



U.S. Fish and Wildlife Service National Conservation Training Center Tribal Voucher Program Guidance

Introduction

The U.S. Fish and Wildlife Service's (Service) [National Conservation Training Center](#) (NCTC) Tribal Voucher Program was created by the Service's Headquarters [Native American Programs](#) in partnership with NCTC to provide federally recognized Tribal natural resource professionals / employees an opportunity to attend NCTC-sponsored training through financial assistance. Training is offered in the classroom at the NCTC campus in Shepherdstown, West Virginia, held remotely at various locations throughout the country and/or offered online – see [NCTC Course Guide](#) for additional course information.

Eligibility

Only Tribal professionals/employees and/or *Tribal consortium professionals/employees employed by a federally recognized Tribe and/or a Tribal consortium may request tuition assistance through the NCTC Tribal Voucher Program.

**The Tribal consortium must represent federally recognized Tribes in order to be eligible to participate in the NCTC Tribal Voucher Program.*

NCTC Tribal Voucher Selection Process

As fiscal resources allow, a limited number of prepaid vouchers are available on a first-come first-serve basis through the NCTC Tribal Voucher Program. Priority will be given to Tribal professionals/employees employed by federally recognized Tribes and limited to two (2) NCTC Tribal Vouchers per federally recognized Tribe per calendar year.

Though the NCTC Tribal Voucher Program focuses on providing tuition assistance to federally recognized Tribes, the Headquarters Native American Programs also recognizes the importance of the Tribal consortiums' role in support of fish and wildlife conservation in Indian country. Therefore, at our discretion, we will consider NCTC Tribal Voucher requests from Tribal consortiums on a case-by-case basis as fiscal resources allow.

NCTC Tuition Assistance

For training held at the NCTC campus in Shepherdstown, WV:

The NCTC Tribal Voucher Program covers tuition/lodging/meals costs associated with a class (not to exceed two weeks in length). The NCTC Tribal Voucher Program does NOT fund travel to and from the NCTC.

For training held at locations other than the NCTC:

For NCTC classes held remotely and geographically away from the NCTC Campus in Shepherdstown, WV, the Tribal Voucher Program ONLY covers tuition costs and does NOT fund travel, lodging and meals.

Selecting an NCTC Training Course

1. Visit the [NCTC Course Guide](#) website to view and select a desired training course by browsing the NCTC course catalog or course guide.
2. Contact the NCTC class contact to see if the particular course is still being offered and confirm there is still room for Tribal participation at the particular training course.
3. If there is room for Tribal participation, contact one of the NCTC Tribal Voucher Program Contacts below to discuss tuition voucher availability and approval.

Registering for an NCTC Training Course through [DOI Talent](#)

1. Request and create a new account on DOI Talent – see Appendix A.
2. Registering for an NCTC training class through DOI Talent – see Appendix B.

Additional NCTC Information

[NCTC Campus Information](#)

[Frequently Asked Questions](#)

[NCTC Tribal Government Flyer](#)

NCTC Tribal Voucher Program Contacts

Service Headquarters Native American Programs:

Scott Aikin (National Native American Programs Coordinator)

(360) 604-2531

scott_aikin@fws.gov

and

D.J. Monette (Associate Native American Liaison Advisor)

(413) 244-4495

dj_monette@fws.gov

Appendix A
Request and Create a New Account on [DOI Talent](#)

How to Request an External DOI Talent Account:

If you are not a DOI employee and you need to create a DOI talent account, please follow the instructions below:

1. Click this link: <https://doitalent.abc.doi.gov/login/signup.php>
2. Create a username. Your username must be the **email address** where you would like to receive system notifications from DOI Talent.
3. Choose a password. Your password must be:
 - at least 12 characters long,
 - contain at least 1 number,
 - at least 1 lower case letter,
 - at least 1 upper case letter, and at least 1 alphanumeric character (i.e. #, -, !). Click the “Unmask,” box to see your password and write it down.

▼ Choose your username and password

Username*

The password must have at least 12 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password **Unmask**

4. Next, fill out the **More details** section. Be sure to fill out every field, even if it does not have a red asterisk next to it.

▼ More details

Email address*

First name*

Last name*

City/town

Country

Organization Name

5. Click on **Other fields** to expand the next section.

▼ More details

Email address*

First name*

Last name*

City/town

Country

Organization Name

▶ Other fields

6. Complete all of the **Other fields** sections except for "Domain ID". **LEAVE THE DOMAIN ID FIELD BLANK!**

▼ Other fields

Domain ID

- For Bureau in the drop down menu, select the Bureau that is offering the course you want to attend.
- For Affiliation, select the option in the drop down menu that most closely matches your situation.
- In the comments field, include the **course name and number** you want to register for. Also indicate if you have ever been a DOI contractor, volunteer, or employee.

