

1SUPPORTING STATEMENT A FOR PAPERWORK REDUCTION ACT SUBMISSION

Youth Conservation Corps Application and Medical History Forms OMB Control Number 1093-0010

Terms of Clearance: None

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

The U.S. Department of the Interior (Interior, DOI, we) and the U.S. Department of Agriculture – U.S. Forest Service (USDA-USFS) jointly administer the YCC Program in accordance with 16 U.S.C. 1701-1706, Chapter 37 – Youth Conservation Corps and Public Lands Corps, Subchapter I – Youth Conservation Corps (Youth Conservation Corps Act of 1970 (P.L. 91-378; 84 Stat. 794) as amended in 1972 (P.L. 92-597) and in 1974 (P.L. 93-408), hereafter referred to as “the Act.”)

This information collection request containing common forms is submitted on behalf of Interior and the USDA-USFS. Within the Department of the Interior, the U.S. Fish and Wildlife Service (USFWS) and the National Park Service (NPS), along with the USDA-USFS, currently collect information from applicants to evaluate the eligibility of youths for employment with the YCC. In addition, we collect medical history information from selected applicants to determine their ability to fully participate and to allow the agencies to make necessary reasonable accommodations as appropriate. Under the Act, Interior and the USDA-USFS cooperate to provide seasonal employment for youths between 15 through 18 years old.

The purpose of the YCC is to further the development and maintenance of the natural and cultural resources of the United States by American youth, and in doing so, prepare the young adults of this country for the responsibility of maintaining and managing these resources for the American people. Three equally important objectives, as reflected in the Youth Conservation Corps Act, are:

- Accomplish conservation work on the land
- Provide gainful employment for individuals 15 through 18 years old
- Develop an understanding and appreciation in participating youth for the Nation's natural environment and heritage

Participating agencies evaluate the application, upon submission by eligible youth, to select candidates to the program. This information collection requests OMB approval for the continued use of two common forms with the YCC Program. Youths seeking training and employment with YCC must first complete the application form DI-4014, “*United States Youth Conservation Corps - Member Application.*” Once selected for enrollment, the applicant is required to complete form DI-4015, “*United States Youth Conservation Corps - Medical History Form.*”

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a

new collection, indicate the actual use the agency has made of the information received from the current collection. Be specific. If this collection is a form or a questionnaire, every question needs to be justified.

This is a seasonal program and information is collected annually. Individuals wishing to participate must reapply each year. Only participating agencies and partners who manage YCC programs on behalf of and within the participating agencies will have access to the information. This information is used to evaluate and select applicants seeking seasonal employment in the YCC program.

Form DI-4014, “United States Youth Conservation Corps - Member Application” –

The DI-4014, YCC Application will be used to evaluate each applicant’s eligibility for and interest in employment. This form includes information needed to assist program staff ability to screen, evaluate, select, and assign applicants for employment. This form allows for an efficient review of the applicant’s interest based on what information is needed to make a selection and to remove added burden from the application process. Also, the format has been updated to target youth audiences to YCC programs. Finally, DOI will ensure the forms are 508-compliant and fillable for electronic submission upon receiving OMB approval.

The structure and format of the YCC Application is designed to increase applicant knowledge regarding the YCC Program Overview, Eligibility Requirements, Benefits, Structure, and instructions on How to Apply on Page 1 of the form. Also, the form is organized by outlining questions to aid the applicant to be able to generate a complete application.

Table 2.1 - DI-4014, YCC Application

Old Question	Updated/New Question	Reason For Change
Question 7 What YCC site are you applying? <i>Note that a separate application needs to be completed for each site you are applying to.</i> Please specify the session dates if known. Some sites may have more than one session offered, which may be noted on the site’s YCC opportunities page	What YCC site are you applying? Note that a separate application needs to be completed for each site you are applying to. Please specify the session dates if known. Some sites may have more than one session offered, which may be noted on the site’s YCC opportunities page.	Updated: Based on the feedback in Question 8 to “clarify the language” the “NOTE was moved to the “How to Apply” section on Page 1. (See Question 8 feedback from Northeast Region)
N/A	If you have additional questions about YCC, please contact [INSERT AGENCY CONTACT INFORMATION]	Updated to provide direct contact information

