

U.S. Fish and Wildlife Service Federal & Junior Duck Stamp Handbook 2022-2023

2022-2023 Migratory Bird Hunting and Conservation Stamp

U.S. Fish & Wildlife Service



Celebrating our Waterfowl Hunting Heritage
Waterfowl hunters have a long history of contributing to wildlife habitat conservation. Perpetuate access for all to explore wildlife by purchasing Duck Stamps and enjoying the outdoors.

If applicable, sign your 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

18 May 2022

Dear U.S. Fish & Wildlife Service Consignee –

I hope this finds you healthy and happy and excited for a new stamp season. I again would like to thank you again for offering Federal Duck Stamps and Junior Duck Stamps for sale at your location. This provides a great public service as well as allows us to grow the National Wildlife Refuge System and provide conservation education to students and communities in your state and across the nation.

I appreciate the effort that you put into abiding by the policies which were set forth to improve our transparency and accountability for the handling and management of the sales of duck stamps, annual passes and collection of fees from refuge passes. The A-123 internal risk analysis which was carried out this past year recognized a few issues that we will be working on remedying over the next year. 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. ***Read and follow 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 any fixes that would make your jobs easier.
2. While we have held USFWS stations to the same high reporting standards as our other consignees are held to, our reporting requirements are a bit different. The Service has, and will continue to, monitor and reconcile sales and funds deposited through pay.gov and credit card sales run through pay.gov. As part of this effort, you are 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, the Service is requesting that you make sure and ***return copies of your collection transmittals to Amplex with your annual reports.*** The Service will be doing independent reconciliations using FBMS data provided by Amplex.
5. For the past few years we have provided an updated the annual report template (Exhibit 3 of this Handbook). You 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 89 years ago, the Federal Duck Stamp has raised over \$1.1 billion in funds to enable us to include over 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. The success and continuation of this program allows us to raise a new generation of conservation minded students.

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, stamp inventory, and reporting requirements.

Sincerely,



Suzanne D. Fellows
Program Manager
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. Distribution of Duck Stamps beyond the Consignee to other collections officers should be completed in accordance with policy. Please see the JAO - Payments and Collections Sharepoint site.

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. See the JAO - Payments and Collections Sharepoint site.
3. Safekeeping facilities and adequate record-keeping are 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 (CT) forms. The Collection Handbook can be accessed from the JAO - Payments and Collections Sharepoint site. (See Exhibit 1 and 2 for 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 CT 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 CT the number of Federal or Junior Duck Stamps sold and the amount attributed to each category of stamp. Specify stamps sold by their year (e.g., "2022-2023 Federal Duck Stamp" or "2021-2022 Junior Duck 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 supporting material.
6. Keep a copy of all CTs, checks/money orders, supporting documentation, and monthly reconciliation forms in the office files. These should be kept in a file for three (3) years. This establishes 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 and supporting documentation 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.
9. If you receive payments via a station credit card machine, reports can be run through FBMS to corroborate these deposits. This report should accompany the annual report and a copy kept in the office files for three (3) years.

**All unsold stamps
must be returned to
AMPLEX or the DSO.**

**You are not
authorized to destroy
unsold stamps.**

**DO NOT DESTROY
STAMPS!**

Inventories:

1. Additional stamps for consignment may be ordered in multiples of 25 throughout the consignment period (July 1 to April 30 by calling **Amplex** at **1-800-852-4897** or emailing **duckstamp@amplex.com**. AMPLEX will ship stamps by trackable carrier.
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 and supporting documentation,**
 - c) reports run through FBMS corroborating deposits by field station credit card machine (if applicable),**
 - d) copies of monthly reconciliations**
 - e) all unsold stamps and,**
 - f) 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 must advise Amplex and make a final accounting for all Federal and Junior Duck Stamps issued during that consignment period.
8. In the event the Contracting Officer named on the Consignment agreement leaves the station or is no longer the party responsible for handling Duck Stamps at the station, please advise Amplex and make a final accounting for all Federal and Junior Duck Stamps and any funds collected during their consignment period. Transfers of consignee duties can be made at a station but Amplex must be advised.

