

**Application for Non-DOI Employees to attend U.S. Geological Survey Course,
Office of Organizational and Employee Development,
USGS National Training Center
Denver, CO**

NOTE: The following non-DOI course application is required to attend USGS, OED training courses. Please complete the form, save, and email Gloria Armstrong at gjarmstr@usgs.gov or fax the saved form to Gloria at (303)445-4665. After receiving the completed form, Gloria will send you a confirmation email letting you know that your application has been received.

This application will not be processed until USGS National Training Center staff receives written approval for your attendance in the requested class from a USGS senior manager (Science Center Director or other). That written approval should indicate: 1) That your organization has an active USGS agreement currently in place, and 2) a description of why it is in the best interest of the USGS to train the applicant.

Applicant Information

First Name: _____
Last Name: _____
Full E-Mail Address: _____ @ _____
Job Title/Series: _____
Agency or Office: _____
Office Street Address: _____
City: _____ State: _____ Zip Code: _____
Office Phone Number: (____) _____ Ext.: _____
Fax Number: (____) _____

Course Information

Course Title: _____

Course Number
(e.g., SW2010TC): _____

Course Begin Date: _____

Course End Date: _____

Billing Information

Billing Contact's Full Name: _____

Billing Office Street Address: _____

City: _____ State: _____ Zip Code: _____

Billing Office Phone Number: (____) _____ Ext.: _____

Agency Location Code

(OFA Only): _____

Type of Credit Card: _____

Full Name on Credit Card: _____

Card Identification Number: _____

Billing Contacts E-Mail Address: _____@_____

Credit Card Number: _____

Credit Card Expiration: Month: _____ Year: _____

Please Mark Card Type: Federal Govt. State Govt.
 Local Govt. Personal

Supervisor's Approval

Please have your supervisor forward an email to Gloria Armstrong at gjarmstr@usgs.gov, giving their approval for your attendance in the above mentioned course.