

## Department of the Interior Departmental Manual

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**Series:** Organization

**Part 142:** U.S. Fish and Wildlife Service

**Chapter 15:** Director – National Conservation Training Center

**Originating Office:** U.S. Fish and Wildlife Service

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### 142 DM 15

**15.1 The Director – National Conservation Training Center** advises the Fish and Wildlife Service (Service) Director, develops policy for training and career development, and oversees the National Conservation Training Center (NCTC). The NCTC is located in in Shepherdstown, West Virginia.

A. The NCTC provides training to natural resource professionals from the Service and other Federal, State, tribal, and private entities, to ensure that they have the skills needed to conserve the Nation’s fish and wildlife resources.

B. The NCTC is the “home” of the Service, a world-class facility where conservation solutions are born and nurtured in a setting designed to inspire collaboration and excellence. It was specifically created for training the Service’s work force and to serve as a gathering place where conservation professionals from diverse backgrounds come together to jointly solve conservation challenges. The center provides critical capacity for the Service in its work with partners to further the agency’s mission through the actions of others.

**15.2 Organization.** The Director oversees and manages the following divisions:

A. The Division of Training is the primary training provider for the Service. Division staff:

(1) Develop and deliver professional training programs for the Service and the conservation community to support performance and mission accomplishments, which includes managing the Service’s learning management system.

(2) Assist in resolving urgent conservation challenges by bringing together diverse partners representing multiple points of view for collaboration and problem solving.

(3) Build capacity through curriculum development and training within the Service and share resources with other bureaus and partners. The staff supports science, policy, leadership and supervision, visitor services, outreach, and communication.

B. The Division of Creative Resources provides a multitude of resources and production capabilities to support the training function of NCTC. Division staff:

(1) Provide creative imagery and graphic design resources (i.e., audio, video, still image, document, and reference material) to augment printed and web-based products for classroom and distance learning training.

(2) Manage the Conservation Library with an emphasis on natural resource conservation, environmental education, and conservation leadership. This includes the Service's National Digital Library, which is a searchable collection of images, historical artifacts, audio clips, publications, and videos, and the national Publications Unit, which is the primary distribution center for printed material the Service publishes.

(3) Manage and preserve the history and heritage of the Service and the greater American conservation movement. This involves oversight of the NCTC museum, which tracks the origins of the Service and houses the nationally significant collections and array of objects, documents, oral histories, and photographs from Service history.

(4) Provide and manage national partnerships that augment, develop, and deliver leadership training, diverse recruitment strategies, and conservation career development opportunities. These partnerships are developed to meet Service goals around conservation leadership training, recruitment, retention, creating a diverse workforce, and communicating the mission of the Service.

C. The Division of Facility Operations manages NCTC's operations, maintenance, and outdoor sustainability practices. Division staff:

(1) Manage all engineering, construction, property, and safety activities at NCTC.

(2) Develop organizational objectives, standards, and procedures for energy management, land management, and environmental management and compliance actions at the facility.

(3) Serve as national sustainability leaders in the conservation community for the manner in which they manage the state-of-the-art facility and use green practices.

(4) Administer information technology, event management, and registrar functions as applicable within the Service.

U.S. Fish and Wildlife Service  
Director – National Conservation Training Center

