



# Public Lands Corps (PLC)

*Noncompetitive Hiring Authority*





# History

*A brief introduction to PLC*

The PLC is authorized by the Public Lands Corps (PLC) Act of 1993 as amended by the Public Lands Corps Healthy Forests Restoration Act of 2005 and expanded by the Public Lands Service Corps Act of 2013

## Two main goals:

1. Provide flexibility and opportunities for federal agencies to hire current and former members of the PLC
2. Meet the employment needs of the federal agencies and members of the PLC



# Eligibility

*Who is eligible for PLC noncompetitive hiring authority?*

## Requirements:

- Qualifying interns who serve a minimum of 640 hours; at minimum 120 of those must be from PLC-specific partnership
- Interns must meet standard requirements of completing at least 640 hours and utilize their certificate before the age of 31.
- Recieve PLC Certificate from ACE/ agency and utilize before cert expires.



# PLC Certificate

*How do I receive my PLC Documents?*

## Required Forms:

- 1) Hours Verification Form** - Must be signed by you and sent back to ACE/Agency for final authorization
- 2) PLC ACE Letter of Eligibility** - An optional support document for the certificate
- 3) Certificate** - ACE/Agency will provide once paperwork is complete





# Hours Verification Form

## Public Lands Corps Participant Verification of Work Hours

Participant Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Project Supervisor Name (*American Conservation Experience*): \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Start and End Dates of Project	State/Center/Office	Organization Name & Phone Number	PLC? Yes/No	Location of Project	Project Type	Project Duties	Performance Satisfactory? Yes/No (notes)	Total Hours	Project Supervisor's Signature
<i>Provide start/end dates for each project</i>	<i>Identify State &amp; Field/District Office</i>	<i>Provide name &amp; phone number of partner organization</i>	<i>Did project take place on Federal public land?</i>	<i>Specify project location</i>	<i>Identify type of project-e.g., trail construction, habitat restoration, etc</i>	<i>Describe project duties</i>	<i>Yes or No/ Provide details on participant performance</i>		<i>Project Supervisor from Partner Organization should sign here.</i>
<i>Example Form</i>									

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

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Project Supervisor Signature (*Partner Organization*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Team Lead Signature (*Agency staff*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Youth Coordinator (*Agency staff*)

\_\_\_\_\_  
Date



# What does this mean for me?

*How to use your PLC Noncompetitive Hiring Authority*



## Two Years:

- PLC Noncompetitive Hiring Authority allows competition for **merit positions** with the same status of a federal employee
- Once activated (the day the certificate is signed) the cert is authorized for **two years, or until you turn 31.**
- You must be **hired** (paperwork completed) within the two year mark and/or before turning 31.



**d. Announcement, Application and Competition.** Individuals who meet the OPM minimum qualification requirements may be non-competitively referred to the selection official in accordance with established competitive hiring procedures (delegated examining and/or **merit** promotion). Job opportunity announcements must clearly state that non-competitive status applicants may apply and how to be considered using non-competitive status. Bureaus are encouraged to utilize language within job opportunity announcements that solicits former PLC members to apply, such as *Former Public Land Corps (PLC) members eligible for non-competitive hiring status (16 USC 1726(c))*. The candidate must provide a copy of the “Certificate of Eligibility for Non-competitive Hiring Status (PLC),” signed by a bureau PLC coordinator, to be considered under this authority. Servicing human resource offices must also ensure that agency and interagency career transition programs are appropriately cleared prior to appointment.

[https://www.doi.gov/sites/doi.gov/files/elips/documents/public\\_land\\_corps\\_hiring\\_authority.pdf](https://www.doi.gov/sites/doi.gov/files/elips/documents/public_land_corps_hiring_authority.pdf)

# Make Contacts

*“Time is of the Essence”*

## How to most effectively use your PLC Status:

- Contact potential offices early and become known
- Let staff/HR know about the upcoming PLC Status
- Follow up once you submit your application through USAJobs
- **Stay in Contact**





# How to Apply Using PLC

## USAJobs Overview

### Process:

- Create an Account on USAJobs
- If you already have an account, make sure all of your Profile information is up to date

