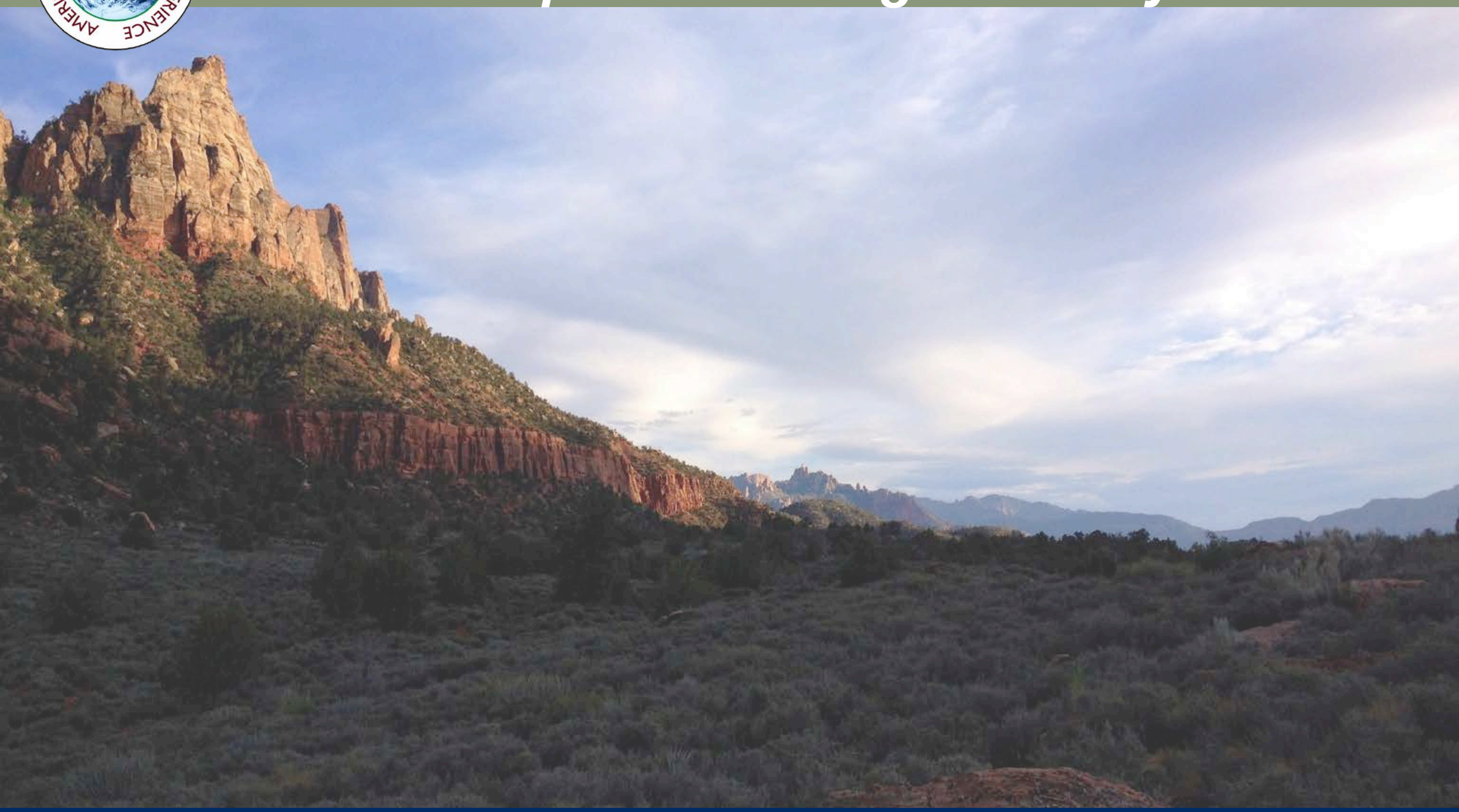
Public Lands Corps (PLC)

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 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
Provide start/end dates for each project	*Identify State & Field/District Office*	Provide name & phone number of partner organization	*Did project take place on Federal public land?*	*Specify project location*	*Identify type of project-e.g., trail construction, habitat restoration, etc*	*Describe project duties*	*Yes or No/ Provide details on participant performance*		*Project Supervisor from Partner Organization should sign here.*
			Example Form						

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.

