



# U.S. Fish and Wildlife Service National Conservation Training Center Tribal Voucher Program Guidance (revised 02/2025)

## 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**

<https://www.fws.gov/program/national-conservation-training-center>

<https://www.fws.gov/training>

<https://www.fws.gov/office/national-conservation-training-center-facility>

**NCTC Tribal Voucher Program Contacts**

**Service Headquarters Native American Programs:**

**Scott Aikin** (National Native American Programs Coordinator) (360) 604-2531

[scott\\_aikin@fws.gov](mailto:scott_aikin@fws.gov)

**and**

**D.J. Monette** (Associate Native American Liaison Advisor)(413) 244-4495

[dj\\_monette@fws.gov](mailto:dj_monette@fws.gov)

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

# How to Request an Account (Revised 1/2025)

Non-Department of the Interior Learners who need an account with DOI Talent must follow the following steps:

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**IMPORTANT:** *You will need accounts with both DOI Talent and Login.gov to access the DOI Talent system (instructions for Login.gov included within this job aid).*

***The email addresses for both accounts must match.***

*DOI Talent accounts are approved by an actual person and can take up to 5 business days, if you omit any of the required information listed in this job aid your request may be denied and you will need to resubmit a new account request and provide all required information.*

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1. Go to <https://doitalent.ibr.doi.gov/login/signup.php?>
2. Read the “Notice of Monitoring and Privacy Act Statement” and select “**Confirm**” and then “**Submit**”

## Acknowledgement

By selecting Confirm, I acknowledge the above statements were provided to me. (Confirmation is required to access the site.)\*

☒ Confirm  
☐ Do Not Confirm

Submit

3. Create a username. **Your username must be the same email address you use with Login.gov** (You will be prompted to create a Login.gov account later if you do not already have one.)
4. Choose a password. Your password must be:
  - a. at least 12 characters long,
  - b. contain at least 1 number,
  - c. at least 1 lower case letter,
  - d. 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, you will need this password again in step 14.

▼ 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, at least 1 upper case letter, and at least 1 alphanumeric character (i.e. #, -, !). Such as as \*, -, or #

Password\*

☐ Unmask

5. Next, fill out the **More details** section.

▼ More details

Email address*	<input type="text" value="your@email.com"/>
Last name*	<input type="text" value="Surname"/>
First name*	<input type="text" value="Firstname"/>
City/town	<input type="text" value="Your work location"/>
Country	<input type="text" value="United States"/>

6. Complete the “Other Fields” section. Please fill out every field, **even if it does not have a red asterisk**.

▼ Other fields

Role ID*	<input type="text" value="IN_OTHER"/>
Domain ID*	<input type="text" value="IN_UNASSIGNED"/>
Postal Address City	<input type="text" value="Your work location"/>
Postal Address State	<input type="text" value="Choose..."/>
Postal Address Zip Code	<input type="text" value="zip code"/>
Sponsoring Bureau	<input type="text" value="FISH AND WILDLIFE SERVICE"/>
Affiliation	<input type="text" value="Choose..."/>
Affiliate Org/Sponsor	<input type="text"/>
Comments	<input type="text" value="Type course name you wish to attend"/>

7.

Follow the template to the left, paying specific attention the fields listed below:

Role ID: IN\_OTHER

Domain ID: IN\_UNASSIGNED

Sponsoring Bureau: FISH AND WILDLIFE SERVICE

Comments: Replace the example text in the screenshot to the left with the Course Name and/or Course Code for the training you wish to attend, this MUST be included.

