right to withdraw a CI who is not provided adequate training for tasks assigned; is not periodically provided with guidance by an agency professional whose assignment is changed without prior consultation with the CI, and SCA, who is assigned dangerous, hazardous, or other inappropriate duty.

(4) In the event a CI's service is terminated before completing the full assigned work period, SCA will, at the request of the project coordinator, attempt to recruit a replacement as long as 50% or more of the scheduled work period has not been completed or if the work project can be extended to give the replacement a minimum of an 8-week tour of duty. SCA need not replace any CI who has been terminated due to what SCA considers poor housing, inadequate guidance or insufficient or inappropriate work assignments.

B. CONSERVATION WORK CREWS:

(a) When in the opinion of the DA field manager or project coordinator any health or safety violations occur or there is performance below agency standards, the coordinator or DA manager shall notify the CWC crew leader in question to take corrective action.

(b) The DA manager or project coordinator shall also immediately notify the SCA.

(c) The CWC crew leader shall immediately take steps to correct the condition to which attention has been directed. In the event the DA manager considers that the CWC crew leader has failed to promptly take

suitable corrective action, the DA manager or his representative may order suspension of all or part of the project activity and shall contact SCA by telephone immediately. When satisfactory corrective action is taken an order to resume activities shall be issued. Cases of unsatisfactory performance should be documented in writing, with copies provided to the CWC crew leader and SCA.

(d) Similarly when, in the opinion of the CWC crew leader, work projects, tools, assigned camping areas, support facilities, or natural conditions, such as floods, fire, storm or heat, endanger the health or safety of the participants, the work group supervisor will immediately notify the DA field manager or his representative and advise SCA.

(e) Notice shall be in writing and a copy shall be sent to SCA. In the event that DA manager does not immediately take steps to correct the conditions within his control, or unless and until naturally threatening conditions cease, the work group supervisor may suspend or terminate the project.

(f) SCA shall assist DA in its investigation, whenever requested, of any accident involving any participant or supervisor under any Cooperative Sub-Agreement.

I. Resource Assistants

1. Resource Assistants (Continental USA) - 12 Weeks

Fixed Costs					
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value	
Subsistence	833	67		900	
Clothing	56	9		65	
Conference/Evaluation	30	5		35	
Patches/Name Tags	11	2		13	
Recruiting	413	70		483	
Program Support	385	65		450	
Participant Contribution: Labor			4,003	4,003	
Subtotal	1,728	218	4,003	5,949	
Administration:					
Provisional Overhead Rate (28.3%)	489	62		551	
Total Fixed Costs	2,217	279	4,003	6,500	
Estimated Costs					
Transportation	299	51		350	
Provisional Overhead Rate (28.3%)	85	15		100	
Total Estimated Costs	384	66		450	
Total Costs	2,601	345	4,003	6,949	

2. Resource Assistants (Continental USA) - 13 Weeks

Fixed Costs					
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value	
Subsistence	908	67		975	
Clothing	56	9		65	
Conference/Evaluation	30	5		35	
Patches/Name Tags	11	2		13	
Recruiting	413	70		483	
Program Support	409	65		474	
Participant Contribution: Labor			4,337	4,337	
Subtotal	1,827	218	4,337	6,382	
Administration:					
Provisional Overhead Rate (28.3%)	517	62		579	
Total Fixed Costs	2,344	279	4,337	6,961	
Estimated Costs					
Transportation	299	51		350	
Provisional Overhead Rate (28.3%)	85	15		100	
Total Estimated Costs	384	66		450	
Total Costs	2,728	345	4,337	7,411	

3. Resource Assistants (Continental USA) - 14 Weeks

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	983	67		1,050
Clothing	56	9		65
Conference/Evaluation	30	5		35
Patches/Name Tags	11	2		13
Recruiting	413	70		483
Program Support	433	65		498
Participant Contribution: Labor			4,670	4,670
Subtotal	1,926	218	4,670	6,814
Administration:				
Provisional Overhead Rate (28.3%)	545	62		607
Total Fixed Costs	2,472	279	4,670	7,421
Estimated Costs				
Transportation	299	51		350
Provisional Overhead Rate (28.3%)	85	15		100
Total Estimated Costs	384	66		450
Total Costs	2,856	345	4,670	7,871

4. Resource Assistants (Continental USA) - 15 Weeks

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	1,058	67		1,125
Clothing	56	9		65
Conference/Evaluation	30	5		35
Patches/Name Tags	11	2		13
Recruiting	413	70		483
Program Support	457	65		522
Participant Contribution: Labor			5,004	5,004
Subtotal	2,025	218	5,004	7,247
Administration:				
Provisional Overhead Rate (28.3%)	573	62		635
Total Fixed Costs	2,598	279	5,004	7,882
Estimated Costs				
Transportation	299	51		350
Provisional Overhead Rate (28.3%)	85	15		100
Total Estimated Costs	384	66		450
Total Costs	2,982	345	5,004	8,332

5. Resource Assistants (Continental USA) - 16 Weeks

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	1,133	67		1,200
Clothing	56	9		65
Conference/Evaluation	30	5		35
Patches/Name Tags	11	2		13
Recruiting	413	70		483
Program Support	481	65		546
Participant Contribution: Labor			5,337	5,337
Subtotal	2,124	218	5,337	7,679
Administration:				
Provisional Overhead Rate (28.3%)	601	62		663
Total Fixed Costs	2,725	279	5,337	8,342
Estimated Costs				
Transportation	299	51		350
Provisional Overhead Rate (28.3%)	85	15		100
Total Estimated Costs	384	66		450
Total Costs	3,109	345	5,337	8,793

