



Lake dedication  
Page 8

## Fish and Wildlife Commissioner Johnson names Bush, Waldrop as Deputy Commissioners

**F**ish and Wildlife Commissioner Gregory K. Johnson has announced the appointments of Charles O. Bush Jr., and Dr. Karen A. Waldrop to deputy commissioner positions at the department. Both will begin their new duties September 1.

Bush currently serves as deputy commissioner of the Finance Cabinet's Department of Facilities and Support Services. Waldrop is the current Director of the department's Division of Wildlife.

"I am thrilled to have two such knowledgeable and dedicated professionals as Charles and Karen to serve as deputy commissioners," said Johnson. "Both are extremely familiar with Kentucky, highly respected in their fields, and avid hunters and anglers."

Bush and Waldrop already know the department well.

Bush is returning to the department. A licensed civil engineer, he served 15 years at the department (1994 -2008) as the Director of Engineering Division before joining the Finance Cabinet in 2009. He earned his B.S. in Civil Engineering from the University of Kentucky in 1986 and then worked more than seven years with the Division of Abandoned Mine Lands in the Natural Resources Cabinet.



"I'm excited and looking forward to the challenge," said Bush. "It feels like I'm coming home."

Waldrop, Wildlife Division Director since 2007, began her association with the department in 1999 working with the elk restoration project in southeast Kentucky. She became the lead researcher in a Clemson University Kentucky elk restoration study in 2000 and earned her doctorate degree in wildlife biology. That grew into a 2004 post-doctoral elk study with the University of Kentucky, and she joined the department as its Research Program Coordinator in 2005.

During her term as Wildlife Division Director, the department expanded elk hunting opportunities, established bear and sandhill crane hunting seasons, and added more than 140,000 acres of land for

public hunting. Kentucky became the only state agency to win Quality Deer Management Association's "Agency of the Year" recognition for a second time, and the nation's top destination for white-tailed deer hunting according to two major national outdoor magazines.

"This agency is made up of incredibly talented professionals dedicated to making Kentucky's fish and wildlife resources the best anywhere,"

said Waldrop. "I'm looking forward to helping them continue their great work, because great resources also mean great experiences in the field for our hunters and anglers."

Bush, a devoted deer hunter, says he's claimed a few successes over turkeys as well, but admits they continue to teach him most of the lessons. He lives in Frankfort with his wife, Sandra, and is busy introducing his two new sons-in-law to shooting and hunting.

Waldrop credits her parents for instilling her sound conservation and management values. She enjoys squirrel hunting with her treeing feist, bass and crappie fishing, turkey hunting and archery hunting for elk and deer.

She resides in Frankfort with her husband, Glenn, and stepson Zachary.

INSIDE:



2-5 Retiring staff



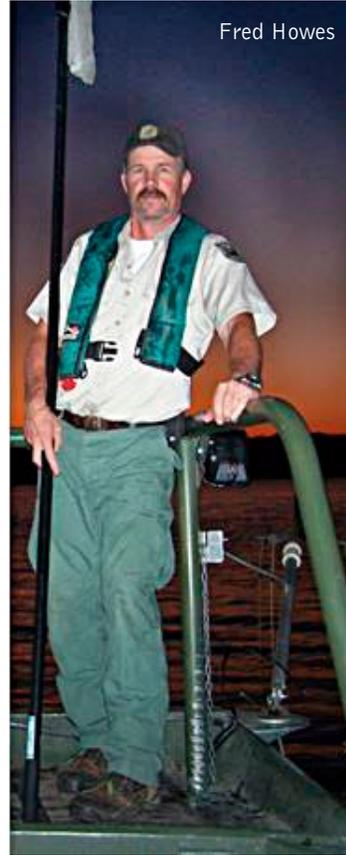
7 CMC grant



10 Hatchery Creek



Gerry Buynak



Fred Howes

## Buynak, Howes retire from Fisheries Division

**F**isheries Division lost two quality biologists and managers to retirement this month.

**Gerry Buynak** and **Fred Howes** both started in 1982 and contributed a combined 64 years of service to the Department.

Gerry began his career as a Fisheries Research Biologist and is recognized across the fisheries world as one of the best black bass research biologists anywhere. Gerry served as the black bass research biologist for 19 years before he was promoted in 2001 to Program Coordinator where

he directed the fisheries research section as well as handled Federal Aid Coordination.

In 2004, Gerry became one of the Fisheries Division's Assistant Directors and managed the two Department hatcheries, the fish transportation section and the fisheries research section.

