

The logo consists of a solid olive-green rectangular background. Centered within this rectangle, the word "CONSERVATION" is written in a smaller, white, uppercase, sans-serif font. Below it, the word "LEGACY" is written in a significantly larger, white, uppercase, sans-serif font, making it the dominant visual element of the logo.

**CONSERVATION
LEGACY**

Public Land Corps Hiring Authority
Resource Manual for Participants

Contents

Using This Manual	3
Overview.....	3
Working with Different Agencies.....	5
Bureau of Land Management (BLM)	6
National Park Service (NPS).....	7
United States Fish and Wildlife Service (FWS).....	8
United States Forest Service (USFS)	9
Using the PLCHA certificate.....	10

Using This Manual

This manual is designed to be used as a guide in navigating the Public Land Corps (PLC) certificate issuance process. The information below was compiled from various agency employees (NPS, BLM, USFS, FWS) as well as Conservation Legacy Staff. While the goal of this manual is to give clear guidance on the PLC process, every agency/region may do things a little bit differently.

This manual is structured to give guidance on the general PLC process for each Federal Agency (NPS, BLM, USFS).

Overview

What is it?

The Public Land Corps Hiring Authority (PLCHA) is a non-competitive hiring authority that makes it potentially easier for those who have completed qualifying service projects to be hired into seasonal, term, and permanent positions with Federal Agencies. Having the PLC certificate makes it more likely that a certificate holder's application will be seen by a hiring official since they will be grouped with other qualified candidates who have a variety of non-competitive statuses.

The PLC certificate gives individuals two years of noncompetitive hiring status when applying for qualified Federal positions.

- **Department of Interior (DOI) Certificate:** The certificate is valid for two years from the date the individual completed their term (Ex: If an individual requests their certificate 1 year after their term ends, the certificate will be valid for only a year.).
 - All DOI agencies can issue a PLC certificate (Examples: Bureau of Reclamation, Bureau of Indian Affairs). Conservation Legacy currently has information about the 3 DOI agencies in this document.
- **US Department of Agriculture (USDA) Certificate (USFS):** The certificate is valid for two years from the date the certificate is signed, AND the individual must be onboarded into their USFS position before their 33rd birthday (or 38th birthday for veterans).

Reminders:

- **To receive the PLC certificate the individual AND project(s) must meet the requirements of PLCHA.**
- This is not a direct hire authority.
 - You must qualify for the position you're applying for.
 - You will compete with other qualified candidates.
 - You must interview and be a good fit for the position.
 - There is no guarantee of a job offer.

Benefits of having the PLC Certificate

1. Many permanent positions with federal agencies are not open for the general public to apply to and are only open to current/former federal employees and applicants with special hiring authorities. This certificate offers you the opportunity to apply for those positions that you may otherwise not be eligible to apply for.

2. For federal positions that are open to the public your name will be grouped in a separate “non-competitive eligible” list that allows a hiring official to interview you without having to interview candidates that are in the general application list. This gives you the advantage of competing with a smaller pool of applicants and makes your application more likely to be seen by the hiring official.

Who Qualifies?

Individuals who have served a minimum of 640 hours of satisfactory service through a qualified youth or conservation corps on appropriate conservation projects* as defined in the Public Lands Corps Act of 1993. At least 120 of those hours must have been served on a PLC project**.

*Appropriate Conservation Projects: Most Conservation Legacy projects will qualify. If you have questions regarding whether a project qualifies, reach out to your Conservation Legacy supervisor.

**PLC Project: At least 120 of required 640 hours must be done on Federal or Indian land.

- Work that does not qualify as PLC Project: “Purely administrative” work that does not directly or closely benefit the public or work that is repetitive, routine, and does not require the individual to use critical thinking skills, teamwork, or other life skills.

Individuals must:

- Be 16-30 years old, inclusive, or a military veteran aged 35 or younger, when they begin term of service. Individuals must begin PLC project by age 30 but can turn 31 during service or during the 2-year eligibility period. Individuals must complete their PLC project before they turn 32, or 36 for military veterans.
- Be US citizens, nationals, or permanent residents.
- Have received their high school diploma or equivalent.
- Successfully complete their term of service. If you successfully serve 640 hours but do not complete your term of service in full, you will be ineligible.
 - PLC certificates cannot be issued until the end of your term of service. You may inquire about receiving their PLC shortly before completing your term to apply for jobs, but not all agency contacts will sign the certificate until the end of their season.

Working with Different Agencies

While all agencies have essentially the same requirements, each agency has a different process for obtaining a PLC Certificate. See below for specific guidelines for each agency. All agencies will require some sort of “Verification of Work Hours” form to be completed. This form is used to track the hours you are serving to determine if you have met the minimum requirements of the PLCHA.