The screenshot shows the USAJobs Profile page. On the left is a dark navigation menu with icons and labels: HOME, PROFILE (highlighted), DOCUMENTS, and USERNAME & PASSWORD. To the right of the menu is a vertical list of profile sections, each with a green checkmark and the word 'Required' in red: CONTACT, ELIGIBILITY, DEMOGRAPHICS, and PREFERENCES. The top of the profile page has a green bar that says 'Profile Complete'. The main content area is titled 'Profile' and features a 'Contact Information' section with a green checkmark and 'Required' label. Below this is a note: 'All fields are required unless otherwise noted'. The form fields include: 'Legal Name' (text input), 'Title' (dropdown menu with 'Please select' and a downward arrow, labeled 'Optional'), 'First name' (text input), 'Middle name' (text input, labeled 'Optional'), and 'Last name' (text input).

**USAJOBS**  
"WORKING FOR AMERICA"

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

### Sign In

[Forgot your username or password?](#)

Don't have a USAJOBS account? [Create a new account](#)



# How to Apply Using PLC

## USAJobs Overview

- Under the Eligibility Tab, make sure to select “*I am not and have never have been a federal civilian employee*” (unless you have been...)

### Federal Employment

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Please select the statement below which best reflects your federal employment status (if applicable). *Required*

- I am not and have never been a federal civilian employee.
- I am currently a federal civilian employee.
- I am a former federal civilian employee with [reinstatement](#) eligibility.
- I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