Make Contacts

"Time is of the Essence"

How to most effectively use your PLC Status:

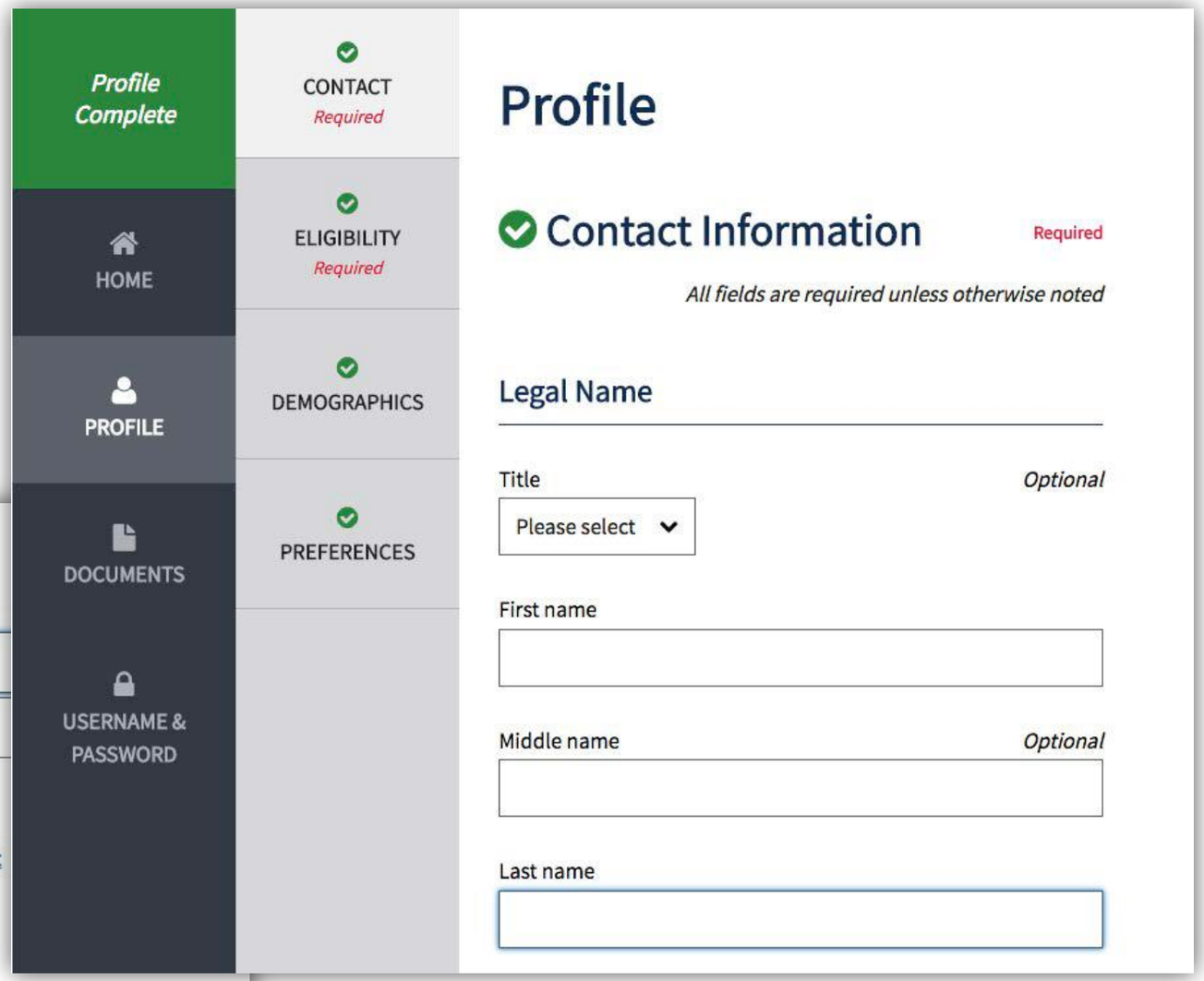
- Contact potential offices early and become known
- Let staff/HR know about the upcoming PLC Status
- Follow up once you submit your application through USAJobs
- **Stay in Contact**