One of Gerry's biggest achievements was authoring or co-authoring 44 peer-reviewed fisheries manuscripts covering both

game and non-game species in multiple states.

Anyone looking for Gerry can now find him working in his garden from sunrise to sunset – until deer hunting season.

Fred Howes started as a Fisheries Technician II with the Minor Clark Hatchery. After working four years with the hatchery, he was promoted to Fisheries Technician III in the Northeastern Fisheries District.

During this time Fred gained extensive experience in fisheries management including fish sampling, farm pond technical guidance, and equipment repair and maintenance.

In 2004, Fred was promoted once again to Fishery Biologist II. This provided Fred with the experience necessary to produce reports, create budgets, lead project

teams and make management decisions through data analysis.

All of this experience provided Fred the opportunity to lead the Northeastern Fishery District starting in 2008 and continuing until his retirement. Fred's knowledge and ever-present coffee thermos will be missed.



## Freddie Adkins retires

**F**reddie Adkins, fish and wildlife management foreman at Peabody Wildlife Management Area, retired effective August 1 after 26 years with the Kentucky Department of Fish and Wildlife Resources.

Freddie began his career as an interim stationed in the old Rumsey office working on WMAs in the area.

An expert with heavy machinery and agricultural equipment, he was a tremendous asset managing WMAs throughout the region. His ability to maneuver the tractor trailer in many a tight spot saved the day throughout his career.

Freddie's experience, expertise and dedication will be sorely missed, and we wish him all the best in retirement.

## Sgt. Mick Craig retires

**Sergeant Mick Craig** retired August 1. He began his career with the Kentucky Department of Fish and Wildlife in 1981 as a Conservation Education Program Leader assigned to Southeast Kentucky after graduating from Eastern Kentucky University with a degree in Wildlife Management in 1979.

He joined the Law Enforcement Division in 1983 and was assigned to Campbell Co. and later transferred to Pendleton Co. where he was promoted to Sergeant in 2009.

Craig was known as a well rounded, knowledgeable and active Conservation Officer. He says that he is proud of his involvement in working in illegal musseling in the 1980's and 90's having confiscated, investigated, and intervened in cases that would amount to hundreds of thousands of dollars.

He worked and served in duties outside law enforcement to further the mission of Fish and Wildlife. He was actively

involved in trapping wild turkeys and their relocation, as well as elk. He participated in many youth events every year; was active with the 5th district League of Kentucky Sportsmen, and was a member of the Mississippi Flyway Council for 5 years.

He passed on his knowledge and experience to new officers serving as a Field Training Officer, Safety and First Aid instructor as well as teaching commercial fishing and trapping to new recruits.

Craig received many awards during his career. He was selected as the 5th District Officer of the Year, Shikar Safari Officer of the Year, National Wild Turkey Federation Officer of the Year and others by his fellow officers several times in his 31-year career.

He was named United Bow Hunters of Kentucky Officer of the Year in 1987, Kentucky State Officer of the Year in 1994, Fur Takers of Kentucky Officer of the Year in 2001, and the National Wild Turkey



Federation Officer of the Year in 2005. He was inducted into the National Wild Turkey Federation Hall of Fame in 2008.

Sgt. Craig is an avid hunter and fisherman. He engages in small game, big game, and waterfowl hunting as well as trapping. He takes the opportunity to fish for whatever is biting. He enjoys noodling for big cats and says that he enjoyed taking Tim Farmer once, but that Farmer would not get down in the Ohio River.

## Bill Mitchell retires

**Bill Mitchell**, Wildlife Management Foreman at Taylorsville Lake Wildlife Management Area, retired July 31 after 29 years of service.

Bill graduated Eastern Kentucky University with a wildlife management degree. He then started his career as a seasonal fisheries technician with the department in 1985. He became a full time employee with the Black Bass Research section of the Fisheries division in 1989.

Bill moved over to the Wildlife division in 2007 when he became the Wildlife Management Foreman at Taylorsville Lake WMA. His service continued at Taylorsville until his retirement.

As Bill stated, "Every day will be a Saturday. Look out deer, doves, turkey, fish, and waterfowl!"

Enjoy your retirement, Bill Mitchell!



## Engineering Division loses Redmon, Carr to retirement

**W**alt Redmon and Kelly Carr of Engineering Division recently retired from our Fish and Wildlife family.

Walt started with the department as a carpenter in September of 1984.