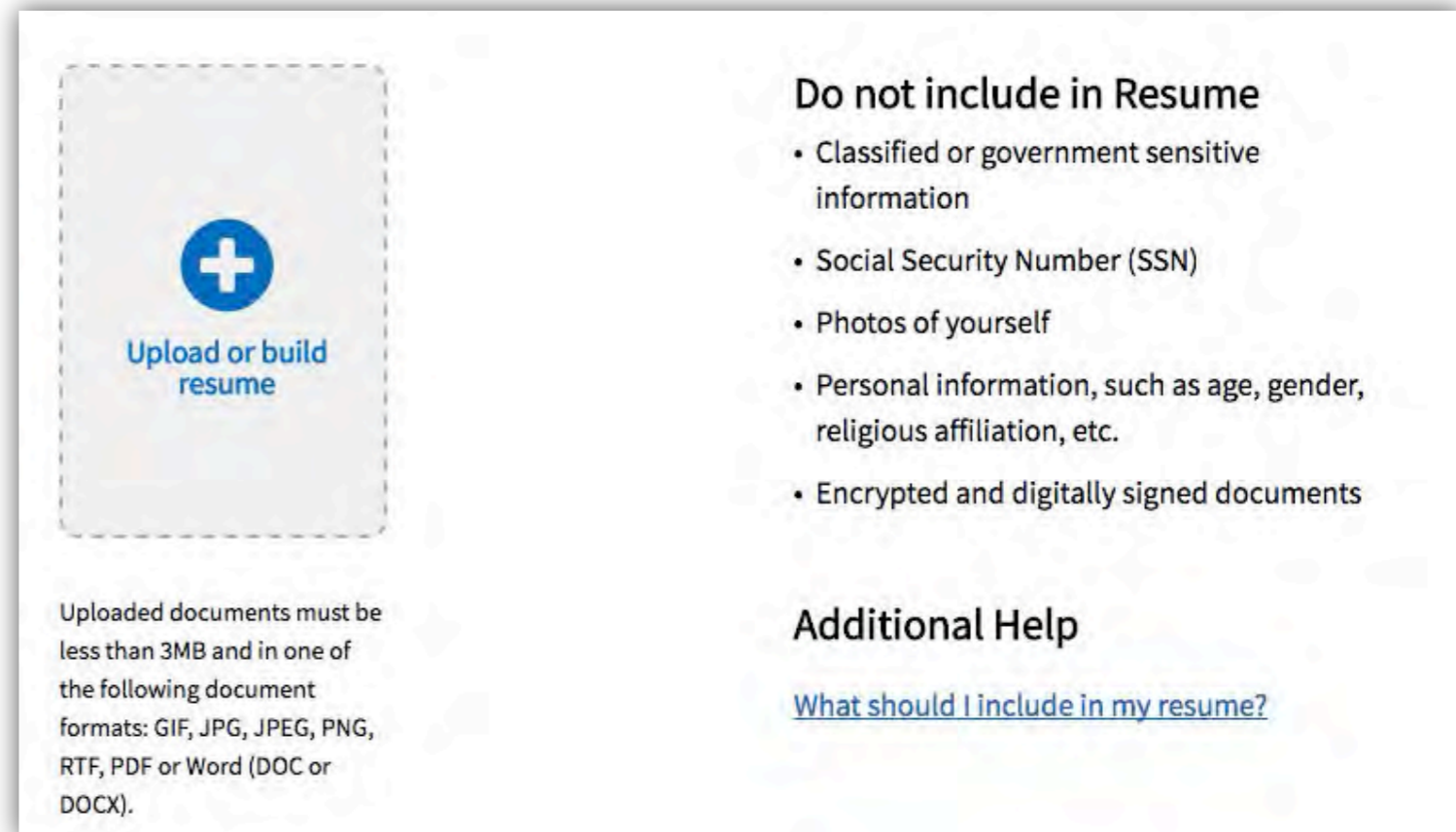




# How to Apply Using PLC

## USAJobs Overview

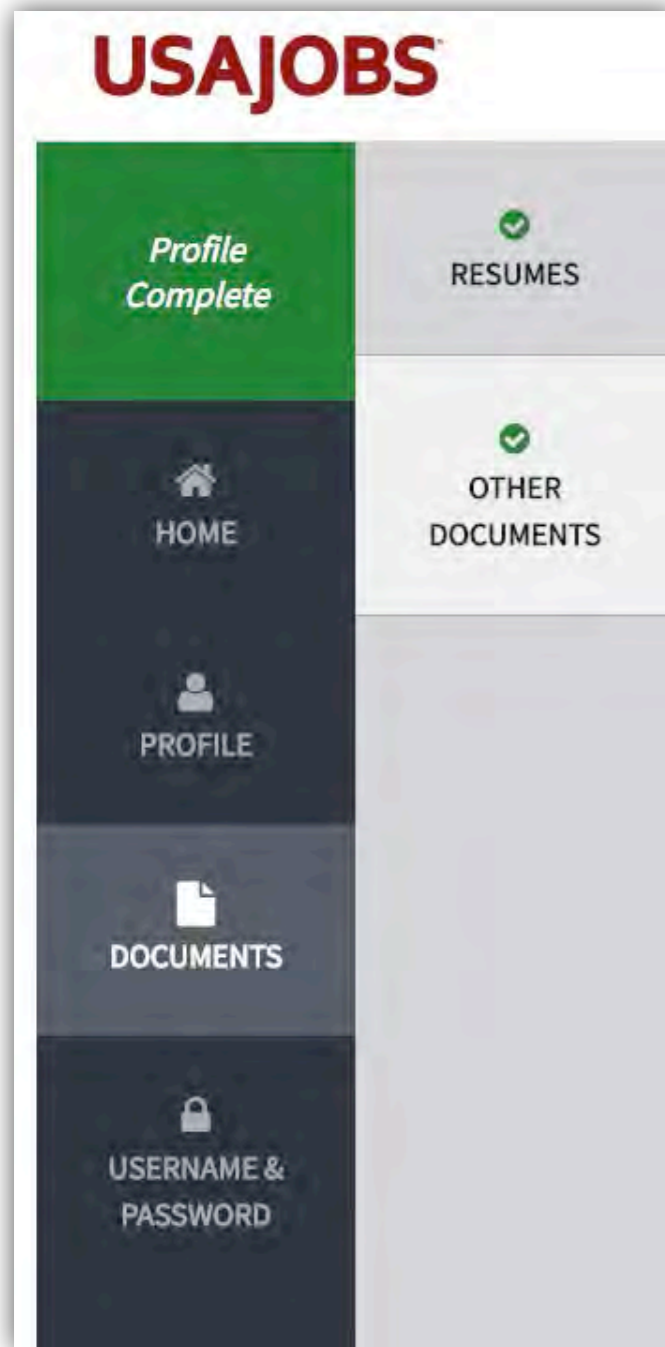
- At the bottom of the Documents Tab, click “Upload or build resume”
- Build a specific resume for the job you want to apply for
- You may also upload a Resume, though building one through USAJobs ensures all proper information is submitted