Who accepts what hours?

- DOI agencies (BLM, NPS, USFWS) will accept project hours completed on any federal agency land, Indian, or Hawaiian home lands.
 - At least 120 of the 640 hours must be completed on federal agency land.
- USFS will accept project hours completed on any federal agency land, as well as state, county, local and municipal lands.
 - At least 120 of the 640 hours must be on USFS managed land or Indian land.

What agency certificate should an individual pursue?

Often, individuals working with different agencies will be eligible to receive the PLC Certificate from either DOI or USFS. A couple of considerations when determining which agency certificate to pursue:

- USFS positions on USAJobs will only accept USFS issued certificates.
 - An applicant with a DOI issued PLC certificate **cannot** use it to apply for USFS positions.
- DOI positions on USAJobs will accept DOI and USFS issued certificates.
 - An applicant with a USFS PLC certificate **can** use it to apply to DOI positions.
- The Certificate should generally be issued under the Agency in which the individual served most of their term.

Bureau of Land Management (BLM)

The BLM issues PLC certificates by State. Each state will have a Youth Program Coordinator/Lead that will sign and issue the PLC certificate.

Your Responsibilities:

- Must track all applicable hours and complete a “Verification of Work Hours” Form.

Verification Work Hours Form Instructions:

- **Participant Information:** Use personal email, do not use BLM email if you have one. Use home address, not BLM office address.
 - Be sure to sign and date.
- **Partner Organization:** To be completed by your Conservation Legacy supervisor.
 - **Project Supervisor:** This is the Conservation Legacy Staff Supervisor/Contact who can verify your hours.
- **Project Information:** To be completed by your Conservation Legacy supervisor.
 - **Signature:** This is the signature of your Conservation Legacy Staff Supervisor.
- **Participant Work Log**
 - **Primary BLM Field/District Office:** Identify BLM State or Field District Office of the project. Do not use acronyms (PDO, TFO, GDO), but write out the field office name.
 - **BLM Project Mentor:** This is your site supervisor (Individual Placement) or the supervisor of the worksite where project was completed (Crew).
 - **Specific Start and End Dates of Projects:** Include each project with the start and end dates. The date of the last project will be used as the service end date on the certificate. If the same work was done for a full week, you do not need to list out each day, you can put a range.
 - **Field or Office Work:** Separate field projects from indoor projects.
 - (Office) Communication outreach, visitor education, guided tours, and interpretation.
 - (Field) Reduction of invasive species, wildlife monitoring, riparian area restoration.
 - (Field) Trail maintenance, fuels reduction, facility improvement, sign installation, fence repair.
 - **Project Location:** Where the project was completed.
 - **Project Type:** Identify type of project - e.g. trail construction, habitat restoration, GIS support, public outreach, etc.
 - **Project Duties:** Describe project duties. Be specific and detailed. If you are not detailed enough the form may be returned to you.
 - **Hours:** List total hours for each project. Field projects must total at least 120 hours.

Once Verification of Work Hours Form is completed:

- Program Staff will send completed form to BLM State Youth Lead and/or BLM State Program Officer for signatures and to issue certificate. This is usually not the site supervisor.
- State Youth Lead/State Program Officer will review, sign and return to the individual.
 - This process can take a few weeks to complete.

National Park Service (NPS)

NPS issues PLC Certificates by region.

Your Responsibilities:

- Must track all applicable hours and complete a “Verification of Work Hours” Form.

Verification Work Hours Form Instructions:

- **Participant Information:** Enter Legal Name. Use personal phone number, email, and mailing address, not an NPS site address or work email.
 - Be sure to sign and date.
- **Partner Organization:** To be completed by your Conservation Legacy supervisor.
 - **Partner Supervisor:** This is the Conservation Legacy Staff Supervisor/Contact who can verify your hours.
- **Additional Information:** To be completed by the supervisor/mentor from NPS or the project partner (or another bureau or agency).
 - This is your site supervisor (Individual Placement) or the supervisor of the worksite where project was completed (Crew).
- **Project Information:**
 - **Park Unit/Division/Office:** Enter the name of the Park, Division, and/or Office where the project took place. For example, National Capital Area, Cultural Resources Division; or Devils Postpile National Monument, Maintenance Division. Even though the project is under one “home” park or office, you can perform work in locations other than the home park. Locations of where work is performed must be specified in the attached work log.
- **Does the project contain work that was performed on or in support of public, Indian, or Hawaiian home lands:** Answer yes.
- **Project Type:** Check the applicable box for the type(s) of work that the project entailed. More than one box can be checked.
- **PLC hours completed on or in support of public, Indian, or Hawaiian home lands:** The total hours completed on public land, Indian land, or Hawaiian home lands.
- **PLC hours:** The total hours completed on public land, Indian land, or Hawaiian home lands.
- **Non-PLC Hours:** Hours that were completed on land other than those listed above.
- **Signature:** Signature of NPS or other agency Supervisor/Signature.

