Managing by Network:

2019 Application

Introduction

Managing by Network is cohosted by the:

- Partnership and Community Collaboration Academy
- Bureau of Land Management, National Training Center and Division of Education, Interpretation and Partnerships
- US Forest Service, National Partnership Office
- US Fish and Wildlife Service, National Conservation Training Center
- DOI, Office of Collaborative Action and Dispute Resolution

The *Managing by Network* course is designed to strengthen the individual knowledge and skills of managers, specialists, and front line supervisors working with partners, permittees, or community stakeholders.

Selection for *Managing by Network* is competitive. Space is limited to 125 seats for this interagency course.

Applications are due November 2, 2018.

Late applications may be accepted, at the discretion of the *Managing by Network* cohosts.

Learn more about *Managing by Network* applicant criteria, the application process, course logistics and requirements, and Supervisor approval at the MBN FAQ page.

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Contact Information

* 1. Name

First Name

Last Name

Preferred Name, i.e. "Liz"

* 2. Email Address

Government Email
(required)

Alternate Email (optional)

* 3. Phone Number

Office Phone (required)

Alternate Phone (optional)

4. Agency/Organization

○ BLM   ○ NOAA

○ US Forest Service   ○ NPS

○ USFWS   ○ USDA, NRCS

○ DOI, CADR   ○ USACE

○ DOD and service branches   ○ USDA, OPPE

○ EPA   ○ USBR

○ FL FWC   ○ USGS

Other, please specify

5. Job Title and Work Unit

Job Title

Work Unit Affiliation (i.e. Mojave Trails National Monument, Colville National Forest, Buenos Aires National Wildlife Refuge)

6. Office Mailing Address

Address Line 1

Address Line 2

City

State (abbreviated, i.e. AK)

ZIP

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Tuition

2019 Tuition and Application Information

The tuition fee for Managing by Network is $1,600.

National Scholarships

As cohost agencies, the BLM, USFWS, and US Forest Service provide a limited number of National Scholarships for participants from their respective agencies, funding the $1,600 tuition fee.

Funding is provided by:

- BLM, National Partnership Office
- BLM, National Training Center
- US Forest Service, National Partnership Office
- USFWS, National Conservation Training Center

All applicants from these cohost agencies are eligible for a National Scholarship. Scholarship selection is competitive. Read more about the job responsibility criteria for applicants here.

National Scholarship applications and Supervisor Recommendation forms, as applicable, are due November 2, 2018.

Incomplete applications, including those submitted without a Supervisor Recommendation form when applicable, will be withdrawn from the selection process after November 2. Complete applications received after November 2 may be considered on a case by case basis, subject to the number of scholarship seats still available in the course.

National Scholarship applicants will be notified of their status via email no later than December 14, 2018. Applicants may be *Selected*, designated as an *Alternate*, or placed on the *Wait List*.

National Scholarship applicants selected for *Managing by Network* incur no direct expenses to their work unit.

To complete the registration process, National Scholarship applicants selected for *Managing by Network* will be asked via email to accept the scholarship and confirm their participation.

The acceptance of a National Scholarship obligates the course participant to fulfill the course requirements on behalf of their work unit. (See MBN FAQ, "What is the required time commitment?"). If a course participant must withdraw from the course prior to completing certificate requirements, work unit reimbursement of the scholarship may apply, specific to the policies of the BLM, USFWS or US Forest Service.

If a selected applicant declines a scholarship seat or does not confirm participation, their application will be withdrawn and an alternate may take their place in the course. Alternates may be admitted into the class up until the start date, January 16, 2019.

After selection notification, available open seats may be offered to National Scholarship alternates. The Academy will contact alternates directly; alternates may choose to wait for a Scholarship seat to become available, or confirm funding for an open seat from their work unit.

Wait listed applicants and applicants who withdraw from selection for Managing by Network may apply again in a subsequent year.

Open Seats

Open seats are available to:

- federal employees or consultants
- state, county, and municipal agency employees
- representatives of tribes
- representatives of nonprofit organizations

For open seats, the $1,600 tuition fee is funded by the individual's agency work unit or organization, or by the individual.

Open seat applicants must work with at least one of the cohost agencies and meet the same job responsibility criteria as National Scholarship applicants (See MBN FAQ, "Who should apply to Managing by Network?").

Open seats selection is competitive. Employees from EPA, NOAA, USACE and USBR will receive preference in the competitive selection process for open seats.