▼ Other fields

Postal Address City

Postal Address State

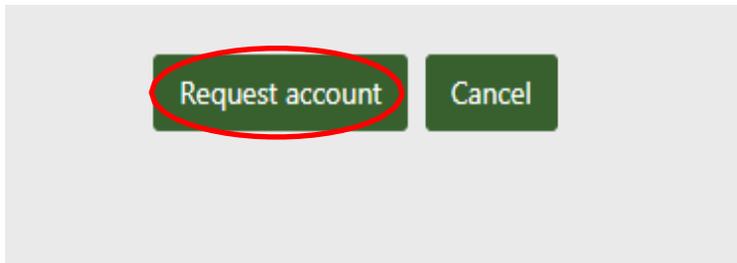
Postal Address Zip Code

Bureau

Affiliation

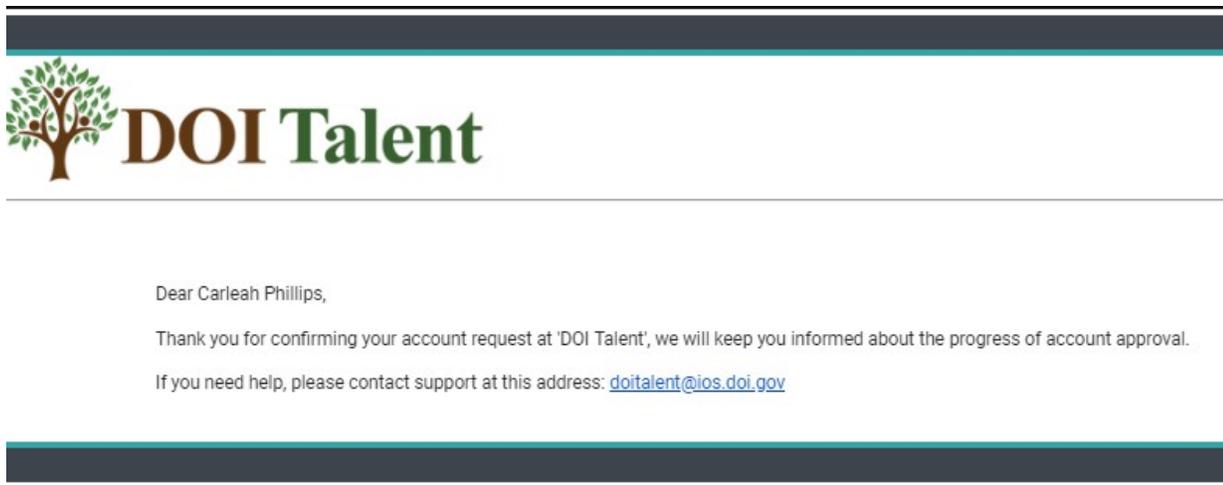
Comments

7. Click **Request account**. Account requests may take up to 10 days to process.

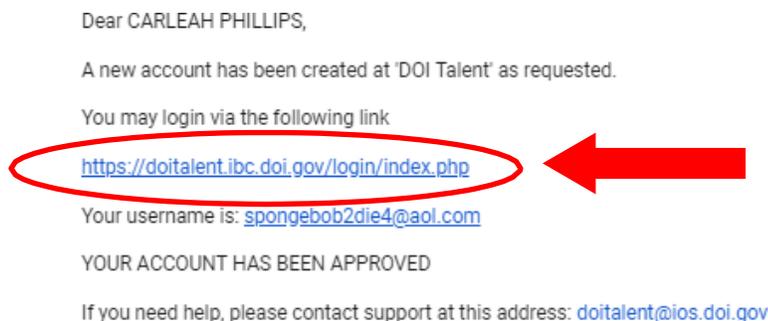


IMPORTANT – If you do not complete all of the required fields your account request will be rejected and you will have to start this process over, so pay attention and ensure you have completed every field in its entirety.

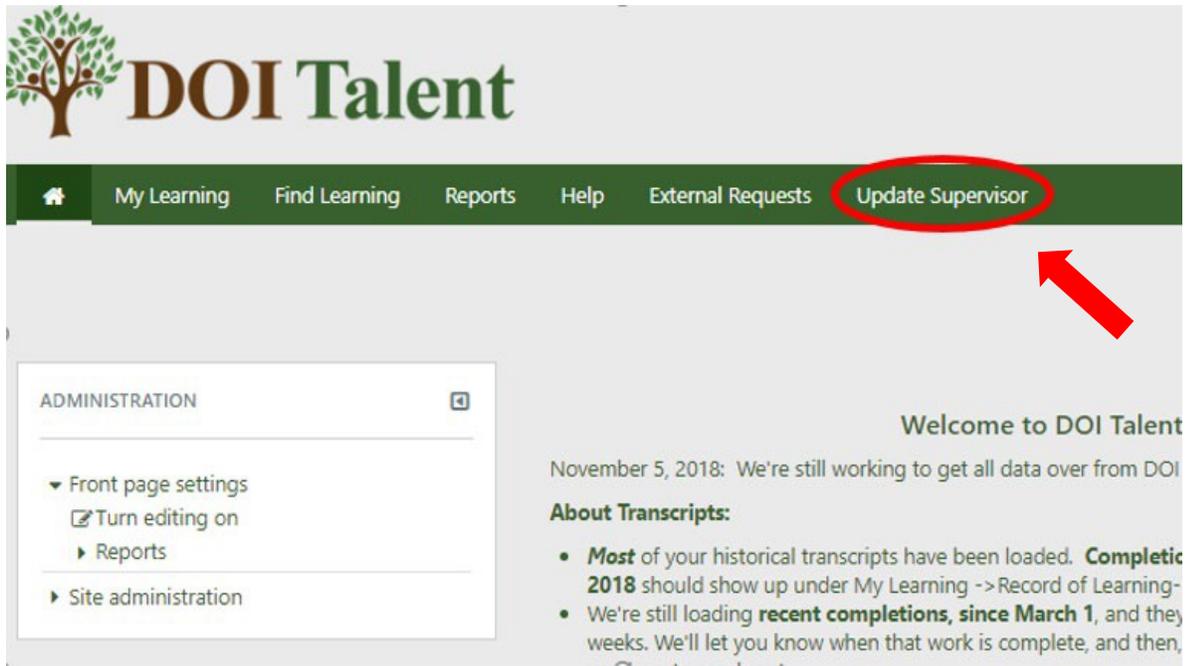
8. After clicking Request account, you will receive an email from DOI Talent requesting that you confirm your email address. If you do not see the email in your inbox, check your spam folder. Once your account has been confirmed you will receive an email that looks like this:



9. Once your account is approved, you will receive another email from DOI Talent with a link to the homepage. **Click the link** and login into your new account using the username and password you have previously established.