8. When finished, now you may click “**Request Account**”.

<input type="button" value="Request account"/>	<input type="button" value="Cancel"/>
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9. The following message will be sent to the email address you provided from [doitalent@ios.doi.gov](mailto:doitalent@ios.doi.gov) (please check your spam folder, important messages will be sent from this email address):

*Subject: DOI Talent: Receipt of account request. Email confirmation required.*

**Dear LUKE LEARNER,**

**A new account has been requested at 'DOI Talent' using your email address.**

**Please go to this web address to confirm your**

**request: <https://doitalent.ibc.doi.gov/auth/approved/confirm.php?token=0azaobrr01x0abjgprtisnpjsxfatsf>**

**Failure to confirm your email address will result in a denial of your request.**

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*If you have questions about the status of your account, contact the Help Desk at  
[Learning\\_DOITalent@ios.doi.gov](mailto:Learning_DOITalent@ios.doi.gov)*

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**Reminder:** It may take up to 5 business days for your account to be approved. Failure to supply the requested information outlined above may cause your request to be delayed or rejected. If your account is rejected, you will receive an email with an explanation and you will need to resubmit your request and provide all required information.

10. You will receive an email when your account is approved:

*Subject: DOI Talent: Account request approved. Additional action required.*

**Dear LUKE LEARNER,**

**Your new account has been created in 'DOI Talent' as requested.**

**DOI Talent uses a two-step authentication process using Login.gov. If you don't already have an account on this site, you will be required to establish one prior to logging into DOI Talent for the first time.**

**Visit <https://doitalent.ibc.doi.gov/login/index.php?saml=off> and scroll down to the Login.gov button.**

11. Once your DOI Talent account has been approved, follow the link in the email to the [login screen](#), use the button circled below to reach Login.gov, you will either need to create an account with login.gov or sign in to an existing account. **DO NOT attempt to log in to DOI Talent using the “Admin Login” section.**

**DOI Talent**

**Learn. Grow. Achieve.**

### Admin Login

Username

Password

**Admin Login**

[Forgot username or password](#)

● Cookies must be enabled in your browser

### Welcome to DOI Talent!

DOI employees with a PIV card must use the DOI Employees button below. This system uses a two-step authentication process using Login.gov to provide access to approved learners who are not employed by or directly affiliated with DOI.

Select the Login.gov button below to access DOI Talent.

- Note: DOI Talent accounts are routinely suspended after 30 days of inactivity. If your account requires reactivation, please notify the DOI Talent Help Desk at 1.866.367.1272, Option 3 then 3 again, ensuring that you state the course name and the bureau which is sponsoring the training. Your concern will be forwarded to the appropriate bureau.

Or log in with

## INSTRUCTIONS FOR LOGIN.GOV BEGIN HERE

### You will need a Login.gov account to access the DOI Talent system

- If you have an existing account with Login.gov, skip to step 14.
- If you need a Login.gov account, proceed to the next step.

12. Select “Create an Account”

Sign in

Email address

Password ☐ Show password

Sign In

Don't have an account? [Create an account](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

13. Work your way through the process until you have successfully created your login.gov account.

- You will be required to select two authentication methods to establish your account.
- Each time you want to access DOI Talent you will need to use one of your chosen authentication methods when you sign in via Login.gov.
- Remember that the email address associated with your new Login.gov account needs to match the email address associated with your DOI Talent account.

STEP 3 OF 4

First authentication method setup (1 of 2)

Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.

Select an option to secure your account:

☐ Authentication application

Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

MORE SECURE

☐ Security key

Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

☐ Phone

Get security codes by text message (SMS) or phone call

☐ Government employee ID

Insert your government or military PIV or CAC card and enter your PIN

☐ I don't have any of the above

We'll give you 10 codes to use and keep in a safe place. You can use backup codes as your only authentication method. Not recommended because notes could get lost.

LESS SECURE

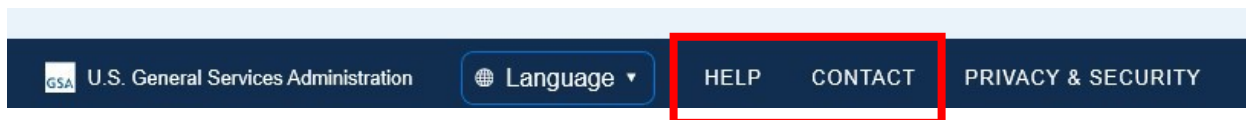




## Need Help with Authentication?

The Login.gov website is not operated by DOI Talent staff, you will need to contact Login.gov for assistance.