II. Resource Assistants (Alaska and Hawaii) - 12 Weeks

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	1,473	87		1,560
Clothing	53	12		65
Conference/Evaluation	28	7		35
Patches/Name Tags	11	2		13
Recruiting	390	93		483
Program Support	365	85		450
Participant Contribution: Labor			4,003	4,003
Subtotal	2,320	286	4,003	6,609
Administration:				
Provisional Overhead Rate (28.3%)	657	81		738
Total Fixed Costs	2,977	367	4,003	7,346
Estimated Costs				
Transportation	727	173		900
Provisional Overhead Rate (28.3%)	206	49		255
Total Estimated Costs	933	222		1,155
Total Costs	3,909	589	4,003	8,501

III. Conservation Associates (Continental USA)

1. Conservation Associates - 12 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	1867	329		2196
Health Insurance	258	45		303
Participant Contribution			4569	4569
Labor (3 months)				
Recruitment	496 ^{↑ 85}	87		583
Program Support	511 ^{↑ 107}	90		601
Subtotal	3130	552	4569	8252
Administration:				
Provisional Overhead Rate (28.3%)	886	156		1,042
Total Fixed Costs	4,016	709	4,569	9,294

Estimated Costs

Transportation	340 ⁶⁵	60		400
Housing	1148	203		1350
Provisional Overhead Rate (28.3%)	421	74		495
Total Estimated Costs	1908	337		2245

Total Costs

5,925 1,046 4,569 11,539

2. Conservation Associates - 13 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2022	357		2379
Health Insurance	258	45		303
Participant Contribution			4950	4950
Labor				
Recruitment	496	87		583
Program Support	544	96		641
Subtotal	3320	586	4950	8855
Administration:				
Provisional Overhead Rate (28.3%)	939	166		1,105
Total Fixed Costs	4,259	752	4,950	9,961

Estimated Costs

Transportation	340	60		400
Housing	1148	203		1350
Provisional Overhead Rate (28.3%)	421	74		495
Total Estimated Costs	1908	337		2245
Total Costs	6,168	1,088	4,950	12,206

3. Conservation Associates - 14 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2178	384		2562
Health Insurance	343	61		404
Participant Contribution			5331	5331
Labor				
Recruitment	496	87		583
Program Support	578	102		680
Subtotal	3595	634	5331	9560
Administration:				
Provisional Overhead Rate (28.3%)	1017	180		1,197
Total Fixed Costs	4,612	814	5,331	10,757
Estimated Costs				
Transportation	340	60		400
Housing	1530	270		1800
Provisional Overhead Rate (28.3%)	529	93		623
Total Estimated Costs	2399	423		2823
Total Costs	7,011	1,237	5,331	13,579

4. Conservation Associates - 15 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2333	412		2745
Health Insurance	343	61		404
Participant Contribution			5711	5711
Labor				
Recruitment	496	87		583
Program Support	612	108		720
Subtotal	3784	668	5711	10163
Administration:				
Provisional Overhead Rate (28.3%)	1071	189		1,260
Total Fixed Costs	4,855	857	5,711	11,423
Estimated Costs				
Transportation	340	60		400
Housing	1530	270		1800
Provisional Overhead Rate (28.3%)	529	93		623
Total Estimated Costs	2399	423		2823
Total Costs	7,254	1,280	5,711	14,246

5. Conservation Associates - 16 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2489	439		2928
Health Insurance	343	61		404
Participant Contribution			6092	6092
Labor				
Recruitment	496	87		583
Program Support	646	114		759
Subtotal	3973	701	6092	10766
Administration:				
Provisional Overhead Rate (28.3%)	1124	198		1,323
Total Fixed Costs	5,098	900	6,092	12,089
Estimated Costs				
Transportation	340	60		400
Housing	1530	270		1800
Provisional Overhead Rate (28.3%)	529	93		623
Total Estimated Costs	2399	423		2823
Total Costs	7,497	1,323	6,092	14,912

6. Conservation Associates - 17 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2644	467		3111
Health Insurance	343	61		404
Participant Contribution			6473	6473
Labor				
Recruitment	496	87		583
Program Support	679	120		799
Subtotal	4163	735	6473	11370
Administration:				
Provisional Overhead Rate (28.3%)	1178	208		1,386
Total Fixed Costs	5,341	942	6,473	12,756
Estimated Costs				
Transportation	340	60		400
Housing	1530	270		1800
Provisional Overhead Rate (28.3%)	529	93		623
Total Estimated Costs	2399	423		2823
Total Costs	7,740	1,366	6,473	15,578

7. Conservation Associates - 18 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2800	494		3294
Health Insurance	429	76		505
Participant Contribution			6854	6854
Labor				
Recruitment	496	87		583
Program Support	713	126		839
Subtotal	4438	783	6854	12074
Administration:				
Provisional Overhead Rate (28.3%)	1256	222		1,477
Total Fixed Costs	5,694	1,005	6,854	13,552
Estimated Costs				
Transportation	340	60		400
Housing	1913	338		2250
Provisional Overhead Rate (28.3%)	637	112		750
Total Estimated Costs	2890	510		3400
Total Costs	8,583	1,515	6,854	16,952

8. Conservation Associates - 19 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	2955	522		3477
Health Insurance	429	76		505
Participant Contribution			7234	7234
Labor				
Recruitment	496	87		583
Program Support	747	132		878
Subtotal	4627	817	7234	12678
Administration:				
Provisional Overhead Rate (28.3%)	1309	231		1,540
Total Fixed Costs	5,936	1,048	7,234	14,218
Estimated Costs				
Transportation	340	60		400
Housing	1913	338		2250
Provisional Overhead Rate (28.3%)	637	112		750
Total Estimated Costs	2890	510		3400
Total Costs	8,826	1,558	7,234	17,618

9. Conservation Associates - 20 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	3111	549		3660
Health Insurance	429	76		505
Participant Contribution			7615	7615
Labor				
Recruitment	496	87		583
Program Support	674	119		793
Subtotal	4710	831	7615	13156
Administration:				
Provisional Overhead Rate (28.3%)	1333	235		1,568
Total Fixed Costs	6,043	1,066	7,615	14,724
Estimated Costs				
Transportation	340	60		400
Housing	1913	338		2250
Provisional Overhead Rate (28.3%)	637	112		750
Total Estimated Costs	2890	510		3400
Total Costs	8,933	1,576	7,615	18,124

