

**APPENDIX G**  
**REQUEST FOR EQUIVALENCY CREDIT FOR MANDATORY FUNCTIONAL TRAINING**

**Instructions for Completing and Handling Request:**

- Employee completes Section I, provides input for Section II, and forwards request to supervisor.
- Supervisor reviews Section II and completes Section III. If concurring, forwards request to approving authority. If nonconcurring, returns request to employee.
- Approving authority completes Section IV and returns request to supervisor.

<b>Section I – Employee's Request for Equivalency Credit</b>		
Name (Last - First - MI)		Career Field/Program Number
Title/Series/Grade	Course Title & Code	Course Provider
Employee's Signature	Date Signed	Telephone Number and E-mail
<b>Section II – Training Information</b>		
<input type="checkbox"/> Work Experience: (Attach detailed explanation of work assignments. Identify competencies and explain how they were acquired.) <input type="checkbox"/> Formal Education or Training, including Correspondence Study: (Attach transcript(s) and descriptions of course work, to include course title, course level, and grade. Identify competencies and explain how they were acquired.) <input type="checkbox"/> Self-development Activities (Attach detailed explanation. Identify competencies and explain how they were acquired.)		
<b>Section III – Supervisor's Recommendation</b>		
<input type="checkbox"/> Concur		<input type="checkbox"/> Non-concur
Supervisor's Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Supervisor's Signature		Date Signed
<b>Section IV – Approving Authority's Decision</b>		
Approving Authority's Name, Title, Organization, and Mailing Address		Telephone Number and E-mail
Approving Authority's Signature		Date Signed