Once Verification of Work Hours Form is completed:

- Program Staff will first send to NPS site supervisor (Individual Placement) or the supervisor of the worksite where project was completed (crew).
- Once site supervisor signs, send to NPS Regional Youth Lead and/or NPS Regional Program Officer to issue certificate.
 - This process can take a few weeks to complete.

United States Fish and Wildlife Service (FWS)

USFWS PLC certificates can be issued out of the Regional Office.

Your Responsibilities:

- Track all applicable hours and complete a “Participant Work Hours Verification Form”.

Verification Form Instructions:

- **Program Participant:** Legal name, personal email address, personal phone number.
 - Conservation Legacy is the Partner Organization.
 - Be sure to sign.
- **Partner Organization Representative:**
 - **Task Agreement Number:** Agreement number that project work was completed under. Ask your Conservation Legacy supervisor for the agreement number if you don’t know it.
 - **Partner Organization Name:** Conservation Legacy.
 - **Partner Organization Address:** Address of the local Conservation Legacy program office you’re serving with.
 - **Representative Name and Title:** Your Conservation Legacy staff supervisor.
 - **Phone, Email Address, and signature:** Of your Conservation Legacy staff supervisor.
- **FWS Project Supervisor of Representative:** To be completed by FWS partner.
 - **Name and Title:** Of FWS project partner/site supervisor.
 - **Duty Station:** Office that site supervisor is based out of.

Once Verification Form is Completed:

- You will submit the completed form to your USFWS site supervisor/project partner.
- The USFWS supervisor will review and send the completed form to the USFWS Regional PLC Coordinator.
- The USFWS Regional PLC Coordinator will review for form, signs a Certification Memo for Non-Competitive Eligibility, and send copies back to the participant, USFWS supervisor, and Conservation Legacy.

United States Forest Service (USFS)

USFS PLC certificates can be issued out of the Regional Office (RO) or the Forest's Supervisors Office (SO).

Your Responsibilities:

- Track all applicable hours and assist Conservation Legacy supervisor in completing a "PLC Verification Form".

Verification Form Instructions:

- **Participant Information:** Legal name, personal email address.
- **Public Land Corps Service:** Fill out locations for all hours. Each location should have a separate entry.
 - **Location:** Forest name & district (or National Park, BLM unit, county park, etc.)
 - **Number of Hours:** Total number of hours served at location.
 - **Dates of Service:** Dates served at location.
 - **Agreement Number:** Agreement number that project work was completed under.
- **Total Completed Hours:**
 - **Hours completed on National Forest System land or Indian lands:** Must be at least 120.
 - **Hours completed on other public lands:** This can be other federal agencies, state, local or municipal, or county lands.
- **Signature:** This is a signature of you Conservation Legacy supervisor who can verify your hours.
- **Partner Organization:** The partner organization is Conservation Legacy.
- **Name & Email:** Of the Conservation Legacy staff who signed the form.

Once Verification Form is Completed:

- Program Staff will submit the form to the local Forest Service point-of-contact.
- The Forest Service will confirm that all requirements have been met, ensure the PLC certificate is signed by the appropriate line office, and email both the individual and Conservation Legacy the signed certificate.
 - This process can take a few weeks to complete.

Using the PLCHA certificate

Once a PLC Certificate is issued, you can use www.USAJOBS.gov to browse and find open positions and apply for.

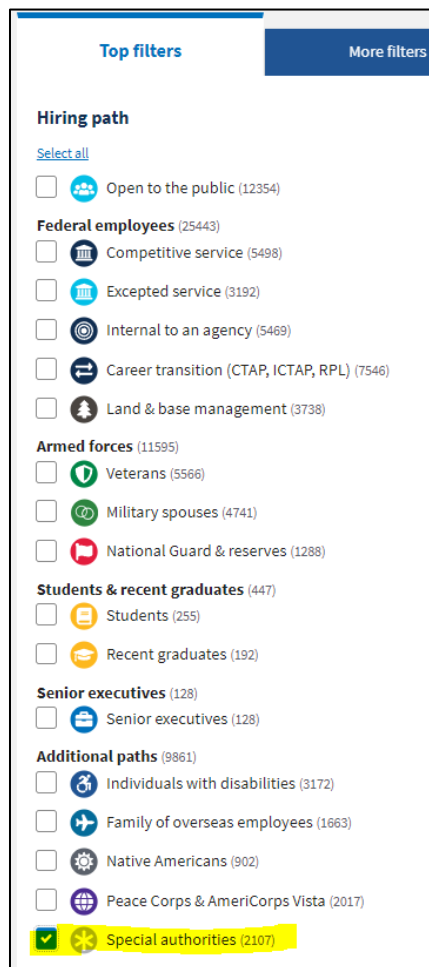
What positions can you use the certificate to apply for?