- You can find job aids to give you more information about how to complete the authentication methods by clicking “HELP”
- If you need hands-on assistance with any of the login.gov steps, click “CONTACT.”



14. You should now see your account details for your Login.gov account:

### Your account

LOGIN INFORMATION ➔		
Email addresses		+ Add email
[REDACTED]@gmail.com		
Password	*****	Edit

TWO-FACTOR AUTHENTICATION ☐		
Phone numbers		+ Add phone
+1 304: [REDACTED]	default	Manage
Authentication apps		+ Add
google authenticate		

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Once you have established both your DOI Talent and Login.gov accounts, follow steps 14-16 each time you wish to access DOI Talent.

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15. To sign in to DOI Talent for the first time, go to <https://doitalent.ibc.doi.gov/login/index.php?saml=off> and **click the link for Login.gov.** (You may want to bookmark this page.)

16. You will see this login message below, click “Sign In”,

17. You will need to successfully pass one of the authentication methods you chose during your Login.gov account creation setup, once finished you will be ported back to DOI Talent.

- You may need to re-confirm acknowledgement of the “Notice of Monitoring and Privacy Act Statement” once more once you arrive back on the DOI Talent page.
- If you see the message “*You have logged in successfully as your@email.com but do not have an account in Moodle*” please contact [Learning\\_DOITalent@ios.doi.gov](mailto:Learning_DOITalent@ios.doi.gov) for assistance.

### You are now signed in to DOI Talent!

The screenshot shows the DOI Talent dashboard interface. At the top is a navigation bar with links: Home, My Learning, Find Learning, Reports, Help, and External Requests. The user is logged in as CORBIN KNIGHT. The dashboard is divided into several sections:

- ALERTS:** You currently have no alerts.
- DASHBOARDS:** Links to My Learning, Help Desk Information, and Manage Programs or Certifications.
- WELCOME!:** A section with a "Reset user tour on this page" button and a link to "To learn more about DOI Talent features, please:". Below this are links to "Enroll in Paperless Performance Plans Resources & Job Aids", "Enroll in Learning Management Activities Resources & Job Aid", and "Sign up for one of the monthly Wednesday Webinars". It also includes "Reminders about assigned supervisors in DOI Talent:" with bullet points for "New?" and "Been with DOI for a while?".
- OPERATIONAL ALERTS:** A notice about a reported issue with approving training requests, advising users to clear out tasks manually by selecting the "Dismiss" button after acting on a request. It also includes a notice about a system hiccup on April 25 regarding Role Based Privacy Training enrollment.
- CURRENT LEARNING:** Shows a course "Principles and Techniques of Electrofishing (Online)" at 0% completion. It displays 1 - 1 of 1 results.
- UPCOMING CERTIFICATIONS:** No certifications due.
- TASKS:** You currently have no tasks.
- FEATURED COURSES YOU SHOULD CONSIDER ATTENDING:** Two featured courses: "OLES VAP: Human Trafficking Awareness" and "Learn about DOI Talent" (a Wednesday Webinar).
- PAPERLESS PERFORMANCE PLANS:** A link to "Need assistance completing your EPAP? Visit the resources page".
- CALENDAR:** A calendar for May 2023 showing dates from Sunday to Saturday.
- UPCOMING EVENTS:** There are no upcoming events.

