

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6109.12 – Employment and Benefits Handbook
Chapter 10 - External Recruitment**

Amendment: 6109.12-2015-1

Effective date: November 09, 2015

Duration: This amendment is effective until superseded or removed.

Approved by: Robert Velasco, II, Associate Deputy Chief

Date approved: November 4, 2015

Responsible Staff:

Last Change: 6109.12-2013-1 to chapter 10

Superseded Document(s): 6109.12_10, Amendment 6109.12-2013-1, July 8, 2013

Digest: Following is an explanation of the changes throughout the directive by section.

10: Changes chapter title back to “External Recruitment”.

11: Changes caption from “Recruitment Planning” to “Alaska National Interest Lands Conservation Act (ANILCA) Hiring authority” and sets forth direction that provides the framework for implementing the hiring provisions under the Alaska National Interest Lands Conservation Act.

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11 - Alaska National Interest Lands Conservation Act (Anilca) Hiring Authority

11.01 - Authority

Section 3198 of Title 16 of the United States Code (USC) authorizes the Secretary of Agriculture, after consultation with the U.S. Office of Personnel Management (OPM), to establish an excepted service appointment authority through which persons who have either lived or worked in or near public lands in Alaska, and who have special knowledge or expertise concerning the natural or cultural resources of public lands and the management thereof, should be considered for selection for certain positions.

Due to the specific nature of this authority, its use within the Forest Service is limited to the Alaska Region. The following references apply:

1. Public Law 96-487, Section 1308 - Alaska National Interest Lands Conservation Act of 1980, as amended - provides for the establishment of a program under which any individual who by reason of having lived or worked in or near a conservation system unit, has special knowledge or expertise shall be considered for selection for any position within such unit without regard to:
 - a. Any provision of the civil service laws or regulations thereunder which require minimum periods of formal training or experience;
 - b. Any such provision which provides an employment preference to any other class of applicant in such selection; and
 - c. Any numerical limitation on personnel. Individuals appointed shall not be taken into account in applying any personnel limitations.
2. 16 USC 3198 - Conservation, Local Hire - establishes the approval after consultation with the Office of Personnel Management, the Secretary shall establish an excepted service appointment authority, under which any individual who, by reason of having lived or worked in or near public lands, has special knowledge or expertise concerning the natural or cultural resources of public lands and the management thereof shall be considered for selection for any position within public lands without regard to:
 - a. Any provisions of the civil service laws or regulations thereunder which require minimum periods of formal training or experience;
 - b. Any such provision which provides an employment preference to any other class of application in such selection; and
 - c. Any numerical limitation on personnel. Individuals appointed shall not be taken into account in applying any personnel limitations.

3. 5 USC 2108 - Veteran; Disabled Veteran; Preference Eligible - establishes the definitions of veteran, disabled veteran, and criteria for retired member of the Armed Forces.
4. 5 CFR 211 - Veteran Preference - establishes the purpose, definitions, and administration of preference.
5. 5 CFR 302 - Employment in the Excepted Service - provides for the employment in the excepted service.

11.02 - Objectives

1. To establish an excepted service appointment authority that provides hiring flexibility and opportunities for the Forest Service, Alaska Region 10, to hire those individuals who have special knowledge or expertise concerning the natural or cultural resources of public lands and the management thereof.
2. To assist the Forest Service in its progress to build and maintain a diverse, high-quality workforce.

11.03 - Policy

1. Comply with Office of Personnel Management (OPM) regulations and other requirements not excluded by this law (16 U.S.C. 3198).
2. Comply with regulations and other requirements regarding Alaska National Interest Lands Conservation Act (ANILCA) hiring authority (16 U.S.C. 3198).
3. Ensure applicants who meet the eligibility criteria under ANILCA hiring authority are given appropriate employment consideration.

