

APPENDIX – A

SEE GUIDELINE MEMORANDUMS *

INDEX

*(except Federal Register Notices – in Appendix C)

(Guideline Memorandums will be forthcoming as issued)

- GM 2001-001, OCT. 5, 2000
- GM 2001-002, NOV. 27, 2000
- GM 2001-003, AUG. 16, 2001
- GM 2001-004, NOV 5, 2001
- GM 2002-005, Unknown Date
- GM 2002-006, SEP. 23, 2002
- GM 2003-007, JAN. 13, 2004
- GM 2004-008, Unknown Date
- GM 2004-009, JUL. 27, 2004

GUIDELINE MEMORANDUM: 2001 – 001**TO: Holders of the SEE Guidance and Procedures Manual**

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to modify a data requirement contained in the Grantee's Quarterly Financial Status Report, i.e. specifically the section entitled "Quarterly Enrollee Report". This report is contained in Chapter 4, page 8 of the Senior Environmental Employment Program Guidance and Procedures Manual...EPA 5760-A1.

The Quarterly Enrollee Report currently asks for information on "Date Enrolled". This column is now revised to "**Anniversary Date**". This date will reflect the anniversary date on which the annual enrollment agreement became effective. Coordinators and Monitors can then use this date to determine the timing of the next pay raise, and the renewal anniversary of each enrollee.

This modification will be made to the quarterly reports which cover the 4th quarter of FY 2000, and all subsequent quarterly reports. Delivery of the reports is expected on or before April 30, July 31, October 31, and January 31, as stipulated in the Reporting Requirements contained chapter 4, page 6, item 3 of the Guidance and Procedure manual.

FILING INSTRUCTIONS:

All holders of the SEE Manual should:

- Delete the words "Date Enrolled" in the 4th column of chapter 4, page 8
- Insert the words "**Anniversary Date**" in the 4th column of chapter 4, page 8
- Enter this change (01-001), the current date, and your initials on Appendix A, INDEX
- File this (Guideline Memorandum)document (01-001) **after** Appendix A, INDEX, Pg.1.

(Signature on original)

**Susan J. Street, National Director
Senior Environmental Employment Program**

GUIDELINE MEMORANDUM: 2001 – 002

TO: Holders of the SEE Guidance and Procedures Manual

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to update a Federal Register Notice in Appendix C – Senior Environmental Employment Program-Guidance and Procedures Manual-EPA 5760-A1.

Coordinators, Please pass a copy of the Memo and attachments to Monitors who have the Manual.

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

- **Insert** the enclosed 19378 Federal Register / Vol 65, No. 70 / Tuesday, April 11, 2000 / Notices on top of the 33928 FR Notice
- **Write** 19378 Federal Register / Vol 65, No. 70 / Tuesday, April 11, 2000 / Notices on line 6 of Appendix – C INDEX Pg. i
- **Enter** this change “GM 2001-002”, the current date, and your initials on Guideline Memorandums – (Appendix A), “Checklist of EPA/SEE Program Transmittals” sheet
- **File** this (Guideline Memorandum) document (01-002) **directly after** the Guideline Memorandums – (Appendix A), “Checklist of EPA/SEE Program Transmittals” sheet.

(Signature on original)

Susan J. Street, National Director
Senior Environmental Employment Program

GUIDELINE MEMORANDUM: 2001 – 003

TO :Holders of the SEE Guidance and Procedures Manual

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to update a Federal Register Notice in Appendix C – Senior Environmental Employment Program-Guidance and Procedures Manual-EPA 5760-A1.

Coordinators, please pass a copy of this Memo and attachment(s) to Monitors who have the Manual.

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

- **Insert** the enclosed 34182 Federal Register / Vol 66, No. 124 / Wednesday, June 27, 2001 / Notices (on top of the 33928 FR Notice already posted)
- **Write** 34182 Federal Register / Vol 66, No. 124 / Wednesday, June 27, 2001 / Notices on line 7 of Appendix C Pg. I (INDEX)
- **Enter** this change “GM 2001-003”, the current date, and your initials on Guideline Memorandums – (Appendix A), “Checklist of EPA/SEE Program Transmittals”sheet.
- **File** this (Guideline Memorandum 01-003) document **directly after** the “Guideline Memorandums – (Appendix A)”, “Checklist of EPA/SEE Program Transmittals”sheet.

(Signature on original)

Susan J. Street, National Director
Senior Environmental Employment Program

GUIDELINE MEMORANDUM: 2001 – 004

TO :Holders of the SEE Guidance and Procedures Manual

Dear SEE Coordinator and Monitor and Grantee:

This Guideline Memorandum is intended to replace Figure 3-2 of EPA 5760-1A the Senior Environmental Employment Program-Guidance and Procedures Manual – **SEE Enrollee Assignment Categories and Schedule of Assignment Reimbursable Limits** – Chapter 3, Page 7.

Schedule Effective Date: 12/30/2001

Coordinators, please pass a copy of this Memo and attachment(s) to Monitors who have the Manual.

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

- **Enter** this change “GM 2001-004”, the current date, and your initials on the Guideline Memorandums – (Appendix A), Checklist of EPA/SEE Program Transmittals – sheet.
- **File** the enclosed Schedule of Assignment Reimbursable Limits **behind** the current Schedule at Chapter 3 Page 7. (This Schedule is **not effective** until 30 December 2001.)
- **File** this (Guideline Memorandum 01-004 document **directly after** the Guideline Memorandums – (Appendix A), Checklist of EPA/SEE Program Transmittals – sheet.