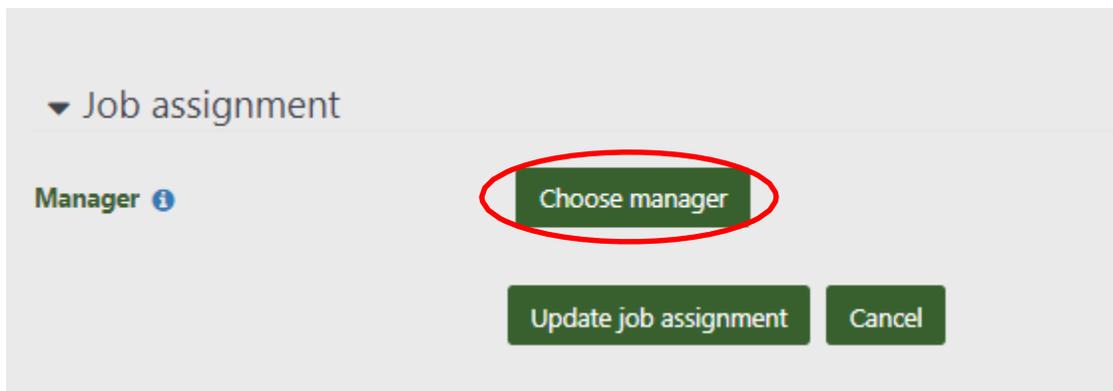


10. After logging in, click **Update Supervisor**.



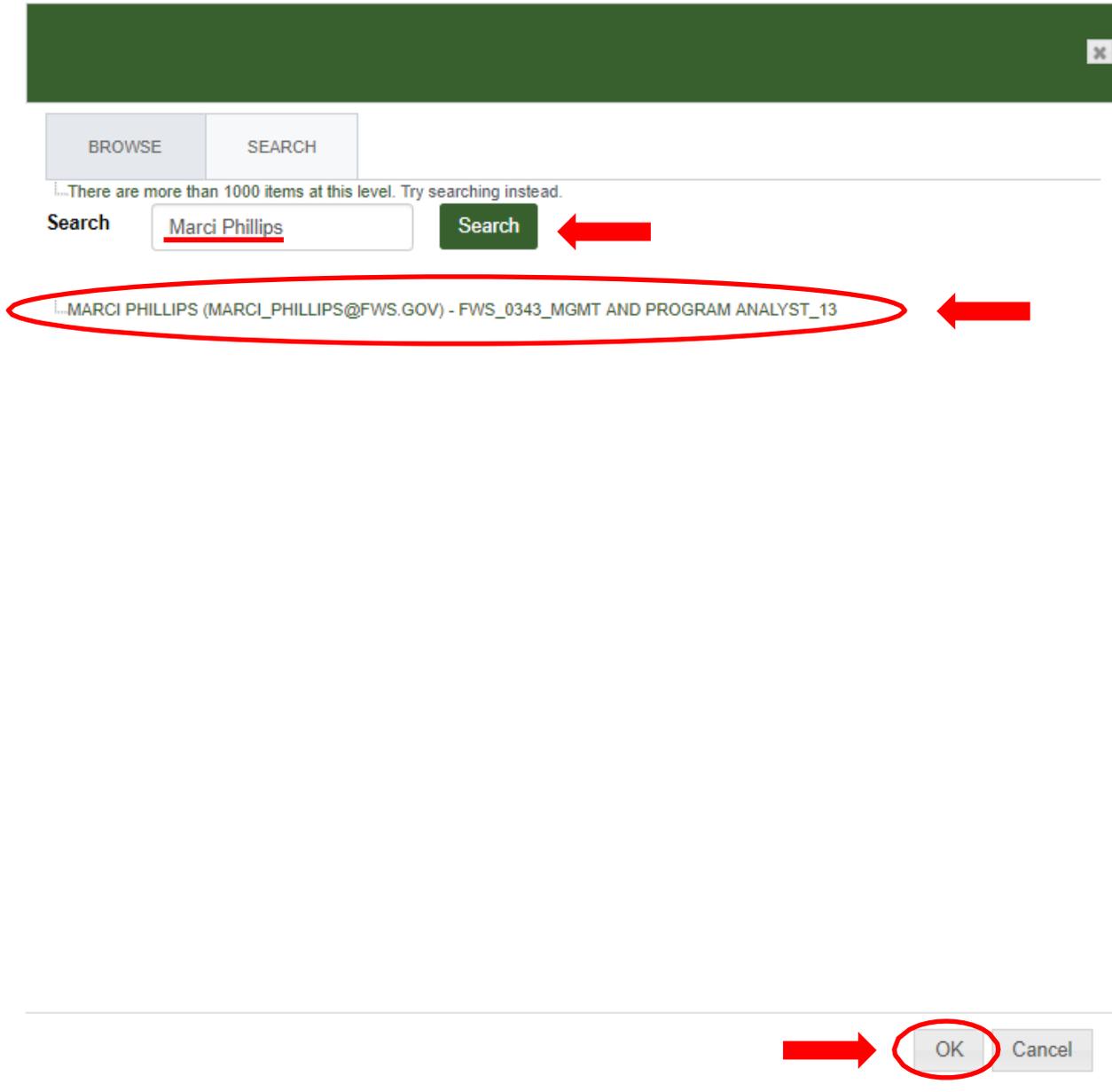
11. Click **Choose manager**. The search window may take a few moments to load. Once it has loaded, click the **Search** tab.

If clicking Update Supervisor brings you to your DOI Talent Profile instead of the screenshot below, please skip to Step 14

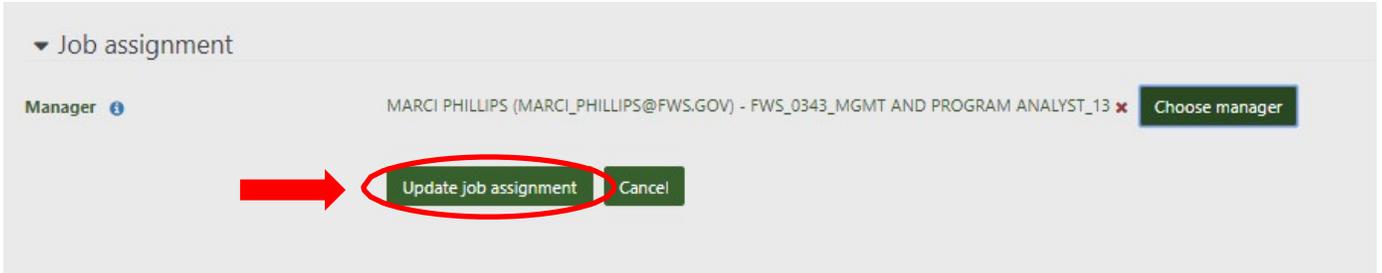


12. Search for **Marci Phillips** and select her as your manger. Make sure you click **OK** at the bottom of the window.

NOTE: All DOI *and* external participants must receive manager approval to enroll in courses that enroll require manager approval. Marci Phillips manages external user requests, so she must be designated as your manager in order for you to enroll in courses that require manager approval.

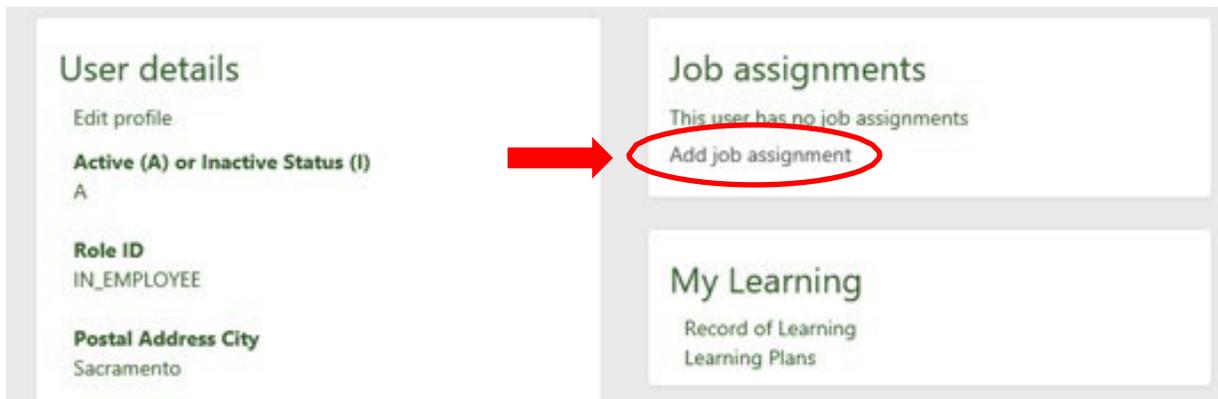


13. Click **Update job assignment** to save **Marci Phillips** as your manager. If you do not do this step, she will not be able to approve your training request.



You may now submit training requests.

14. Continued from Step 11: You have clicked the **Update Supervisor** button and you are now at your **DOI Talent Profile**. Click **Add job assignment**.