11.04 - Responsibility

11.04a - Director of Human Resources Management

It is the responsibility of the Director of Human Resources Management to:

1. Maintain an up-to-date ANILCA hiring policy to ensure the proper implementation of this authority in the Forest Service;
2. Ensure that the review, revision, clearance, and operation of the Forest Service's ANILCA hiring policy involve a joint effort between USDA, hiring Managers and Human Resources Management; and
3. Ensure that this ANILCA hiring authority is used appropriately.

11.04b - Human Resources Service Team, Alaska Region

It is the responsibility of the Human Resources Service Team (HRST), Alaska Region to:

1. Serve as advisors and consultants to Supervisors and Managers in the Alaska Region in the implementation of the Forest Service ANILCA hiring authority.
2. Advise Supervisors and Managers in applying the provisions of the ANILCA hiring authority and assist Managers in developing employee awareness and understanding of this authority.
3. Follow OPM regulations regarding applying veterans' preference in the excepted service (5 CFR 211 and 302).
4. Ensure that appointments of individuals under this authority comply with the provisions of this policy and applicable personnel policies and procedures, and the Master Agreement.
5. Ensure the ANILCA hiring authority is used appropriately.
6. Submit bi-annual reports to the Office of Human Resources Management (OHRM).

11.04c - Managers and Supervisors

It is the responsibility of the Managers and Supervisors to:

1. Be familiar with all the provisions of the ANILCA hiring authority.
2. Develop an individual development plan and appropriate training in conjunction with an employee selected for a permanent position under this authority so that the employee's eligibility for conversion to the competitive service may be assessed in accordance with the ANILCA hiring authority.
3. Maintain accurate and complete records of this program, together with any amendments or revisions. These records must be available to OPM at any time OPM requests such records.

11.04d - USDA Office of Human Resources Management

1. USDA Office of Human Resources Management (OHRM) maintains oversight to ensure processes are being performed as efficiently as possible.
2. USDA OHRM collects and reviews reports on a bi-annual basis.

11.05 - Definitions

Preference Eligible: An applicant who is entitled to veteran's preference according to 5 U.S.C. 2108.

Public Lands: Refers to Federal lands in Alaska. The following **are not** considered public lands (Public Law 96-487):

1. Land selections of the State of Alaska which have been tentatively approved or validly selected under the Alaska Statehood Act and lands which would have been confirmed to, validly selected by, or granted to the Territory of Alaska under any other provision of Federal law;
2. Land selections of a Native Corporation, unless any such selection is determined to be invalid or is relinquished; and
3. Lands referred to in section 19(b) of the Alaska Native Claims Settlement Act.

11.06 - General Requirements for Hiring Pursuant To ANILCA

Following are the general requirements for hiring pursuant to ANILCA.

1. Eligibility. Any individual who, by reason of having lived or worked in or near public lands, has knowledge or expertise concerning the natural or cultural resources of public lands and the management thereof is eligible for appointment in the excepted service under 16 U.S.C. 3198 to a position within public lands.

Applicants shall be or shall have been either full-time local residents of the area or employed in the area. This may include someone who was once a resident, moved away, but is intending to re-establish local residency. In all cases, applicants shall have been full-time residents or employed in the area for a sufficient period of time to acquire the knowledge or expertise of natural or cultural resources required by the position. Strictly seasonal residency such as, occasional camping, hunting, or fishing trips may not be considered qualifying as it is not considered sufficient time to have obtained adequate knowledge or expertise under the Alaska National Interest Lands Conservation Act (ANILCA) hiring authority. Someone who has lived or worked solely in one area may not have the qualifying knowledge or expertise needed for jobs in another area. To be eligible, applicants shall have lived or worked in or near the area long enough to encounter and become familiar with the full range of typical conditions that affect the work to be accomplished.

The Human Resources Service Team (HRST) in conjunction with the hiring manager and/or subject matter expert, will develop specific criteria that must be met for an individual to be considered 'eligible' under this authority, which is different from OPM qualifications. These criteria are to be developed for inclusion into the outreach notices and supplemental questionnaire (see ex. 01 and ex. 02).