Old Question	Updated/New Question	Reason For Change
Question 14. Tell us why you want to join the YCC. Optional. Your answer will help the YCC site understand what you hope to get out of the position and how they can provide a positive YCC experience for you. Since selection is random, your response will not be used in the selection process. You may choose not to respond to this question.	Tell us why you want to join the YCC. Optional. Your answer will help the YCC site understand what you hope to get out of the position and how they can provide a positive YCC experience for you.- Since selection is random, your response will not be used in the selection process. You may choose not to respond to this question.	Based on the feedback in Question 8. This question was updated to make the response required because the commenter stated that it will help <i>“start a conversation with them once they are chosen, even if their statement is highly tentative”</i> . (See Question 8 feedback from Pacific West Region)
References Please provide four references who know you well, such as teachers, coaches, or religious leaders. At least two references must be people who are not related to you. Complete all information requested	References Please provide four two references who know you well, such as teachers or coaches, mentors or religious leaders. At least two one references must be people from someone who are is not related to you. Complete all information requested	Based on the feedback in Question 8 the commenters indicated that requiring four references seemed excessive. The form now requires two references. (See Question 8 feedback from Alaska Region)

Form DI-4015, “United States Youth Conservation Corps - Medical History Form” –

Form DI-4015, YCC Medical History (Medical History) provides information needed to determine the physical suitability and any special medical needs of selected applicants. This provides a record for both the participant and the agency and is collected for the safety of both the participant and other participants of the program. Only applicants selected for employment will complete the Medical History form. For applicants under the age of 18, parental signatures and date are required.

Table 2.2 DI-4015, YCC Medical History

Old Question	Updated/New Question	Reason For Change
Question 2 Gender ☐ Male ☐ Female ☐ Prefer not to disclose	Question 2 Sex ☐ Male ☐ Female	Updated: In accordance with Executive Order (EO) 14168 we updated the terminology from Gender to Sex and removed the third response option.
Question 9 Please use the table below to identify any medication(s) that the applicant is currently taking. Include the name, dosage, and any specific	Please list all current medications, including name, dosage, and instructions the youth must follow when self-administering. NOTE: YCC staff may securely store medications and make them available when needed but cannot administer any medication—including prescription or	Updated: Based on the feedback in Question 8 to clarify YCC staff responsibilities. <i>“By law, YCC staff cannot administer any medications, including over-the-counter drugs. Although Crew Leaders hold and provide access to medications, youth must self-administer them.</i>

Old Question	Updated/New Question	Reason For Change
instructions that a YCC program staff would need to administer medication (if necessary).	<i>over-the-counter drugs. All medications must be self-administered by the youth participant in accordance with their provider's instructions.</i>	<i>(See Question 8 feedback from DOI Office of Safety and Health)</i>

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden and specifically how this collection meets GPEA requirements.

The Fillable/Printable forms can be downloaded from participating websites. The completed forms require either an original “wet” or digital signature (by both the applicant and a parent or guardian if the applicant is under the age of 18). The documents can be returned via email or printed via postal mail to the specific YCC-unit.

All forms in the collection are available at

- **USDA-USFS YCC website:** <https://www.fs.usda.gov/working-with-us/opportunities-for-young-people/youth-conservation-corps-opportunities>
- **NPS YCC Website:** <https://www.nps.gov/subjects/youthprograms/ycc.htm>
- **USFWS Website:** <https://fws.gov/youth-conservation-corps>
- Site Specific Stations that engage with YCC

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The YCC is a unique program that is only operational on public lands within DOI and the USDA-USFS with specific requirements for participation. There are no other existing application forms suitable for YCC purposes. The participating agencies will use the same forms, which avoids duplication in the application process.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

This collection will not have a significant impact on small businesses or other small entities.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

