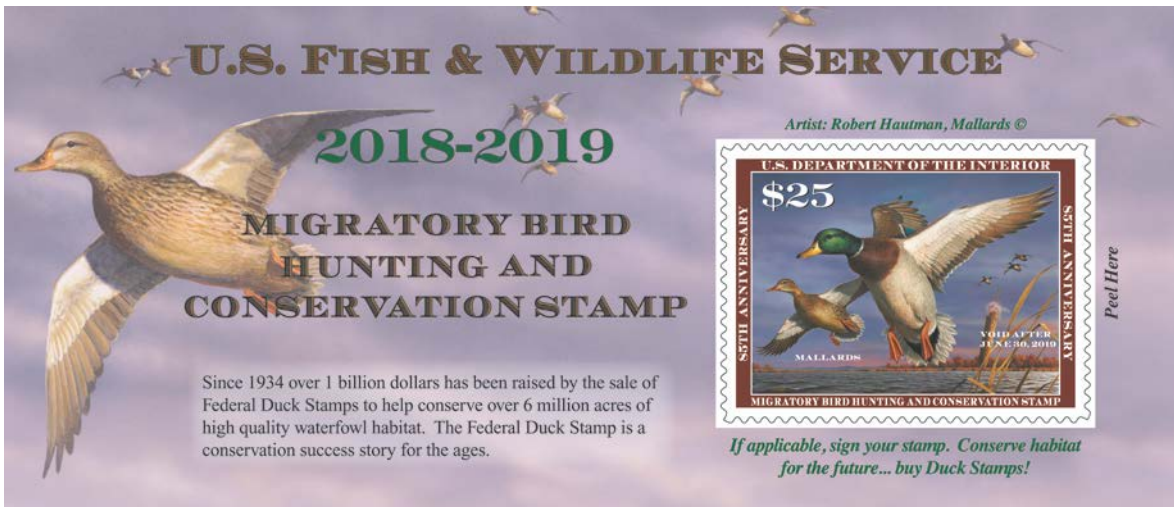


U.S. Fish and Wildlife Service

Federal and Junior Duck Stamp Handbook – 2018-2019



U.S. FISH & WILDLIFE SERVICE
2018-2019
MIGRATORY BIRD HUNTING AND CONSERVATION STAMP

Artist: Robert Hautman, Mallards ©

U.S. DEPARTMENT OF THE INTERIOR
\$25
SETH ANNIVERSARY
MALLARDS
MIGRATORY BIRD HUNTING AND CONSERVATION STAMP
SOLD AFTER SEPTEMBER 30, 2019
Peel Here

Since 1934 over 1 billion dollars has been raised by the sale of Federal Duck Stamps to help conserve over 6 million acres of high quality waterfowl habitat. The Federal Duck Stamp is a conservation success story for the ages.

If applicable, sign your stamp. Conserve habitat for the future... buy Duck Stamps!



U.S. FISH AND WILDLIFE SERVICE
\$5
EMPEROR GOOSE
RAYEN KANG (GA)
2018-2019 JUNIOR DUCK STAMP

PLEASE READ – NEW/UPDATED INFORMATION/REQUIREMENTS



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Federal Duck Stamp Office
5275 Leesburg Pike
Mail Stop: MB
Falls Church, VA 22041-3803



In Reply Refer:
FWS/AMB/FDSO

23 May 2017

Dear U.S. Fish & Wildlife Service Consignee –

I would like to thank you for handling the sale of Federal Duck Stamps and Junior Duck Stamps at your location. This provides a great public service.

You may be aware that the USFWS has been looking into the management of sales of stamps, annual passes and collection of fees from refuge passes. New rules have been established for the reporting of collections from sales of the Federal Duck Stamp and Junior Duck Stamp programs. Please familiarize yourselves with the procedures, use common sense, and properly document sales, inventory, and deposits of duck stamps that you sell.