2. Hiring Process. The process must follow the requirements of the excepted service hiring process for filling a specific job. The HRST shall fill job vacancies under ANILCA in the same manner as it would for any other position in the excepted service except that, under this authority selections will be without regard to any provision of the civil service laws or regulations that either (1) require minimum periods of formal

training or experience; (2) provide an employment preference to any other class of applicant in selection process; or (3) impose a numerical limitation or caps on ANILCA hires personnel.

All individuals shall be United States citizens at the time they are noncompetitively converted to a career or career conditional appointment.

3. Types of Appointments. Appointments are made in the excepted service and may be temporary, term, or permanent.

4. Appointment Authority. Applicants selected for appointment under ANILCA will be appointed under the authority of Pub. L. 96-487 and 16 USC 3198.

5. Employment Laws, Rules and Regulations. Employees appointed under the authority of the ANILCA are, in all respects, except for those items specifically enumerated within this program, subject to the laws, regulations, rules, and policies of OPM, Merit Systems Protection Board, Equal Employment Opportunity Commission, the employing office, and Departmental Ethics Rules and Regulations.

6. Classification and Pay. All positions filled under ANILCA must be in accordance with classification and pay of the General Schedule, or Federal Wage Schedule as appropriate. Grade and pay levels must be directly related to the work to be accomplished as expressed in an official position description, certified by the responsible Supervisor or Manager, and classified in accordance with prevailing OPM classification principles.

7. Position Description. Position descriptions must reflect the knowledge or expertise in natural or cultural resources required to perform the duties.

8. Career Ladders. Positions may be established with career ladders, for example, GS-0462-05/06/07.

9. Professional Positions. Professional positions (such as, those which require formal education to perform the duties) are not appropriate for appointments under this authority.

10. Qualifications. ANILCA authorizes that applicants under ANILCA hiring authority do not have to meet the same level of qualification as other applicants are required to meet. Individuals with knowledge or expertise of Alaska public lands (gained by having lived or worked in or near these public lands) are not subject to “minimum periods of formal training or experience.” However, an employee initially hired under ANILCA shall meet OPM qualification requirements prior to conversion or promotion to the next grade level.

11. Supplemental Questionnaire. A questionnaire is developed for each position being filled under the ANILCA hiring authority in order to determine whether or not an applicant meets the knowledge or expertise in natural or cultural resources and

management of resources requirements as a result of having lived or worked in or near the public lands relevant to the duty station where the position is located. This knowledge or expertise determines basic eligibility under the hiring authority established by 16 U.S.C. 3198. The questionnaire must be approved by an HRST staffing Case Manager.

12. Outreach Requirements. Outreach notices are required for all positions being filled using the ANILCA authority. These notices will be provided to any or all of the following: the local post office closest to the job's location, newspaper, radio, employment offices, native organizations and corporations, and/or other well-known gathering places. It must be made public in the area in and around the specific public lands where the job is located. In an effort to reach potential applicants outside of the local area, hiring managers in consultation with the HRST, will publicize outreach notices to a variety of sources utilizing established and/or newly created mailing lists. The special knowledge or expertise needed must be clearly delineated in the notice, and when appropriate written in the language of the local Alaska Native population. The HRST or hiring manager shall seek appropriate assistance when it is deemed necessary to prepare an outreach notice in the local Native language.

All positions will be posted at least a minimum of seven (7) business days for public notification. The following will be given consideration when establishing the open period for positions announced under the ANILCA authority.

- a. Where it should be distributed and how long it takes to get it there.
- b. Target audience, including Native communities.
- c. Time provided to allow applicants to ask questions regarding the forms and the process.
- d. Time provided to return applications within deadlines, considering frequency of mail service, transportation, opportunity to deliver, and so forth.
- e. Time provided to notify potential applicants outside the immediate area of the position.

13. Outreach Notice Contents. For purposes of filling positions under the ANILCA authority, the following is required information to be included in the outreach notices.

- a. Duties.
- b. Title, series, grade, and pay, bargaining unit status.
- c. Type of employment (permanent, temporary, term).
- d. Location position.
- e. Number of positions being filled.