This information collection is necessary to carry out the legal mandates of the program. If this information is not collected, the participating agencies would be unable to select candidates to participate in the program. The YCC Application Form ensures uniform collection of information

from potential program participants. The information collected provides participating agencies with the data needed to select program participants. The Medical History form ensures that adequate medical information is available, ensuring that participants have the ability to perform the work assigned. Failure to collect this information would create an unacceptable safety and liability risk.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- * requiring respondents to report information to the agency more often than quarterly;
- * requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- * requiring respondents to submit more than an original and two copies of any document;
- * requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- * in connection with a statistical survey that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- * requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- * that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- * requiring respondents to submit proprietary trade secrets, or other confidential information, unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

There are no other special circumstances. The collection of information is conducted in a manner consistent with the guidelines in Title 5 CFR 1320.6.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and in response to the PRA statement associated with the collection over the past three years, and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every three years — even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

On March 26, 2026, we published the 60-day FRN in the Federal Register (91 FR 14707) to

request OMB to approve the renewal of the information collection associated with the Youth Conservation Corps Application and Medical History Forms. We solicited public comments for 60 days, ending May 26, 2026. We did not receive any comments from the public.

In addition to the Federal Register Notice, we consulted with the individuals identified in Table 8.1 who are familiar with this collection of information in order to validate our time burden estimate and to provide feedback on the clarity of instructions, usability and overall need for the form. Changes were made to the forms based on the feedback received and minor edits were made to improve clarity of instructions and questions.

Table 8.1 Consultations, Comments and Feedback

1. U.S. Forest Service, Program Manager, National Partnership Office

Comment #1: Is there a possibility of adding race and ethnicity to the application form, or if there's any reason those aren't included on the existing form?

***NPS Response:** At this time, the NPS is not adding race or ethnicity questions to the application form. These data elements were not included in the original approved collection and adding them would require further review to ensure compliance with privacy, policy, and program requirements. The agency may reassess this in future revisions.*

Comment #2: Would it be possible to add some kind of check box near the email address field where the applicant can opt in if they are interested in receiving emails from the agency about career opportunities?

***NPS Response:** The NPS is not implementing this change at this time. Expanding the form to include an opt-in for career-related communications would create a new purpose for the information collection and require additional approvals and processes to ensure appropriate handling of applicant contact information.*

Comment #3: The forms were translated into Spanish, Mandarin, Vietnamese, French in 2023. We didn't receive any requests in the FS for translation into additional languages.

***NPS Response:** The NPS appreciates this feedback and will continue to monitor the need for additional language translations. While no new translation requests were received during this cycle, the agency remains open to considering additional languages in future updates based on demonstrated need or stakeholder input.*

2. U.S. Fish and Wildlife Service, Acting National Youth Coordinator

Comment #1: If YCC positions are not residential – recommend removing sleepwalking from health conditions.

***NPS Response:** The NPS is not removing “sleepwalking” at this time. Although most YCC positions are non-residential (not requiring extended overnight stays), some parks may encounter situations where overnight activities or temporary lodging occur. Keeping the item ensures parks can identify any conditions that could pose a safety concern in those circumstances.*

Comment #2: Primary Care Provider - how is this used? wondering if this is required? If there was a medical issue would a lead call the primary care provider, or 911.

***NPS Response:** The need to contact a primary care provider is situational and depends on the*

nature of the medical issue. In emergency situations, staff would call 911. In non-emergency cases, having the primary care provider information available allows parks to use their judgment and consult the provider when appropriate.

Comment #3: Allergies: I would imagine most/all individuals are allergic to poison ivy. It also is leaving out other topical plant allergies like cow parsnip and poison oak. Suggest removing line..

NPS Response: *Applicants may use the “Other” option to list any allergies or health conditions not included in Question 6. This allows respondents to identify plant-related allergies beyond those specifically listed.*

Comment #4 Suggested languages to translate into Spanish

NPS Response: The forms are already translated into Spanish and made available for use.

