

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**PUBLIC LAND CORPS  
PARTICIPANT VERIFICATION OF WORK HOURS FORM**

<b>Section 1: Participant Information</b>	
First, Last Legal Name:	
Mailing Address:	City/State/Zip:
Phone Number:	Email:
<b>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.</b>	
Participant Signature _____ Date _____	
<b>ONCE SIGNED SKIP TO SECTION 4</b>	
<b>Section 2: Partner Organization (TO BE COMPLETED BY PARTNER ORG)</b>	
Partner Organization Name:	
Mailing Address:	City/State/Zip:
Project Supervisor Name:	Title:
Project Supervisor Phone:	Email:
Assistance Agreement #:	
<b>Section 3: Project Information (TO BE COMPLETED BY PARTNER ORG)</b>	
Start and End Date of Project: _____ to: _____	
Project Type: <input type="checkbox"/> Conservation <input type="checkbox"/> Restoration <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Construction	
Did this project take place on or in support of public lands or Indian lands? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did the participant complete at least 120 hours on or in support of eligible service lands:    Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how many hours?
Total PLC Project hours including those hours working on public and/or tribal lands:	
Was the participant's performance satisfactory? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Provide details and justification of participants performance:	
<b>By signing, I certify the information provided is accurate, complete, and true. I have reviewed and approve the PLC participant's work log and the PLC participant, PLC project, and qualifying youth corps, which I represent, meets the eligibility criteria under the Public Lands Corps (PLC) program established under section 1723 of title 16, United States Code.</b>	
Signature:	Date

## 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 <small>Ex: Conservation, Restoration, Construction, or Rehabilitation</small>	Project Duties <small>Describe project duties details. List the main work duties and how the project relates to an appropriate conservation project*</small>	Hours

*\*Any project for the conservation, restoration, construction, or rehabilitation of natural, cultural, historic, archaeological, recreational, or scenic resources, in accordance with 16 USC1722.*

**Total:** \_\_\_\_\_

Work Log Page: \_\_\_\_ of \_\_\_\_

## PLC Participant Work Log

Participant First, Last Legal Name: \_\_\_\_\_

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

Work Log Page: \_\_\_\_ of \_\_\_\_

**Total:** \_\_\_\_\_

## Privacy Act Notice

### **Authority**

The authority to collect this information is derived from the Public Lands Corps Hiring Authority, which is authorized by Congress under Title 16 United States Code (USC) Sec. 1721-1726, Public Law 109-154, PLC Healthy Forest Restoration Act of 2005 (amends the PLC Act of 1993). The authorization permits the Secretary of the Department of the Interior (DOI) to grant members of the PLC credit for time served with the PLC, which may be used towards future Federal hiring; and provide former members of the PLC noncompetitive hiring status for a period of not more than two years after completion of required PLC service. The United States (U.S.) DOI Personnel Bulletin No. 21-09 (dated November 5, 2021) outlines the Departmental Policy on the PLC Hiring Authority.

### **Purpose and Uses**

The information provided on this form will be used to track hours worked by individual Public Lands Corps (PLC) members to determine their eligibility for noncompetitive hiring status for 2 years, according to policy described in DOI Personnel Bulletin 21-09. The information may be available to BLM and DOI staff involved in PLC project oversight and partnership coordination, as well as staff from Human Resource offices who review applications for employment. Staff from qualified youth and conservation corps may also have access to the information on this form. The information is protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

### **Effect of Non-Disclosure**

Disclosure of the information on this form is voluntary. However, because the individual providing the information may seek noncompetitive hiring status with DOI, failure to disclose requested information may result in denial of that status.

## **Instructions to Complete Public Land Corps (PLC) Work Hours Verification and attached Work Log**

*Complete a form and work log for each qualified conservation project. Due to the nature of working on multiple projects that are not individually 640 hours in length, there is a strong probability that participants will have multiple forms completed. When accumulated the total necessary hours requirement (640 hours with at least 120 hours being PLC hours) must be met before issuance of a non-competitive eligibility certificate. Likewise, a non-competitive eligibility certificate can only be issued to former PLC members, therefore, a certificate cannot be issued if the PLC participant is still working on their PLC project (even if the 640 hours requirement has been met).*

### Participant Information: To be completed by the participant or partner organization

- Enter Legal Name (do not use nick names).
- Enter mailing address.
- Enter phone number where you can be contacted if additional information is needed.
- Enter an email where you can be contacted and receive information (preferably not a government or school email address).
- Signature certifying that information is true and accurate and that the work log is attached (enter date signed as well).