- f. The tour of duty (for example, intermittent, part-time or full-time).
 - g. Any special conditions of the position (for example, housing, uniforms, work conditions, drug testing requirements, operating boats, canoes, kayaks, flying in small planes, and so forth).
 - h. Special knowledge or expertise of the natural or cultural resources of the public lands relative to the qualification requirements for the position.
 - i. Requirement of the applicant to complete a Supplemental Questionnaire, documenting whether the applicant has specific knowledge or expertise concerning the natural or cultural resources of such lands, and how that expertise was gained.
 - j. Opening and closing dates (the notice must be made for a sufficient amount of time to allow potential applicants a reasonable opportunity to become aware of and apply for the position).
 - k. Description of how to apply.
 - l. Where to apply.
 - m. Standard agency EEO statement.
 - n. A statement that assistance must be provided to applicants in preparing required employment documents, upon request.
 - o. Transfer of station determination.
 - p. List additional information to be included, such as, Background Survey Questionnaire, supporting documentation for Veterans Preference, for example, DD-214, VA letter, SF-15, Supplemental Questionnaires, and so forth.
14. Applications. Applications will include a resume and the supplemental questionnaire, and veteran's preference.
15. Veterans Preference. In accordance with 16 U.S.C. 3198, veterans' preference must be applied in selecting candidates within the applicant pool established under this authority. Upon the request of a qualified and available preference eligible, a notification must be furnished to the applicant with the reasons for their non-selection.
16. Evaluation and Referral. Evaluation of candidates must be made using appropriate criteria to determine eligibility for consideration under ANILCA. However, the law does require the possession of knowledge or expertise concerning the cultural or natural resources of the public lands. All candidates qualified under the ANILCA hiring authority are referred on an excepted service certificate.

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11.06 -Exhibit 01

OUTREACH NOTICE
United States Department of Agriculture Forest Service

The Hoonah Ranger District is filling an excepted service position under the Alaska National Interest Lands Conservation Act (ANILCA) hiring authority, Public Law 96-487. Anyone who has lived or worked in or near the geographic boundaries of the Hoonah Ranger District and who has special knowledge or expertise concerning the natural and cultural resources of the Hoonah Ranger District may apply.

POSITION: Forestry Technician, GS-0462-05

Salary: \$34,907 per year

Location: Hoonah Ranger District Hoonah, AK

Tour of Duty: Full time/Permanent

Number of Positions Being Filled: 2

Open Period: 7/2/2014-7/12/2014

DUTIES

Assures recreation sites and areas with one or two major uses are operated and maintained in accordance with operation and maintenance plans.

Performs safety hazard analysis of public use areas; tests potable and swimming water; and takes or recommends corrective action.

Patrols wilderness to ensure areas are operated, used, and maintained in accordance with the Wilderness Management Plan.

HOW TO APPLY

Required documents:

- Resume
- Supplemental Questionnaire (attached to this Outreach Notice)
- DD 214 , which shows dates of service and character of discharge, if claiming 5 pt. veterans' preference
- DD 214, SF-15, which shows dates of service and character of discharge, and VA letter, if claiming 10 pt. veterans' preference

Send required documents to:

USDA Forest Service
Alaska Regional Office
ATTN: Human Resources
PO Box 21628
Juneau, AK 99802-1628

For assistance in applying for this position, contact <CONTACT NAME>, HR Specialist, via phone at <phone #> or via email <email address>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact <CONTACT NAME>, HR Specialist, via phone at <phone #> or via email <email address>.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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11.06 - Exhibit 02

Alaska Local Hire Authority Supplemental Questionnaire

Forestry Technician GS-0462-05

The following questions will be used to determine your eligibility for this position. Answer each question in complete detail. You may use additional pages to respond to the questions.