- If you need assistance with DOI Talent contact [Learning\\_DOITalent@ios.doi.gov](mailto:Learning_DOITalent@ios.doi.gov), for assistance with Login.gov you will need to contact their help desk (see page 6).
- For help with registering for training, please reach out to the course contact listed for each individual course.
- To find a summary list of training currently scheduled visit <https://www.fws.gov/training/scheduled-classes-and-events>
- DOI Talent accounts may be deactivated after a period of inactivity, contact [Learning\\_DOITalent@ios.doi.gov](mailto:Learning_DOITalent@ios.doi.gov) if you suspect your account has been suspended and we can reactivate it for you.

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

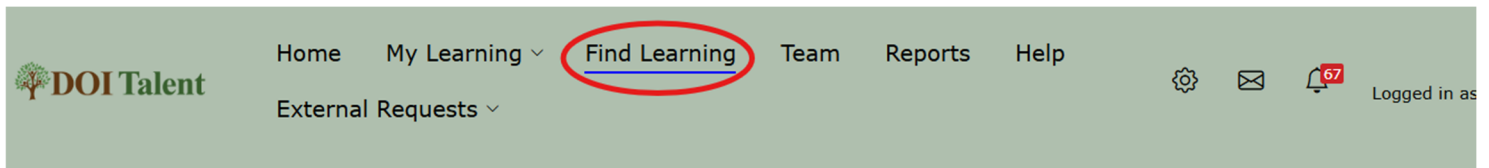
# How to Register for an Event or Session in DOI Talent:

(Revised January 2025)

*\*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.*

**To register for a course in DOI Talent, please follow the instructions below:** (Need to cancel? Skip to step 12.)

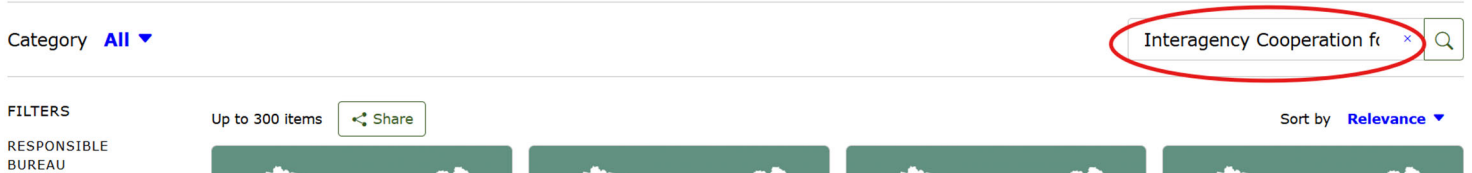
1. Log in to DOI Talent via login.gov.
2. Click on “Find Learning” on your navigation bar.



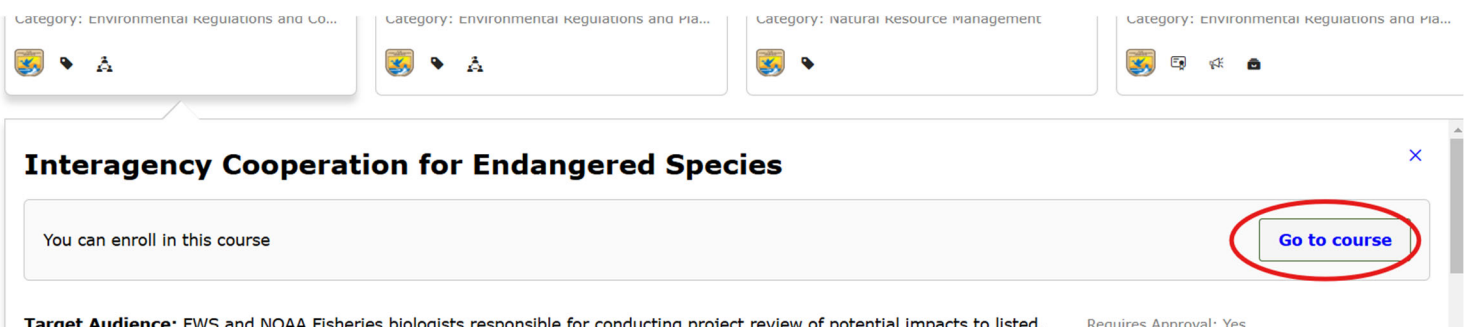
## Find Learning

3. You can search for a course using either the Course Code or the Course Name. Once you have filled in the field, hit the “Enter” key or click the magnifying glass next to the search field.


