

External Hiring Authorities

Competitive Authorities

Demo: Must be a US citizen and **18** years or

- Positions up to GS-15 and wage grade
- Veterans Preference Applies
- Used For Competitive Career, Career-Conditional, Temporary or Term Appointments NTE 4 yrs
- Positions in occupational series covered by the Luevano Consent Decree (hiring at the GS-5 or 7 level in certain occupational series) are filled using a Delegated Examining process provided by USDA Farm Service Agency
- **Citations:**
 - Special legislative authority granted to Forest Service 10/22/1998
 - Temporary appointment authority added Nov 2002
 - Age Requirement – OPM Qualifications Handbook, General Policies and Instructions, Part E.9 (c).

Veterans Employment Opportunity Act (VEOA): Eligible veterans with no prior Federal service can compete for permanent merit promotion (internal) vacancies advertised Government-wide

- Positions up to GS-15 and wage grade
- VEOA gives veterans access to permanent federal jobs that might otherwise be closed to them
- VEOA applicants get equal consideration with all other applicants; veterans preference does not apply
- If selected, they are given a career or career-conditional appointment
- Temp or term appointments are not offered since VEOA mandates that eligible veterans receive career or career conditional appointments.
- **Definition - Eligible Veterans under VEOA:** Eligible veterans are those who separated under honorable conditions from the armed forces with 3 or more years of continuous active service or are a preference eligible (i.e., 5 pt, 10 pt, etc.).
- **Citations:**
 - VEOA Act of 1998, P.L. 106-117
 - 5 CFR 3.1, 315.604, 315.611; 335.106; 213.3202 (b) (19) (n)

Non-Competitive Authorities

Veterans Recruitment Appointment (VRA):

- Eligibility:
 - Disabled or Active duty Vets in a Congress-declared war or where campaign badges are authorized *or*
 - Vets awarded Armed Forces Service Medal *or*
 - Vets separated from active duty in past 3 years
- Hire up to GS-11 grade level
- Non-competitively convert to career appt when two continuous years satisfactory service are completed
- VRA appointees with less than 15 years education must complete an established training program.
- Veteran's preference must be applied if considering 2 or more VRA candidates for a position. A qualified veteran with preference may not be passed over to select a qualified veteran without preference (unless a request to pass over a preference eligible is submitted and sustained)
- Veteran can be hired noncompetitively on a 'Temp' or 'Term' appointment based on a veteran's VRA eligibility, but such an appointment is not a VRA appt, and does not lead to conversion for a permanent appointment.
- Agencies can use VRA appointments but must comply with the new 2002 Veterans Act: where VRA conflicts with the new VEOA, must comply with provisions of the new VEOA
- **Citations:**
 - PL 107-288, the Jobs for Veterans Act, enacted November 7, 2002, revised the eligibility requirements of the previously existing VRA (Veterans Readjustment Appointments).
 - 38USC3112;
 - 5CFR Part 307;
 - 5 CFR 315.705
 - FS memo to RF&Ds signed by John Lopez 12/23/03 (file code 6130-1)

30% Disabled Veterans:

- Can appoint to temp or term position
- Grades up to GS-15
- Convert to career appointment at any time based on satisfactory performance
- Appointment has to exceed 60 days in length
- **Definition - 30% Disabled:** Veterans with compensable service-connection disability of 30% or more.
 - Veteran must provide a notice of retirement of service connected discharge (dated at any time), *or* rating from VA showing 30% or more within the past 12 months
- Citations:
 - 5 U.S.C. 3112;
 - 5 CFR 316.302, 316.402 (b) (5),
 - 5 CFR 315.604 and 315.707

Persons With Severe Disabilities:

- Managers can non-competitively hire people with a severe physical or mental disability

- Requires certification from VA or State Rehabilitation
- Grades up to GS-15 or WG
- May be converted to career appt after two years of satisfactory performance
- Must be a US citizen
- With two years satisfactory service in a position excepted from competitive service, may be converted to career appointment *if* recommended for conversion by the supervisor
- Employee may be appointed to a Temporary appointment as a trial period, if the intention is to convert to a non-temporary Excepted appt upon successful performance during the trial period
- **Definition of Severe (targeted) Disabilities:** deafness, blindness, missing extremities, partial paralysis, complete paralysis convulsive disorders, mental retardation, mental illness, distorted limbs or spine. NOTE: Disability does not have to meet the 'code' definitions above to hire on this appt.
- Sources for candidates also include WRP (Workforce Recruitment Program) for College Students with Disabilities. WRP pre-screens candidates and maintains a resume database of candidates (1800 students and recent graduates). Jerry McGaughran, PWD initiative manager, provides R/S/As CDs of applicants annually (late March).
- **Citations:**
 - Exec Order 12125, 3/15/1979;
 - 5CFR 3.1 (b)(1);
 - 5CFR 213.3102(t) or (u);
 - 5CFR 315.709;
 - 5CFR 316.402 and 31.403(b)(5).
 - Targeted Severe Disabilities authorized by PL 93-112. Disability categories & hiring authorities found on SF-256, a voluntary self-identification OPM form used to monitor # of employees w/disabilities and types of disabilities represented in the federal workforce (www.opm.gov Site Index/Forms/ Standard).

