

Application

OMB Control No 1018-0115
Expires 06/30/08

Mail or fax application to:
Registrar, USFWS-NCTC
698 Conservation Way
Shepherdstown, WV 25443
304/876 7200 Fax: 304/876 7202
<http://training.fws.gov/>

U.S. Fish and Wildlife Service

National Conservation Training Center



COURSE INFORMATION: PLEASE PRINT

Course Code	Course Name
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Course Date:	Course Location	If course is at NCTC, will you be : <input type="checkbox"/> Commuting <input type="checkbox"/> On-Site Accommodations
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APPLICANT INFORMATION: PLEASE PRINT

Agency	Check One							
<input type="checkbox"/> FWS	<input type="checkbox"/> BLM	<input type="checkbox"/> Other DOI	<input type="checkbox"/> Other Federal	<input type="checkbox"/> State/Local Agency	<input type="checkbox"/> Private Indiv/Business	<input type="checkbox"/> University		
<input type="checkbox"/> NPS	<input type="checkbox"/> OSM	<input type="checkbox"/> USDA, Forest Svc	<input type="checkbox"/> Tribal	<input type="checkbox"/> Public Municipality	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> International		

Name	SSN**	Federal Series Grade:
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**Information is voluntary and applications will not be rejected if not supplied. It is used internally for registration and billing and is not disclosed to other sources.

Organization/Agency Name	Job Title:
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Section/Division	Organization Code (DOI Only)
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Mailing Address	FWS Region & Program (FWS only)
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City/State	Zip Code
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Email Address	Business Phone	Business Fax
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Supervisor Name	Supervisor Email	Supervisor Phone
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Supervisor Signature	Special Needs Or Requirements?
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BILLING/PAYMENT INFORMATION - MUST BE COMPLETE TO PROCESS YOUR APPLICATION

Billing Contact Name:	Billing Contact Phone & Fax
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Billing Contact Organization Name	Agency/Org Tax ID # or DUNS #
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Mailing Address	City/State Zip Code
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Credit Card Number	Expiration Date	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
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Payment Method <input type="checkbox"/> Credit Card <input type="checkbox"/> Federal SF182 (IPAC) <input type="checkbox"/> Interagency Agreement

IF YOU NEED TO CANCEL YOUR REGISTRATION, please e-mail or fax your cancellation request, including a reason for cancellation, to the appropriate Course Coordinator or to the Course Registrar at NCTC_Registrar@fws.gov. Cancellation requests should be made more than 14 days prior to class start date to avoid late cancellation penalty fees.

The Privacy Act of 1974; Statute Title 5, US Code, Chapter 41; Section 5, C.F.R., part 410; and 131 & 231 FW1 Training Management Policy and Responsibilities, authorizes the collection of this information. This data will be used to validate training records and meet statistical reporting requirements to Office of Personnel Management, Human Resources, and Office of Management and Budget.

APPLICATION FOR FEDERAL NATIONAL CONSERVATION TRAINING CENTER
FISH AND WILDLIFE TRAINING

NOTE: THIS PAGE DOES NOT NEED TO ACCOMPANY THE APPLICATION WHEN SUBMITTED TO THE REGISTRAR

PAPERWORK REDUCTION ACT AND THE PRIVACY ACT - NOTICES

IN ACCORDANCE WITH THE PAPERWORK REDUCTION ACT OF 1995 (44 U.S.C. 3501, ET SEQ.) AND THE PRIVACY ACT OF 1974 (5 U.S.C. 552A), PLEASE BE ADVISED THAT:

1. The gathering of information on personnel training activities is authorized by:
 - (a) The Privacy Act of 1974;
 - (b) Statute Title 5, US Code, Chapter 41;
 - (c) Section 5, C.F.R., part 410;
 - (d) and 231 FW1 Training Management Policy and Responsibilities, authorizes the collection of this information.
2. Supplying your Social Security Number as requested in this form is purely voluntary; however, failure to provide all requested information could cause administrative delays when requesting transcripts. This information is used primarily to verify the identity of the applicants and to avoid duplications within our system of records. U.S. Fish and Wildlife Service, National Conservation Training Center will not refuse to process the application if this information is not supplied. (Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.)
3. The National Conservation Training Center - Training Application training authorized under (a) The Privacy Act of 1974; (b) Statute Title 5, US Code, Chapter 41; (c) Section 5, C.F.R., part 410; (d) and 231 FW1 Training Management Policy and Responsibilities, authorizes the collection of this information and will be published in the Federal Register as required.
4. Routine use disclosures are used solely as a statistical research or reporting and is transferred in a form that is not individually identifiable. Non routine use disclosures will follow the requirement's of "The Privacy Act of 1974 5 U.S.C. 522a (b) conditions of disclosure" such as under the following conditions:
 - To officers and employees who have a need in performance of their duties;
 - To representatives for civil or criminal law relating to enforcement activity or pursuant to the order of a court;
 - To the House of Congress or committee or joint committee of Congress;
 - To the Comptroller General or any of her authorized representatives;
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the information.
6. The public reporting burden for this information collection varies with the convenient availability of the requested information. The relevant burden for the Training application is 3 to 12 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington, D.C. 20240.

Freedom of Information Act - Notice

For organization, businesses, or individuals operating as a business, we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page, and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

Application Processing Fee

The US Fish and Wildlife Service, National Conservation Training Center does not collect an application-processing fee.