

ACE Public Land Corps Act Guidance

US Forest Service

Date Effective: January 3, 2018

Use of the PLC non-competitive hiring authority:

To be eligible for the PLC non-competitive hiring authority youth members must:

1. Have completed the required hours (640 hours, with at least 120 of those hours spent on a PLC project)
- AND-
2. Have completed the project (internship/service position) at a satisfactory level.

For youth that are in a position that is longer than the 640-hour requirement, they are not eligible to start using the PLC non-competitive hiring authority until that position has ended. If an individual leaves a position prior to completing the project and performance was not satisfactory, then they cannot use those hours to qualify for PLC. Individuals will need to discuss with ACE and Project Sponsor to ensure the project is successfully completed before terminating the individual's PLC project/position.

Participants who have previously completed a qualifying PLC project **AND** have the required hours for eligibility, and then subsequently take on a new project (with ACE or another qualified youth organization), may use the previous project hours to establish eligibility as long as they continue to meet the eligibility requirement for PLC.

Scenario 1: A participant is hired into a six-month internship which qualifies as a PLC project. They satisfactorily complete the project, have accrued 640+ hours, and are eligible for PLC beginning on the official end date of their position. They can begin applying to vacant positions where applications are being accepted for non-competitive eligible candidates using their PLC.

Scenario 2: A participant completes a project, but does not have the 640 hours necessary for PLC eligibility. They take on another two-month long project in order to reach the 640 hours. They may combine the hours from the two projects, but they can only earn non-competitive eligibility for PLC upon completion of the new project. In this scenario, the participant cannot use the second project to earn the additional hours and receive eligibility once they reach the 640 hours if the project is not completed. In other words, the participant **MUST** complete their current PLC project before being issued PLC eligibility, even if they may have obtained 640 conservation hours and 120 PLC specific hours before their project/internship is completed.

Expansion of the PLC non-competitive hiring authority to 2 years and age 30:

As per the passing of the NPS Centennial Act, the PLC Non-Competitive Hiring Authority has been expanded PLC eligibility from 120 days to 2 years upon completion of their last PLC project AND expanding eligibility to individuals ages 16 – 30 (previously 25 years of age). This age range is inclusive meaning the individual must be 30 years of age or under when issued and using the certificate, not just serving in the PLC project.

If a youth is currently in (or were in) a position for which the end date falls on or after **December 16, 2016** (the date that the NPS Centennial Act passed), they will be eligible for 2 years of non-competitive PLC status. The 2 years of non-competitive eligibility begins on the official end date of their position.

Preparing and Issuing the PLC Documentation to Qualified Youth for USFS Projects:

When an ACE corps member successfully completes their service term/internship, as part of the exit process, they are eligible to receive a PLC Hours Verification Form, completed and administered by ACE. While this form can be prepared prior to the member ending, the completed form must be signed and dated on the date of the youth's last day serving hours with ACE. ACE will complete the hour verification form for the individual, inputting information specific to the youth's ACE PLC service, before sending the form to the youth for signature. When completing the PLC Hours Verification Form, ACE must include the following:

- 1) State and End Dates of Project (e.g. *March 12, 2017 – September 30, 2017*)
- 2) Organization and Phone Number: (ACE – 928.226.6960)
- 3) Is the internship/project PLC? (Yes or No)

- 4) Location of Project/ Internship: (e.g. Prescott National Forest (and include TA number))
- 5) Type of Project: (e.g. Trails, Restoration, Wildlife, Interp., etc.)
- 6) Briefly describe the project accomplishments: (e.g Restored wildlife habitat by removing invasive plant species on Forest trails with loppers and chainsaw and treat infestation areas with herbicide).
- 7) Hours completed satisfactory? (Yes or No)
- 8) Total hours completed on project: (e.g. 640)
- 9) Supervisor's signature (ACE Supervisor)

*All of this information should be easily generated/collected by the ACE database Joshua.

After all information is uploaded to the Hours Verification Form via DocuSign by the ACE EPIC USFS Program Manager, who signs and then sends the form to the individual and the individual's USFS onsite mentor (as "Certifier") for signature via DocuSign. Upon completion, the form is returned to ACE EPIC USFS Program Manager who will then review, and then send to the appropriate USFS line officer or ATR at the Forest Unit/Region overseeing the TA that intern served under for issue and signature of the USFS PLC certificate. Upon sending the appropriate forms to the USFS line officer/ATR, the ACE EPIC USFS Program Manager will update the ACE PLC tracking form (Google Drive). Please note that the USFS Line Officer/ATR signing/issuing the PLC certificate may not have the PLC Certificate template so you can send an editable version of it to them (Attached below and stored on Google Drive Folder).

** Even if an individual will not complete a full 640 hours during their service with ACE, we will still need to provide them a completed PLC Hours Verification Form during their exit process with ACE for their records. In this case, we would not be sending the PLC Hours Verification Form and ACE Letter of Eligibility to the USFS WASO for the issue of the PLC certificate. **

EXAMPLE of SPECIFIC PLC Hours Verification Form for USFS projects:

Public Lands Corps Participant Work Hours Verification

Participant Name: _____ Last Four SSN: _____
 Primary Organization: _____ Email Address: _____
 Phone Number: _____ Address: _____

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
5/1/17-9/30/17	American Conservation Experience (ACE)	ACE 928 226 6960	YES	Prescott National Forest, Castle Creek Wilderness	Trails Maintenance and Restoration	Restored backcountry wilderness trails including rockwork, retaining walls, water bars, cross-cut saw use.	YES	640	

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

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

Participant Signature Date

Certifier Signature Date

**Supervisor Signature = ACE
 **Certifier Signature = USFS Project Partner