- **DOI:** seasonal, temporary, and permanent positions.
- **USFS:** permanent positions.

How to find PLC eligible positions:


Remember: Not all positions will be eligible to use the PLC certificate. You can still apply for those positions if you meet the qualifications, but your PLC certificate will not benefit you in the application.

- Go to USAJOBS - The Federal Government's official employment site
- Click “Search” (You do not need to enter anything into “Keywords” or “Location or Remote”).
- Identify the jobs you are eligible to apply for by filtering by Hiring Path and selecting “Special Authorities”.



- On the same filter page, identify the jobs you’re interested in applying for by filtering by Department and Agency. Remember – not all agencies accept PLC certificated issued by other agencies.

- USFS falls under Department of Agriculture
- BLM, NPS, and FWS falls under Department of the Interior

 Special authorities (2107)

Pay [Help](#)

Salary

Grade

\$0 \$500,000

\$0 (min GS<1) - \$500,000 (max GS>15) [Reset](#)

< GS1	GS 1	GS 2	GS 3	GS 4	GS 5	GS 6
GS 7	GS 8	GS 9	GS 10	GS 11	GS 12	GS 13
GS 14	GS 15	> GS15				

General Schedule (GS) equivalent

Department & Agency ▼


Series ▼


[See more filters >](#)


- When you find a position you are interested in, read the announcement thoroughly, paying attention to the “This Job Is Open To” section. The position needs to explicitly state Public Land Corps.


[Help](#)


This job is open to


 **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.

 **Military spouses**

 **Peace Corps & AmeriCorps Vista**

 **Special authorities**
Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

 **Veterans**

Clarification from the agency

Current permanent federal employees with competitive status, Land Management Workforce Flexibility Act, CTAP/RPL/ICTAP and VEOA eligibles, Farm Service Agency permanent competitive employees, 30 percent or More Disabled Veterans, Certain Former Overseas and Foreign Service Employees, Military Spouses, Interchange Agreement and Other Miscellaneous Authorities, People with Disabilities, Peace Corps and VISTA, Reinstatement, **Public Land Corps**, Resource Assistant Program eligible candidates.

Who May Apply:

- 30% or More Disabled Veterans
- Bureau of Reclamation Employees (Competitive)
- Bureau of Reclamation Employees (Non-Competitive)
- Career Transition Assistance Plan (CTAP)
- Department of the Interior Employees (Competitive)
- Department of the Interior Employees (Non-Competitive)
- Federal Employees (Competitive Transfer)
- Federal Employees (Non-Competitive Transfer)
- Former Federal Employees (Competitive Reinstatement)
- Former Federal Employees (Non-Competitive Reinstatement)
- Individuals with Disabilities (Schedule A)
- Interagency Career Transition Assistance Plan (ICTAP)
- Land Management Workforce Flexibility Act (LMWFA)
- Military Spouses
- Miscellaneous Appointing Authorities
- Pathways Program - Conversion Eligible
- Peace Corps & AmeriCorps VISTA Volunteers
- **Public Lands Corps (PLC) Hiring Authority**
- Special Hiring Authorities

- If Public Land Corps is not explicitly stated, you may not be able to use your PLC certificate to gain non-competitive hiring status.
- Under “Required Documents” (scroll towards bottom of posting), there will be instructions concerning what documents need to be submitted to use the PLC certificate.

USFS Example of Required Documents:

- **Public Land Corps:** You must submit a Certificate of Hiring Eligibility FS-1820-0027, dated within two years after completion of Public Land Corps service in the Forest Service.

BLM/NPS/FWS Example of Required Documents:

PUBLIC LAND CORPS: Former PLC members. You must provide a copy of your signed *Certificate of Non-Competitive Eligibility* and clearly state in your resume time served and duties performed on an appropriate conservation project. For more information, click [here](#).

- If all required documents are not submitted, your PLC certificate will not be considered.
 - USFS requires only the PLC “Certificate of Hiring Eligibility”
 - BLM/NPS requires the PLC “Certificate of Non-Competitive Eligibility” and the “Verification of Work Hours Sheet”.