

# Friends and Volunteer NCTC Training Waiver Program Job Aid

## Participant Instructions

### OPEN TO ALL:

- Volunteers throughout USFWS programs [ i.e. Friends/Volunteers, and Paid staff],
- Demonstrated high level of commitment to the Service [i.e. donating time in support of Service projects and programs], and
- Enables- Friends, and Service Volunteers to take, either in-class or online training courses offered through National Conservation Training Center (NCTC) [at no cost].

### WAIVER PROGRAM ENROLLMENT COVERAGE

- 1) Limited national online slots total for the fiscal year.
- 2) Open to all Friends Organizations and Volunteers Service-wide.
- 3) Open to online courses, only those courses with a tuition fee should be submitted for approval into this waiver program.
- 4) **Note:** Free online courses and webinars do not require approval.
- 5) Academies which are filled by competitive application are not included in this program.

### Participant Step 1: Meet participant eligibility requirements

- Must be a current Service volunteer, Friends volunteer, board member or a Friends paid employee who has demonstrated a high level of commitment to the Service by donating their time in support of Service endeavors, projects and programs.
- For Friends paid employees, volunteers, or board members ONLY - your Friends have "Active" status as a 501 (c) (3) with the Internal Revenue Service (IRS).
- Organization must have a signed Friends Partnership Agreement in place, and
- Volunteers must have a signed Volunteer Service Agreement in place.
- Training must be deemed as needed by your Service site manager to directly support the Service site and/or Friends organization partnership with the Service site.

### Participant Step 2: Browse for and select a NCTC course

- NCTC Training and Courses in the [Course Guide](#).
- Look for upcoming and scheduled courses on the [NCTC webpage](#).

There are dozens of relevant courses from which to choose. Below are several examples of courses which have been approved through the waiver program in the past:

- Volunteer Recruitment and Management (online)

- Youth Program Planning and Evaluation (online)
- Intro to Communicating Climate Change (online)
- Communicating Science: "The Essentials" (online)

### **Participant Step 3: Obtain approval from your Service site manager**

To apply to take the course through the waiver program, you must obtain approval from your Service site or program manager. Once you have verbal approval, please request the manager to send an email indicating their approval to the respective Regional Friends and Volunteer Coordinator (see list at end of document).

**Service Site Manager Role:** The Manager's email must include brief statements of 1) their support for the individual's enrollment into the waiver program and 2) the benefit to the Service-Friends-Volunteer partnership for this individual to receive this training.

### **Participant Step 4: Contact your Regional Friends and Volunteer Coordinator**

Call or email your Regional Friends and Volunteer Coordinator and inquire about their preferred way to collect the information needed to apply for enrollment into the waiver program. The Coordinator will need to obtain basic information and assess enrollment approval into the program to formally validate your participation in the program. You will need formal approval **BEFORE** registering for a specific course.

Basic information you will need includes:

- Service Region, State, and Service site name,
- Your name and contact information,
- Training type, course #, course name, course dates, tuition amount and training instructor,
- Your manager's name, and
- A short statement about why you need this training and how you plan to apply it.

**NOTE of CAUTION:** You may call the NCTC Training Technicians and/or Course Leaders listed as the contact on the course for more information about the course, but they cannot offer enrollment into or approve requests into the waiver program. Approvals must first come from your manager and then your Regional Friends and Volunteer Coordinator.

### **Participant Step 5: Request a DOI Talent account and register for your course**

Once you have been formally approved and enrolled in the waiver program by the Regional Friends and Volunteer Coordinator and have been sent the job aids, you will need to request a DOI Talent account since you are not a Department of Interior employee. Please see the job aid for *DOI Talent Account Request and Course Registration*, which you will receive from your

Regional Friends and Volunteer Coordinator. You will request a new account at <https://doitalent.ibt.doi.gov/login/signup.php>

Once you have a DOI Talent account, you can proceed with registering for a course in DOI Talent. For instructions on how to do that, please see the relevant section of the job aid for *DOI Talent Account Request and Course Registration*.

## USFWS Regional Friends and Volunteer Coordinators

**Columbia-Pacific Northwest (IR 9) and Pacific Islands (IR 12) Regions** – WA, OR, ID, Pacific Islands

Chelsea McKinney, Portland OR Phone: 503.231.2231 Email: [Chelsea\\_McKinney@fws.gov](mailto:Chelsea_McKinney@fws.gov)

**Lower Colorado Basin (IR 8) and Arkansas-Rio Grande-Texas Gulf (IR 6) Regions** – AZ, NM, TX, OK

Emily DeLanzo, Albuquerque NM Phone: 505.248.6635 Email: [Emily\\_Delanzo@fws.gov](mailto:Emily_Delanzo@fws.gov)

**Great Lakes Region (IR 3)** IL, IN, IA, MI, MN, MO, OH, WI

Megan Wandag, Minneapolis MN Phone: 612.713.5463 Email: [Megan\\_Wandag@fws.gov](mailto:Megan_Wandag@fws.gov)

**South-Atlantic Gulf (IR 2) and Mississippi Basin (IR 4) Regions** – AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, PR, Virgin Islands

Kevin Lowry, Atlanta GA Phone: 404.679.7374 Email: [Kevin\\_Lowry@fws.gov](mailto:Kevin_Lowry@fws.gov)

**North Atlantic-Appalachian Region (IR 1)** – CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA, WV

Susan Wojtowicz, Hadley MA Phone: 413.253.8236 Email: [Susan\\_Wojtowicz@fws.gov](mailto:Susan_Wojtowicz@fws.gov)

**Missouri Basin (IR 5) and Upper Colorado Basin (IR 7) Regions** – MT, WY, CO, UT, ND, SD, NE, KS

Jackie Jacobson, Coleharbor ND Phone: 701.442.5474, ext 127 Email: [Jackie\\_Jacobson@fws.gov](mailto:Jackie_Jacobson@fws.gov)

**Alaska Region (IR 11)** - Alaska

Helen Strackeljahn, Anchorage AK Phone: 907.786.3391 Email: [Helen\\_Strackeljahn@fws.gov](mailto:Helen_Strackeljahn@fws.gov)

**California-Great Basin Region (IR 10)** – CA, NV

Derek Carr, Sacramento CA Phone: 916.414.6681 Email: [Derek\\_Carr@fws.gov](mailto:Derek_Carr@fws.gov)

**Headquarters** - National Volunteer Coordinator, Deborah Moore, Falls Church VA

Phone: 703.358.2386 Email: [Deborah\\_Moore@fws.gov](mailto:Deborah_Moore@fws.gov)

National Friends Coordinator, Linda Schnee, Falls Church VA

Phone: Email: [Linda\\_Schnee@fws.gov](mailto:Linda_Schnee@fws.gov)

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