10. Conservation Associates - 21 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	3267	576		3843
Health Insurance	429	76		505
Participant Contribution			7996	7996
Labor				
Recruitment	496	87		583
Program Support	814	144		958
Subtotal	5005	883	7996	13884
Administration:				
Provisional Overhead Rate (28.3%)	1417	250		1,667
Total Fixed Costs	6,422	1,133	7,996	15,551
Estimated Costs				
Transportation	340	60		400
Housing	1913	338		2250
Provisional Overhead Rate (28.3%)	637	112		750
Total Estimated Costs	2890	510		3400
Total Costs	9,312	1,643	7,996	18,951

11. Conservation Associates - 22 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	3422	604		4026
Health Insurance	515	91		606
Participant Contribution			8377	8377
Labor				
Recruitment	496	87		583
Program Support	848	150		997
Subtotal	5281	932	8377	14589
Administration:				
Provisional Overhead Rate (28.3%)	1494	264		1,758
Total Fixed Costs	6,775	1,196	8,377	16,347
Estimated Costs				
Transportation	340	60		400
Housing	2295	405		2700
Provisional Overhead Rate (28.3%)	746	132		877
Total Estimated Costs	3381	597		3977
Total Costs	10,156	1,792	8,377	20,324

12. Conservation Associates - 23 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	3578	631		4209
Health Insurance	515	91		606
Participant Contribution			8757	8757
Labor				
Recruitment	496	87		583
Program Support	881	156		1037
Subtotal	5470	965	8757	15192
Administration:				
Provisional Overhead Rate (28.3%)	1548	273		1,821
Total Fixed Costs	7,018	1,238	8,757	17,013
Estimated Costs				
Transportation	340	60		400
Housing	2295	405		2700
Provisional Overhead Rate (28.3%)	746	132		877
Total Estimated Costs	3381	597		3977
Total Costs	10,398	1,835	8,757	20,991

13. Conservation Associates - 24 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	3733	659		4392
Health Insurance	515	91		606
Participant Contribution			9138	9138
Labor				
Recruitment	496	87		583
Program Support	915	162		1077
Subtotal	5659	999	9138	15796
Administration:				
Provisional Overhead Rate (28.3%)	1602	283		1,884
Total Fixed Costs	7,261	1,281	9,138	17,680
Estimated Costs				
Transportation	340	60		400
Housing	2295	405		2700
Provisional Overhead Rate (28.3%)	746	132		877
Total Estimated Costs	3381	597		3977
Total Costs	10,641	1,878	9,138	21,657

14. Conservation Associates - 25 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	3889	686		4575
Health Insurance	515	91		606
Participant Contribution			9519	9519
Labor				
Recruitment	496	87		583
Program Support	949	167		1116
Subtotal	5848	1032	9519	16399
Administration:				
Provisional Overhead Rate (28.3%)	1655	292		1,947
Total Fixed Costs	7,503	1,324	9,519	18,346
Estimated Costs				
Transportation	340	60		400
Housing	2295	405		2700
Provisional Overhead Rate (28.3%)	746	132		877
Total Estimated Costs	3381	597		3977
Total Costs	10,884	1,921	9,519	22,324

15. Conservation Associates - 26 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4044	714		4758
Health Insurance	601	106		707
Participant Contribution			9900	9900
Labor				
Recruitment	496	87		583
Program Support	983	173		1156
Subtotal	6123	1081	9900	17104
Administration:				
Provisional Overhead Rate (28.3%)	1733	306		2,039
Total Fixed Costs	7,856	1,386	9,900	19,142
Estimated Costs				
Transportation	340	60		400
Housing	2678	473		3150
Provisional Overhead Rate (28.3%)	854	151		1,005
Total Estimated Costs	3871	683		4555
Total Costs	11,728	2,070	9,900	23,697

16. Conservation Associates - 27 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4200	741		4941
Health Insurance	601	106		707
Participant Contribution			10280	10280
Labor				
Recruitment	496	87		583
Program Support	1016	179		1196
Subtotal	6313	1114	10280	17707
Administration:				
Provisional Overhead Rate (28.3%)	1786	315		2,102
Total Fixed Costs	8,099	1,429	10,280	19,809
Estimated Costs				
Transportation	340	60		400
Housing	2678	473		3150
Provisional Overhead Rate (28.3%)	854	151		1,005
Total Estimated Costs	3871	683		4555
Total Costs	11,971	2,112	10,280	24,363

17. Conservation Associates - 28 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4355	769		5124
Health Insurance	601	106		707
Participant Contribution			10661	10661
Labor				
Recruitment	496	87		583
Program Support	1050	185		1235
Subtotal	6502	1147	10661	18310
Administration:				
Provisional Overhead Rate (28.3%)	1840	325		2,165
Total Fixed Costs	8,342	1,472	10,661	20,475
Estimated Costs				
Transportation	340	60		400
Housing	2678	473		3150
Provisional Overhead Rate (28.3%)	854	151		1,005
Total Estimated Costs	3871	683		4555
Total Costs	12,213	2,155	10,661	25,030

18. Conservation Associates - 29 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4511	796		5307
Health Insurance	601	106		707
Participant Contribution			11042	11042
Labor				
Recruitment	496	87		583
Program Support	1084	191		1275
Subtotal	6691	1181	11042	18914
Administration:				
Provisional Overhead Rate (28.3%)	1894	334		2,228
Total Fixed Costs	8,585	1,515	11,042	21,141
Estimated Costs				
Transportation	340	60		400
Housing	2678	473		3150
Provisional Overhead Rate (28.3%)	854	151		1,005
Total Estimated Costs	3871	683		4555
Total Costs	12,456	2,198	11,042	25,696