Attachment

(Signature on original)

**Susan J. Street, National Director
Senior Environmental Employment Program**

GUIDELINE MEMORANDUM: 2002 – 005

TO :Holders of the SEE Guidance and Procedures Manual

TITLE: Enrollee Involvement in Special Emphasis Program (SEP) Events

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to clarify the involvement of SEE Program enrollees, in EPA Special Emphasis Program Manager (SEPM) events.

SEE enrollees are not federal employees, rather they are participants in a grant program. Unless their current position description includes SEPM support activities, an enrollee should not provide support for those activities, including attending committee meetings or planning sessions during work hours.

Participation in SEPM sponsored events, and attendance in SEPM events during lunch hours and after hours is permissible, as well as during work hours, if approved by the enrollee's monitor.

If you need additional information, please call me at 202-260-4331

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

1. **Insert** the attached page “enrollees *can perform*” (Ch.2 Pg 13a) of Guideline Memorandum 2002-005 in the appropriate place (i.e. after Ch.2 Pg 12 of the SEE Program Manual)
2. **Enter** this change “GM 2002-005”, the current date, and your initials on Guideline Memorandums – (Appendix A), “Checklist of EPA/SEE Program Transmittals”sheet.
3. **File** this document (Guideline Memorandum 2002-005) directly after the “Guideline Memorandums – (Appendix A); Checklist of EPA/SEE Program Transmittals”sheet; (in front of GM 2001-004).

Attachment:

(Signature on original)

**Susan J. Street, National Director
Senior Environmental Employment Program**

GUIDELINE MEMORANDUM: 2002 – 006

TO :Holders of the SEE Guidance and Procedures Manual

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to update a Federal Register Notice in Appendix C Senior Environmental Employment Program-Guidance and Procedures Manual-EPA 5760-A1.

Coordinators, please pass a copy of this Memo and attachment(s) to Monitors who have the Manual.

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

- **Insert** the enclosed 57426 Federal Register / Vol 67, No. 175 /September 10, 2002 / Notices (on top of the 34182 FR Notice already posted)
- **Write** 57426 Federal Register / Vol 67, No. 175 / September 10, 2002 / Notices on line 8 of Appendix C Pg. i. (INDEX)
- **Enter** this change “GM 2002-006”, the current date, and your initials on Guideline Memorandums – (Appendix A), “Checklist of EPA/SEE Program Transmittals”sheet.
- **File** this (Guideline Memorandum 02-006) document **directly after** the “Guideline Memorandums – (Appendix A)”, “Checklist of EPA/SEE Program Transmittals”sheet.

(Signature on original)

Susan J. Street, National Director
Senior Environmental Employment Program

GUIDELINE MEMORANDUM: 2003 – 007

TO :Holders of the SEE Guidance and Procedures Manual

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to update a Federal Register Notice in Appendix C Senior Environmental Employment Program-Guidance and Procedures Manual-EPA 5760-A1.

Coordinators, please pass a copy of this Memo and attachment(s) to Monitors who have the Manual.

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

- **Enter** this change “GM 2003-007”, the current date, and your initials on “Checklist of EPA/SEE Program Transmittals”sheet.
- **Insert** the enclosed 7550 Federal Register / Vol 68, No. 168 /August 29, 2003 / Notices (on top of the 57426 FR Notice already posted)
- **Write** 7550 Federal Register / Vol 68, No. 168 / August 29, 2003 / Notices – on line 9 of Appendix C Pg. i. (INDEX)
- **File** this (Guideline Memorandum 03-007) document **directly after** the APPENDIX-C; Index; (Applicable) Federal Register Notices.

(Signature on original)

Susan J. Street, National Director
Senior Environmental Employment Program

EPA Manual 5760 A1

Senior Environmental Employment (SEE) Program

GUIDELINE MEMORANDUM: 2004 – 008

TO :Holders of the SEE Guidance and Procedures Manual

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GUIDELINE MEMORANDUM: 2004 – 009

TO :Holders of the SEE Guidance and Procedures Manual

Dear SEE Coordinator and Monitor:

This Guideline Memorandum is intended to update a Federal Register Notice in Appendix C Senior Environmental Employment Program-Guidance and Procedures Manual-EPA 5760-A1.

Coordinators, please pass a copy of this Memo and attachment(s) to Monitors who have the Manual.

FILING INSTRUCTIONS:

*****All holders of the SEE Manual should:

- **Enter** this change “GM 2004-009”, the current date, and your initials on “Checklist of EPA/SEE Program Transmittals”sheet.
- **Insert** the enclosed 7779 Federal Register / Vol 69, No. 124 /June 29, 2004 / Notices (on top of the 57426 FR Notice already posted)
- **Write** 7779 Federal Register / Vol 69, No. 124 / June 29, 2004 / Notices – on line x of Appendix C Pg. i. (INDEX)
- **File** this (Guideline Memorandum 04-009) document **directly after** the APPENDIX-C; Index; (Applicable) Federal Register Notices.

(Signature on original)

Susan J. Street, National Director
Senior Environmental Employment Program