

Public Land Corps Hiring Authority

Training for participants

Updated 3.2025





What is covered in this training?

- Overview of PLCHA
 - What it is
 - What are the benefits
 - Who qualifies
- Obtaining a Certificate
 - Working with different agencies
 - Who issues certificates, what hours are accepted, how long the certificate is valid for, and what documentation is required.
 - Responsibilities of individual, staff, and agency staff
- Using the Certificate
 - Applying for positions
- Conservation Legacy resources available to you

Overview – What It Is

The logo for Conservation Legacy, featuring the words "CONSERVATION" and "LEGACY" in white, bold, sans-serif capital letters stacked vertically on a green rectangular background. The entire logo is enclosed in a white rectangular border with a slight drop shadow.

CONSERVATION
LEGACY

What Is The PLCHA?

The Public Land Corps Hiring Authority (PLCHA) is a two-year non-competitive hiring status for federal positions.

The hiring authority provides individuals with a certificate that makes it easier to be hired into seasonal, term, and permanent positions with the Department of Interior (DOI) and the US Department of Agriculture (USDA).

The PLCHA is **NOT** a direct hire authority – you must be qualified for the position, compete with other qualified candidates, and interview for the position. There is no guarantee of a job offer.

Overview – Benefits



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.

Overview – Who Qualifies



Who Qualifies?

- ✓ Individuals between the ages of 16-30 (inclusive) or up to age 35 for military veterans.
 - Individuals may turn 31 during their service or during the two-year eligibility period, hours must be started before turning 31.
- ✓ US citizens, nationals, and permanent residents.
- ✓ Individuals who have received a high school diploma or equivalent.
- ✓ Individuals who have successfully completed their term of service.
 - If you do not complete your full term of service, you will be ineligible to receive the certificate.
 - PLC certificates are issued at the end of your term of service.

Overview – Who Qualifies



- ✓ Individuals who have served a minimum of 640 hours of service on appropriate conservation projects.
 - Most Conservation Legacy projects qualify as appropriate conservation projects, check with your Conservation Legacy staff contact or supervisor.
 - At least 120 of the required 640 hours must be done on PLC designated project on Federal or Indian land and cannot be “purely administrative” work that does not directly or closely benefit the public.
 - You **can** count hours over multiple terms of service, and over multiple years (with some restrictions).
 - You **can** count hours from other qualified youth or conservation corps terms of service, including corps programs outside of Conservation Legacy.
- ❖ Any Conservation Legacy position is eligible to receive the certificate (AmeriCorps member, ACL, Crew Leader, youth member, Individual Placement, non-AmeriCorps member, etc.)

Working With Different Agencies

The logo for Conservation Legacy, featuring the words "CONSERVATION" and "LEGACY" in white, bold, sans-serif capital letters stacked vertically on a green rectangular background with a white border.

CONSERVATION
LEGACY

Working With Different Agencies

Individuals can be issued a certificate through the Department of the Interior (BLM, NPS, FWS) or the US Department of Agriculture (USFS).

Individuals working with multiple agencies will often be eligible to receive the PLC certificate from DOI and USDA. The Certificate should generally be issued under the agency in which you served most of your 640 hours.

While all agencies have the same eligibility requirements, different agencies have different processes for obtaining and using a PLC Certificate.

Working With Different Agencies

**CONSERVATION
LEGACY**



Department of Interior Certificate

Any Department of Interior (DOI) agency can issue a PLC Certificate. The most common DOI agencies that Conservation Legacy works with are:

- National Park Service (NPS)
- Bureau of Land Management (BLM)
- US Fish and Wildlife Service (USFWS)

How are certificates issued?

- NPS certificates are issued by region (Pacific West, Intermountain, Midwest, etc.)
- BLM certificates are issued by state (Arizona, Alaska, Colorado, etc.)
- USFS certificates are issued by region (Pacific, Southwest, Northeast, etc.)

Working With Different Agencies

**CONSERVATION
LEGACY**



Department of Interior Certificate

What hours does the DOI accept?

- DOI will accept PLC Project Hours from all federal agencies, including agencies outside of DOI such as the US Forest Service.
- 120 of the 640 hours must be on “eligible service lands” which includes public lands, Indian lands, and Hawaiian home lands.
- At least some of the 640 hours must have been completed within the last 2 years prior to obtaining the certificate.

How long is the DOI PLC Certificate valid?

- For 2 years from the date that the PLC project hours were completed.
 - Example: If you finish your PLC project hours and wait to submit the certificate for 1 year, the certificate will only be valid for 1 year.
- You cannot request an extension past 2 years.