3 DOI Office of Safety and Health, Branch Chief, Occupational Safety and Health

Comment 1: The Reference Manual (p. 26) states that YCC Crew Leaders or the Site Program Manager must make medications available to YCC members when needed and must record the date, time, and dosage of all medications taken. By law, YCC staff cannot administer any medications, including over-the-counter drugs. Although Crew Leaders hold and provide access to medications, youth must self-administer them. However, Section 1 of the DI-4015 Form instructs applicants to list all current medications, including name, dosage, and any specific instructions that YCC staff would need *if* medication administration becomes necessary.

NPS Response: *Based on this comment, the DI-4015 instructions will be updated to clarify self-administration. The revised text will read:*

“Please list all current medications, including name, dosage, and instructions the youth must follow when self-administering. NOTE: YCC staff may securely store medications and make them available when needed but cannot administer any medication—including prescription or over-the-counter drugs. All medications must be self-administered by the youth participant in accordance with their provider’s instructions.”

Comment 2: DOI/OSH doesn’t have a policy that requires medical history prior to onboarding but NPS Youth Conservation Corps Reference Manual does require it. The Reference Manual was signed by Rita Moss, Associate Director, Workforce, on August 14, 2025. Page 9 of this reference Manual requires the applicant to complete DI-4015 (YCC Medical History Form). However the form itself says “NOTE: This information is collected under the authority of Public Law 93-408. It will be used primarily for the purpose of determining your eligibility for Youth Conservation Corps (YCC) service. Furnishing this information is voluntary; however, failure to provide the requested information may disqualify acceptance into the Youth Conservation Corps program.” So that is somewhat of a contradiction in itself.

NPS Response: *To resolve the inconsistency, the statement “Furnishing this information is voluntary” will be removed. Because medical history information is required in order to receive the benefit of program participation, the revised sentence will read:*

“Failure to provide the requested information may disqualify acceptance into the Youth Conservation Corps program.”

Additional Comments from NPS Regional Coordinators and Park Staff

1. Alaska Region

Comment #1 Consider mashing together Program Overview and Program Benefits. Most applicants will skim these sections anyways. Then you can have less headings, like

- Program Overview
- Eligibility
- How to Apply

NPS Response: No changes will be made. The current structure provides clarity and helps applicants navigate key program information.

Comment #2 References: I think 2-3 references max, and only one family reference. Or you could reword to provide up to four references

NPS Response: The number of required references has been reduced to two.

2. Pacific West Region

Comment #1 For the application, I think the statement about why they want to participate should be required. It will help us to start a conversation with them once they are chosen, even if their statement is highly tentative

NPS Response: We have removed the term “optional,” making the personal statement a required part of the application.

Comment #2 I think the information from the doctor's office is what adds time. Maybe during recruitment we could do a better job of listing what forms would be required, and what documents, prior to their applying, just in case they need to fetch birth certificates, SSNs, etc.

NPS Response: No changes will be made. The Medical History Form does not require documentation such as birth certificates or Social Security cards and does not impose undue burden on applicants.

3. Intermountain Region

Comment #1 Can we require a TDAP immunization? Or should it just be recommended with a line to show the date it was received?

NPS Response: Tdap remains listed in Question 8 of the Medical History Form. The statement has been updated to: “The applicant is recommended to have a Tdap immunization.”

Comment #2 Application - References: 4 seems excessive to me.

+NPS Response: The number of references has been reduced to two.

Comment #3 Other OTCs to list for examples could include: Tylenol, Benadryl, Pepto Bismol, Cold/flu medicine.

NPS Response: No changes will be made. Brand-specific examples are not necessary.

4. Northeast Region

Comment # 1 Reduce number of references needed to 2

NPS Response: The number of references has been reduced to two.

Comment # 2 Clarify language that says, “separate application needs to be completed for each site...”. Our park does not know what other application needs to be completed besides this one

NPS Response: Clarifying language has been moved as a NOTE in the “How to Apply” section on Page 1.