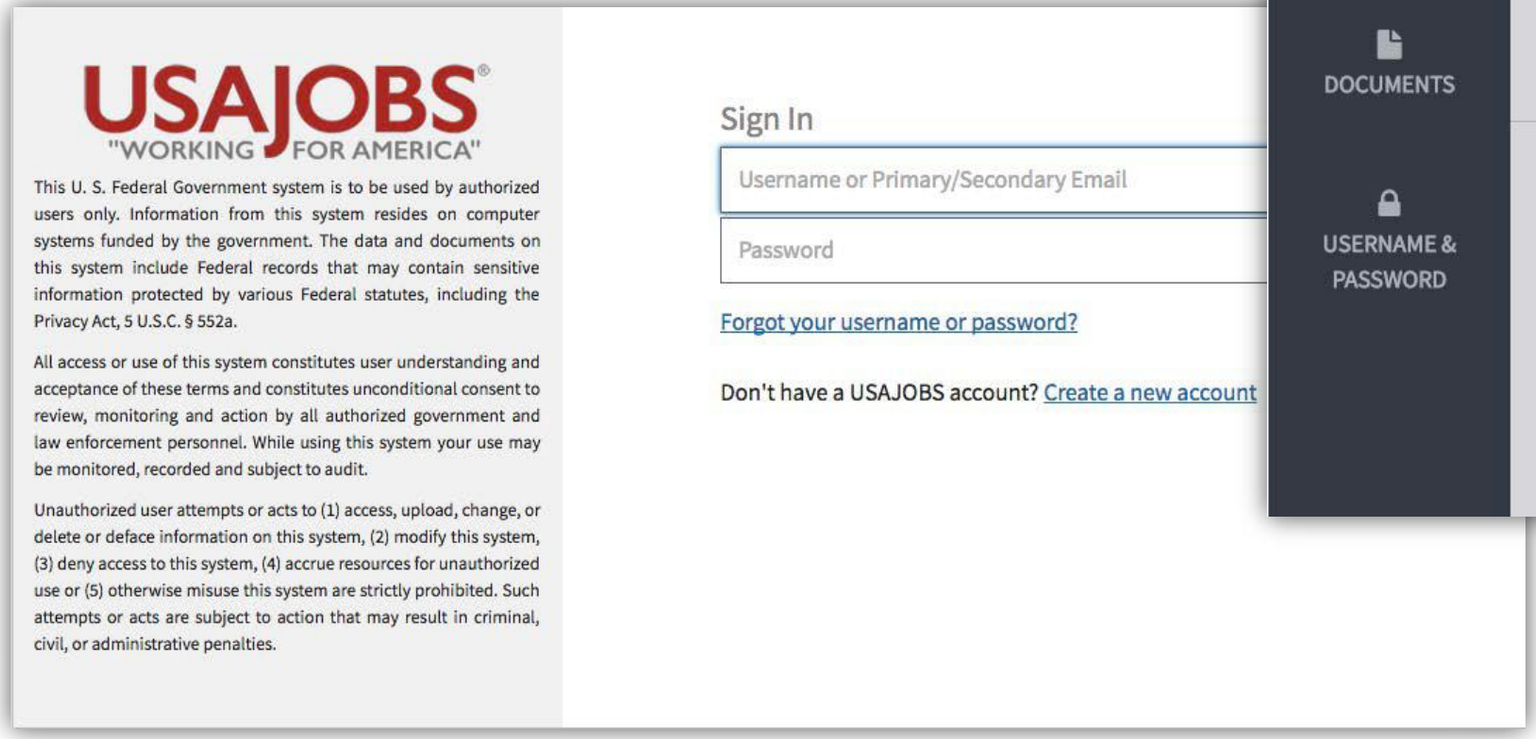
How to Apply Using PLC

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

