

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 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).
- Enter mailing 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.

Supervisor/Mentor: To be completed by the supervisor/mentor from NPS (or another bureau or agency)

- Enter name of supervisor/mentor at NPS site. This can also be the local supervisor/mentor of a non NPS 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.

Project Information

- 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, the participant may perform work in different locations than the home park. Locations of where work is performed must be specified in the participant’s attached work log.
- Enter the city and state where the park/office is located.
- Enter the start and end dates for the project.
- 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).
- Check the applicable box for the type(s) of work that the project entailed. More than one box can be checked.
- 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 number of hours classified as PLC hours and then enter the number or hours classified as non-PLC hours. Add the two types of hours together to get the total project hours that must be entered.
- 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 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 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 specific location where the work duties were performed. For example, *Bear Lake Trail, Rocky Mountains or Big Bend visitor center.*
- Enter the number of hours spent doing the duties.