Comment # 3 Create editable sections so that parks can add language specific to their program i.e. about the program, what youth will do in the job. Not all YCC programs are trail maintenance based

NPS Response: No changes will be made. The form must remain standardized to avoid site-specific revisions that would constitute a new burden or require separate approval

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

We do not provide payments or gifts to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

We do not provide any assurance of confidentiality. The information collected is subject to the requirements of the Privacy Act and the Freedom of Information Act. We maintain information collected in accordance with Privacy Act System of Records, *Youth Conservation Corps (YCC) Enrollee Records--Interior, Office of the Secretary-25* (August 22, 1991, 56 FR 41700) and *Youth Conservation Corps (YCC) Recruitment Files--Interior, Office of the Secretary-29* (October 16, 1986, 51 FR 36862)

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

We do not ask questions of a sensitive nature. However, the request for medical history may be considered sensitive in some cases. The request for medical information is considered necessary to ensure that participants have the ability to perform the work assigned. Failure to collect this information would create an unacceptable safety and liability risk for the program.

12. Provide estimates of the hour burden of the collection of information. The statement should:

- * Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.
- * If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.
- * Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here.

We estimate that we will receive **11,409** responses totaling **4,239** annual burden hours (Table 12.1). The estimated dollar value of the burden hours associated with this information collection is **\$209,068** (rounded). We used the Bureau of Labor Statistics (BLS) news release USDL-26-0827¹, June 12, 2026, Employer Costs for Employee Compensation—March 2026. to calculate the total annual burden. BLS Table 1 lists the rate for individuals as \$49.32, including benefits.

TABLE 12. 1. Total Estimated Annualized Hour Burden

FORM	Total Annual Responses	Avg. Time per Response (minutes)	Total Annual Burden (hours)*	Hourly Labor Costs (Incl. Benefits)	Dollar Value of Annual Burden Hours
<i>DI-4014, United States Youth Conservation Corps – Crew Member Application</i>					
Individuals	8,599	25 mins	3,583	\$49.32	\$176,714
<i>DI-4015, United States Youth Conservation Corps – Medical History Form</i>					
Individuals	2,810	14 mins	656	\$49.32	\$32,354
TOTALS:	11,409		4,239		\$209,068

*Rounded

13. Provide an estimate of the total annual non-hour cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected in item 12.)

- * The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information (including filing fees paid for form processing). Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up

¹ <https://www.bls.gov/news.release/pdf/ecec.pdf>

costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

- * If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collection services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.
- * Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

There is no non-hour cost burden to respondents.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

We estimate that the total cost to the Federal Government to administer this information collection is **\$263,328** (rounded). We based this on staff time to review and process this information collection. We used the Office of Personnel Management Salary Table 2026-DCB² to determine hourly wage rates for GS 9/5 employees and 2026 RUS³ for GS 7/5 employees. To calculate benefits, we multiplied the hourly rate by 1.6, in accordance with previously mentioned BLS News Release.

Table 14.1 Annualized cost to the federal government.

Form	Grade/ Step	Hourly Pay Rate	Hourly Rate Incl. Benefits (x 1.6)	Total time spent (hours)	Annualized Cost
NPS YCC Program Manager (1/4 time)	GS 12/5	\$55.62	\$88.99	520	\$46,275
DI-4014 Application	GS 9/5	\$38.35	\$61.36	2,080	\$127,629
DI-4015 Medical History	GS 9/5	\$38.35	\$61.36	600	\$36,816
DI-4014 Application	GS 7/5	\$27.40	\$43.84	900	\$39,456
DI-4015 Medical History	GS 7/5	\$27.40	\$43.84	300	\$13,152
Total:					0

15. Explain the reasons for any program changes or adjustments in hour or cost burden.

² https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/DEN_h.pdf

³ https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/RUS_h.pdf

There are no program changes.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

We request approval to omit the expiration date from the forms while continuing to display the OMB control number. Many parks rely on bulk-printed hardcopy forms that are used for multiple years. Showing an expiration date on these printed forms can create confusion about their validity and lead to unnecessary reprinting. Removing the date avoids these issues while still maintaining required compliance.

18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

There are no exceptions to the certification statement.