Working With Different Agencies

**CONSERVATION
LEGACY**



Department of Interior Certificate

What documentation is required?

- Participant Work Hours Verification
 - Each agency within the DOI has their own Work Hours Verification form to complete.
 - Filling out the verification form is the responsibility of the individual (you) with signatures and hours verification required from your Conservation Legacy staff contact or supervisor.
 - Once the Work Hours Verification is completed, Conservation Legacy staff will send the completed form to the DOI state or regional Youth Lead for signature. The Youth Lead is not typically your site supervisor.
 - Once the state or regional Youth Lead has signed the form they will return the signed form to you.
*This process can take a few weeks.

The next slides provide examples of what the Work Hours Verification forms look like for each agency. In all forms the “Partner Organization” is your Conservation Legacy program.

Working With Different Agencies

CONSERVATION
LEGACY

Department of Interior Cert Bureau of Land Management



PLC Participant Work Log

Participant First, Last Legal Name: _____

Partner Organization Name: _____

Primary BLM Field/District Office: _____

BLM Project Mentor First, Last Name: _____ Title: _____

BLM Project Mentor/Crew Lead Phone Number: _____ Email: _____

Specific Start and End Date of Project	Field or Office work?	Project Location	Project Type Ex: Conservation, Restoration, Construction, or Rehabilitation	Project Duties Describe project duties details. List the main work duties and how the project relates to an appropriate conservation project*	Hours

*For project for the conservation, restoration, construction, or rehabilitation of natural, cultural, historic, archaeological

Form 1117-001
(December 2022)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

PUBLIC LAND CORPS PARTICIPANT VERIFICATION OF WORK HOURS FORM

Section 1: Participant Information

First, Last Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Email: _____

By signing, I certify (1) the information I provided is accurate, complete, and true and I meet the PLC participant eligibility requirements at the time I began my term of service according to the Public Lands Corps (PLC) program established under section 1723 of title 16, United States Code.

Participant Signature _____ Date _____

ONCE SIGNED SKIP TO SECTION 4

Section 2: Partner Organization (TO BE COMPLETED BY PARTNER ORG)

Partner Organization Name: _____

Mailing Address: _____

City/State/Zip: _____

Project Supervisor Name: _____

Title: _____

Project Supervisor Phone: _____

Email: _____

Assistance Agreement #: _____

Section 3: Project Information (TO BE COMPLETED BY PARTNER ORG)

Start and End Date of Project: _____

to: _____

Project Type: ☐ Conservation ☐ Restoration ☐ Rehabilitation ☐ Construction

Did this project take place on or in support of public lands or Indian lands? Yes ☐ No ☐

Did the participant complete at least 120 hours on or in support of eligible service lands: Yes ☐ No ☐

If so, how many hours? _____

CONSERVATION LEGACY

[illegible]

National Park Service
U.S. Department of the Interior

Participant Info: To be completed by the participant or partner organization

Participant Legal Name:

Phone Number:

Email:

Mailing Address:

By signing, I certify that the information provided is true and accurate and I have completed and included the work log.

Participant Signature: _____

Date:

Partner Organization Info: To be completed by partner organization

Partner Organization Name:

Mailing Address:

Partner Supervisor Name:

Partner Supervisor Phone Number:

Partner Email:

Task Agreement #:

Additional Info: To be completed by the Supervisor/Mentor (NPS or other bureau/agency)

Supervisor/Mentor Name: _____

Position Title:

Phone Number:

Email:

Project Information

Park Unit/Division/Office:

City:

State:

Start Date:

End Date:

Does the project contain work that was performed on or in support of public, Indian, or Hawaiian home lands? ☐ Yes ☐ No

Project Type: ☐ Conservation ☐ Construction ☐ Restoration ☐ Rehabilitation

PLC hours completed on or in support of public, Indian, or Hawaiian home lands:

PLC Hours:

non-PLC Hours

Total Project Hours:

Was the Participant's Performance Satisfactory? ☐ Yes ☐ No

Provide details and justification of participants performance:

Working With Different Agencies

CONSERVATION
LEGACY



Department of Interior Cert US Fish and Wildlife Service

Participant Work Hours Verification Form

Public Lands Corps
2023

Each section and data field of this form must be completed and certified by the responsible party. The **Program Participant** is defined as the candidate seeking Public Lands Corps Certification. The **Partner Organization** is defined as the non-FWS entity that directly employs the Participant. The **Project Supervisor** is defined as the FWS employee with oversight of the Participant and their project.