### Partner Organization: To be completed by the partner organization

- Enter name of organization.
- Enter mailing address.
- Enter name of someone at partner organization that can verify time worked on the work hours verification form. This individual may or may not know the Task Agreement number. If individual does not know the Task Agreement number, they must contact someone in the organization that can assist with providing it.
- Enter the phone number where the partner supervisor can be contacted for information verification/clarification.
- Enter the email address where the partner supervisor can be contacted for information verification/clarification.
- Enter the financial Assistance Task Agreement number that is associated with the project on which the participant is working. If the project is being used to satisfy Public Land Corps service requirements, the Task Agreement must cite the legal authority that references the Public Lands Corps Authority.

### Project Information: To be completed by partner organization.

- Enter the start and end dates for the project.
- Check the applicable box for the type(s) of work that the project entailed. More than one box can be checked.
- Answer if the project met the PLC requirement of containing work that was performed on or in support of public, Indian, or Hawaiian homelands as defined in [16 U.S. Code Subchapter II](#). Public lands means any lands or waters (or interest therein) owned or administered by the United States, except that such term does not include any Indian lands. Indian Lands means (A) any Indian reservation; (B) any public domain Indian allotments; (C) any former Indian reservation in the State of Oklahoma; (D) any land held by incorporated Native groups, regional corporations, and village corporations under the Alaska Native Claims Settlement Act [43 U.S.C. 1601 et seq.]; and (E) any land held by dependent Indian communities within the borders of the United States

whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a State. Hawaiian home lands means all lands given the status of Hawaiian home lands under section 204 of the Hawaiian Homes Commission Act, 1920 (42 Stat. 110), or under the corresponding provision of the Constitution of the State of Hawaii adopted under section 4 of the Act entitled “An Act to provide for the admission of the State of Hawaii into the Union,” approved March 18, 1959 (Public Law 86–3; 73 Stat. 5).

- Participants must successfully complete 640 hours that include at least 120 hours on federal lands through the Public Lands Corp. Answer whether or not the participant has completed at least 120 hours on or in support of eligible service lands followed by total number of hours.
- Projects may contain work that does not meet criteria to be classified as PLC hours (e.g. work performed was not on or in support of public, Indian, or Hawaiian home lands; type of work is not considered an appropriate conservation project as defined in [16 U.S. Code Subchapter II.](#)) Appropriate Conservation Project means any project for the conservation, restoration, construction, or rehabilitation of natural, cultural, historic, archaeological, recreational, or scenic resources. Enter the total number of hours classified as PLC hours.
- Answer whether or not the participant’s performance was satisfactory. There is no standard performance appraisal process for PLC members, therefore this question should be answered based on what supervisor’s/mentor’s consider satisfactory (e.g. work was generally performed on time, and outcomes were as expected, participant followed instructions, etc.). As a note, remember that these are more developmental positions and PLC participants are not being rated as government employees.
- Provide details/justification to support why or why not the participant’s work was marked as satisfactory.
- Signature certifying that the information provided is true and accurate.

#### Work Log: To be completed by the participant

- Enter Legal name
- Enter name of partner organization.
- Enter the primary BLM field or district office.
- Enter name of supervisor/mentor at BLM site. This can also be the local supervisor/mentor of a non-BLM worksite where the participant is performing service (this is different than the partner organization supervisor).
- Enter position title of supervisor/mentor.
- Enter the phone number where the supervisor/mentor can be contacted for information verification/clarification.
- Enter the email address where the supervisor/mentor can be contacted for information verification/clarification.
- Enter the specific location where the work duties were performed.
- Enter timeframe for work duties as weekly or specific dates. For example, 5/9/22 – 5/13/22 or 5/9/22, 5/11/22, and 5/13/22. If the same work was done for a full week, you don’t need to list out the specific dates. If alternating duties between dates, using the specific dates would be more accurate.
- Enter whether the work duties were performed on the field or in an office setting.
- Enter the project type you performed, this could include, but is not limited to, conservation, restoration, construction, or rehabilitation work.
- Enter the work duties that you performed. Be as specific as possible and make sure that if it was related to an appropriate conservation project, the description contains the necessary information to correlate to that. For example, planted native species to restore prairie lands; or assisted in construction of trail realignment.
- Enter the number of hours spent doing the duties.