A couple of suggestions:

1. Take a look at the guidance. Primarily the handbooks that you are provided for the annual Duck Stamp and Junior Duck Stamp and the Collections Handbook. Please let the Duck Stamp Office (DSO) know if there are parts that you see that are confusing and let the DSO know of fixes that would make your jobs easier.
2. The Duck Stamp Office (DSO) has been lax in holding USFWS stations to the same high reporting standards as our other consignees are held to. To remedy this, the DSO and Amplex will be taking a harder look at the reconciliation of sales and funds deposited through pay.gov and credit card sales run through pay.gov. As part of this effort, you are now required to do a monthly reconciliation with FBMS. You will need to provide signed copies and we will be scrutinizing these to make sure they balance and that duck stamp sales are being deposited into the correct account(s).
3. Please look through your inventory and send any outdated stamps to the DSO.
4. As part of your annual reporting requirements, Amplex and the DSO are requesting that you make sure and return copies of your collection transmittals. Amplex will be doing independent reconciliations using FBMS data provided by USFWS.

5. We have updated the annual report template (Exhibit 3 of this Handbook). You will now also need to have your supervisor sign that they have reviewed your annual report. This ensures that they are carrying out their responsibilities as well.
6. Amplex and DSO appreciate your attention to the due dates for annual reporting.

Since its beginning 85 years ago, the Federal Duck Stamp has raised over \$1 billion in funds to enable us to include almost 6 million acres in the National Wildlife Refuge System. You know that healthy habitats allow us to have healthy ecosystems for all wildlife which allows us to create outdoor recreation opportunities for nature enthusiasts of all types - photographers, bird watchers, educators, explorers, hunters and anglers.

The Junior Duck Stamp Program is a great tool to encourage K-12th graders, educators, families and communities to explore waterfowl, wetland conservation and wildlife management. We encourage you to work with your state coordinator to continue this program in your state by supporting the sale of Junior Duck Stamps; encouraging students and their families to use refuges as places to learn, escape, dream and protect; as well as showing the artwork these students create.

Thank you again for all you do. The DSO and Amplex greatly appreciate the time and attention you put into providing stamps for sale and promoting the Federal Duck Stamp and Junior Duck Stamp programs. Questions or concerns about either program can be answered by going online: <<https://www.fws.gov/birds/get-involved/duck-stamp.php>>. The Duck Stamp Office is also available to answer questions and concerns you may have regarding the program. Amplex can answer specific questions regarding your consignment agreement and stamp inventory.

Sincerely,



Suzanne Fellows
Program Coordinator
Duck Stamp Office

Federal and Junior Duck Stamp Handbook

PROCEDURES FOR ALL FWS REGIONS AND FIELD LOCATIONS:

Each U.S. Fish and Wildlife Service (USFWS) office/outlet (Regional Offices, Refuges) as well as Friend's Group, Cooperative Association or other Consignee is responsible for its own consignment of Federal Duck Stamps and Junior Duck Stamps as outlined in the entity's individual consignment agreement. All Federal and Junior Duck Stamps are consigned through, and tracked by, AMPLEX Corporation (Consignor), the distribution contractor for the Federal Duck Stamp Office (DSO). AMPLEX distribution includes all FWS field locations and commercial businesses. **Each person handling controlled property may be held personally financially liable for loss, damage or destruction. Do not make formal or informal "subconsignee" arrangements.**

Duck Stamps are controlled property and accountability practices must be followed. (See USFWS Manual, Chapter 310, Property). FWS persons (Consignees) receiving controlled property are personally responsible for it from the time they take possession until the property is returned or credit is given for cash from their sale. Consistent with USFWS controlled property practices, the distribution of duck stamps beyond the consignee to other collections officers should be completed only if a DI-104 (or similar form) is completed and filed.

Collections:

Each Consignee who handles funds or controlled property (Federal or Junior Duck Stamp inventory) must clearly understand the serious obligation of maintaining the integrity of funds and stock through diligent recording, safeguarding, and depositing funds.

1. Site-specific fee collection systems need to be developed which best meet the needs of FWS office/outlet; however, established Service policies/procedures for handling of funds and controlled property documents need to be followed. (261 FW 1, Cash Accountability)
2. Consignees who have responsibility for receiving funds and reporting collections must be designated in writing as collection officers. Requests for these designations must be submitted to the appropriate Regional Budget and Finance Officer. (Form can be found in 261 FW 1 Exhibit 1.)
3. Safekeeping facilities and adequate record-keeping will be needed to maintain accountability for funds and accounting documents. Controlled property and accounting records should be stored in separate locations to reduce possible simultaneous loss or theft of both items.
4. Each USFWS office/outlet is required to perform a monthly reconciliation between station records and FBMS. Each office is also required to maintain reconciled records for three (3) fiscal years following the close of the fiscal year in which the funds were

collected. Records should cover the entire process, from collection to deposit. Any discrepancies need to be explained in detail.