NOTE: Individual forms are required for each separate position used to accumulate the 640 required hours. Each form must be signed by their respective project supervisor and partner organization.

Program Participant

Participant Name:

Partner Organization:

Phone Number:

Personal Non-University Email:

Address:

I certify that the information provided is accurate and true. ☐ Yes ☐ No

Program Participant Signature:

Partner Organization Representative

Task Agreement Number:

Partner Organization Address:

Representative Name and Title:

Phone:

Email address:

Start Date of Project:

End Date of Project:

I certify that the information provided is accurate and true. ☐ Yes ☐ No

Partner Organization Representative Signature:

FWS Project Supervisor or Representative

Name and Title:

Duty Station:

Phone:

Email address:

Were at least 120 hours of the participant's project completed on or in support of public lands or Indian lands? ☐ Yes ☐ No

Total Project Hours Completed:

Location of Project:

PLC Project Type (select all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Wildlife and Habitat Management/ Restoration | <input type="checkbox"/> Diversity and Inclusion | <input type="checkbox"/> Invasive Species Removal |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Transportation/ Community Connectedness | <input type="checkbox"/> Climate Mitigation and Resilience |
| <input type="checkbox"/> Wildfire and Fuel Management | <input type="checkbox"/> Infrastructure and Maintenance | <input type="checkbox"/> Trail Building/ Restoration |
| <input type="checkbox"/> Visitor Services | <input type="checkbox"/> Emergency and Natural Disaster | |

Project Duties:

Was the Member's Performance Satisfactory? ☐ Yes ☐ No

Provide details and justification of participant's performance:

I certify the information provided is accurate and true. ☐ Yes ☐ No

FWS Representative or Project Supervisor's Signature:

Working With Different Agencies

**CONSERVATION
LEGACY**



U.S. Department of Agriculture Certificate

The U.S. Department of Agriculture (USDA) issues PLC certificates through the United States Forest Service (USFS).

How are certificates issued?

Certificates are issued through the Regional Office (Northern R1, Rocky Mountain R2, Southwest R3, etc.)

What hours does the USDA accept?

- USDA will accept hours from all federal agencies, as well as state, county, local, and municipal lands.
 - 120 of the 640 hours must be on USFS managed land.
- All hours must be completed on an agreement that provides a 25% partner match. Most Conservation Legacy projects meet this requirement, talk to your Conservation Legacy staff contact or supervisor.

Working With Different Agencies

CONSERVATION
LEGACY



U.S. Department of Agriculture Certificate

How long is the USDA certificate valid for?

- For 2 years from the date the certificate is signed.
 - Example: You did not know project hours you completed 5 years ago were PLC eligible. If you are under the age of 30 (or 35 for military veterans) you can reach out to your previous organization, complete the paperwork, and receive a certificate that is valid for 2 years from the date it was signed.
 - Example: You completed your hours when you were 16 and 17 years old, but the PLC certificate cannot be signed until you turn 18. When you turn 18 you submit your hours and receive a certificate that will be valid for 2 years from the date it was signed.
- Individuals must be onboarded into their agency position **before** their 33rd birthday (or 38th birthday for veterans).
- You cannot request an extension past 2 years.

Working With Different Agencies

**CONSERVATION
LEGACY**



U.S. Department of Agriculture Certificate

What documentation is required?

- PLC Verification Form
 - Filling out the verification form is the responsibility of the individual (you) with signatures and hours verification required from your Conservation Legacy staff contact or supervisor.
 - Once the Work Hours Verification is completed, Conservation Legacy staff will send the completed form to the Lead regional point-of-contact for signature. The Lead is not typically your site supervisor.
 - Once the Lead regional point-of-contact has signed the form they will return the signed form to you. *This process can take a few weeks.



The next slide provides an example of what the PLC Verification Form for the USFS.

Working With Different Agencies

CONSERVATION
LEGACY

U.S. Dept of Agriculture Cert United States Forest Service



  **Forest Service**
U.S. DEPARTMENT OF AGRICULTURE

Workforce Development Partnerships Service Hub | National Partnership Office

Public Lands Corps Verification Form

Instructions

This form is to be completed by the partner organization. Please provide the following information about the Public Lands Corps participant to certify their hours of service under your organization and request issuance of a Public Lands Corps noncompetitive hiring authority certificate of hiring eligibility.



