

APPENDIX H

REQUEST FOR EQUIVALENCY CREDIT FOR MANDATORY FUNCTIONAL TRAINING

Instructions for Completing and Handling Request:

- Employee completes Sections I and 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.

Section I - Employee's Request for Equivalency		
Name (Last - First - MI)		Career Field/Program Number
Title/Series/Grade	Course Title & Code	Course Provider
Employee's Signature		Date Signed
Section II - Training Information		
<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.)		
Section III - Supervisor's Recommendation		
<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur		
Supervisor's Name, Title, Organization, and Mailing Address		Telephone Number & Email
Supervisor's Signature		Date Signed
Section IV - Approving Authority Decision		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Approving Authority's Name, Title, Organization, and Mailing Address		Telephone Number & Email
Approving Authority's Signature		Date Signed