

## Training Reciprocity Request

New USGS Employees may request reciprocity for training completed at a previous federal organization. Please submit the following to Alan Ward, OED Training Manager at [amward@usgs.gov](mailto:amward@usgs.gov)

All requests should include a brief cover memo, signed by the employee and supervisor stating the name of the specific course for which the employee is requesting reciprocity along with the following information:

- Name of USGS mandatory course that you are seeking reciprocity for
- Link to mandatory course in DOI Talent or copy of course description with learning objectives
- Period of reciprocity (must be a current requirement, e.g. FY2019 Annual Training Requirement)
- Name of previously completed course, course length, training provider, mode of completion (e.g. classroom, online, etc.) and location of training seeking to use as equivalent training
- Copy of previously completed course description including learning objectives
- Course completion certificate or official transcript

Approval or disapproval of your request will be provided within 10 calendar days of the request including the reason for the determination. Instructions will be included on appealing the decision.

Note: Reciprocity can only be granted for courses completed at your previous organization within the same requirement period (e.g. if the training requirement is each fiscal year, the equivalent training must have been completed at your previous organization in the current fiscal year).