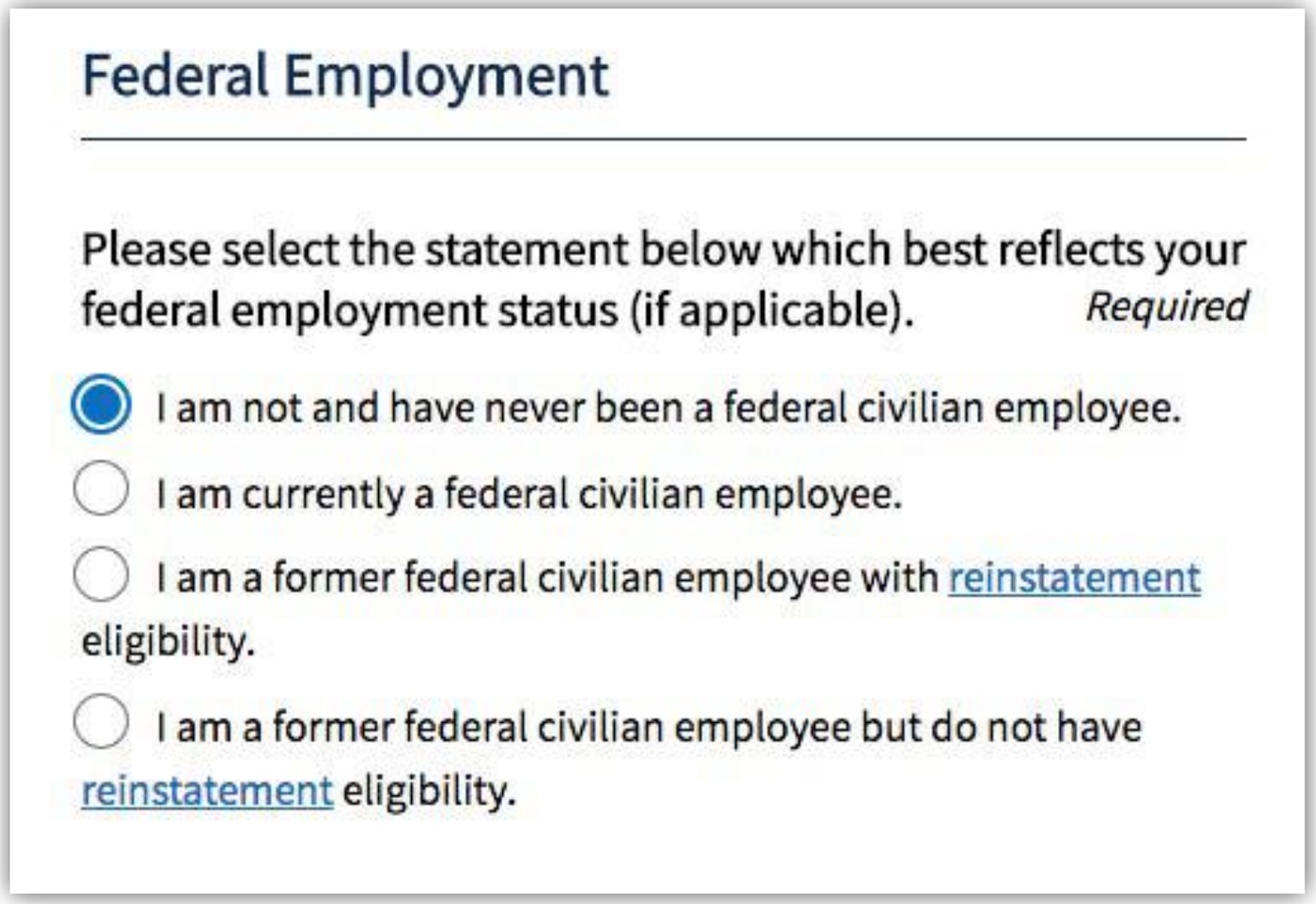




How to Apply Using PLC

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

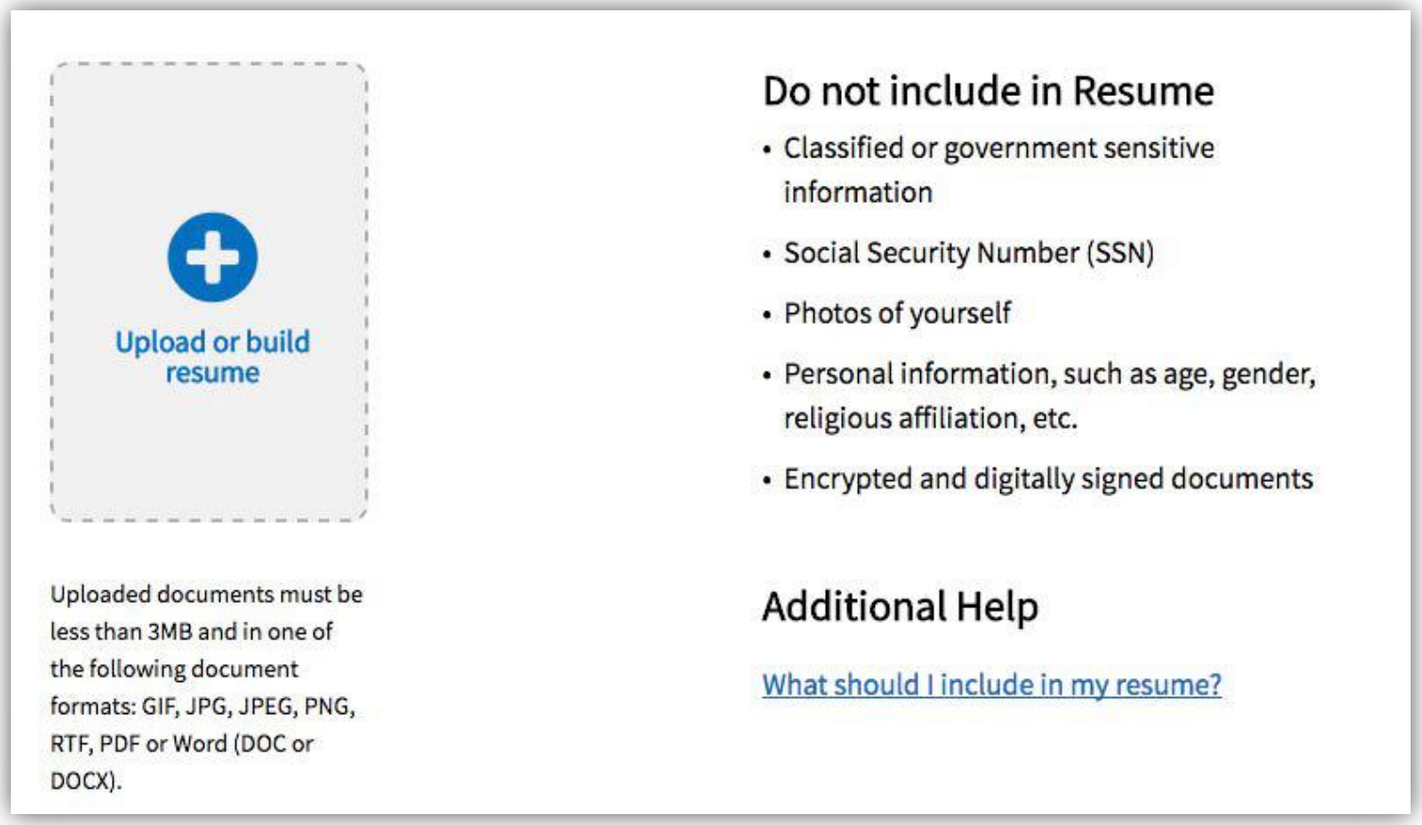
Please select the statement below which best reflects your federal employment status (if applicable). *Required*