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) stamp year (e.g., 2022-2023)
- b) number of stamps received
- c) number of stamps sold, (Federal and Junior)
- 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 can 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 2022-2023, the companion species is the black skimmer. We are also drawing attention to the contributions of waterfowl hunters. 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, fws.gov/program/federal-duck-stamp or from:

Suzanne Fellows
Program Manager
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

DKST (Duck Stamp) revenue source is used for collections from the sale of Duck Stamps. If you use DKST you must indicate the number of Duck Stamps sold in the Description field. A current Duck Stamp costs \$25 so Amount should equal number sold X \$25.

REGIONAL COLLECTIONS FORM

Cost Accounting Section
PO Box 272065
Denver, CO 80227-8060

U.S. Fish and Wildlife Service
MARCH 3, 1849

*Please complete top section before continuing

Cost Accounting Section
7333 W. Jefferson Ave.
Suite 300
Lakewood, CO 80235

Payment Type: **US Checks** Collections Officer: **Roger Kime** Transmittal Number: **FF09G35200 13 L 1234**
CR COST CENTER FY PT SERIAL NUMBER

Payor Name: _____ Region Number: **9** *Yellow fields are required. Date: **6/14/2013** BFY: **2013**

Collection Type: **Migratory Bird - Duck Stamps/ Reproduction/ Miscellaneous (2)** Scenario Type: **04** Scenario ID: **1**

Invoice Reference Number	Cost Center	Revenue Source	G/L 1	Customer Code	Vendor Code	Amount	Fund	WBS Element
	FF09G35200	DKST	5900.F0000			60.00	XXXXF5137BC	FV.MB300000DKST0
Description	4 Duck Stamps							
Collection Type	Clear Fields	MIS REP						
Invoice Reference	Cost Center	Revenue	G/L 1	Customer Code	Vendor Code	Amount	Fund	WBS Element

DKJR (Junior Duck Stamp) revenue source is used for collections from the sale of Junior Duck Stamps. If you use DKJR you must indicate the number of Junior Duck Stamps sold in the Description field. A current Junior Duck Stamp costs \$5 so Amount should equal number sold X \$5.

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

Look Box Processing Address:
U.S. Fish and Wildlife Service
Cost Accounting Section
PO Box 272065
Denver, CO 80227-8060

U.S. DEPARTMENT OF THE INTERIOR
MARCH 3, 1849

*Please complete top section before continuing

Physical Address for FEDEX Delivery:
U.S. Fish and Wildlife Service
Cost Accounting Section
7333 W. Jefferson Ave.
Suite 300
Lakewood, CO 80235

Payment Type: **US Checks** Collections Officer: **Roger Kime** Transmittal Number: **FF09G35200 13 L 1234**
CR COST CENTER FY PT SERIAL NUMBER

Payor Name: _____ Region Number: **9** *Yellow fields are required. Date: **6/14/2013** BFY: **2013**

Collection Type: **Migratory Bird - Junior Duck Stamp Sales (2)-DKJR** Scenario Type: **04** Scenario ID: **1**

Invoice Reference Number	Cost Center	Revenue Source	G/L 1	Customer Code	Vendor Code	Amount	Fund	WBS Element
	FF09G35200	DKJR	5900.J0000			25.00	XXXXF1611OR	FX.MB452400DKJR0
Description	5 Jr. Duck Stamps							

More information and examples can be seen by reviewing the Collections Handbook found on the JAO - Payments and Collections Sharepoint site <<https://doimsp.sharepoint.com/sites/fws-FF10G23100/SitePages/Collections.aspx>>

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

STATION NAME

CONSIGNMENT #

STATION ADDRESS

CONTACT PERSON

EMAIL

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 accidently destroyed (Attach explanation and documentation.)		
4	Number of stamps returned to Amplex		
5	Total of lines 2 through 4		
6	Line 1 minus line 5 (Must equal 0 for full accountability, if not provide explanation.)		
7	Value of stamps sold		
8	Amount remitted through pay.gov or station credit card machine (Attach documentation (CTs/FBMS reports).)		
9	Line 7 minus line 8 (Must be 0 for full accountability. If not 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, monthly reconciliations with FBMS, and all supporting documents have been included with this report. All collection transmittals and other documents verifying the information outlined above are also available for inspection at this FWS location for at least 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.

Signature

Date

Typed or printed name

Title

RETURN THIS FORM, ALL COLLECTION TRANSMITTALS, SUPPORTING DOCUMENTATION, AND ANY UNSOLD STAMPS BY JUNE 15 TO:

AMPLEX CORPORATION
 Attn: Federal Duck Stamp
 1100 Fountain Parkway
 Grand Prairie, TX 75050-1513