Federal Duck Stamp and Junior Duck Stamp proceeds are deposited with the Division of Financial Management (DFM)/Denver Operations (DO) Cost Accounting Section by mailing them to:

U.S. Fish and Wildlife Service
Cost Accounting Section
PO Box 272065
Denver, CO 80227-9060

Remittance:

Receipts from Federal Duck Stamp sales must be transmitted to the finance center, through pay.gov using the collection transmittal forms. Copies of the Collection Handbook can be requested from the DSO. (See Exhibit 1 and 2 for the collection transmittal forms).

1. All checks and money orders must be made payable to the U.S. Fish and Wildlife Service.
2. Do not send cash. Cash must be converted to a certified check or money order before transmitting to the DFM/DO. **Money collected from stamp sales cannot be used to pay for money order fees – you must use station funds.**
3. If more than one check and/or money order is included on a single transmittal, a collection transmittal remittance sheet (Exhibit 2) must be attached showing details of the remittance (i.e., item sold, number of check/money order, name and address of payer or “money order,” amount and total).
4. Indicate on the “Description” line of the collection transmittal (CT) the number of Federal or Junior Duck Stamps sold and the amount attributed to each category of stamp.

5. Record the CT in pay.gov and forward the original CT to DFM/DO along with the check(s) and/or money order(s) and any related material. If your station has a credit card machine a CT must be produced in pay.gov with the detailed collection information. Credit card CTs do not need to be sent to DFM/DO.
6. Keep a copy of all CT (including those for credit cards), checks/money orders, and forms in the office files. This copy should be kept in a file for three (3) years. This will establish an audit trail enabling you to prepare a final accounting report to submit to AMPLEX at the end of the consignment period to aid in error tracking.
7. Include a copy of all CTs with your annual report to Amplex.
8. Preparation of a CT to deposit funds is required whenever \$1,000 has been collected or once each week, **whichever comes first**.

All stamps must be returned to AMPLEX.

DO NOT DESTROY STAMPS!

Inventories:

1. Additional stamps may be ordered in multiples of 25 throughout the consignment period (June 1 to April 30) by calling **Amplex at 1-800-852-4897**. AMPLEX will ship stamps by trackable carrier. Stamps can be reordered via the internet at www.duckstamp.com.
2. Upon receipt of the stamps, the USFWS Consignee shall sign the delivery company electronic ledger pad or equivalent to verify delivery, and check contents of the package for stamps and invoice. Consignee and their supervisor should count the stamps and compare the amount indicated on the AMPLEX invoice.

If the numbers disagree, contact AMPLEX immediately at 1-800-852-4897. If correct, verify with two signatures, date, and mail a photocopy of the invoice back to:

**Amplex Corporation
1100 Fountain Parkway
Grand Prairie, TX 75050-1513**

Retain a copy of the signed invoice for your records.

3. All money from the sale of stamps should be sent to the DFM/DO (Cost Accounting Section, PO Box 272065, Denver, CO 80227-9060) from each USFWS office using established USFWS procedures for processing a CT through pay.gov.
4. **At the end of the consignment period (June 15), (June 30 for Alaska) each sales outlet will submit/return the following information to AMPLEX by certified mail, return receipt requested;**
 - a) **completed copy of the Federal Duck Stamp Annual Report (Exhibit 3, this report now includes a supervisor's signature),**
 - b) **copies of all stamp CT's for the entire consignment period,**
 - c) **copies of monthly reconciliations**
 - d) **all unsold stamps and,**
 - e) **any documentation regarding, lost, stolen or accidentally destroyed stamps.**
5. Payment shall not be required to be remitted for stamps stolen or destroyed by means beyond the control of a Consignee, provided a signed affidavit (police, fire, insurance or other authority) is submitted by Consignee attesting to the circumstances of the loss. Stamps lost while in the possession of the Consignee must be reported immediately, in writing, to AMPLEX.