## Find learning



4. Scroll through to find the course you are looking for and click on the course name, you will see the option to “Go to Course.”



5. Click on “Enroll Me” to continue. **You are not fully registered after clicking “enroll me,” you still need to sign up for an event date.** Note: If there are no event dates listed, there are currently no scheduled offerings, please check back later or reach out to the course contact listed on the main course page.


Interagency Cooperation for Endangered Species

**Target Audience:** FWS and NOAA Fisheries biologists responsible for conducting project review of potential impacts to listed, proposed, or candidate species. Action agency biologists and consultants are welcome to attend.

**Summary and Objectives:** Participants acquire basic knowledge and skills in conducting interagency consultation under Section 7 of the Endangered Species Act. Key information needs and procedures are addressed, with a focus on those related to biological assessments and biological opinions. Lecture and discussion emphasize interagency exchange of information and solutions to support species conservation, while exercises are used to reinforce those concepts and provide practical experience. Upon completion of this course, participants will be able to:

- Describe the ESA §7(a)(1) conservation obligation and functions of §7(a)(2), and the legal standards that govern their application to Federal actions;
- Recognize and describe the steps of the ESA Sect 7(a)(2) compliance pathways and the role/purpose of each step;
- Describe the necessary information included in a biological assessment or biological opinion;
- Describe and apply the 'may affect/no effect,' 'jeopardy/no jeopardy' and 'adverse modification' determination processes;
- Explain the importance of Section 7 consultation in implementing the conservation mandates of the Endangered Species Act.
- Describe the additional considerations that apply to consultations such as emergency response, programmatic approaches, species recovery, ESA§10 permit actions, and reinitiating consultation.

**Pre-Requisite Course:** [Endangered Species Act Overview](#)

**Competency Addressed:** Conservation Biology - Basic, Environmental Compliance - Basic, Organizational Awareness - Basic, Partnering - Basic, Technical Documentation - Basic.

▼ Self enrollment (Learner)

No enrollment key required.

**Enroll me**



**NOTE: YOU ARE NOT YET REGISTERED**

**Continue following this job aid to complete your registration.**



6. Find the event you are interested in, make sure you take note of the available seat capacity, and click “View/Register”.

Event status	Seats available	Session times	Rooms	Instructors/Facilitators	Actions
Upcoming Booking open	7	March 17, 2025, 8:00 AM - March 20, 2025, 5:00 PM Timezone: America/New_York	161IW-Classroom		<a href="#">View/Register</a>
		March 21, 2025, 8:00 AM - 12:00 PM Timezone: America/New_York	161IW-Classroom		

[View all events](#)

- 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.

There are required fields in this form marked \*.

### Request approval

Manager ⓘ  
FWS ADMIN (Non-DOI Learners: DO NOT CHOOSE A MANAGER)

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

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

Method of Payment\*

Payment Status

Is this course currently on your IDP?

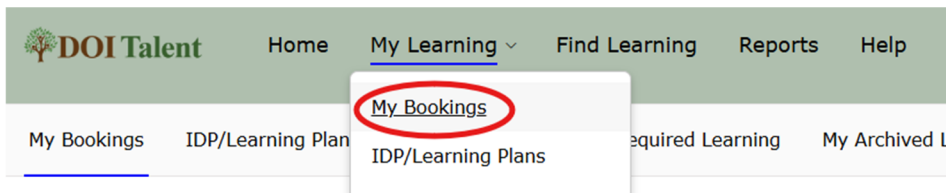
**IMPORTANT!\*\*\***

**DOI Employees – if your manager’s name is incorrect, please ask your manager to claim you prior to submitting your training request.**