Open seat applications and Supervisor's Recommendation are due November 2, 2018. If open seats are still available after this date, applicants may be admitted into Managing by Network at the discretion of the *Managing by Network* cohosts.

Upon receipt of the completed application, the Academy will contact open seat applicants directly regarding their selection and arrange for a tuition payment process that complies with the agency's or organization's needs.

To complete the registration process, open seat applicants selected for *Managing by Network* will be asked to confirm the tuition payment process AND confirm their participation.

Tuition invoices will be submitted for payment in January 2019, coinciding with the start of the course.

The Academy provides on-line, secure credit card processing of tuition payments.

7. I am eligible to apply for a:

☐ National Scholarship: I am a federal employee of BLM, USFWS, or USFS.

☐ Open Seat: I/my organization work/works with one or more of the following cohost agencies: BLM, USFWS, or USFWS.

Supporting Information

8. Which of the following best describes your position? (select one)

○ Site-based   ○ State or Regional Office

○ Multi-State Program Area   ○ Washington Office

Other (please specify)

[   ]

9. What percentage of your time is dedicated to working in partnership and/or community collaboration?

○ 0-10%   ○ 51-75%

○ 11-25%   ○ 76-100%

○ 26-50%

○ Other (please specify)

[   ]

* 10. Are partnership and community collaboration responsibilities included in your position responsibilities? (Select all that apply.)

☐ Yes - Included in Position Description

☐ Yes - Included as "Other Duties as Assigned"

☐ Yes - Included in task assignments of current Detail

☐ Yes - Included in Annual Performance Evaluation

☐ No - However this is included in my Individual Development Plan (IDP)

☐ No

Other (please specify)

[   ]

* 11. Does your position require supervisor approval to participate in this course?

( ) Yes - If your position requires supervisor approval to participate in this course, please ask your Supervisor to review the requirements for Managing by Network and complete the Supervisor Recommendation Form by November 2, 2018.

( ) No

* 12. How will this course benefit your professional development, current position and the agency?

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Cohort Selection

Managing by Network includes 17 webinar sessions, beginning January 16 and ending June 13, 2019. Preview the 2019 Schedule.

Each of the 17 sessions is offered as a live, 2-hour webinar, in seminar sized groups, at four different times:

Wednesday:
-ALPHA: 11AM Eastern, 10AM Central, 9AM Mountain, 8AM Pacific, 7AM Alaska, 6AM Hawaii

-BETA: 2PM Eastern, 1PM Central, 12PM Mountain, 11AM Pacific, 10AM Alaska, 9AM Hawaii

Thursday:
-GAMMA: 11AM Eastern, 10AM Central, 9AM Mountain, 8AM Pacific, 7AM Alaska, 6AM Hawaii

-DELTA: 2PM Eastern, 1PM Central, 12PM Mountain, 11AM Pacific, 10AM Alaska, 9AM Hawaii

While participants are assigned to a cohort day and time for class size and planning purposes, we expect schedule conflicts.

Participants may attend any one of the four webinars in any given week, as best suits their schedule.

* 13. Please select your first and second choice of webinar group. We will do our best to match your preference with available seating.

	Alpha	Beta	Gamma	Delta	No Preference
First Choice	○	○	○	○	○
Second Choice	○	○	○	○	○

Complete Your Application

14. How did you learn about the Managing by Network course? (select all that apply)

☐ BLM NTC   ☐ DOI CADR

☐ BLM Division of Education, Interpretation and Partnerships   ☐ Academy Newsletter

☐ USFWS NCTC   ☐ Academy Facebook Announcement

☐ USFS National Partnership Office

☐ Other (please specify)

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[                                                    ]
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15. If you were referred by an individual, was it... (select all that apply)

☐ My supervisor

☐ Managing by Network alumni

☐ Managing by Network Federal Training Coordinator

☐ Managing by Network instructor

☐ Other

16. Please share the name of the individual who referred to you Managing by Network.

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[                                                    ]
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17. Have you applied for Managing by Network before?

◯ Yes

◯ No

Thank you for applying to Managing by Network!

When you exit this application, you will be directed to the Academy's website to opt-in to *Managing by Network* announcements.

Please complete this step to ensure that you receive your selection status notification (Selected, Alternate, or Wait List) by December 14, 2018.

Alternates for National Scholarships may be admitted into the class of 2019 if space becomes available.

Wait Listed Applicants will be invited to apply again for the class of 2020.

Please click "Submit Application" to complete your application.