1. Do you now, or have you ever lived or worked in or near the Yakutat vicinity or any other communities similar to Yakutat in Southeast Alaska? If yes, when and where? (If referencing similarities between communities, please provide specific examples and further explanation).
2. Describe your personal or work experiences that gave you special knowledge regarding the natural resources of the Yakutat vicinity.
3. Describe your personal or work experience that gave you knowledge of the cultural and subsistence use practices of the Yakutat vicinity.

Applicant's Printed Name
Signature

Date

11.07 - Conversion to Competitive Status for Employees Hired Into Permanent Positions Pursuant To ANILCA

This section applies to individuals appointed on or after March 30, 2009.

Under the provisions of 16 USC 3198(a), individuals hired into a permanent appointment will be eligible for non-competitive conversion to a career or career-conditional appointment provided they have completed 2 years of continuous service; meet OPM competitive service qualifications requirements; meet satisfactory performance criteria; and achieved satisfactory completion of prescribed training. If employees do not complete these requirements within 2 years, they may not be eligible for conversion to career or a career-conditional appointment, and their ANILCA appointment is terminated. Such employees are terminated citing the same legal authority that was cited for the appointment. Individual may be subject to removal at any time during their ANILCA appointment for misconduct under 5 CFR 752 or unacceptable performance under 5 CFR 432.

Temporary and time-limited appointments may be made under 16 U.S.C. 3198(a) (P.L. 96-487). However, there is no provision for conversion to competitive service from any temporary or time-limited appointment.

11.08 - Travel Allowances

Persons employed under this program meet the employee requirement for travel regulation purposes, and are entitled to the same travel allowances for temporary duty as other employees.

11.1 - Special Employee Code

Code the SF-52, block 41 as remark code 49, Alaska Local Hire Program. Upon successful completion of the trial period, and the employee is ready for conversion to the competitive service, the special hiring code 49 should be removed.

11.2 - Trial Period

The employee will serve a trial period which will equal the time served under the excepted service appointment.

11.3 - Regional Standard Operating Procedures (SOPs)

Units below the Regional level may not supplement this chapter.

11.4 - Records Retention and Disposal:

Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with Forest Service Handbook 6209.11, Records Management Handbook, Chapter 40, File Designations and Disposition. The Records Handbook can be accessed at: <http://www.fs.fed.us/im/directives>.

12 - Recruitment Program [Reserved]

13 - Public Lands Corps Hiring Authority

13.01 - Authority

1. Section 1726 of Title 16 of the United States Code (USC). Authorizes the Secretary of Agriculture (Secretary) to grant members of the Public Lands Corps (PLC) credit for time served with the PLC, which may be used towards future Federal hiring; and provide former members of the PLC non-competitive hiring status for a period of not more than 120 days after completion of PLC service.
2. Public Law 109-154, Public Lands Corps Healthy Forests Restoration Act of 2005. Amends the Public Lands Corps Act of 1993; 16 USC §§1721-1726.
3. Hosted Programs (FSM 1820). Establishes the policies and procedures related to work performed by Public Lands Corps and documentation of such work.

13.02 - Objectives

1. To provide for flexibility and opportunities for the Forest Service to hire former members of the PLC.
2. To meet the employment needs of the Forest Service and former members of the PLC.
3. To assist the Forest Service in its progress towards a workforce reflective of the nation's diverse community.

13.03 - Policy

1. Comply with applicable Office of Personnel Management (OPM) regulations, collective bargaining agreements, and other requirements regarding competitive service employment.
2. Ensure the equitable treatment of employees hired under this authority.
3. Ensure that this hiring authority is used appropriately.
4. Ensure that the employment applicant pool reflects the nation's diversity.

13.04 - Responsibility

13.04a - Washington Office, Director of Human Resources Management

Washington Office, Director of Human Resources Management has the responsibility to:

1. Maintain an up-to-date PLC hiring policy to ensure the proper implementation of this authority in the Forest Service; and
2. Ensure that the review, revision, clearance, and operation of the Forest Service's PLC hiring policy involves a joint effort between managers and Human Resources Practitioners.

