

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 Alan Ward, OED Chief amward@usgs.gov tel 303-445-4669

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.