The screenshot shows a button with a blue plus sign and the text "Upload or build resume". Below the button, it states: "Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or DOCX)." To the right, under the heading "Do not include in Resume", there is a list of prohibited items: "Classified or government sensitive information", "Social Security Number (SSN)", "Photos of yourself", "Personal information, such as age, gender, religious affiliation, etc.", and "Encrypted and digitally signed documents". Below this list is the heading "Additional Help" and a link: "[What should I include in my resume?](#)".

# How to Apply Using PLC

## USAJobs Overview



- You will upload other documents under the Other Documents Tab
- *PLC Certificate of Eligibility*
- *PLC Eligibility Letter*
- *Copies of transcripts (if required)*
- *Cover Letter (always a good idea, but not the focus of USAJobs applications)*

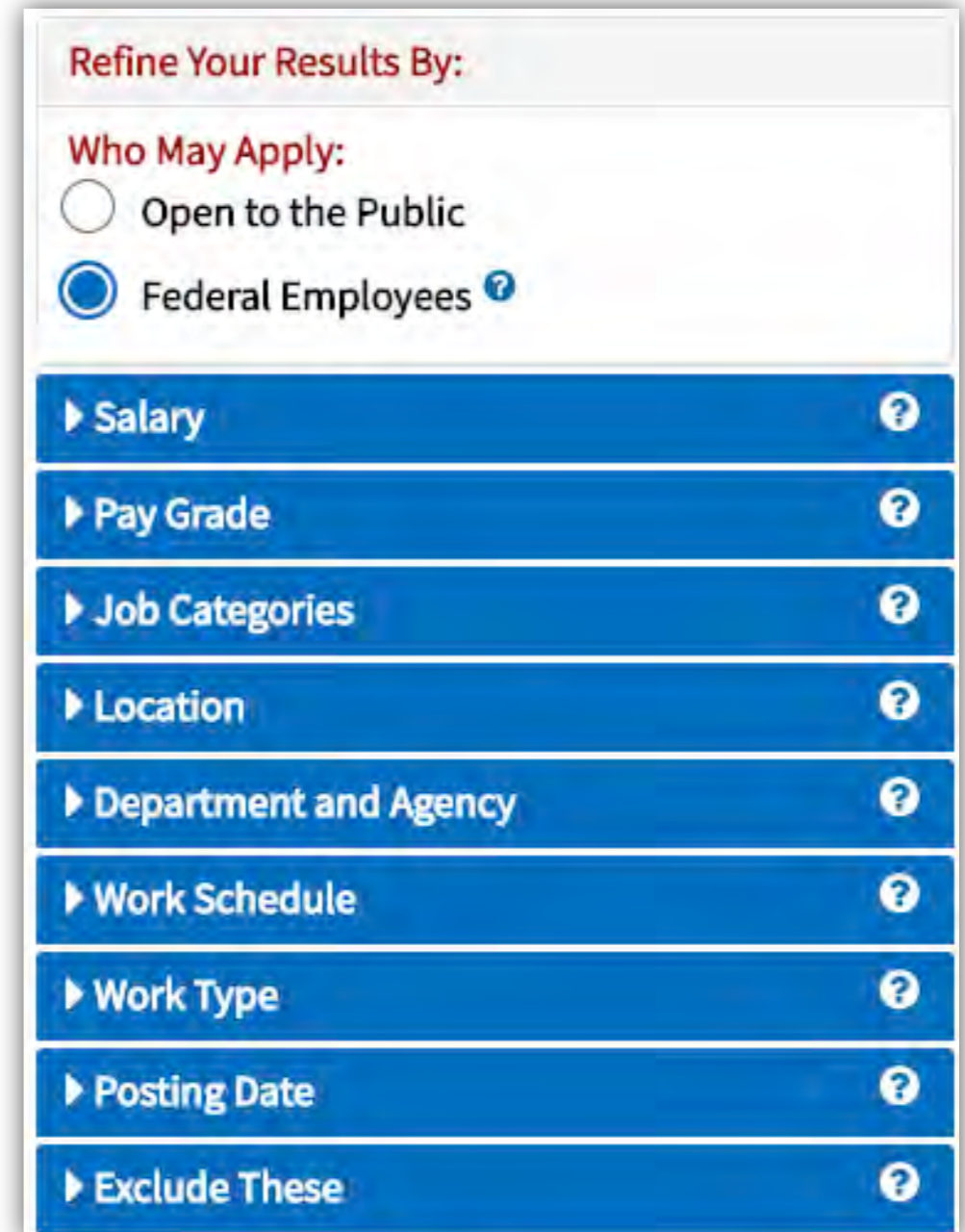


# How to Apply Using PLC

## USAJobs Overview

### Search for Jobs:

- Under the Who May Apply, select “Federal Employees”
- This will only show **merit positions**
- You must read the “**Who may apply**” section. You may apply to any position that states “*individuals eligible under a special or noncompetitive appointing authority*”
- You can refine your search using other filter tabs



The screenshot shows a 'Refine Your Results By' filter menu. At the top, it says 'Refine Your Results By:'. Below that, under 'Who May Apply:', there are two radio button options: 'Open to the Public' (unselected) and 'Federal Employees' (selected). Below this are several filter tabs, each with a right-pointing arrow and a question mark icon: 'Salary', 'Pay Grade', 'Job Categories', 'Location', 'Department and Agency', 'Work Schedule', 'Work Type', 'Posting Date', and 'Exclude These'.

# How to Apply Using PLC

## USAJobs Overview

- Read the **entire** listing