19. Conservation Associates - 30 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4667	824		5490
Health Insurance	687	121		808
Participant Contribution			11423	11423
Labor				
Recruitment	496	87		583
Program Support	1117	197		1315
Subtotal	6966	1229	11423	19618
Administration: Provisional Overhead Rate (28.3%)	1971	348		2,319
Total Fixed Costs	8,938	1,577	11,423	21,937
Estimated Costs				
Transportation	340	60		400
Housing	3060	540		3600
Provisional Overhead Rate (28.3%)	962	170		1,132
Total Estimated Costs	4362	770		5132
Total Costs	13,300	2,347	11,423	27,069

20. Conservation Associates - 31 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4822	851		5673
Health Insurance	687	121		808
Participant Contribution			11803	11803
Labor				
Recruitment	496	87		583
Program Support	1151	203		1354
Subtotal	7156	1263	11803	20222
Administration: Provisional Overhead Rate (28.3%)	2025	357		2,382
Total Fixed Costs	9,181	1,620	11,803	22,604
Estimated Costs				
Transportation	340	60		400
Housing	3060	540		3600
Provisional Overhead Rate (28.3%)	962	170		1,132
Total Estimated Costs	4362	770		5132
Total Costs	13,543	2,390	11,803	27,736

21. Conservation Associates - 32 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	4978	878		5856
Health Insurance	687	121		808
Participant Contribution			12184	12184
Labor				
Recruitment	496	87		583
Program Support	1185	209		1394
Subtotal	7345	1296	12184	20825
Administration:				
Provisional Overhead Rate (28.3%)	2079	367		2,445
Total Fixed Costs	9,423	1,663	12,184	23,270
Estimated Costs				
Transportation	340	60		400
Housing	3060	540		3600
Provisional Overhead Rate (28.3%)	962	170		1,132
Total Estimated Costs	4362	770		5132
Total Costs	13,786	2,433	12,184	28,402

22. Conservation Associates - 33 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	5133	906		6039
Health Insurance	687	121		808
Participant Contribution			12565	12565
Labor				
Recruitment	496	87		583
Program Support	1219	215		1434
Subtotal	7534	1330	12565	21428
Administration:				
Provisional Overhead Rate (28.3%)	2132	376		2,508
Total Fixed Costs	9,666	1,706	12,565	23,937
Estimated Costs				
Transportation	340	60		400
Housing	3060	540		3600
Provisional Overhead Rate (28.3%)	962	170		1,132
Total Estimated Costs	4362	770		5132
Total Costs	14,028	2,476	12,565	29,069

23. Conservation Associates - 34 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	5289	933		6222
Health Insurance	687	121		808
Participant Contribution			12946	12946
Labor				
Recruitment	496	87		583
Program Support	1252	221		1473
Subtotal	7723	1363	12946	22032
Administration:				
Provisional Overhead Rate (28.3%)	2186	386		2,571
Total Fixed Costs	9,909	1,749	12,946	24,603
Estimated Costs				
Transportation	340	60		400
Housing	3060	540		3600
Provisional Overhead Rate (28.3%)	962	170		1,132
Total Estimated Costs	4362	770		5132
Total Costs	14,271	2,518	12,946	29,735

24. Conservation Associates - 35 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	5444	961		6405
Health Insurance	773	136		909
Participant Contribution			13326	13326
Labor				
Recruitment	496	87		583
Program Support	1286	227		1513
Subtotal	7998	1411	13326	22736
Administration:				
Provisional Overhead Rate (28.3%)	2264	399		2,663
Total Fixed Costs	10,262	1,811	13,326	25,399
Estimated Costs				
Transportation	340	60		400
Housing	3443	608		4050
Provisional Overhead Rate (28.3%)	1070	189		1,259
Total Estimated Costs	4853	856		5709
Total Costs	15,115	2,667	13,326	31,108

25. Conservation Associates - 36 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	5600	988		6588
Health Insurance	773	136		909
Participant Contribution			13707	13707
Labor				
Recruitment	496	87		583
Program Support	1320	233		1553
Subtotal	8188	1445	13707	23340
Administration:				
Provisional Overhead Rate (28.3%)	2317	409		2,726
Total Fixed Costs	10,505	1,854	13,707	26,066
Estimated Costs				
Transportation	340	60		400
Housing	3443	608		4050
Provisional Overhead Rate (28.3%)	1070	189		1,259
Total Estimated Costs	4853	856		5709
Total Costs	15,358	2,710	13,707	31,775

26. Conservation Associates - 37 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	5755	1016		6771
Health Insurance	773	136		909
Participant Contribution			14088	14088
Labor				
Recruitment	496	87		583
Program Support	1353	239		1592
Subtotal	8377	1478	14088	23943
Administration:				
Provisional Overhead Rate (28.3%)	2371	418		2,789
Total Fixed Costs	10,748	1,897	14,088	26,732
Estimated Costs				
Transportation	340	60		400
Housing	3443	608		4050
Provisional Overhead Rate (28.3%)	1070	189		1,259
Total Estimated Costs	4853	856		5709
Total Costs	15,601	2,753	14,088	32,441

27. Conservation Associates - 38 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	5911	1043		6954
Health Insurance	773	136		909
Participant Contribution Labor			14469	14469
Recruitment	496	87		583
Program Support	1387	245		1632
Subtotal	8566	1512	14469	24546
Administration: Provisional Overhead Rate (28.3%)	2424	428		2,852
Total Fixed Costs	10,990	1,939	14,469	27,398
Estimated Costs				
Transportation	340	60		400
Housing	3443	608		4050
Provisional Overhead Rate (28.3%)	1070	189		1,259
Total Estimated Costs	4853	856		5709
Total Costs	15,843	2,796	14,469	33,108