**Non-DOI Learners – Your manager should be listed as “FWS ADMIN”, do NOT change this setting. Changing this setting could delay approval of your training request and you could miss out on a seat.**

Payment instructions for tuition will be provided to approximately 10 weeks prior to the start of the course by your course contact when your seat has been confirmed. [NCTC’s tuition and cancellation policy can be found here.](#)

- Your training request has now been routed to your manager for approval. You can check on the status of your request by going to My Learning > My Bookings from the navigation drop-down menu.



- Under “Future Bookings” it will say “Requested” under the “Signup Status” column.

Course Name	Seminar Session Name	Signup status	Session Start Date/Time	Room
Environmental DNA: Study Design, Implementation, and Application	Environmental DNA: Study Design, Implementation, and Application	<u>Requested</u>	March 28 2025, 8:00 AM Timezone: America/New_York	

- It will say “booked” if you have a seat in the course under the “Signup Status” column once it has been approved.

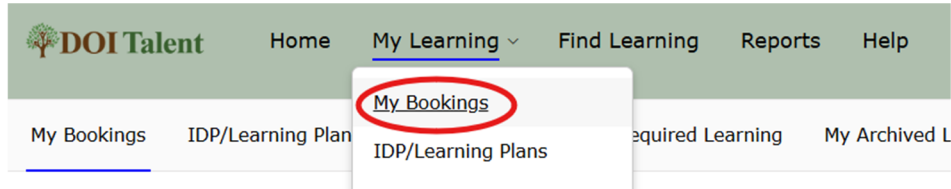
Course Name	Seminar Session Name	Signup status	Session Start Date/Time	Room Name
Environmental DNA: Study Design, Implementation, and Application	Environmental DNA: Study Design, Implementation, and Application	<u>Booked</u>	March 28 2025, 8:00 AM Timezone: America/New_York	

11. It will say “on waitlist” if you have been placed on the waitlist.

Course Name	Seminar Session Name	Signup status	Session Start Date/Time ▼	Room Name	
Evaluating Acoustic Bat Surveys for ESA Compliance	Evaluating Acoustic Bat Surveys for ESA Compliance	On waitlist	May 9 2025, 8:00 AM Timezone: America/Chicago		F C

**IF YOU NEED TO CANCEL:**

12. Go to My Learning > My Bookings from the navigation drop-down menu.



13. Click on the name of the course associated with the booking you wish to cancel.

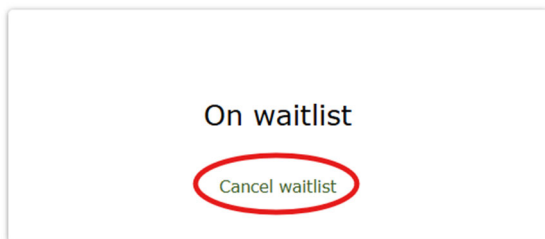
Evaluating Acoustic Bat Surveys for ESA Compliance	Evaluating Acoustic Bat Surveys for ESA Compliance	On waitlist	May 9 2025, 8:00 AM Timezone: America/Chicago
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14. Click on “View Register” for the date you initially signed up for.

Event status	Seats available	Session times	Rooms	Instructors/Facilitators	Actions
Upcoming Booking full On waitlist	0	May 5, 2025, 8:00 AM - May 8, 2025, 5:00 PM Timezone: America/Chicago  May 9, 2025, 8:00 AM - 12:00 PM Timezone: America/Chicago			View/Register

[View all events](#)

15. Click on “cancel” whether you are booked or on the waitlist.



If you have questions about the registration process, reach out to the course contact listed on the main course page.

If you are having technical difficulties with DOI Talent contact [Learning\\_DOITalent@ios.doi.gov](mailto:Learning_DOITalent@ios.doi.gov)