Peace Corps Staff: Managers can non-competitively hire current or former Peace Corps paid staff (i.e., does not include Peace Corps volunteers)

- Eligible Peace Corps paid employees may also be considered for internal merit promotion vacancies
- Must have 3 years of continuous satisfactory service with the Peace Corps as certified by the Director of the Peace Corps
- Eligibility lasts for up to 3 years after separation from the Peace Corps
- **Citation:**
- 5CFR 315.607

ACTION Volunteers (Peace Corps/VISTA): Managers can non-competitively hire Peace Corps or VISTA volunteers

- Eligible volunteers may also be considered for internal merit promotion vacancies
- Volunteer service must total at least 1 year
- Must be certified by Director of ACTION as having served satisfactorily as a volunteer or volunteer leader
- Appointment must be within 1 year after person completes qualifying service
- Period may be extended up to 3 years after qualifying service if the person (1) is in the military, (2) in college, or (3) in another activity which, in the agency's view, warrants extension
- **Citation:**
 - 5 CFR 315.605

Presidential Management Fellows: Managers can hire masters or PhD graduates through special hiring process run annually by OPM

- Candidates available every March
- Appoint at GS-9 with potential to GS-12 level
- Non-competitive conversion to career with completion of two-year internship
- November 2003 Executive Order changed the name of the Presidential Management Intern program (“PMI”) to the Presidential Management Fellows (PMF) Program
- Authority allows agencies to hire top grads with advanced degrees in a wide range of disciplines who have a keen interest in, and commitment to, careers in analysis and management of public policies and programs.
- Every March, agencies can hire from a pool of top advanced degree grads who successfully competed, then successfully achieved rigorous OPM pre-screening/assessment.
- Must satisfactorily complete 2-year internship to be non-competitively converted to a career-conditional (or career) appointment
- **Citations:**
 - USC 3301 and 3302; Executive Order 13318, November 21, 2003;
 - PMF Program, 5 CFR 362.101; Basic Qualification_Requirements, 5 CFR 302.202 and .203;
 - Hiring, Schedule A 213.3102 (ii); Conversion to Competitive Service, 5 CFR 315.708 and 5 CFR 362.203

Student Career Experience Program (SCEP): Managers can hire students non-competitively for Forest Service career opportunities

- Open to students in a degree/certificate program
- Student’s major must lead to qualifications for the target position
- Appoint up to GS-9 or WG; up to 11 for doctoral
- Students may receive tuition assistance
- Non-competitive conversion to career upon meeting SCEP work and degree requirements
- Student must be 16 years of age or older
- Student must be enrolled (or accepted to enrollment) at least part-time (by school’s definition) in an accredited high school, technical, vocational, undergraduate, graduate, or professional school
- May appoint up to GS-9 grade level or WG or doctoral program up to GS-11 based on qualifications
- Veterans preference applies when more than one student is being considered for a position
- Must be a U.S. citizen at the time of conversion to career(/career-conditional) status
- FS policy is to convert SCEP students non-competitively to career/career-conditional appointments within 120 days of meeting academic coursework and career-related work requirements (640 work hours). Regulations require termination if the student does not meet requirements within the 120 day time limit.
- **Citations:**
 - 5CFR 213.3203 (b)
 - FSH 6109.12.50 - Chapter 50 provides FS policy and guidance
 - SCEP tuition and expense assistance: FSH 9509.33 Federal Travel Regulation, WO Supplement 6509.33-92-4

Career Intern: Managers can non-competitively hire college graduates and others for

- GS-5/7/9 positions in many professional series (e.g., GS-401, 454, 510, 460, 482, 486, 810, etc)
- GS-5/6/7 technician positions in technical science series (e.g., GS-462, GS-802, 1802, etc)
- Conversion to career upon completion of two-year internship in FS-structured training plan
- College or advanced degree grads can be hired as early as 6 months before they graduate; no time limit after graduating.
- Veteran's preference applies
- Interns are not required to serve a probationary period after conversion; competitive status immediately upon conversion
- Current employees may be hired into this program on an excepted appointment with return rights to their former position if they do not successfully complete the program
- **NOTE:** The Career Intern Program cannot be used on Luevano covered positions. Luevano positions are those in many occupational series that require a *competitive* examining process be used when hiring at the GS-5 or 7 grade level (e.g., 018, 020, 023, 025, 080, 101, 110, 131, 132, 142, 150, 170, 180, 184, 187, 190, 193, 201, 212, 221, 223, 230, 233, 235, 301, 341, 343, 346, 391, 501, 560, 950, 965, 1001, 1015, 1035, 1082, 1083, 1101, 1102, 1104, 1146, 1170, 1171, 1176, 1412, 1654, 1701, 1720, 1801, 1811, 2001, 2003, 2010, 2101, 2150, 221, etc).
- **Citation:**
 - Executive Order 13162, July 6, 2000.
 - 5 CFR 213, 315; initial intern is an excepted service appointment made under 5 CFR 213.3202(o)
 - USDA & FS Program info located at <http://www.usda.gov/da/employ/CareerInternWebSite.htm>

Public Lands Corps: managers can non-competitively hire graduates of a qualifying Public Lands Corp program.

- Must be within 120 days of completion of program
- **Citation:** Public Lands Corps Healthy Forest Restoration Act of 2005

Outreach Options

Lotus Notes/internal email
 University mailing list (email)
 Website options

Organization	Website	Cost
Society of American Foresters	http://www.safnet.org/careercenter/index.cfm contact: ClaireD@safnet.org	\$1.85/word
Society of Range Management	http://www.rangelands.org Contact: prich@rangelands.org	\$32 for 1/8 page ad
The Wildlife Society	http://www.wildlife.org/jobs/index.cfm	\$350 for 150 words
American Fisheries Society	http://web.fisheries.org/ click on “jobs” for more info	\$350 for 150 words
Ecological Society of America	http://www.esa.org/careers_certification/jobPolicy.php	\$2.20/word
Soil and Water Conservation Society	http://www.swcs.org/en/job_board/jobs.cfm	free
Get Forestry Jobs	www.getforestryjobs.com	Free
Monster	www.monster.com	About \$200/job