28. Conservation Associates - 39 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	6066	1071		7137
Health Insurance	859	152		1010
Participant Contribution Labor			14849	14849
Recruitment	496	87		583
Program Support	1421	251		1672
Subtotal	8841	1560	14849	25251
Administration: Provisional Overhead Rate (28.3%)	2502	442		2,944
Total Fixed Costs	11,343	2,002	14,849	28,194
Estimated Costs				
Transportation	340	60		400
Housing	3825	675		4500
Provisional Overhead Rate (28.3%)	1179	208		1,387
Total Estimated Costs	5344	943		6287
Total Costs	16,687	2,945	14,849	34,481

29. Conservation Associates - 40 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	6222	1098		7320
Health Insurance	859	152		1010
Participant Contribution			15230	15230
Labor				
Recruitment	496	87		583
Program Support	1454	257		1711
Subtotal	9031	1594	15230	25854
Administration:				
Provisional Overhead Rate (28.3%)	2556	451		3,007
Total Fixed Costs	11,586	2,045	15,230	28,861
Estimated Costs				
Transportation	340	60		400
Housing	3825	675		4500
Provisional Overhead Rate (28.3%)	1179	208		1,387
Total Estimated Costs	5344	943		6287
Total Costs	16,930	2,988	15,230	35,147

30. Conservation Associates - 41 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	6378	1125		7503
Health Insurance	859	152		1010
Participant Contribution			15611	15611
Labor				
Recruitment	496	87		583
Program Support	1488	263		1751
Subtotal	9220	1627	15611	26458
Administration:				
Provisional Overhead Rate (28.3%)	2609	460		3,070
Total Fixed Costs	11,829	2,087	15,611	29,527
Estimated Costs				
Transportation	340	60		400
Housing	3825	675		4500
Provisional Overhead Rate (28.3%)	1179	208		1,387
Total Estimated Costs	5344	943		6287
Total Costs	17,173	3,030	15,611	35,814

31. Conservation Associates - 42 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	6533	1153		7686
Health Insurance	859	152		1010
Participant Contribution			15992	15992
Labor				
Recruitment	496	87		583
Program Support	1522	269		1790
Subtotal	9409	1660	15992	27061
Administration:				
Provisional Overhead Rate (28.3%)	2663	470		3,133
Total Fixed Costs	12,072	2,130	15,992	30,194
Estimated Costs				
Transportation	340	60		400
Housing	3825	675		4500
Provisional Overhead Rate (28.3%)	1179	208		1,387
Total Estimated Costs	5344	943		6287
Total Costs	17,415	3,073	15,992	36,480

32. Conservation Associates - 43 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	6689	1180		7869
Health Insurance	944	167		1111
Participant Contribution			16372	16372
Labor				
Recruitment	496	87		583
Program Support	1556	275		1830
Subtotal	9684	1709	16372	27765
Administration:				
Provisional Overhead Rate (28.3%)	2741	484		3,224
Total Fixed Costs	12,425	2,193	16,372	30,990
Estimated Costs				
Transportation	340	60		400
Housing	4208	743		4950
Provisional Overhead Rate (28.3%)	1287	227		1,514
Total Estimated Costs	5834	1030		6864
Total Costs	18,259	3,222	16,372	37,854

33. Conservation Associates - 44 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	6844	1208		8052
Health Insurance	944	167		1111
Participant Contribution			16753	16753
Labor				
Recruitment	496	87		583
Program Support	1589	280		1870
Subtotal	9873	1742	16753	28369
Administration:				
Provisional Overhead Rate (28.3%)	2794	493		3,287
Total Fixed Costs	12,668	2,235	16,753	31,656
Estimated Costs				
Transportation	340	60		400
Housing	4208	743		4950
Provisional Overhead Rate (28.3%)	1287	227		1,514
Total Estimated Costs	5834	1030		6864
Total Costs	18,502	3,265	16,753	38,520

34. Conservation Associates - 45 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7000	1235		8235
Health Insurance	944	167		1111
Participant Contribution			17134	17134
Labor				
Recruitment	496	87		583
Program Support	1623	286		1909
Subtotal	10063	1776	17134	28972
Administration:				
Provisional Overhead Rate (28.3%)	2848	503		3,350
Total Fixed Costs	12,910	2,278	17,134	32,322
Estimated Costs				
Transportation	340	60		400
Housing	4208	743		4950
Provisional Overhead Rate (28.3%)	1287	227		1,514
Total Estimated Costs	5834	1030		6864
Total Costs	18,745	3,308	17,134	39,186

35. Conservation Associates - 46 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7155	1263		8418
Health Insurance	944	167		1111
Participant Contribution			17515	17515
Labor				
Recruitment	496	87		583
Program Support	1657	292		1949
Subtotal	10252	1809	17515	29576
Administration: Provisional Overhead Rate (28.3%)	2901	512		3,413
Total Fixed Costs	13,153	2,321	17,515	32,989
Estimated Costs				
Transportation	340	60		400
Housing	4208	743		4950
Provisional Overhead Rate (28.3%)	1287	227		1,514
Total Estimated Costs	5834	1030		6864
Total Costs	18,988	3,351	17,515	39,853

36. Conservation Associates - 47 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7311	1290		8601
Health Insurance	1030	182		1212
Participant Contribution			17895	17895
Labor				
Recruitment	496	87		583
Program Support	1690	298		1989
Subtotal	10527	1858	17895	30280
Administration: Provisional Overhead Rate (28.3%)	2979	526		3,505
Total Fixed Costs	13,506	2,383	17,895	33,785
Estimated Costs				
Transportation	340	60		400
Housing	4590	810		5400
Provisional Overhead Rate (28.3%)	1395	246		1,641
Total Estimated Costs	6325	1116		7441
Total Costs	19,831	3,500	17,895	41,226