13.04b - Managers and Supervisors

Managers and Supervisors have the responsibility to ensure that appointments of individuals under this authority comply with the provisions of this policy and applicable personnel policies and procedures.

13.04c - Human Resources Practitioners

Human Resources Practitioners have the responsibility to serve as Advisors and Consultants to Managers in the implementation of the Forest Service Public Lands Corps hiring authority. These Practitioners will provide guidance to Managers regarding the processes for the advertisement, identification and selection of applicants as outlined in the Forest Service Internal Merit Promotion Plan, OPM regulations, and applicable collective bargaining agreements. These Practitioners will also assist Managers in developing employee awareness and understanding of this authority.

13.05 - Definitions

Appropriate Conservation Project. Any project for the conservation, restoration, construction or rehabilitation of natural, cultural, historic, archaeological, recreational, or scenic resources or appropriate conservation projects which the Secretary is authorized to carry out under other authority of law on public lands. For the purposes of this policy, for an appropriate conservation project to be creditable, it should have been accomplished by the participant while serving as a member of a qualified youth or conservation corps.

Public Lands Corps (PLC). Qualified youth and Conservation Corps and other partners and programs that provide opportunities for eligible participants between the ages of 16 and 25 to carry out appropriate conservation project are deemed the Public Lands Corps and established within USDA under 16 USC §1723.

Eligible Service Lands. Public lands, Indian lands, and Hawaiian home lands.

Hawaiian Home Lands. All lands given the status of Hawaiian home lands under section 204 of the Hawaiian Homes Commission Act, 1920 (42 Stat.110), or under the corresponding provision of the constitution of the State of Hawaii adopted under

section 4 of the Act entitled “An Act to provide for the admission of the State of Hawaii into the Union”, approved March 19, 1959 (Public Law 86-3; 73 Stat.5).

Indian. A person who is a member of an Indian tribe or is a “Native”, as defined in section 3(b) of the Alaska Native Claims Settlement Act (43 U.S.C. 1602 (b)).

Indian Lands.

- a. Any Indian reservation;
- b. Any public domain Indian allotments;
- c. Any former Indian reservation in the State of Oklahoma;
- d. Any land held by incorporated Native groups, regional corporations, and village corporations under the Alaska Native Claims Settlement Act [43 USC §1601 et seq.]; and
- e. Any land held by dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a State.

Indian Tribe. An Indian tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village corporation, as defined in subsection (c), (g), or (j), respectively, of section 3 of the Alaska native claims Settlement Act (43 USC §1602 (d), (g), or (j)), that is recognized as eligible for the special programs and services provided by the United States under Federal law to Indians because of their status as Indians.

Priority Project. An appropriate conservation project conducted on eligible service lands to further one or more of the purposes of the Healthy Forests Restoration Act of 2003 (16 USC §6501 et seq.), as follows:

- a. To reduce wildfire risk to a community, municipal water supply, or other at-risk Federal land.
- b. To protect a watershed or address a threat to forest and rangeland health, including catastrophic wildfire.
- c. To address the impact of insect or disease infestations or other damaging agents on forest and rangeland health.
- d. To protect, restore, or enhance forest ecosystem components to promote the recovery of threatened or endangered species; improve biological diversity; or enhance productivity and carbon sequestration.

Public Lands. Any lands or waters (or interest therein) owned or administered by the United States, except that such term does not include any Indian lands.

Qualified Youth or Conservation Corps. Any program established by a State or local government, by the governing body of any Indian tribe, Forest Service operated Job Corps Civilian Conservation Center (JCCCC), or by a nonprofit organization that:

- a. Is capable of offering meaningful, full-time, productive work for individuals between the ages of 16 and 25, inclusive, in a natural or cultural resource setting;
- b. Gives participants a mix of work experience, basic and life skills, education, training, and support services; and
- c. Provides participants with the opportunity to develop citizenship values and skills through service to their community and the United States.

State. Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands of the United States, American Samoa, and the Commonwealth of the Northern Mariana Islands.