Participant Information

Full name (First Name, Middle Initial, Last Name)		U.S. citizen or permanent resident? (Yes/No)	
Age		Received a high school diploma or equivalent? (Yes/No)	
Email			

Public Lands Corps Service

If the Public Lands Corps participant served at multiple locations, please fill out additional tables accordingly.

Location of service (if applicable)		Location of service (if applicable)	
Number of hours completed		Number of hours completed	
Dates of service		Dates of service	
Agreement number		Agreement number	
Was this a wildfire suppression incident response?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was this a wildfire suppression incident response?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of service (if applicable)		Location of service (if applicable)	

  **Forest Service**
U.S. DEPARTMENT OF AGRICULTURE

Location of service (if applicable)		Location of service (if applicable)	
Number of hours completed		Number of hours completed	
Dates of service		Dates of service	
Agreement number		Agreement number	
Was this a wildfire suppression incident response?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was this a wildfire suppression incident response?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Total Completed Hours

Hours completed on National Forest System land or Indian lands (Must be at least 120 hours)	
Hours completed on other public lands	
Total completed hours (Must be at least 640 hours)	

Signature		Name	
Partner Contact Signature		Partner Contact Name (Print)	
Partner Organization		Email	
Date of Signature			
	MM	DD	YY

Obtaining A Cert - Responsibilities



Obtaining a Certificate

Your Responsibilities:

- Track all applicable hours
- Complete and sign a PLC Verification Form

Conservation Legacy Staff Responsibilities:

- Verify the PLC Verification Form is correct
- Send agency staff completed form(s) for signature

Agency Responsibilities:

- Verify that all requirements have been met
- Sign the certificate and return to the individual

Using The Certificate - USAJobs

The logo for Conservation Legacy, featuring the words "CONSERVATION" and "LEGACY" in white, bold, sans-serif capital letters stacked vertically on a green rectangular background with a white border.

CONSERVATION
LEGACY

Using The Certificate

Once the certificate is issued, you will use USAJobs to find open positions and apply.

When applying for positions:

- USDA positions (USFS) will **ONLY** accept USDA issued certificates.
- DOI positions (NPS, BLM, USFWS) will accept DOI and USDA issued certificates.
 - Since DOI accepts USDA certificates, if you can get a USDA certificate your PLC certificate will be eligible for more positions.

What positions can you apply for?

- **DOI:** seasonal, temporary, and permanent positions.
- **USDA:** permanent positions only.

Using The Certificate - USAJobs

The logo for Conservation Legacy, featuring the words "CONSERVATION" and "LEGACY" in white, bold, sans-serif capital letters stacked vertically on a green rectangular background.

CONSERVATION
LEGACY

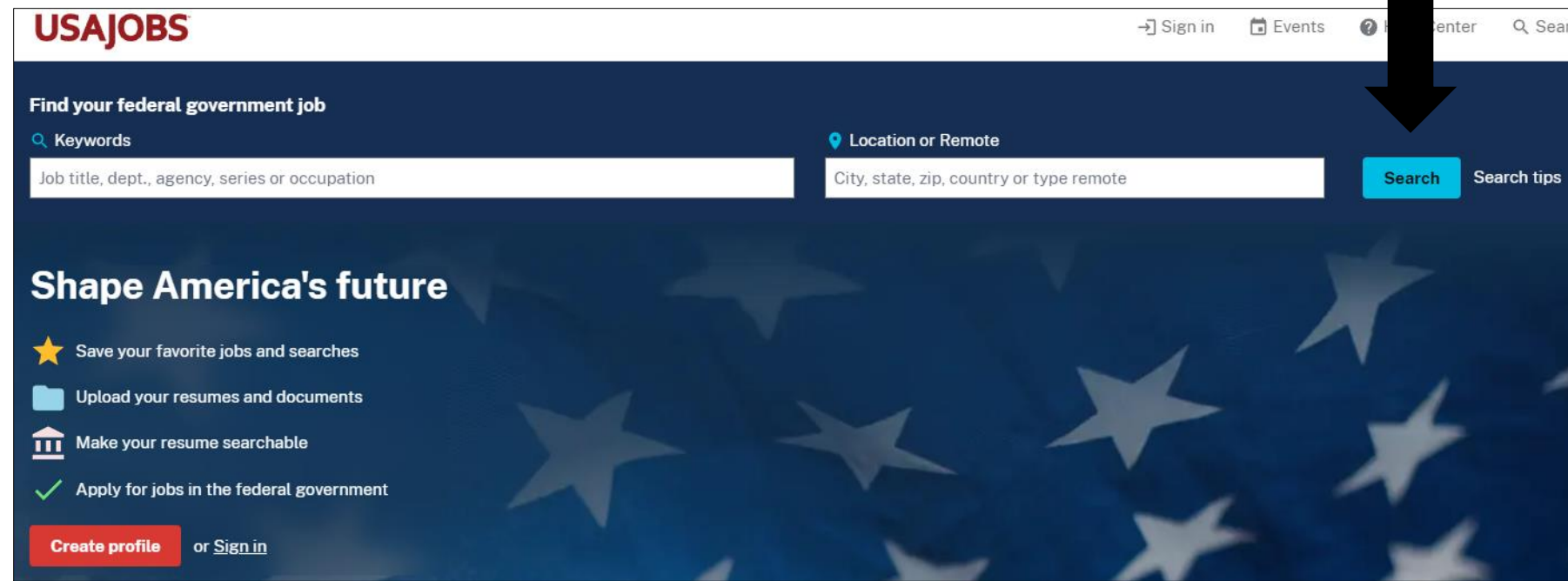
Remember: The PLCHA is **NOT** a direct hire authority.