37. Conservation Associates - 48 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7466	1318		8784
Health Insurance	1030	182		1212
Participant Contribution			18276	18276
Labor				
Recruitment	496	87		583
Program Support	1724	304		2028
Subtotal	10716	1891	18276	30883
Administration:				
Provisional Overhead Rate (28.3%)	3033	535		3,568
Total Fixed Costs	13,749	2,426	18,276	34,451
Estimated Costs				
Transportation	340	60		400
Housing	4590	810		5400
Provisional Overhead Rate (28.3%)	1395	246		1,641
Total Estimated Costs	6325	1116		7441
Total Costs	20,074	3,543	18,276	41,893

38. Conservation Associates - 49 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7622	1345		8967
Health Insurance	1030	182		1212
Participant Contribution			18657	18657
Labor				
Recruitment	496	87		583
Program Support	1758	310		2068
Subtotal	10906	1925	18657	31487
Administration:				
Provisional Overhead Rate (28.3%)	3086	545		3,631
Total Fixed Costs	13,992	2,469	18,657	35,118
Estimated Costs				
Transportation	340	60		400
Housing	4590	810		5400
Provisional Overhead Rate (28.3%)	1395	246		1,641
Total Estimated Costs	6325	1116		7441
Total Costs	20,317	3,585	18,657	42,559

39. Conservation Associates - 50 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7778	1373		9150
Health Insurance	1030	182		1212
Participant Contribution			19038	19038
Labor				
Recruitment	496	87		583
Program Support	1792	316		2108
Subtotal	11095	1958	19038	32090
Administration: Provisional Overhead Rate (28.3%)	3140	554		3,694
Total Fixed Costs	14,235	2,512	19,038	35,784
Estimated Costs				
Transportation	340	60		400
Housing	4973	878		5850
Provisional Overhead Rate (28.3%)	1503	265		1,769
Total Estimated Costs	6816	1203		8019
Total Costs	21,051	3,715	19,038	43,803

40. Conservation Associates - 51 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	7933	1400		9333
Health Insurance	1030	182		1212
Participant Contribution			19418	19418
Labor				
Recruitment	496	87		583
Program Support	1825	322		2147
Subtotal	11284	1991	19418	32694
Administration: Provisional Overhead Rate (28.3%)	3193	564		3,757
Total Fixed Costs	14,477	2,555	19,418	36,451
Estimated Costs				
Transportation	340	60		400
Housing	4590	810		5400
Provisional Overhead Rate (28.3%)	1395	246		1,641
Total Estimated Costs	6325	1116		7441
Total Costs	20,803	3,671	19,418	43,892

41. Conservation Associates - 52 weeks basis

Fixed Costs				
Cost Elements	Grantor cash to Grantee	Grantee Cash Contribution	Grantee n-Kind Contrib	Total Project Value
Subsistence	8089	1427		9516
Health Insurance	1030	182		1212
Participant Contribution			19799	19799
Labor				
Recruitment	496	87		583
Program Support	1859	328		2187
Subtotal	11473	2025	19799	33297
Administration:				
Provisional Overhead Rate (28.3%)	3247	573		3,820
Total Fixed Costs	14,720	2,598	19,799	37,117
Estimated Costs				
Transportation	340	60		400
Housing	4590	810		5400
Provisional Overhead Rate (28.3%)	1395	246		1,641
Total Estimated Costs	6325	1116		7441
Total Costs	21,045	3,714	19,799	44,558

TASK ORDER FORMAT

FORM 48

1. CONTRACTOR

2. AGREEMENT NO.

3. SEQ No.
(Contract Pg. 9, C.2.J.(4))

DATE

AMLO assigned/

4. ORDERING OFFICER

5. TECHNICAL APPROVAL

AMLO SIGNATURE

6. WORK TO BE PERFORMED (BE SPECIFIC) THE CONTRACTOR SHALL NOT PROCEED WITH WORK UNDER THE TASK EXECUTION PLAN UNTIL NOTIFIED TO DO SO BY THE ORDERING OFFICER.

7. REQUIRED DELIVERY DATES

8. IT IS UNDERSTOOD THAT THIS TASK ASSIGNMENT WILL BE ISSUED PURSUANT TO THE PROVISIONS AND ORDER AND PRICING REQUIREMENTS OF SUBJECT CONTRACT AND INCORPORATES ALL MODIFICATIONS NEGOTIATED IN THE TASK EXECUTION PLAN. FUNDS ARE AVAILABLE AS SET FORTH BELOW

ACCOUNTING AND APPROPRIATION DATA:

CERTIFYING OFFICER/DATE

SCA CONSERVATION INTERN PROGRAM

Resource Assistants (Continental U.S.)

12 Weeks	\$2,601
13 Weeks	\$2,728
14 Weeks	\$2,856
15 Weeks	\$2,982
16 Weeks	\$3,109

Variables are travel, clothing, possibly housing and administration
(based on .283%)

Resource Assistants (Alaska and Hawaii)

12 Weeks	\$3,909
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Conservation Associates

12 Weeks	\$5,925	27 Weeks	\$11,971
13 Weeks	\$6,168	28 Weeks	\$12,213
14 Weeks	\$7,011	29 Weeks	\$12,456
15 Weeks	\$7,254	30 Weeks	\$13,300
16 Weeks	\$7,497	31 Weeks	\$13,543
17 Weeks	\$7,740	32 Weeks	\$13,786
18 Weeks	\$8,583	33 Weeks	\$14,028
19 Weeks	\$8,826	34 Weeks	\$14,271
20 Weeks	\$8,933	35 Weeks	\$15,115
21 Weeks	\$9,312	36 Weeks	\$15,358
22 Weeks	\$10,156	37 Weeks	\$15,601
23 Weeks	\$10,398	38 Weeks	\$15,843
24 Weeks	\$10,641	39 Weeks*	\$16,687
25 Weeks	\$10,885	40 Weeks	\$16,930
26 Weeks *	\$11,728	41 Weeks	\$17,173

42 Weeks	\$17,415
43 Weeks	\$18,259
44 Weeks	\$18,502
45 Weeks	\$18,745
46 Weeks	\$18,988
47 Weeks	\$19,831
48 Weeks	\$20,074
49 Weeks	\$20,317
50 Weeks	\$20,560
51 Weeks	\$20,803
52 Weeks*	\$21,045

*Standard CA timeframes (6, 9 and 12 months)
 Variables include travel, clothing, possibly housing and
 administration (.283%)

**CONSERVATION WORK CREW PROGRAM
 (Continental U.S.)**

Alpha Crew	1 leader, 6 participants	\$13,900
Bravo Crew	2 leaders, 6 participants	\$16,400
Charlie Crew	2 leaders, 8 participants	\$18,250



The Student Conservation Association, Inc.