Since then Walt has held many positions such as Design Technician, Construction Superintendent, Maintenance Section Supervisor, Engineering Technical Associate and most recently Administrative Branch Manager.

Walt was instrumental in taking the boating access program from its infancy to what it is today. Since Walt came to the department his branch has built or taken over maintenance of 170+ ramps, multiple dams and numerous fishing piers. Walt was just as comfortable sitting on a dozer building ramps or working with County Judges, Commissioners, Corps of Engineers and numerous other partners.



Walt will be greatly missed by his crews, his coworkers in engineering and all of Fish and Wildlife. Walt will continue to do construction in his retirement but hopefully leave enough time for fishing.

Kelly Carr served as Fish and Wildlife Land Surveyor. He retired after 28 years with the agency. He started working for the department in 1986, and worked his way through the boating access branch

building and maintaining boat ramps.

In 1998 he joined the surveying branch and started surveying full time. While working in the survey branch he successfully completed his requirements to become a licensed surveyor.

When he wasn't fighting encroachments on our 600 miles of boundary, he was helping Engineering Division collect data for boat ramp projects, and creating plats and property surveys for existing and new

land acquisition.

He will be greatly missed by all that have been fortunate enough to work with him and for those that did not see him working behind the scenes.

Kelly will spend his retirement with family traveling and camping. You may also see him out surveying, and if so stop and thank him for all his hard work for the Department.



## Lt. Jim Harrison retires

**L**t. Jim Harrison of Clark County in the Sixth District retired August 1.

Jim says that he started his dream job in 2001 when the KDFWR Law Enforcement Division hired him. Lt. Harrison initially was assigned to Powell County. He transferred back home to Clark County where he was promoted to Sergeant in 2009 and to Lieutenant in 2010.

Harrison received both the Sixth District Officer of the Year Award and the Shikar Safari Sixth District Officer of the Year Award twice. He went on to

win the State Officer of the Year Award in 2006. Jim was named the National Wild Turkey Federation Officer of the Year in 2012.

Lt. Harrison is an avid turkey and deer hunter as well as participating in small game hunting and fishing; he especially enjoys these activities when he is doing them with one or all three of his daughters. Jim continues to manage and work his grandfather's farm in Clark County where he was raised and his 93 year old grandmother still lives today.

## Captain J. Todd Rogers retires

**Captain J. Todd Rogers** retired July 31, 2014 from the Kentucky Department of Fish and Wildlife.

Rogers served 25 years, two months, 16 days as a conservation officer. He retired as Region 2 Commander, which includes 39 counties and three law enforcement districts.

Rogers graduated from Green County High School in 1981, and attended two years at Campbellsville College. In 1983, he joined the U.S. Army at Fort Campbell and served with the 101st Airborne Division from 1983 to 1987. He deployed with the Multinational Forces and Observers (MFO) Peace Keeping Mission from 1984 to 1985 on the Egypt and Israel border.

He returned to college in 1987 and earned his degree in police administra-

tion from Eastern Kentucky University in 1989, with a minor in Business.

He joined the Department as a conservation officer May 16, 1989 and was assigned to Green County. Rogers was promoted to the rank of Lieutenant in 1997 and assigned to Water Patrol Region 3.

He was promoted to Fourth District Captain in December 2007. Commander of the 2nd Region was the last assignment.

Rogers says his career was memorable. He was part of merging the Kentucky Water Patrol with conservation officers, and served as lieutenant with the 2004 76 Falls detail on Lake Cumberland.

He deployed to Louisiana in 2005 as part of the Department's Hurricane Katrina Rescue Effort. He helped at the Benton Emergency Operations Center



during the 2007 Ice Storm and the 2011 flood. He also served on the Officer's Advisory Board from 2010 to 2012.

He sees these and his entire career of events and situations as personal accomplishments.



## Captain Frank Campbell retires

**Captain Frank Campbell**, also known locally as "Fudd," retired August 1 after 19 years and 7 months.

Campbell grew up in Letcher County. He attended Letcher High School and later the University of Kentucky where he obtain a Masters Degree in Science.

He worked 12 years as a science teacher in the Letcher County school system, then in 1995, he switched careers and joined the Department as a Conservation Officer. He was part of the first Fish and Wildlife law enforcement academy class to attend and

graduate the Department of Criminal Justice Training Academy in Richmond.

After graduating the academy he was assigned to the 7th Law Enforcement District where he spent his entire career. Among his many achievements, he was promoted to Sergeant, Lieutenant, and Captain, and then to Commander of Region 5 his last year of service.