- You must be qualified for the position.
- You must compete with other qualified candidates.
- You must interview for the position.
- There is no guarantee of a job offer.

Not all positions on USAJobs are eligible to use the PLC certificate. You can still apply for those positions if you are qualified, but your PLC certificate will not provide you a benefit for that position.

How To Find Eligible Jobs

1. Go to www.USAJobs.gov
2. Click “Search” (You do not need to enter anything into “Keywords” or “Location or Remote”)



The screenshot shows the USAJobs website interface. At the top, the USAJOBS logo is on the left, and navigation links for Sign in, Events, and Help are on the right. Below the logo, the heading "Find your federal government job" is displayed. There are two search input fields: "Keywords" with the placeholder text "Job title, dept., agency, series or occupation" and "Location or Remote" with the placeholder text "City, state, zip, country or type remote". A blue "Search" button is located to the right of the "Location or Remote" field, with a "Search tips" link next to it. A large black arrow points down to the "Search" button. Below the search fields, the heading "Shape America's future" is followed by four icons and their corresponding actions: a star for "Save your favorite jobs and searches", a folder for "Upload your resumes and documents", a building for "Make your resume searchable", and a checkmark for "Apply for jobs in the federal government". At the bottom, there is a red "Create profile" button and a link for "or Sign in".

Using The Certificate - USAJobs

3. Identify jobs you are eligible to use the PLC Certificate for by filtering by “Hiring Path” and selecting “Special Authorities”.

4. On the same filter page filter by “Department and Agency” – remember not all agencies accept PLC certificates issued by other agencies.

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

5. Browse the positions that come up and select one that you are interested in applying for.

Filters [Expand all](#)

Remote jobs	+
Appointment type	+
Department and agency	+
Hiring path	+
Location	+

Top filters **More filters**

Hiring path

[Select all](#)

☐ Open to the public (12354)

Federal employees (25443)

☐ Competitive service (5498)

☐ Excepted service (3192)

☐ Internal to an agency (5469)

☐ Career transition (CTAP, ICTAP, RPL) (7546)

☐ Land & base management (3738)

Armed forces (11595)

☐ Veterans (5566)

☐ Military spouses (4741)

☐ National Guard & reserves (1288)

Students & recent graduates (447)

☐ Students (255)

☐ Recent graduates (192)

Senior executives (128)

☐ Senior executives (128)

Additional paths (9861)

☐ Individuals with disabilities (3172)

☐ Family of overseas employees (1663)

☐ Native Americans (102)

☐ Peace Corps & AmeriCorps Vista (2017)

☒ **Special authorities** (2107)

6. Read the position announcement thoroughly – the position needs to explicitly state Public Land Corps. Here are two examples of what it might look like in a position announcement.

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 county 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

7. Under “Required Documents” (Scroll down in the position announcement), there will be instructions concerning what documents need to be submitted to use the PLC Certificate.
 - If all required documents are not submitted, your PLC Certificate will not be considered.
8. Apply for the job!

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](#).



Conservation Legacy Resources

Resources Available to You

Reach out to your Conservation Legacy staff contact or supervisor for copies of the following documents:

1. PLC Resource Manual: All information covered in this training is taken from the resource manual
2. Verification of Work Hours Forms for the following agencies: USFS, BLM, NPS, USFWS
3. Agency policy documents
4. Agency contacts

Questions?