15. Fill out your **Full Name** and **Short name** (if you have one). For **ID Number**, put **1234**.

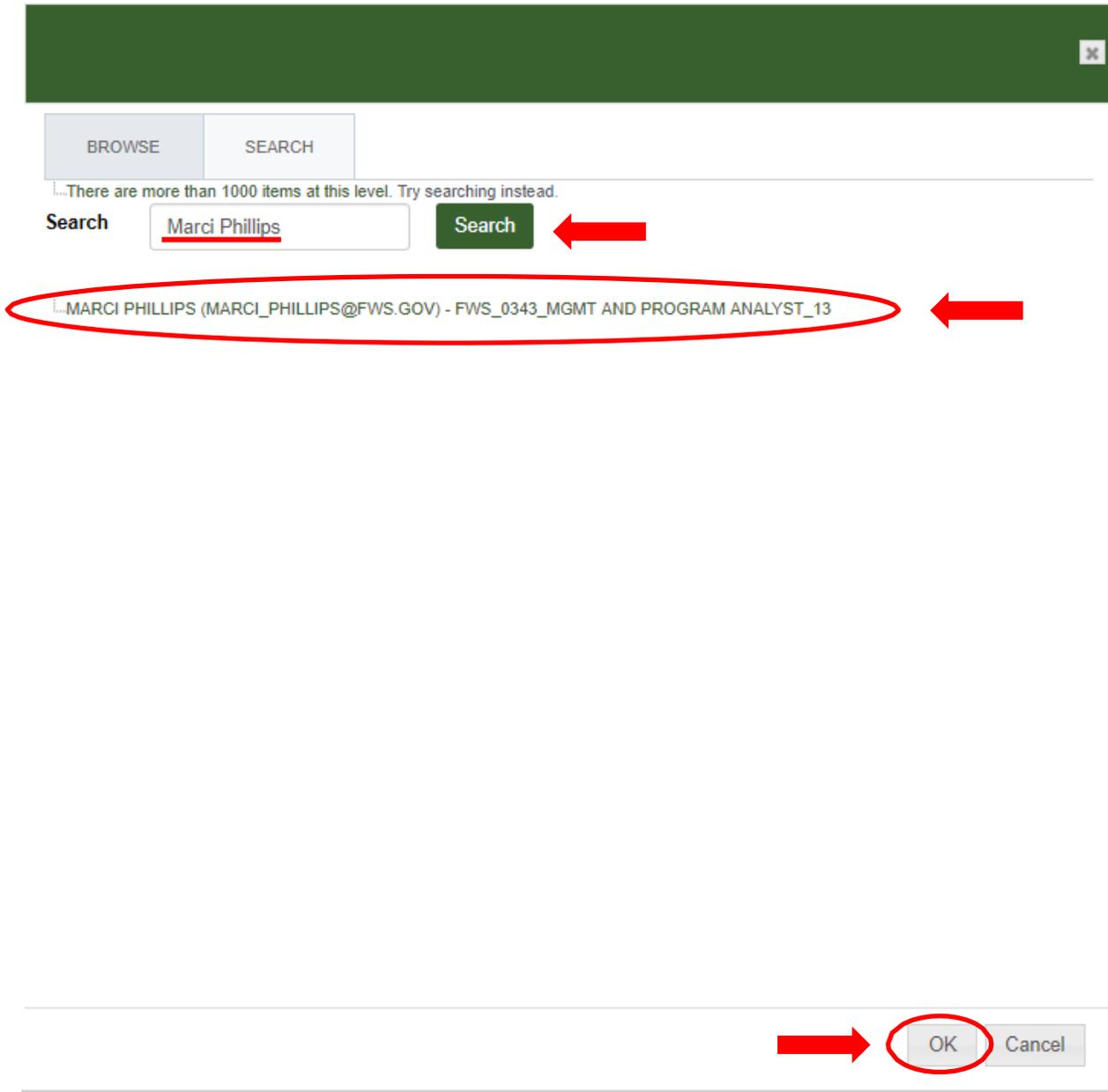
A screenshot of a "Job assignment" form. At the top, it says "There are required fields in this form marked". Below the title "Job assignment", there are three input fields. The first is labeled "Full name" and is empty. The second is labeled "Short name" and is empty. The third is labeled "ID Number" and contains the text "1234". Red arrows point to each of the three input fields.

16. Click **Choose manager**.

The image shows a web form for job assignment with the following fields and controls:

- Position**:
- Organization**:
- HR Reviewer**:
- Manager**: (This row is circled in red, and a red arrow points to the button.)
- Temporary manager**:
 - Temporary manager expiry date**: **Enable**
- HR Import**:
- Bottom buttons:

17. Search for **Marci Phillips** and select her as your manger. Click **OK** at the bottom of the window.



18. **Marci Phillips** will now show up as your manager. Click **Add job assignment** to save your changes.

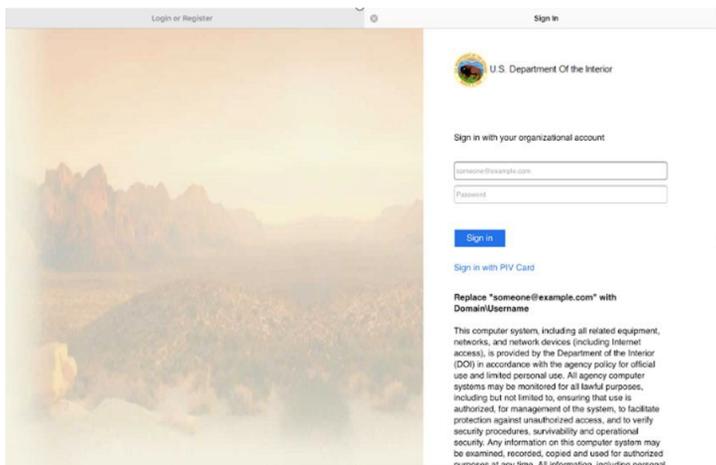
The screenshot shows a web form for job assignment. The fields are: Position (Choose position), Organization (Choose organization), HR Reviewer (Choose HR Reviewer), Manager (MARCI PHILLIPS - FWS_0343_MGMT AND PROGRAM ANALYST_13, Choose manager), Temporary manager (Temporary manager expiry date: 21, February, 2019, Enable checkbox), and HR Import (checkbox). A red oval highlights the Manager field, and another red oval highlights the 'Add job assignment' button, with a red arrow pointing to it.

You may now submit training requests.