- (●) 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

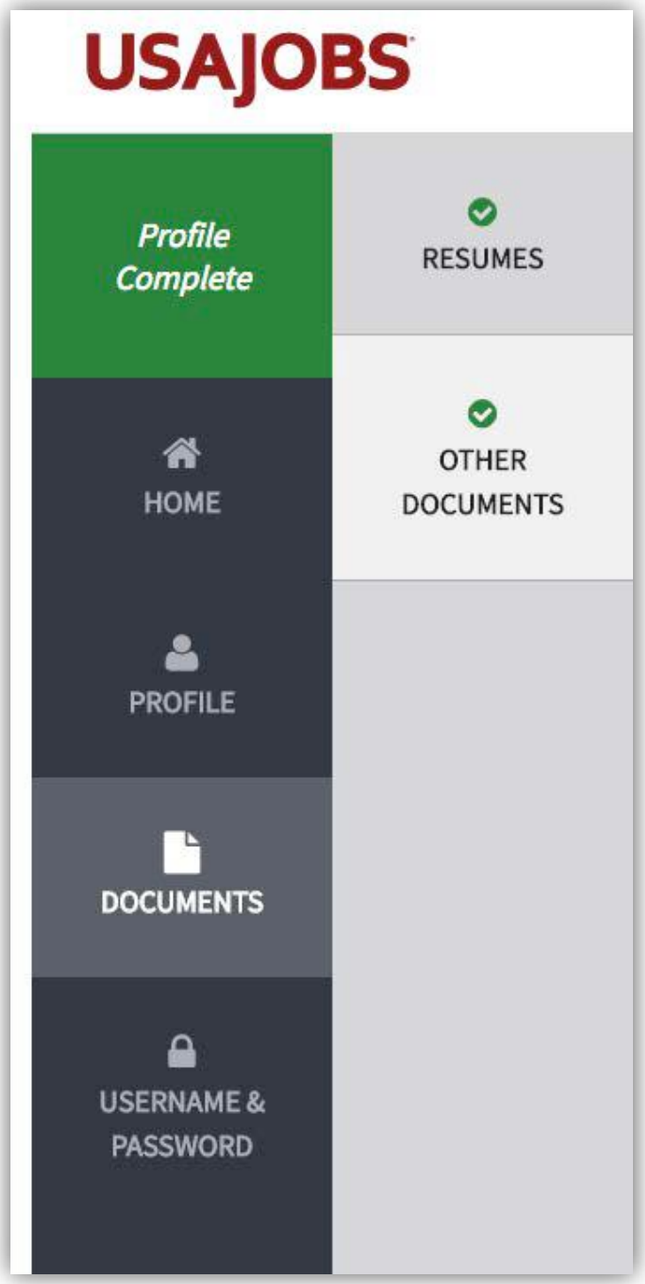
USAJobs Overview

- 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



How to Apply Using PLC

USAJobs Overview



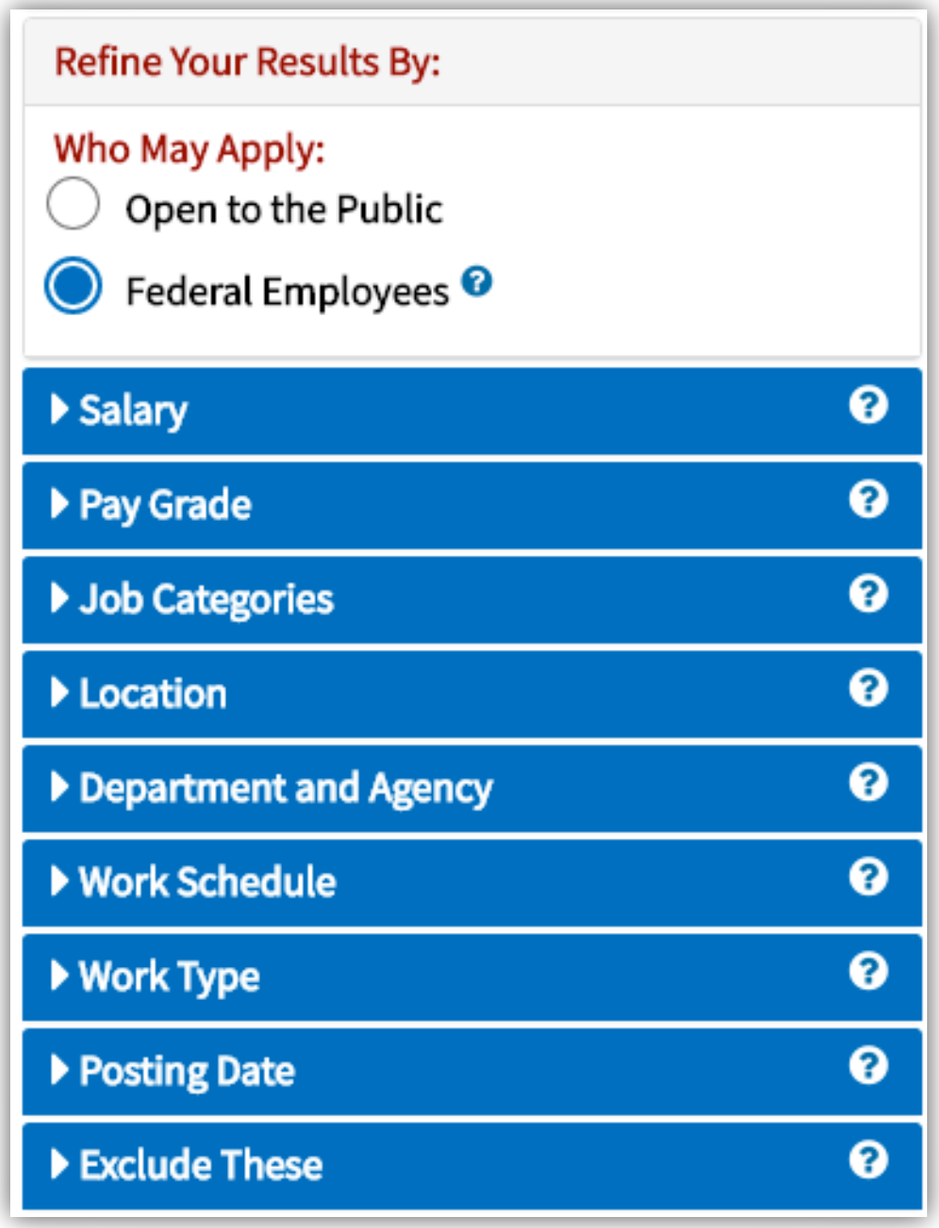
- You will upload other documents under the Other Documents Tab
- *PLC Certificate of Eligibility*
- *PLC Eligibility Letter*
- *Copies of transcripts (if required)*
- *Cover Letter (always a good idea, but not the focus of USAJobs applications)*