He enjoys grouse hunting with his German Wirehaired Pointer and spending time with his family. Captain Campbell will be missed but we wish him well in his retirement.

## Sgt. Steve Curry retires

**Sergeant Steve Curry** retired August 1 after 22 years with the Department.

A native of Corbin in Whitley County, he attended Eastern Kentucky University and graduated with a degree in Law Enforcement.

Steve joined the Department as a Floyd County conservation officer in 1992.

He later transferred to Lawrence County.

During his career he served on the Honor Guard, Sergeant in charge of the district disaster response team, and as a K9 handler with his partner "Tug."

A veteran of the Army Reserve, Steve served two tours, one state side the other in Iraq. After 20 years with the Military

Police he retired as a Major.

In his free time he enjoys hunting and fishing with his two sons on their farm. Steve said on his last day he didn't realize how hard it would be to watch his vehicle leave his home for the last time. Steve, you will be missed, but we wish you the best.

## Farmer, Kentucky Afield staff win multiple Emmys



members have been nominated 22 times and won 14 Emmy Awards.

The Fish and Wildlife Commission recognized the crew at its recent quarterly

**K**entucky Afield TV was awarded multiple Emmys recently at the 50th annual Ohio Valley Regional Emmy Awards.

**Tim Farmer** was honored with an Emmy for his work as Kentucky Afield Program Host. Also, Kentucky Afield Magazine graphic artist **Obie Williams**

and the entire Kentucky Afield TV Staff received an Emmy for their participation in the production of "Carp Madness," a half hour Kentucky Afield episode documenting the department's carp fishing tournament held last year.

Since 2006 Kentucky Afield staff

meeting. Pictured from left are Executive Producer **Scott Moore**, **Nathan Sangster**, Host **Tim Farmer**, **Nathan Brooks** and Graphic Designer **Obie Williams**. Not present at the Commission meeting were Emmy Award recipients **Charlie Baglan** (above) and **Brian Volland**.

## KDFWR wins Frankfort Parks & Recreation season and tournament softball crowns

**T**he Department's softball team wrapped up its season by claiming a pair of championships in the Frankfort Parks and Recreation Co-ed softball league.

In the past several years, several staff members put together an after-work team. Players say this year's team displayed a rare dominance of the diamond. They finished the season with a 14-3 record, and were the regular season softball champions. They also took home the end of the year Co-ed League Tournament Championship.

This year's team was comprised of Fisheries Division staff (front from left) **John Mitchell**, **Dan Stoelb**, **Dane Balsman**, **Dave Dreves** and **Derek Rogers**, and **Rob Lewis** of FILO. Standing are **Stephanie Petriello** (FILO), **Brenda Ward-Hill** (Public Affairs), **Keith Parker** (Engineering), **Vickie Welch** (Finance),



*Stephanie Stoelb photo*

**Brooke Hines** (Wildlife) and **Josh Robinson** (Law Enforcement).

Not in the picture are **Jay Herrala** and **Ryan Kausing** (Fisheries) and **Nicole Bailey** and **Travis Bailey** (Wildlife).

Some say their success was the result of the stringent off-season training and dietary programs implemented by Coach **Dan Stoelb**. Keep up the good work Coach.

## Multi-State Partnership: KDFWR's Center for Mollusk Conservation and partners receive \$400,000 competitive grant



Center for Mollusk Conservation staff members Travis Bailey, Adam Shepard and Christopher Owen take measurements on two propagated endangered mussels, the Cumberland bean, and the Cumberlandian combshell. Commissioner Johnson, AFWA Executive Director Ron Reagan, and MAFWA affiliate Ollie Torgerson recently made a visit to the CMC where they observed staff raising and caring for some of the rarest animals in the world.

The U.S. Fish and Wildlife Service recently announced the recipients of \$5.6 million in competitive funding for conservation projects that benefit Species of Greatest Conservation Need.

Kentucky was one of only 12 states awarded funding in the highly competitive grant process.

KDFWR's Center for Mollusk Conservation (CMC) in partnership with Thomas More College, Tennessee Wildlife Resources Agency, Ohio Division of Natural Resources and West Virginia Division of Natural Resources received nearly \$400,000 dollars to support a regional effort to increase mussel populations.

The target of this project is to augment rare and imperiled mussel populations in high-priority locations through captive propagation and reintroduction efforts.

Additionally, the project seeks to restore mussel populations to 90% of historic levels within the Licking River, prevent extinction of the federally-endangered catspaw mussel, and restore viable populations of federally-endangered fanshell mussels in multiple states.