13.1 - Public Lands Corps Membership Eligibility

1. An individual is eligible for membership in the Public Lands Corps (PLC), if the individual falls in any of these categories:
 - a. Is between the ages of 16 and 25, at the time the individual begins the term of service;
 - b. Meets the eligibility requirements directly related to the tasks to be accomplished by the PLC, as may be established by the USDA;
 - c. Has received a high school diploma or equivalent, agrees to obtain a high school diploma or equivalent (unless this requirement is waived based on an individual education assessment conducted by the USDA) and the individual did not drop out of elementary or secondary school to enroll in the program (program of study to be related to the requirements of the position and PLC), or is enrolled in an institution of higher education on an ability benefit basis and is considered eligible to receive financial assistance under the Higher Education Act of 1965, as amended (20 U.S.C. §1091); and
 - d. Is a citizen of the United States or lawful permanent resident alien of the United States.
2. Individuals may be sponsored for membership by either an agency of the USDA or a program established by a State or local Government, by the governing body of any Indian tribe, or by a non-profit organization, that meets the statutory definition of a “Qualified Youth or Conservation Corps” and is performing work on an appropriate conservation project.

As a student of a Forest Service operated JCCCC:

- a. Was or currently is enrolled as a student for a JCCCC.
- b. Worked a minimum of 640 hours on an appropriate conservation project (directly or indirectly), that included at least 120 hours through PLC, approved by the National Director of JCCCC with a certificate of eligibility of PLC service.
- c. Eligibility for non-competitive hiring status under this authority continues for 120 days after completion of PLC service. The 120-day timeframe cannot be extended.

13.2 - Enrollment

The Secretary may enroll members of the PLC without regard for the civil service and classification laws, rules, and regulations of the United States.

Qualified Youth or Conservation Corps Sponsored Individuals (including members of the JCCCC) shall meet eligibility requirements of PLC. Individuals shall be vetted and enrolled in PLC under procedures to be established collectively by Federal Land Managers that are members of a Public Land Corps interagency working group, codified in the FSM 1820 and approved by the Secretary or his designee.

Membership in PLC may be terminated at any time for any of the following reasons, but not limited to:

1. Resignation;
2. Unsatisfactory work performance or failure to maintain academic standards;
3. Physical unfitness for duty; or
4. Inability of the Agency to maintain employment of student for administrative reasons.

13.3 - Crediting Time Served

Members of the PLC, including Forest Service JCCCC students, who are enrolled PLC members, may use time satisfactorily served under an appropriate conservation project to count towards meeting qualifications requirements for Federal employment in related occupations. Public Land Corps members who use time served to meet job qualifications requirements need to clearly state the duties performed under the PLC in their application(s) for Federal employment, so that they may be afforded credit at the appropriate grade level. Time satisfactorily served must be documented and placed in the individual's Official Personnel Folder.

Documentation of service must include all information stated on the Verification of Participant Work Hours for Conservation Projects (ex. 01) approved equivalent, including satisfactory service, dates of projects and verification signatures.

Although time served in the PLC is creditable experience for qualification purposes, it is not creditable for purposes of computations for retirement, time-in-grade, leave or the Thrift Savings

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Amendment: 6109.12-2015-1

Effective date: November 09, 2015

Plan; does not count towards probationary period or career tenure; and does not accrue adverse appeal rights.

13.3 – Exhibit 01

Verification of Participant Work Hours for Conservation Projects

Verification of Participant Work Hours for Conservation Projects

Participant Name: Smokey Bear II Last Four SSN: 9999

Primary Organization: Region 3, Lincoln National Forest Address: 1111 Bear Way

Phone Number: (555) 887-5309 Lincoln National Forest, NM

Start and End Dates of Project	Organization	Organization Phone Number	PLC? Yes/No	Location of Project	Project Type	Project Duties	Performance Satisfactory? Yes/No (notes)	Total Hours	Supervisor's Signature
4/01/2013 – 11/15/2013	U.S. Forest Service	(208) 677-8304	Yes	Sawtooth National Forest, Mindoka Ranger District, ID	Trail Construction and Maintenance	Digging trail in rocky soils; lifting, breaking, and maneuvering rock; using various hand tools such as picks, pulaskis, sledgehammers, rock-bars, etc.	Yes	50 hrs	<i>Smokey Bear</i>

I certify that these hours accurately represent the work I participant conducted on the listed projects.