External DOI Talent Account – Troubleshoot Login Page

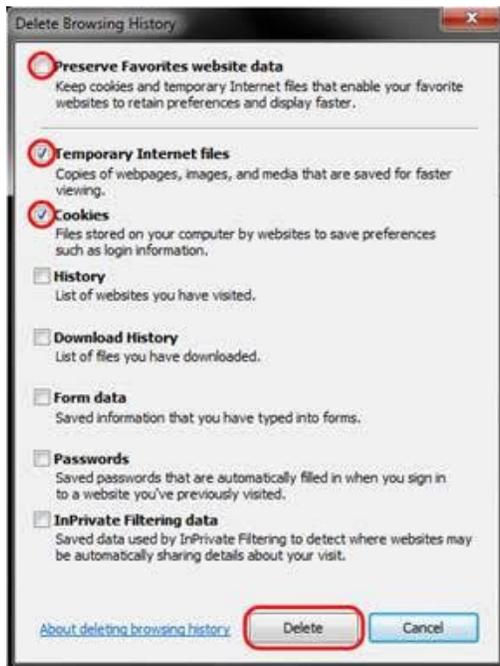
If you have been granted a DOI Talent account and have been given a user name a password to login but you are still have trouble logging in check for the following:

- 1) Are you seeing a login page that looks like this? If yes go to next step. **IF NO?**

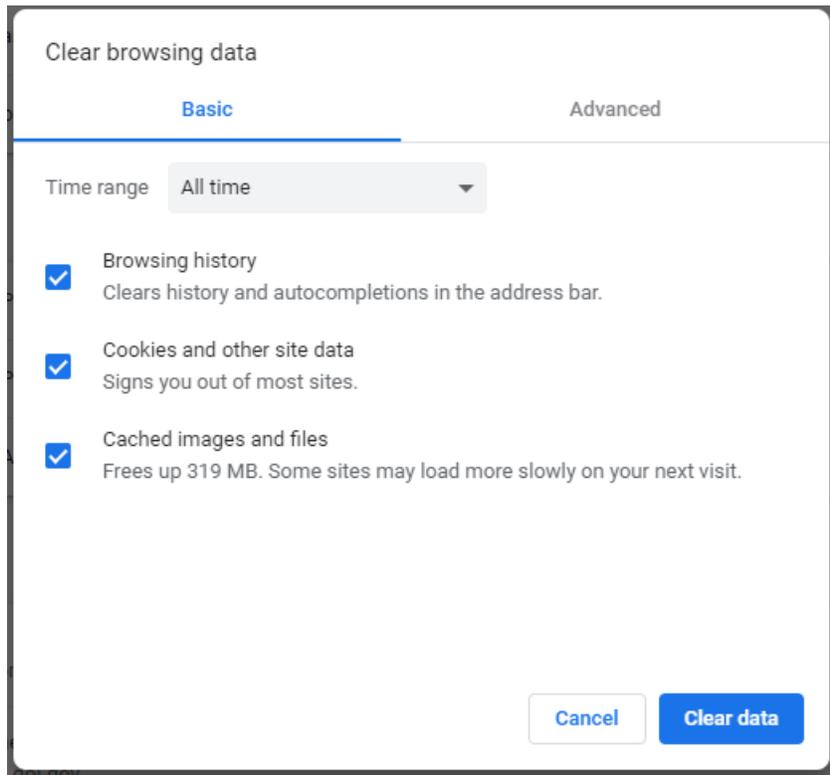


- 2) Clear your browser cache:

[For Internet Explorer: **Ctrl + Shft + Delete** > Uncheck **Preserve Favorites**, Check **Temp Internet files**, Check **Cookies** > **Delete**]

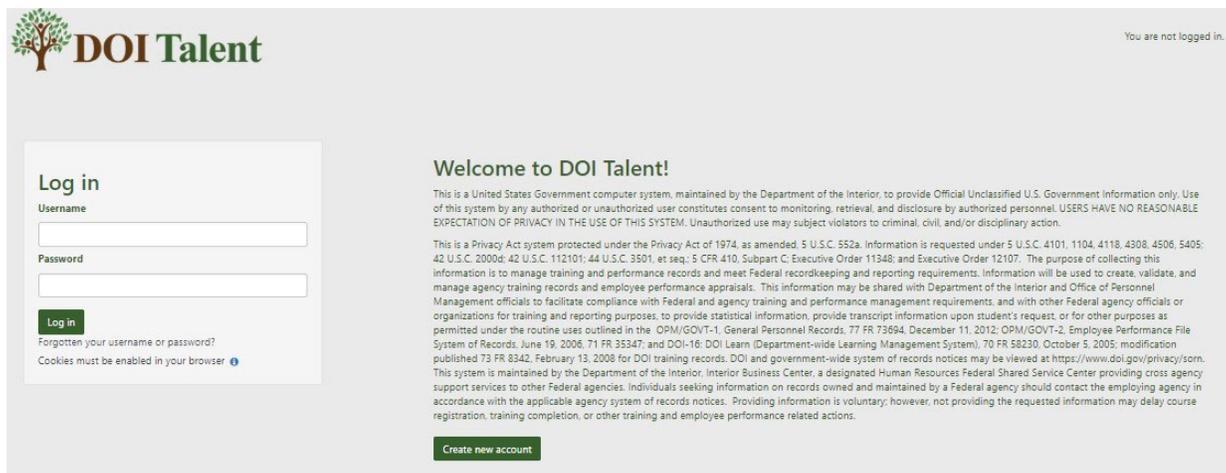


[For Chrome: History > clear browsing data > check all 3 boxes > clear data]



3) Use this link <https://doitalent.ibc.doi.gov/login/index.php?saml=off> to access DOI Talent.

Your login page will now look like this:



4) Enter your user name and password.

5) Click Log In.

If you still need assistance, please contact Phone: 1-888-367-1622, menu option 3, then 6 (Monday - Friday, 6:00 am - 5:30 pm, Mountain)

Email: HRMS_Helpdesk@ios.doi.gov

Appendix B
Registering for an NCTC Course on [DOI Talent](#)

How to search the DOI Talent catalog

Go to: Find Learning > Courses



- To search by course name: type the course name in the “course name” search box
- To search by course code: type the course code in the “course shortname” search box
- To search by keyword: type a keyword or phrase in the search box indicated in the screenshot below

(To clear your searches, hit the “Clear” button)

The screenshot shows the search interface for the DOI Talent catalog. It includes several search criteria: 'Course Name' with a search box containing 'Course Name' and a dropdown menu set to 'contains'; 'Course Shortname' with a search box containing 'Course Code' and a dropdown menu set to 'contains'; 'Responsible Bureau' with a dropdown menu set to 'any value'; 'Course Category (multichoice)' with a dropdown menu set to 'is any value', a 'Choose Categories' button, and an 'Include sub-categories?' checkbox. There are 'Search' and 'Clear' buttons below these criteria. At the bottom, there is a 'Filter by' section with a 'Type' dropdown and a 'Search by' search box containing the keyword 'diversity', with 'Search' and 'Clear' buttons next to it. A callout box points to the 'Search by' search box with the text: 'Keyword: (searches both the course title and descriptions)'. The search boxes for 'Course Name', 'Course Shortname', and 'Search by' are circled in red.

Not all courses in DOI Talent are online courses, the course descriptions should say whether it's a self-certification of training requirement (as in IMT, EEO/Diversity, etc), if it's instructor led (**seminar**) training, if it's online (called **e-learning**) or **blended** which is a combination of different activities.

