

# Application for Designation of Training as Mandatory For USGS (last updated 03/19/2024)

To request approval for designating training as mandatory please answer the following questions as completely as possible:

Course Name: \_\_\_\_\_

1. Why does this training need to be mandatory?
2. What is the consequence of not completing the training?
3. Is completion of the training required by law, regulation, Departmental, OPM or other policy or directive?  Yes  No  
If yes, include the relevant written regulation(s)
4. Who is the intended USGS audience? (all employees or a specific subset of employees, please provide details)
5. Who is the mandating official?  
\_\_\_\_\_
6. What is the intended delivery method? (video, self-paced distance learning, other)  
\_\_\_\_\_
7. Is this requirement for USGS only?  Yes  No
8. What is the deadline for completion?
9. What is the frequency of the requirement (one time only, annual, biannual, other).  
 One-Time Only  Annual  Biannual  Other
10. How long will it take to complete this training requirement?  
\_\_\_\_\_ Estimated Completion Time

11. Is self-certification of completion required? \_\_\_ Yes \_\_\_ No

12. Does the training include any evaluation or testing to show comprehension and/or knowledge gained? \_\_\_ Yes \_\_\_ No

13. Who will monitor/track completions?

14. How will the training be communicated to the intended audience?

15. Does a new course need to be created in DOI Talent? \_\_\_ Yes \_\_\_ No

If Yes, choose a course category

Please provide a brief course summary with course objectives:

16. If approved as mandatory are you requesting that the training, be mass assigned to all USGS employees through DOI Talent? \_\_\_ Yes \_\_\_ No

Submit completed form to Jennifer Braden at [jbraden@usgs.gov](mailto:jbraden@usgs.gov)

Requests for the designation of training as mandatory must be approved by the USGS Director or Deputy Director. If mandatory designation is not approved, alternate methods will be suggested by OED.

Approved by/Date \_\_\_\_\_

Disapproved by/Date \_\_\_\_\_

Reason for disapproval:

Mandatory training policy: <https://www.usgs.gov/atom/86442>

Reference DOI Personnel Bulletin, 5 U.S.C. 4103; 5 C.F.R. 412; public Law 108-411, 201. and Deputy Secretary memo "Review of Required Training for Non- Supervisors," Dec 19, 2017.