- Tailor your resume to match **keywords** in the listing and **position requirements/questions**
- Check **required application materials** before submitting your application
- Check **open listing dates**-merit positions might only be open for one week





# How to Apply Using PLC

## *USAJobs Overview*

### **Apply:**

- When you have all of your materials together, Apply!
- Once you finish the USAJobs portion of the application, you will be directed to the **agency application**



# How to Apply Using PLC

## USAJobs Overview

### Agency Job Questions Group:

- **IMPORTANT:** Select “Yes” on Special Hiring Authority Question- *this will vary depending on agency*

\* 23 Are you eligible for noncompetitive appointment under a Special Appointing Authority? (More information)

Yes  
 No

\* 24 If you are eligible for noncompetitive appointment under a Special Appointing Authority, please indicate for which authority you wish to be considered. (Note: For information on Special Appointing Authorities, please see the OPM website by clicking [here](#). You must provide supporting documentation at the time you are applying to a position.)

Public Lands Corps (PLC) Hiring Authority

9 characters left (maximum 50)

\* 22 Are you eligible for an appointment under a noncompetitive hiring authority or a Special Appointing Authority?

Yes  
 No

22.1 If you are eligible for an appointment under a noncompetitive hiring authority or a Special Appointing Authority, and wish to apply for such an appointment, please indicate for which authority you wish to be considered. (Note: For information on Special Appointing Authorities, please see the OPM website by clicking [here](#). You must provide supporting documentation at the time you are applying to a position.)

- Veterans Employment Opportunity Act (VEOA)  
 Veterans' Recruiting Authority (VRA)  
 Severe Physical or Mental Disability (Sch A)  
 30% or More Disabled Veteran (DAV)  
 Other (SPCL)