Smokey Bear II 11/18/2013
Participant Signature Date

I certify that these hours accurately represent the work the conducted on the listed projects

Smokey Bear 11/20/2013
Certifier Signature Date

13.4 - Non-Competitive Hiring of Former Public Land Corps Members

Under the Public Land Corps Act, 16 U.S.C. §1726(b), at the discretion of the Secretary, the USDA may grant eligible former members of the PLC noncompetitive hiring status.

1. Eligibility:

a. To be eligible for the non-competitive hiring status, the candidate shall meet the following criteria as applicable:

(1) Served as a qualified youth on an appropriate conservation project completing a minimum of 640 hours of satisfactory service that included at least 120 hours through PLC, and

(2) Meet OPM Qualification Standards and any other qualification requirement(s) stated in the vacancy announcement for the position for which they are applying.

b. Eligibility for non-competitive hiring status under this authority continues for 120 days after completion of PLC service. The 120-day timeframe cannot be extended.

2. Application and Completion. Eligible candidates, in order to be non-competitively considered for a competitive service position, shall apply to vacancy announcements posted by the Agency. When constructing non-competitive referral lists, the provisions of veteran's preference will be followed.

Applicants who wish to be considered under the non-competitive authority shall provide the Certificate of Eligibility for Noncompetitive Hiring Status Based on Public Lands Corps Service (ex. 01) or approved equivalent with their application in order to be considered under this hiring authority.

All JCCCC students shall provide the Certificate of Eligibility for Noncompetitive Hiring Status Based on Public Lands Corps Service (ex. 01) or approved equivalent signed by the National Director of Job Corps.

3. Consideration and Placement. The order of consideration when filling a vacancy described in Forest Service Handbook 6109.12, chapter 20 must be followed when considering filling a position using this authority.

4. Appointment. For former members of PLC, appointments under this authority must be effective within 120 days of the candidates' completion of PLC service.

Positions to which candidates may be appointed are General Schedule and Federal Wage Schedule positions.

Selectees will be subject to a probationary period consistent with other competitive service positions.

Appointments can be made for temporary, term, or permanent positions in the competitive service.

Appointments under this authority are documented by using “ZLM” as the legal authority code and citing P.L. 109-54 as the legal authority on the appointment action.

All appointments are subject to USDA Reemployment Priority List, Career Transition Assistance Plan, Workforce Restructuring and Placement System and Interagency Career Transition Assistance Plan provisions, and applicable collective bargaining agreements.

13.4 - Exhibit 01

Certificate of Eligibility for Noncompetitive Hiring Status
Based on Public Lands Corps Service

(Use Agency Letterhead)

**Certificate of Eligibility for Noncompetitive Hiring Based on
Public Lands Corps Service**

Smokey Bear II

Name of Individual

has satisfactorily served a minimum of 640 hours on an appropriate
conservation project that included at least 120 hours through the
Public Lands Corps as of

February 29, 2016

Date

He/she is eligible for noncompetitive hiring until 120 days
after the date shown above as provided by the Public Lands Corps
Healthy Forests Restoration Act of 2005, Public Law 109-154.

Certified by:

Smokey Bear

Name: Smokey Bear

Title: Forester

Phone Number: (555) 555-5555

Organization (Region, Station, Area): Region3, Lincoln National Forest,
U.S. Department of Agriculture/Forest Service

13.5 - Outreach

Civil Rights Officers shall assist Supervisors and Managers with outreach activities.

Outreach activities must be conducted in accordance with the direction set forth in Forest Service Manual 1720, Public Notification.