If there is no course description, you can discern the type of course a few different ways.

One way is by looking at the “course type” in the list of courses from your initial catalog search:

Course Icon	Course Name	Course Type	Responsible Bureau	Requires Approval	Training Tuition Cost
	BOEM/BSEE Diversity Special Observances (1 hour)	Seminar	Bureau of Safety and Environmental Enforcement	No	0
	Bridging the Diversity Gap	E-learning			0.00
		Seminar	Bureau of Safety and		0

The other way is by looking at the course itself, you will need to click the enroll button to do this. You will also need to click the enroll button to see the dates. **Clicking the enroll button does NOT initiate a training request.** (more on this at the end of the job aid)

An e-learning course will have either instructions on how to launch the course or it will simply have a button to launch the course:

INFO | REPORTS

What do you do if someone you care about is the target of demeaning stereotypes? What if you are being demeaned or stereotyped? How often do you speak up on behalf of respect?

Staying silent in the face of demeaning comments, stereotypes or bias allo

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

(E-learning example course.)

Enter

A seminar course will have events listed that you can sign up to attend on a specific date at a specific location. *If there are no scheduled events you will see something similar to this.*

All events in Diversity & Inclusion Awareness (BLM) (7 hours)

Upcoming events

No results

(There is no seminar scheduled in this example.)

Previous events

No results

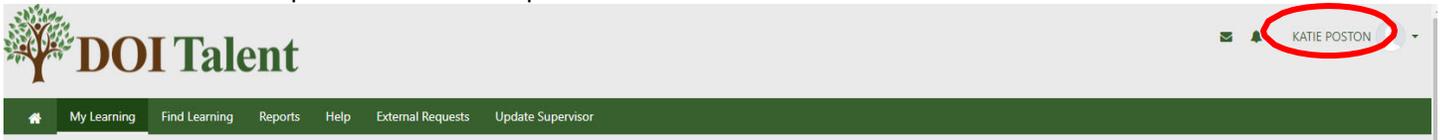
For more information about how to register and the “enroll” button [please click here.](#)

How to Register for an Event or Session in DOI Talent:

*Please note that if you are a non- DOI employee that does not yet have a DOI Talent account, please first request an account here, <https://doitalent.ibc.doi.gov/login/signup.php>, then proceed with the following process once your account request has been approved and you have an active username and password.

To register for a course in DOI Talent, please follow the instructions below:

- 1) Log into DOI Talent.
- 2) Make sure that your profile is current and that you have a supervisor listed. This is especially important for courses that require supervisory approval. To navigate to your profile, click your name in the upper right hand corner and click profile from the drop down menu.



- 3) To enroll click on "Find Learning" on your navigation bar and select "Courses" from the drop down menu.



- 4) You can search for a course multiple ways, using the Course Code or the Course Name. Once you have filled in the appropriate field(s), click "Search".

Search by

Course Name ⓘ contains

Course Shortname ⓘ contains

Responsible Bureau ⓘ any value

Course Category (multichoice) ⓘ is any value Include sub-categories?

- 5) Scroll through to find the course you are looking for and click on the course name which will then bring you to the available upcoming scheduled events. **NOTE: Make sure you are clicking on the course name and not the blue  in front.**

Course Icon	Course Name ^	Course Type	Responsible Bureau	Requires Approval	Training Tuition Costs	Content
	 BLM/FWS/NPS Supervisory Skills Workshop	Seminar	Bureau of Land Management	Y	597	

- 6) Find the event you are interested in, make sure you take note of the available seat capacity, and click "Sign-up".

Upcoming events

Comments	Course Contact	SME	Responsible Bureau	Date	Time and Time Zone	Room	Seats available	Status	Sign-up period	Options
Shepherdstown, WV	Katie Poston; katie_poston@fws.gov	Eric Kelchlin; eric_kelchlin@fws.gov	U.S. Fish and Wildlife Service	January 28, 2019 - January 31, 2019	8:00 AM - 5:00 PM America/New_York		8	Booking open		
				February 1, 2019	8:00 AM - 12:00 PM America/New_York					
Shepherdstown, WV	Sharon Howard; sharon_howard@fws.gov	Eric Kelchlin; eric_kelchlin@fws.gov	U.S. Fish and Wildlife Service	April 1, 2019 - April 4, 2019	8:00 AM - 5:00 PM America/New_York		17	Booking open		
				April 5, 2019	8:00 AM - 12:00 PM America/New_York					

- 7) Complete all required fields circled below and choose the appropriate response in the drop down menus. Complete any other fields as needed and click "Request Approval" at the bottom of the screen. **NOTE: If you are a DOI employee, your manager should already be visible in the "Manager" field. For all non-DOI employees (external participants) follow the instructions in steps 8-12. DOI employees proceed to step 13.**

There are required fields in this form marked *.

Manager  TIFFANI FIEDLER 

Managers from all job assignments will be chosen if left empty.

Special Requests (i.e., Interpreter accommodations, allergies)

Payment Status* 

Method of Payment

Is this course currently on your IDP?

Receive confirmation by*  



8) Instructions for Non-DOI Employees (external participants) “Manager” field. Click on “Choose Manager”.

There are required fields in this form marked *.

Manager ⓘ  **Choose manager**

Special Requests (i.e., Interpreter accommodations, allergies)

Payment Status*

Method of Payment

Is this course currently on your IDP?