How to Apply Using PLC

USAJobs Overview

Seach 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



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**- many merit positions are open for one week only

How to Apply Using PLC

USAJobs Overview

Apply:

- When you have all of your materials together, Apply!

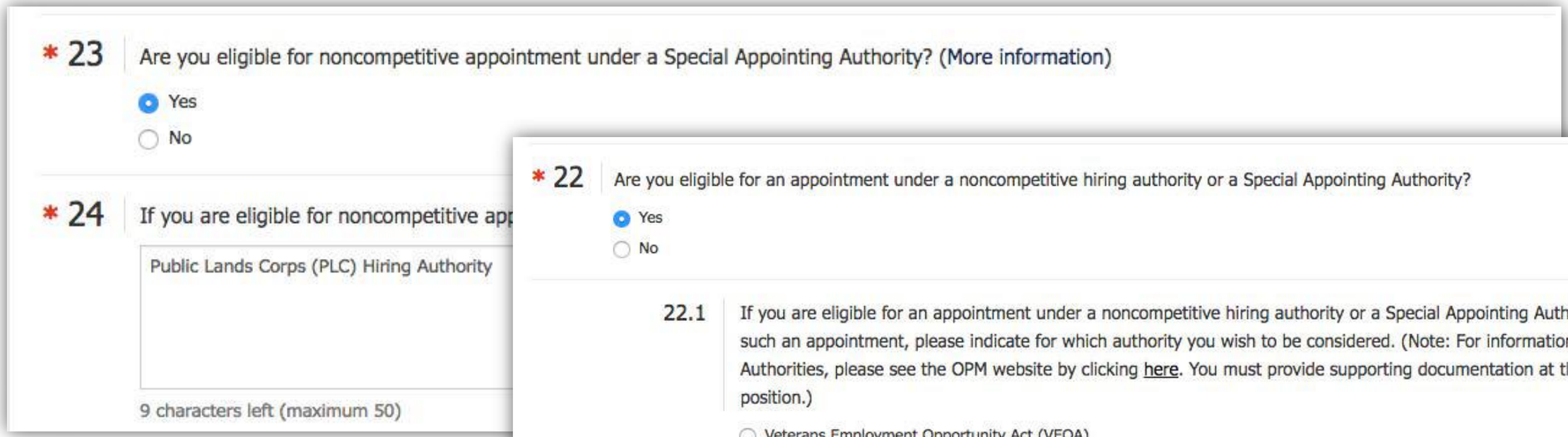
- Once you finish the USAJobs portion of the application, you will be directed to the **agency application**