6. Each year, in April, Consignor will send a statement of activity indicating the number of stamps shipped to the Consignee throughout the consignment period.
7. In the event the Consignee elects to discontinue participation in this consignment program, Consignee will advise Amplex and make a final accounting for all Federal and Junior Duck Stamps issued during that consignment period.

Annual Report:

Each consignee location handling duck stamps shall submit the Federal and Junior Duck Stamp Annual Report (Exhibit 3), containing the following information, and send it to AMPLEX, along with items referenced in Inventories, item 4, no later than June 15;

- a) number of stamps received,
- b) number of stamps sold, (Federal and Junior)
- c) monthly reconciliation reports
- d) number of stamps lost, stolen or accidentally destroyed, and
- e) dollar amount of receipts deposited

The Annual Report must also be reviewed and signed by the Supervisor or Project Leader.


Miscellaneous:

1. Generic Appreciation Cards will be printed annually by the DSO. Amplex will include one card for each stamp in the initial stamp shipment. Additional generic cards will be provided on a first-come, first-serve basis from Amplex.
2. There are specific stamp products that you may also be interested in carrying at your refuge or through your associated gift shops. They include First Day of Sale collection items. In 2018-2019, the companion species is the sandhill crane and we specifically point out NWR which are known for their sandhill crane viewing opportunities. You may view and request these items through Amplex or the DSO. We encourage you to consider having these for sale as well.
3. Information on DSO programs and function can be obtained through the Federal Duck Stamp web site on the Internet, <https://www.fws.gov/birds/get-involved/duck-stamp.php> or from


Suzanne Fellows
Program Coordinator
Federal Duck Stamp Program
U.S. Fish & Wildlife Service
5275 Leesburg Pike MS:MB
Falls Church, VA 22041-3803
Phone (703) 358-2145
Fax (703) 358-2282
Suzanne_Fellows@fws.gov

Exhibit 1

Form Instance



U.S. DEPARTMENT OF THE INTERIOR
Fish and Wildlife Service
REGIONAL COLLECTIONS FORM



*Please complete top section before continuing

Payor Name

Date

Collections Officer

Region Number *Yellow fields are required.

Collection Type Clear Fields

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description

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TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

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Collection Type Clear Fields

TC	Ref Num	Line	TT	Fund	ORG Code	Program	Revenue Source	Object Class	Cost Structure	ABC Code	Agreement Number	ADV	Vendor Code	Post Order	Amount	Part/ Final

Description

Exhibit 3

U.S. FISH AND WILDLIFE SERVICE
 FEDERAL DUCK STAMP
 ANNUAL REPORT
 FOR STAMP YEAR _____ TO _____

FWS LOCATION _____ CONSIGNMENT #: _____

LOCATION NAME: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ PHONE: _____

Line Number		Federal Duck Stamp	Jr. Duck Stamp
1	Number of stamps received from Amplex		
2	Total number of stamps sold		
3	Number of stamps lost, stolen or accidentally destroyed. (Attach explanation)		
4	Number of stamps returned to Amplex		
5	Total of line 2 through 4		
6	Line 1 minus line 5 (Must equal 0 for full accountability. If not, please provide explanation.)		
7	Value of stamps sold		
8	Amount remitted to lock box		
9	Line 7 minus line 8 (must be 0 for full accountability. If not, please provide explanation.)		

STATEMENT OF ACCOUNTABILITY:

I certify that the above information is accurate and accounts for all Federal and Junior Duck Stamps that this FWS location received from AMPLEX during the consignment period.

Copies of this year's collection transmittals and monthly reconciliations with FBMS have been included with this report. All collection transmittals and other documents verifying the information outlined above are available for inspection at this FWS location for up to three years if required for an audit.

 Signature Date

 Typed or printed name Title

SUPERVISOR'S STATEMENT OF REVIEW

I certify that I have reviewed the above information and found it to be accurate. It accounts for all Federal and Junior Duck Stamps that this FWS location received from AMPLEX during the consignment period.

Supervisor Signature

Date

Typed or printed name

Title

RETURN THIS FORM, ALL COLLECTION TRANSMITTALS, AND ANY UNSOLD STAMPS
BEFORE JUNE 15 TO:

Amplex Corporation
1100 Fountain Parkway
Grand Prairie, Texas 75050-1513
Attention: Federal Duck Stamp
Federal Duck Stamp Handbook – Exhibit 3

Rev. 6/2017