With this new funding, our excellent

partners, and with long-term construction and renovation efforts at the CMC complete, the Wildlife Diversity Program and the CMC team are excited to be in a position to accomplish large scale mussel conservation goals.

### INSPIRATIONAL KENTUCKY AFIELD

Kentucky Afield Television host Tim Farmer recently spent a day with inspirational bass tournament angler and motivational speaker Clay Dyer for a show segment. Dyer was born with no lower limbs, no left arm and a partial right arm. The Kentucky Afield show was broadcast August 2 and can still be seen on Kentucky Afield YouTube channel.





## FISH AND WILDLIFE COMMISSION DEDICATES KENTUCKY RIVER WMA BOONE TRACT AND BENJY KINMAN LAKE



The Kentucky Fish and Wildlife Commission officially dedicated Kentucky River WMA's new 926-acre Boone Tract in Henry County on August 15. Squirrel hunters and anglers flocked to the new area for opening weekend. The Commission named the area's 88-acre oxbow lake "Benjy Kinman Lake," with its active bald eagle nest, in recognition of his 38 years of service to Kentucky hunters and anglers as a fisheries biologist, director of fisheries and deputy commissioner for the Department. Pictured with Commission members Terry Teitloff, Voncel Thacker, Frank Williams, Steve Glenn, Jimmy Bevins, Stuart Ray and Chris Godby are Dr. Jim Rich, Benjy Kinman and Commissioner Gregory Johnson.

## Fisheries kicks off major Cave Run Lake habitat project

**F**isheries Division staff recently converged on Cave Run Lake carrying the mantra of “build it and they will come.”

Notorious for being incredibly difficult to fish, Cave Run Lake, like many large reservoirs, is lacking in underwater fish habitat. Building new habitat will attract all types of sport fish and give anglers new places to target the high numbers of larger bass and crappie that biologists regularly see while sampling.

Large scale fish habitat improvement is not something new to the division, but a multi-year project involving multiple governmental partners and vast public support is. The Cave Run Project will stretch over the next several years and will improve miles of shoreline over eight sites within the lake. This project has relied on the public to provide the material that would become the fish habitat, and the US Forest Service and the US Corps of Engineers for support.

Even with this outside support, agency staff have been working tirelessly on this project. The **Northeastern Fishery District** has burned up the roads collecting everything from pallets to wooden wire spools, running from West Liberty to Winchester. The **guys over at the Forks of Elkhorn Transportation Section** have made trip after trip hauling material collected by the Northwestern Fishery District.

**Jason McDowell** and several of the Fisheries Division staff brought excess trees to Rowan County and **Joseph Zimmerman** has made countless trips from headquarters to assist in organizing the project.

**Wildlife Division** is in the mix as well, providing cedar trees cut off of



**Above:** Tom Timmerman, Fisheries Biologist IV with the Northeastern Fisheries District (center) organizes and directs Department employees and volunteers assisting with the massive fish habitat effort at Cave Run Lake. **Below:** Wood pallet structures, like the one being deployed by Fisheries staff Jason McDowell, Bobby Widener and Dave Dreves (right to left) make excellent habitat for crappie, bluegill, largemouth bass and spotted bass in upland reservoirs. *Don Bunnell photos*



the Clay WMA as part of their habitat improvement projects. The Cave Run Lake Fish Habitat Project truly has been an agency-wide endeavor.

The best example of this occurred in early July when 10 department boats showed up to the Scott's Creek ramp of Cave Run Lake and in the course of the day completely changed the relatively barren shoreline from Stony Cove to Adam's Point.

More than 500 Christmas and cedar trees, well over 150 pallet structures, and around 200 bucket attractors were all added to the shoreline to kick off this

project. The division will come back later in August and start work on another lake site in the Clay Lick area.

The hope is that this project can become a model of what can happen with public support, outside agency help and of course the hard work of folks inside the agency.

Fisheries division is constantly collecting material for habitat projects, and you can find out more by calling your local fisheries district. For more information on the Cave Run Lake Project please call the Northeastern Fishery District at (606) 783-8650.



## HATCHERY CREEK GROUNDBREAKING

Commissioner Gregory Johnson, U.S. Army Corps of Engineers Lt. Col. John L. Hudson, Wolf Creek National Fish Hatchery Manager James Gray and RidgeWater LLC's Eric DaWalt spoke to dozens of onlookers before ceremonially breaking ground, signing a memorandum of understanding, and tossing in a few buckets of trout during a ceremony August 8 to kick off the new Hatchery Creek project in Russell County just below the national fish hatchery. They were joined by 9th District Commission Member Chris Godby.