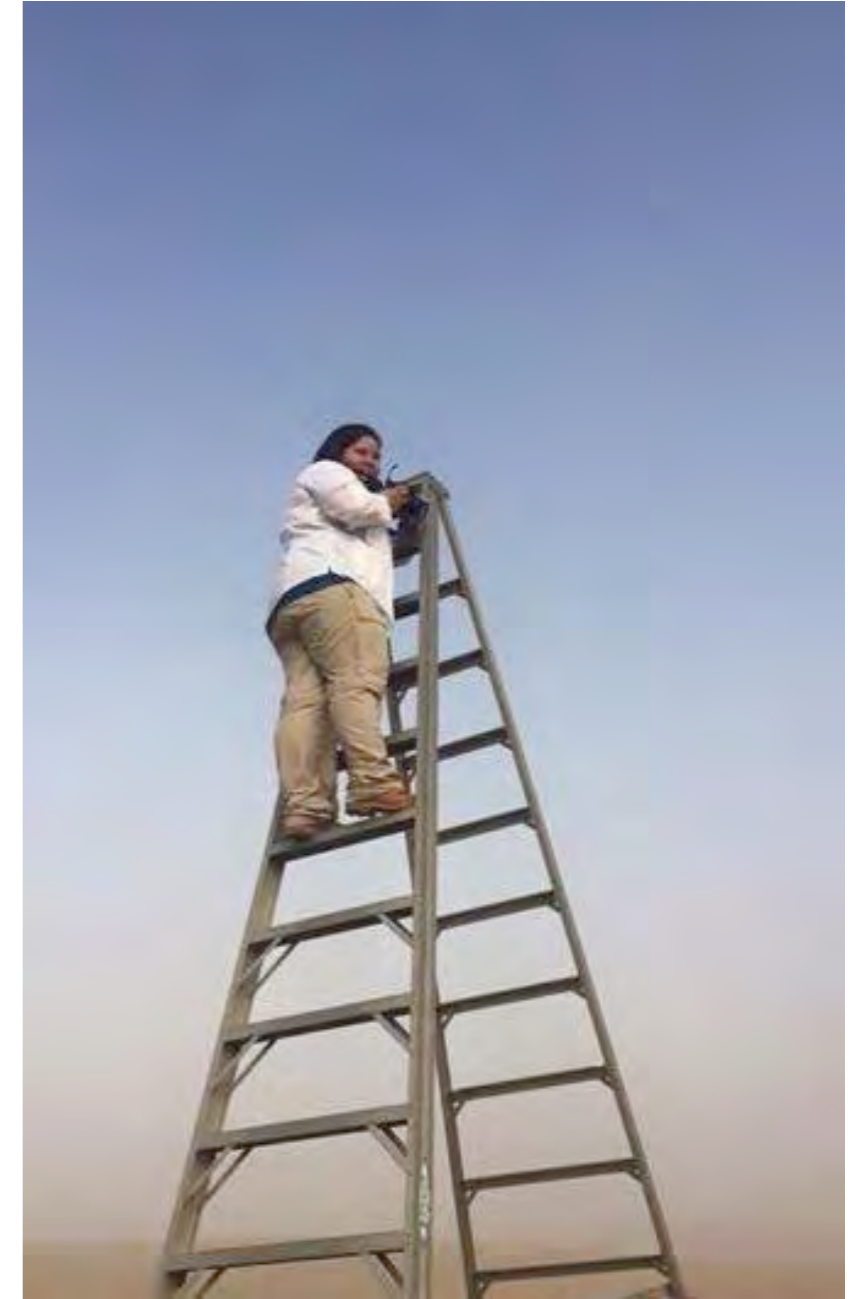


# How to Apply Using PLC

*USAJobs Overview*

## Agency Job Questions Group:

- Answer questions to the best of your ability, but **don't sell yourself short!**





# How to Apply Using PLC

*USAJobs Overview*

## Follow up:

- Check in with the direct supervisor!





# What Comes Next?

## *Application Steps*

### **Federal Hiring Process:**



- Arrange your resume to highlight the job questions group!
- If your application has enough matching keywords and high qualifying answers to the job questions group, it is forwarded to HR

# What Comes Next?

## *Application Steps*

### **Federal Hiring Process:**

- HR will review your application to make sure you are eligible and qualified
- You will be placed into a quality category of **Minimum Qualified** or **Highest Qualified**
- Highest Qualified applicants are forwarded to the **designated hiring official**
- If you have made the Highest Qualified List, your application status will be changed to **referred**

Reference: <https://www.usajobs.gov/Help/faq/application/process/>







Questions?



# Contacts

*Need help?*

- For questions about USAJobs: <https://www.usajobs.gov/Help/faq/>
- For questions regarding PLC: Contact your ACE Program Manager

