



Public Lands Corps: The Basics

For Future and Present Public Lands Corps Recipients

Updated 11/16/2022



What is Public Lands Corps (PLC)?

Public Lands Corps is a work and education program that allows individuals aged 16 and 30, inclusive, or veterans age 35 or younger opportunities to work on the rehabilitation and restoration of public lands. Successful completion of a qualifying PLC project and **at least 640 hours** of work may qualify applicants for a permanent position at the Department of Interior.

Public Lands Corps grants non-competitive eligibility after completion of an eligible project.

[Public Lands Corps Department of Interior Policy](#)



How can I earn Public Lands Corps eligibility?

- ▶ Must be 16 and 30, inclusive, or veterans age 35 or younger at the start of your work experience
- ▶ Must work at least 640 hours total at qualifying project(s) for an eligible partner organization (120 of those hours must be in support of Public Lands)
 - Can combine multiple projects together to total 640 hours
 - Document with Participant Work Hours Verification Form
- ▶ Performance must be satisfactory
- ▶ Must be U.S. citizen or legal resident
- ▶ Must possess or agree to pursue a high school diploma or equivalent



How can I earn Public Lands Corps eligibility?

- ▶ Ensure all Participant Work Hours Verification Forms are complete and signed by you and your partner organization supervisor
- ▶ Submit all Participant Work Hours Verification Forms to your Regional PLC Coordinator
- ▶ You will receive a Certificate of Non-Competitive Eligibility based on Public Lands Corps Service
 - Keep in a safe place!
 - This is what you will need to include with any applications



What is Non-Competitive Eligibility?

If you have a PLC Certificate, you can apply for positions that others have to compete for, such as Merit Promotion or Open to the Public (in which case, Veterans Preference applies). Your name will end up on a separate (Non-Competitive Eligible) list. The Hiring Manager can just choose your name off this list without interviewing anyone else from any other lists.

Public Lands Corps recipients have 2 years of non-competitive eligibility from the end date of their project, as listed on their certificate. This non-competitive eligibility can be used for eligible positions within the Department of Interior.

<https://www.usajobs.gov/help/working-in-government/appointments/>



How do I find a PLC–eligible job?

THIS JOB IS OPEN TO

 [Help](#)



Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



Federal employees - Competitive service

Current or former competitive service federal employees.



Individuals with disabilities



Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.



Veterans

Clarification from the agency

Govt. Wide: Current Career or Career Conditional Federal Employees, Land Management eligibles, 30% disabled veterans, Military Spouse, Peace Corps, AmeriCorps, Vista, VRA, VEOA, ICTAP/CTAP, Schedule A, Reinstatement eligibles, **PLC.**

- Public Lands Corps positions are posted on [USAJOBS.gov](https://www.usajobs.gov).
- Under "This job is open to", it may say "Special Hiring Authorities"
- Under the "Clarification from the agency" section, the job announcement may either state Public Lands Corps or PLC. You can non-competitively apply for these positions.



How do I find a PLC–eligible job?

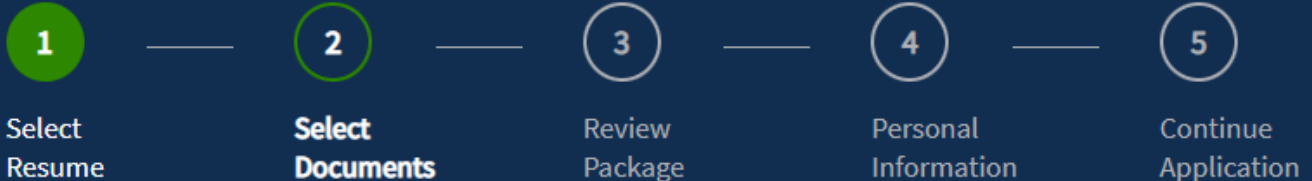
Applying to:

Program Analyst

U.S. Fish and Wildlife Service

Closes 5/2/2022

Who may apply



- ▶ When applying for a PLC–eligible position, be sure to attach your PLC certificate to part 2, "Select Documents".
- ▶ It is very important to label your PLC documents, as well as your other files, with descriptive names. This will ensure that HR and the hiring manager can easily review your files.
- ▶ To obtain PLC documents and have your certificate signed, you must reach out to your regional PLC coordinator.



How do I find a PLC–eligible job?

In addition to searching USAJOBS for positions, PLC recipients can create searchable resumes on USAJOBS so our hiring officials can find your resume easier.

It is very important that you **complete the following steps** so we can find your profile in the USAJobs ATP.

- Create a [profile](#) on USAJobs
- Create your resume with the **following required information**. This can either be done in a word processing software and then uploaded, or by using the USAJobs resume builder.
 - Copy and paste this code: **FWSPLC(year certificate was received)**, and put it anywhere in your resume (header, footer, introduction, etc.). The code must be included in your resume exactly as it is here, all in one word with no spaces
 - Ensure all other [required information](#) is in your resume
 - Optional: initial career goals, areas of interest, something you want to make sure we know about you that is not captured in your skills and experience, and/or why you have selected your field.
 - Post your resume to USAJobs
 - Make your [resume searchable](#) in USAJobs
 - Contact your Regional Youth and Intern Coordinator once you have completed all the items above, to ensure you have correctly made your resume searchable and we can find you in the USAJobs ATP.



FWS Intern Alumni Hub

In addition to searching for job postings on USAJOBS, the USFWS has an Intern Alumni Hub available for PLC recipients. The Intern Alumni Hub is a tool available to help you connect with potential hiring managers and vacant positions.

- To gain access, please reach out to your Regional Intern and Fellow Coordinator or follow [this link](#) and request access.



FAQ

- ▶ **I completed my project but did not get a PLC certificate when I finished. Can I get one now?**

PLC Certificates can be retroactively issued if you qualified for one in the past 2 years. They are effective from the day you finished the project, so you won't get the full 2 years back if the certificate is issued late.

- ▶ **Do job postings need to list "PLC" for me to apply?**

No! You can apply for jobs even if they don't list PLC as long as you qualify for one of the other "considered applicant" pools.

- ▶ **I see non-DOI agencies also have a PLC program. Can I use my certificate on those jobs too?**

DOI PLC certificates can only be used for DOI positions.



FAQ

- ▶ **I worked 640 hours, but it was in different job positions. Can I use multiple positions to meet the 640-hour requirement?**

As long as your projects were all PLC-eligible, and you met all requirements while working in those positions, you can use multiple positions that occurred **within the last 2 years** to meet the 640-hour requirement.

- ▶ **Can I get a PLC certificate before the end of my current position/project?**

Yes! Once you have completed 640 eligible hours, you may submit your paperwork. You may also wait until the end of your project to submit paperwork.

- ▶ **Can I extend my PLC past the two years due to school or any other reasons?**

Unfortunately, PLC cannot be extended. However, a new PLC project can be started and completed. As long as you meet all the eligibility requirements—you can earn another certificate!



Other Recommendations

- ▶ **Spend some time learning USAJOBS.** The filters can be very powerful when used correctly.
- ▶ Remember that **federal resumes are very different than other resumes.** Seek out resources on how to write a federal resume and ask others to review it for you!
- ▶ **Tailor your resume with key words** and highlighted skills for each job you apply for. Yes, it's tedious, but it does matter!
- ▶ **Don't limit yourself** during the job search. Sometimes the best opportunities exist in places that we never thought to look. If you're feeling stuck, expand your net.
- ▶ Don't be afraid to **ask for help.** We're all where we are because someone opened the door for us. Most people are eager to pay it back.





Questions?