

# Training Application

# U.S. Fish and Wildlife Service

OMB Control No 1018-0115

Expires: 12/31/2014

Mail, fax or e-mail application to:

Learning Management System Administrator

USFWS/NCTC

698 Conservation Way Shepherdstown, WV 25443

Phone: 304/870-7101 Fax: 304/876-7202

E-mail: [nctc\\_training@fws.gov](mailto:nctc_training@fws.gov) Web: <http://nctc.fws.gov>

## National Conservation Training Center



### COURSE INFORMATION: PLEASE PRINT

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_ Course Location: \_\_\_\_\_ If course is at NCTC, will you be:  
 Commuting  On-Site Accommodations

### APPLICANT INFORMATION: PLEASE PRINT

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

Name (Last, First, MI) \_\_\_\_\_ Federal Series/Grade: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_

Section/Division \_\_\_\_\_ Organization Code (DOI Only) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ FWS Region & Program: (FWS only) \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Have you ever been affiliated with a DOI Bureau in the past? Yes No If so, which Bureau?

Supervisor Name: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Special Needs Or Requirements? \_\_\_\_\_

### BILLING/PAYMENT INFORMATION – MUST BE COMPLETE TO PROCESS YOUR APPLICATION

1. Billing Contact Name: \_\_\_\_\_ 2. Billing Contact Phone & E-mail: \_\_\_\_\_

3. Billing Contact Organization: \_\_\_\_\_ 4. ALC or Org Tax ID #: \_\_\_\_\_

5. DUNS #: \_\_\_\_\_

6. Mailing Address: \_\_\_\_\_ 7. City/State Zip Code: \_\_\_\_\_

8. Credit Card Number, Funding Code or Voucher Number \_\_\_\_\_ 9. Expiration Date: \_\_\_\_\_

Payment Method:  Credit Card (1, 2, 3, 6, 7, 8 & 9)  Federal SF182 (IPAC)(1, 2, 3, 4, 5, & 8)  Interagency Agreement (1, 2, 3, 4 & 8)  Invoice (1, 2, 4, 5, 6, 7) We do not invoice other gov't agencies

To securely provide credit card information call 304/870-7101.

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\\_training@fws.gov](mailto:nctc_training@fws.gov). Cancellation requests should be made more than 4 weeks 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. Information requested in this form is purely voluntary, however, submission of requested information is required in order to process applications for training courses authorized under the above acts. Failure to provide all requested information is sufficient cause for the U.S. Fish and Wildlife Service, National Conservation Training Center to deny an applicant a place in a course. (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 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.