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*



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

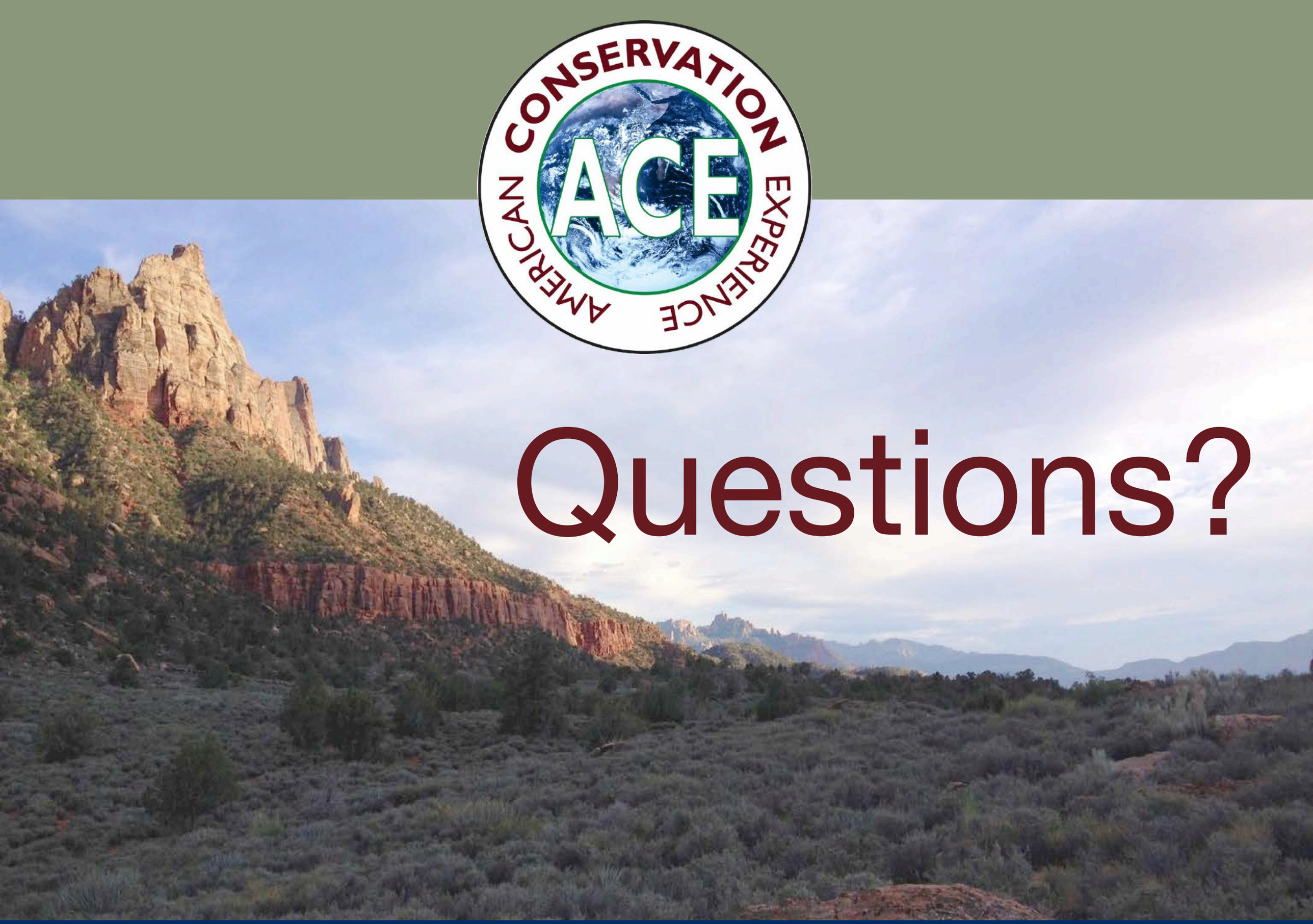
What Comes Next?

Application Steps

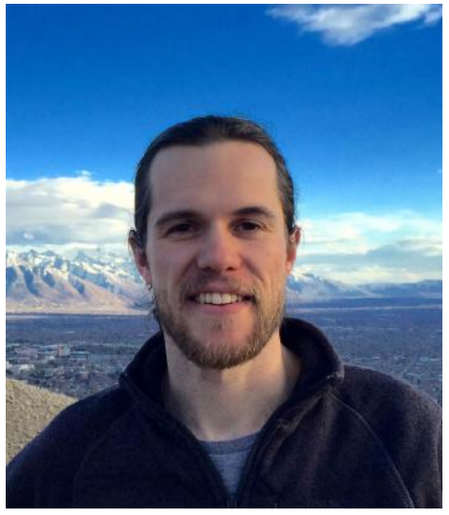
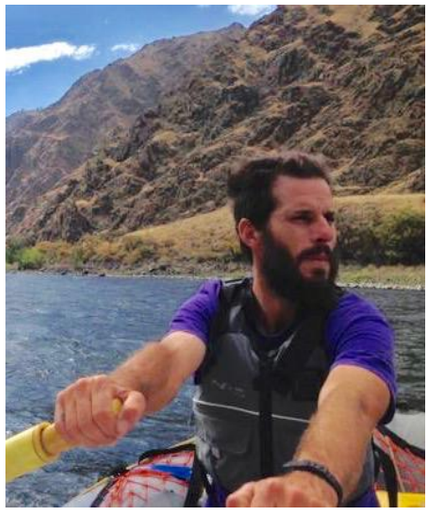
Federal Hiring Process:

- 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/


AMERICAN CONSERVATION EXPERIENCE
ACE
Questions?

Contacts

Need help?

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