SCA CONSERVATION INTERN REQUEST FORM

Resource Assistants & Conservation Associates
for United States Army and
Army Corps of Engineers

IMPORTANT:

To maximize recruiting efforts and ensure your position is included in one of SCA's two seasonal kick-off intern catalogs, it is best to submit requests for Winter/Spring positions by June 1 and Summer/Fall positions by October 1. Requests received after these dates will also be welcomed, however, and included in supplemental catalogs and on our website's searchable database of available positions.

BASE (Army) : _____

Project (Army Corps): _____

Season Needed	# of RAs	Tentative RA dates and length (in weeks)	# of CAs	Tentative CA dates and length (in weeks)	How much date flexibility?
Winter-Spring (Oct-Apr)					
Summer-Fall (May-Sept)					

Interns from diverse backgrounds: Each summer SCA accepts a very limited number of intern positions for which we will seek suitable individuals from diverse ethnic or socioeconomic backgrounds. If you are interested in a diversity intern (DI), please read the additional information on the back page of this form and check the box if you want a position you are requesting on this form to be considered for DI placement.

1. POSITION DESCRIPTION: Please list intern duties and approximate percentage of time each task will occupy (e.g.: *conducting stream surveys to assess fish habitat, 40%; censusing osprey and peregrine falcon nests, 25%; assisting with habitat improvement projects, 10%; performing vegetation management exams and stocking surveys, 15%; training and office work, 10%* -- other examples at www.sca-inc.org/vol/raca/racasrch.asp).

Note -- Interns may NOT perform direct law enforcement duties. Prescribed burn positions are permitted but fighting wildfires is permitted only when intern has been trained and then is hired as a temporary firefighter; training may be given while in SCA intern status. SCA will not accept secretarial, clerical, or primarily routine frontcountry maintenance positions.

7. **TRANSPORTATION:** For this position, a personal vehicle is (check one):

Note: If a bicycle is adequate, please write "B" in the appropriate box.

- Required: No other transportation is available to reach shopping facilities or worksite from housing location. Little possibility exists to share rides with other employees. Distances are too far to walk.
- Recommended: Rides to stores may be obtained by other means but may be limited by small staff size or experience has shown that isolated conditions result in a negative experience for interns with no transportation.
- Desirable: Lack of transportation will not be a severe problem for personal travel but will greatly increase participants' enjoyment of the area.
- Not Necessary: Generally sites in AK, HI, PR, VI, urban areas with public transit or sites where vehicles are prohibited.

Note: You must reimburse interns directly for the cost of using a personal vehicle for official duties.

8. **FACILITIES:** For positions that are not primarily field-oriented, are facilities (housing, work stations, bath rooms) accessible? (Some applicants may use wheelchairs and/or crutches).

- Yes No

9. **CONTACT INFORMATION:** SCA Coordinator refers to person at your site who will be SCA's primary contact. If address is PO Box, please include street address for private delivery service.

SCA Coordinator: _____ Title: _____
Street Address: _____ PO Box: _____
City, State, Zip: _____
Telephone: _____ Ext. _____ FAX: _____
E-Mail Address: _____

Intern Supervisor (if different from above): _____ Title: _____
Street Address: _____ PO Box: _____
City, State, Zip: _____
Telephone: _____ Ext. _____ FAX: _____
E-Mail Address: _____

Commanding Officer (Army): _____ Title: _____
Operations Manager (Army Corps): _____
Street Address: _____ PO Box: _____
City, State, Zip: _____
Telephone: _____ Ext. _____ FAX: _____
E-Mail Address: _____

To whom should SCA send applications? (If none of the above, please provide contact information)

Applications To: _____ Title: _____
Street Address: _____ PO Box: _____
City, State, Zip: _____
Telephone: _____ Ext. _____ FAX: _____
E-Mail Address: _____

**HOW TO REQUEST AND OBTAIN ASSISTANCE UNDER
THE STUDENT CONSERVATION ASSOCIATION COOPERATIVE
AGREEMENT WITH
THE U. S. ARMY MEDICAL RESEARCH ACQUISITION
ACTIVITY**

1. Any question should be directed to either the U.S. Army Medical Research Acquisition Activity (USAMRAA) at (301) 619-2640 or the Student Conservation Association (SCA) at (603) 543-1700.
2. Choose which type of assistance is required:
 - Resource Assistant (3 month term)
 - Conservation Associate (6 – 12 month term)
 - High School Conservation Work Crew (1 month crew of 6-8 students plus leaders)
3. Complete the appropriate SCA form (available from SCA or the USAMRAA Website www-usamraa.army.mil) for the type of assistance required.
4. Fax a copy of the request form to the Contract Specialist (Shannyn Scassero) at USAMRAA at (301) 619-2505 or 2254. Send hard copy original to: USAMRAA, ATTN: MRMC-AAA-S/Scassero, 820 Chandler Street, Fort Detrick, MD 21702-5014
5. USAMRAA will forward your request form to SCA for recruitment.