Receive confirmation by* ⓘ

Request approval **Cancel**

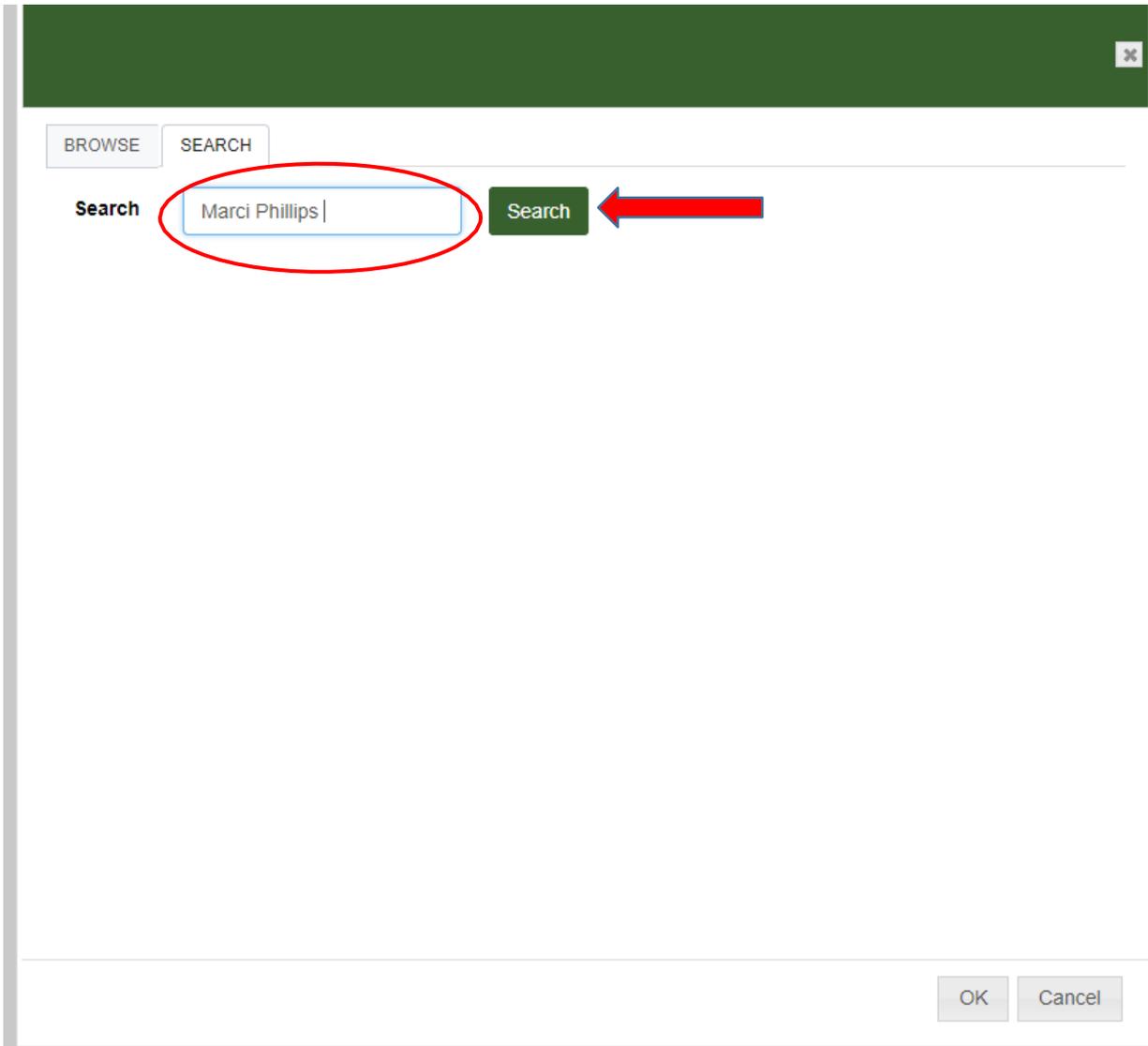
9) Click the “Search” tab.



BROWSE **SEARCH** 

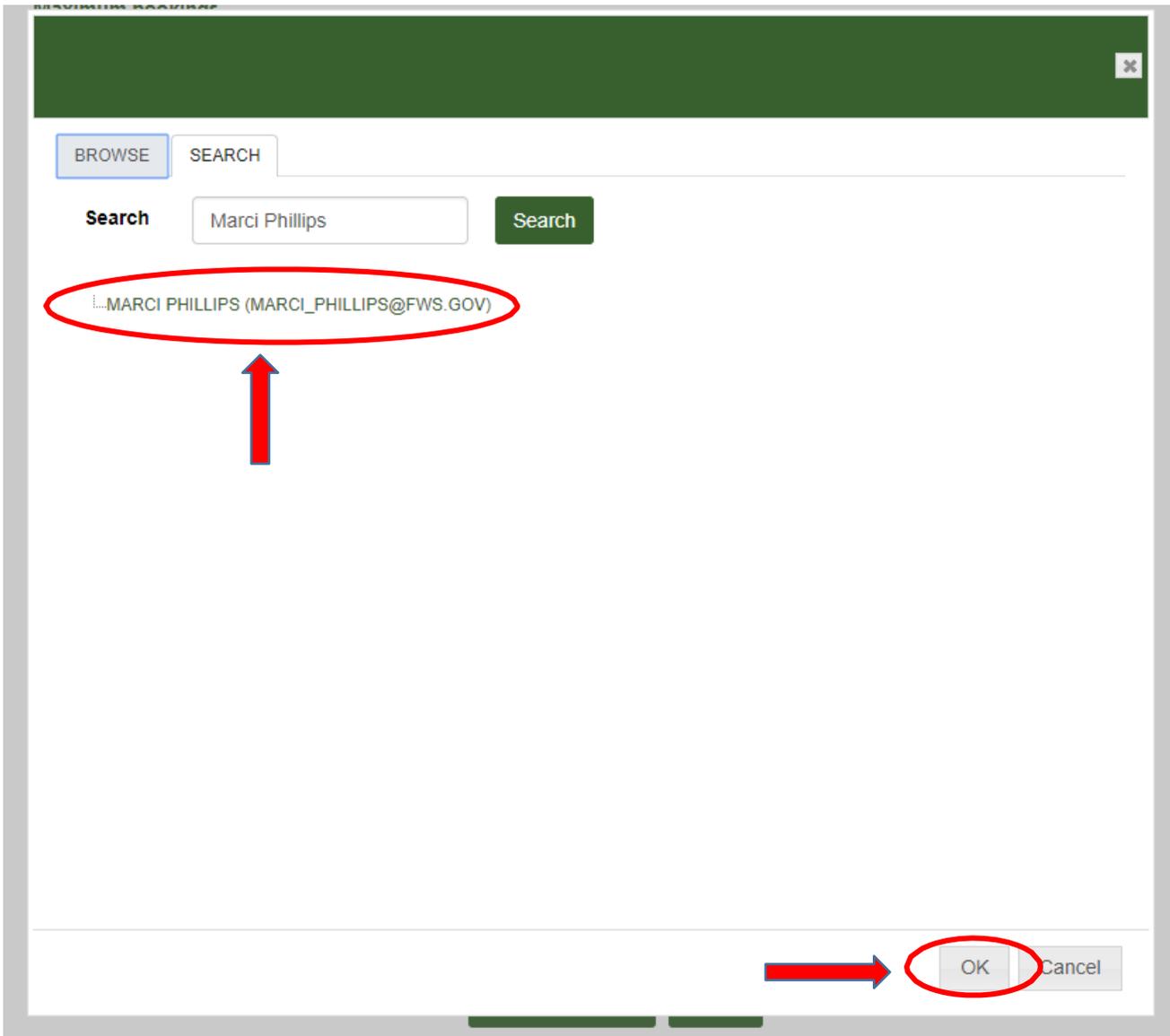
...There are more than 1000 items at this level. Try searching instead.

10) Type in the name **Marci Phillips** and click "Search". **NOTE:** In order to enroll in courses that require manager approval, all DOI and external participants must receive manager approval. Marci Phillips manages external user requests so her name will need to be entered in the "Manager" field in order for external participants to receive approval to enroll. Once you have completed the enrollment request you can email Marci Phillips at nctc_training@fws.gov to let her know that you need approval. Your training request could take up to three business days to be approved.