Johnson told the crowd that the "In-Lieu Fee mitigation project will help offset losses to stream and wetland habitats throughout the Cumberland River basin, will restore healthy stream and wetland habitat for fish and wildlife, will be a scenic destination for visitors, and new fishing opportunity for anglers."





## KDFWR AT THE KENTUCKY STATE FAIR

Snakes and the air rifle range were popular attractions in the Department's State Fair booth on opening weekend. KDFWR staff Brian Blank, Brenda Ward-Hill, Meagan Huston, Carrie Self, Lt. Doug Vaughn and Officer Homer Pigman were on hand to help.



## MORE FISH AND WILDLIFE AT THE STATE FAIR



Kentucky Sports Radio host Matt Jones broadcast his Thursday morning show from the Fish and Wildlife booth at the State Fair and discussed issues with Commissioner Greg Johnson. Officer Mike Hudson coached a shooter through the Laser Shot. Sgt. Joe Mills answered some fishing questions. The black rat snake prompted a great reaction by raising up for a closer look through the glass. Conservation educator Amy Eichorn brought the snake out later for a youth group to see and touch.



## BGAD natural resources program gets high marks during inspections

By Tom Edwards

**B**lue Grass Army Depot recently underwent an Environmental Performance and Standards (EPAS) inspection, conducted by Joint Munitions Command personnel, assisted by contractors.

The EPAS inspection measures compliance with federal, state and local laws, regulations and permits, in addition to evaluating management practices and 'good news' stories.

During the 2014 EPAS inspection, the natural resources program at BGAD was recognized as well developed and extraordinarily successful.

A finding summary of 'above and beyond statutory and regulatory requirements' included specific references to the contributions of Kentucky Department of Fish and Wildlife programs at BGAD.

These programs included (but are not limited to) the native warm-season grasses program and the American chestnut restoration program.

The native warm-season grass program, including the seed production areas, prescribed fire program and native grassland restoration areas were toured by the inspectors and singled out for mention in the final report.

The inspectors were impressed at the level of cooperation between BGAD, KD-FWR, Kentucky State Nature Preserves, University of Tennessee Knoxville and Eastern Kentucky University.

### OTTER CREEK TURKEYS



Otter Creek Outdoor Recreation Area manager Charlie Logsdon snapped this shot of a wild turkey hen and her poults on the area last month.



### SHIELDED

Salato Wildlife Education Center's Brent McCarty and the Center's Red Tail Hawk, Odin, are finding good use for expired Spring Hunting Guides.

Needing to "re-paper" the hawk area in his office, Brent seized upon the half box of expired spring guides they had left over. Thinking they might make an excellent "shield," Brent lined Odin's area with them. Brent says Odin enjoys reading them, and it's his duty as a department representative to stay current on our statutes and regulations.



## ANNUAL 5TH DISTRICT FAIR

District Conservation Officers again hosted the Youth Casting Contest at the Annual 5th District Fair August 3 at the Lloyd Wildlife Management Area. Officers Jeremiah Denny and Sgt. Pat Brannen scored the casts and then paused with some of the trophy winners, Hilary and Haley Lilliard and Christian Nickerson.



## Regional training dates, locations set across state

**R**egional Harassment Prevention Training and Ethics Training classes are scheduled through the month of September at locations across the state.

Commissioner Gregory Johnson is hoping to attend some of these sessions as a way to meet Department employees who primarily work outside of Frankfort.

The sessions are scheduled for 10 a.m.

through 3:30 p.m. (local time) Tuesday, Sept. 2 at Camp Webb, Thursday, Sept. 4 at Camp Wallace, Tuesday Sept. 16 at Nolin RECC Building in Elizabethtown, and Friday Sept. 19 at Camp Currie.

Contact Tanya Wilson at Headquarters with questions.

### HR ANNOUNCEMENT: Planned Overtime

Please keep in mind that planned overtime opportunities for KDFWR employees are those specific overtime requirements, as part of the agency's general presence, to support trade shows and public/partner events such as State Fair, NASP tournaments, Boat and RV shows, and other outdoor-related exhibitor functions.

Employees wanting to work such events must access the sign-up form by visiting Personnel/KHRIS on KDFWR's *intranet* ([fw.ky.gov/fwnet](http://fw.ky.gov/fwnet) if outside HQ) to read the instructions and complete the form.