FOR ADULT INTERNS:

6. You receive 3-4 completed applications for each position
7. Read and rank applications
8. Conduct phone interviews of top candidates
9. Notify USAMRAA of candidate selected
10. USAMRAA will forward your selection to SCA and request a quote
11. SCA will prepare the quote and submit it to USAMRAA
12. USAMRAA will forward the quote to you for review. If acceptable, please forward your acceptance and a MIPR for the full amount of the quote. These documents may be faxed or mailed to : USAMRAA, ATTN: MRMC-AAA-S/Scassero, 820 Chandler Street, Fort Detrick, MD 21702-5014
13. If questions concerning the quote, please contact USAMRAA for assistance.
14. USAMRAA will issue the task order upon acceptance of the MIPR
15. Hosting facility secures living quarters such as TLF, VOQ, or trailers.
16. SCA forwards travel grant to selectee
17. Selectee arrives by the date prescribed on the Task Order

FOR CONSERVATION WORK CREWS:

6. SCA selects crew leader(s) and participants
7. SCA will notify USAMRAA of the leader(s) selected
8. USAMRAA will forward this information to you
9. The leader(s) make pre-program planning trip
10. SCA will forward crew prices to USAMRAA
11. USAMRAA will forward this information to you.
12. If pricing is acceptable, you will forward your acceptance of the leader(s) and crew, as well as a MIPR for the total cost. These documents may be faxed or mailed to : USAMRAA, ATTN: MRMC-AAA-S/Scassero, 820 Chandler Street, Fort Detrick, MD 21702-5014
13. USAMRAA will issue the task order upon acceptance of the MIPR
14. Hosting facility secures appropriate camping location
15. Leader(s) buy food and camping supplies
16. Crew and supplies arrive by the date prescribed on the Task Order



The Student Conservation Association, Inc.

**SCA CONSERVATION WORK CREW
REQUEST FORM**
for Department of Defense

IMPORTANT:

To maximize recruiting efforts, please return this form by November 1.
Requests, however, will be accepted until March 1.

Name of Installation: _____

Crew Format	# Volunteers	# Leaders	Continental USA Cost	Alaska/Hawaii Cost
Alpha*	6	1	\$12,400	\$14,750
Bravo	6	2	\$14,900	\$15,450
Charlie	8	2	\$17,250	\$19,800
Delta	10	2	\$19,350	\$22,400

*Please note that SCA will be awarding a limited number of Alpha crews during the FY 2001 season.

For non-Navy crews, latest date you will have confirmation of your funding: _____

SCA Provides:

- Highly qualified supervision
- All camping equipment
- Transportation of crew from their hometown to the nearest public transportation terminal
- Food
- Training
- Administrative support
- Liability Coverage and Secondary Personal Accident Insurance for the crew members and leaders
- 24-hour emergency support system

Hosting agency provides:

- Necessary tools to accomplish the work and required safety equipment
- A radio
- Transportation of crew from public terminal to the area and return, and on-the-job transportation as required
- Transportation of equipment to base camp and return
- Specifications for the project
- Access to educational resources of the area
- Storage of SCA camping equipment during the off season as appropriate
- Written evaluation at the end of the program

Requested dates of crew: Please include four working weeks plus one week for the environmental education/recreation trip. Because of school schedules, we recommend starting dates no earlier than June 15 and termination dates no later than August 28 for the summer program. We accept a limited number of requests for early and late summer crews, starting in either May or September. Other time frames are possible, please call SCA. Please also consider and indicate starting and ending dates that may conflict with staff schedules, transportation availability, or heavy visitor use periods. Please use a separate request form for each crew you need.

Crew Format — check ONE: Alpha* Bravo Charlie Delta

* Please note that SCA will be awarding a limited number of Alpha crews during the FY 2001 season: Are you willing and able to fund a Bravo Crew if we are unable to award an Alpha Crew?

Yes No

Start Date*: _____ Finish Date: _____

* Please be specific as crew leader hiring and crew member placement is based on these dates. Please notify SCA ASAP should dates change.

Name and location of nearest commercial airport: _____

PROJECT SUMMARY

1. Please describe the project(s) SCA will be working on. Be as detailed as possible. Attach a work log if available. Note: We may recruit crew leaders who are specialized in certain types of work projects. You may not change the work projects without first discussing the change with SCA staff.

2. If the project is trail work, what will it be?

Maintenance Reconstruction New Construction

3. Why is the project necessary?

4. What are the special work skills necessary for the project?

5. Trail classification:

Foot travel only Multi-use Horse ATV Bicycle

Other (describe): _____

6. Amount of treadwork in feet (if applicable): _____

7. Number of trail structures (turnpike, water bars, etc.): _____

8. What would be the alternative project(s) if the primary work cannot be undertaken or is accomplished ahead of schedule? Please describe, detailing all information requested in questions 5 - 7 above.

BASE CAMP

1. Base camp is in: Frontcountry Backcountry
Describe the base camp area: _____

2. Miles from nearest road: _____
3. Distance from base camp to project in "commuting time": _____ and mileage: _____
4. Distance to potable water: _____ To recreational water: _____
5. Site elevation in feet: _____
6. Is this site in bear country? Black bear Brown bear
7. Are there other wildlife impact issues of which to be aware? Please describe: _____
8. Is radio reception feasible from this site? Yes No
If NO, what other options are available to ensure emergency assistance to the crew? _____

AREA DESCRIPTION

1. *Distinctive or attractive features of the area:* _____

2. Please provide a brochure or map of your area, OR write a short detailed description of the area for inclusion in our published listing of program opportunities.

3. Environmental factors we should be aware of:
 Snow/ice Heavy rains Lightning
 High winds Rock falls Poisonous plants
 Avalanches Flash floods Steep terrain
Temperature range _____ Poisonous snakes Tick/insect problems
Other factors, describe: _____

LOGISTICS

1. Will you be able to provide a vehicle for the crew's use? Yes No
 Entire program including trip week Work program only
2. Can you provide a radio for the entire program? Yes No
3. Will secure space be available to store personal valuables (i.e. airline tickets) while the crew is in the field?
 Yes No
4. How will food resupply be done? Horse Helicopter Other _____
5. Will agency trail or maintenance staff join crew in field? Yes For how long? _____ No
6. Other logistical support you can provide: _____