The image shows a software interface with a dark green header bar containing a close button (X). Below the header, there are two buttons: "BROWSE" and "SEARCH". A search bar is present with the text "Marci Phillips" entered. The search bar is circled in red. To the right of the search bar is a dark green "Search" button, which is also pointed to by a red arrow. At the bottom right of the interface, there are "OK" and "Cancel" buttons.

11) Click on the name Marci Phillips once it is retrieved and then click "Ok" at the bottom of the screen.



12) Next, click “Request Approval” at the bottom of the screen.

There are required fields in this form marked *.

Manager ⓘ MARCI PHILLIPS (MARCI_PHILLIPS@FWS.GOV) ✕ [Choose manager](#)

Managers from all job assignments will be chosen if left empty.

Special Requests (i.e., Interpreter accommodations, allergies)

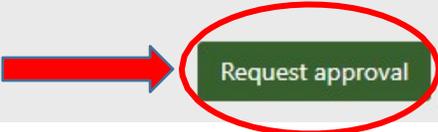
Payment Status* Invoice my agency ▼

Method of Payment Check

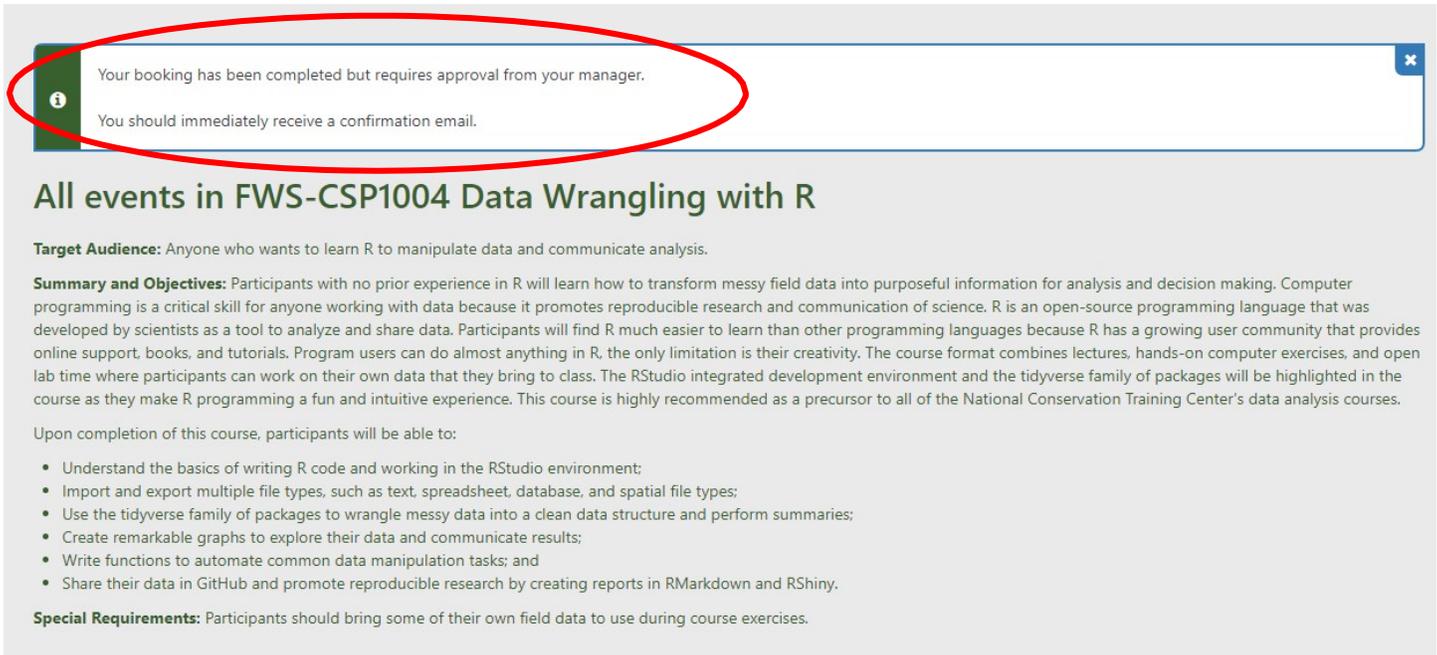
Is this course currently on your IDP? Choose... ▼

Receive confirmation by* ⓘ Email with iCalendar appointment ▼

[Request approval](#) [Cancel](#)



- 13) For courses that require manager approval you will then see a message at the top of the screen stating that the booking requires approval from your manager. Your manager should receive an email with instructions on how to approve or deny your request. You will also receive an email regarding your booking request (See example below). **NOTE:** Be aware that you have not been officially enrolled in a seminar until your manager approves your request. Non-DOI participants will not be officially enrolled until Marci Phillips approves your request. You can contact Marci Phillips at nctc_training@fws.gov



Your booking has been completed but requires approval from your manager.

You should immediately receive a confirmation email.

All events in FWS-CSP1004 Data Wrangling with R

Target Audience: Anyone who wants to learn R to manipulate data and communicate analysis.

Summary and Objectives: Participants with no prior experience in R will learn how to transform messy field data into purposeful information for analysis and decision making. Computer programming is a critical skill for anyone working with data because it promotes reproducible research and communication of science. R is an open-source programming language that was developed by scientists as a tool to analyze and share data. Participants will find R much easier to learn than other programming languages because R has a growing user community that provides online support, books, and tutorials. Program users can do almost anything in R, the only limitation is their creativity. The course format combines lectures, hands-on computer exercises, and open lab time where participants can work on their own data that they bring to class. The RStudio integrated development environment and the tidyverse family of packages will be highlighted in the course as they make R programming a fun and intuitive experience. This course is highly recommended as a precursor to all of the National Conservation Training Center's data analysis courses.

Upon completion of this course, participants will be able to:

- Understand the basics of writing R code and working in the RStudio environment;
- Import and export multiple file types, such as text, spreadsheet, database, and spatial file types;
- Use the tidyverse family of packages to wrangle messy data into a clean data structure and perform summaries;
- Create remarkable graphs to explore their data and communicate results;
- Write functions to automate common data manipulation tasks; and
- Share their data in GitHub and promote reproducible research by creating reports in RMarkdown and RShiny.

Special Requirements: Participants should bring some of their own field data to use during course exercises.

Example: Booking Confirmation Email



DOI Talent

KATIE,

This is not a notification of enrollment. This email is a notification that you have submitted a booking request to attend Data Wrangling with R that has not yet been approved. Please review the information below for accuracy.

Your request needs to be approved in DOI Talent no later than {registrationcutoff} by your supervisor.

Seminar Details:

- January 28, 2019, 8:00 AM - January 31, 2019, 5:00 PM America/New_York

***If you are having trouble with DOI Talent, please contact the help desk: HRMS_Helpdesk@ios.doi.gov
Phone: 1-888-367-1622, menu option 3, then 6 (Monday - Friday, 6:00 am - 5:30 pm, Mountain)