

Requests for Course Reservations

*****DO NOT make any travel arrangements prior to receiving a confirmation email from ATRRS or the course POC's about your specific reservation.*****

Requests for reservations should be submitted **no later than 30 days prior to the class report date**. Recommend at least 60 days prior as ATRRS will open unfilled allocations to all quota managers for filling. Digitally sign your request and have your local approving authority digitally sign as well.

For active duty officers, the request is forwarded by unit training personnel to the applicant's applicable branch manager at Human Resources Command, Fort Knox. This does not come to the AMEDDC&S through a 3838.

For civilians, complete an SF 182 application and send to one of the POC's listed below. Training is open to civilians that are serving in pest controlling duties.

For active enlisted, email a completed 3838 to one of the POC's listed below.

For the **Pesticide Recertification course**, students must attach a copy of their valid certification and extension letter (if extension is needed).

Email's containing socials (required on all applications) are to be sent encrypted.

Send applications to one of the personnel listed:

SFC Joseph Washington - joseph.h.washington.mil@mail.mil, 210-8430 (NCOIC)

MAJ Jorge Lopez - jorge.o.lopez8.mil@mail.mil, 210-221-8750 (Course Manager)

Mr. Bill Pittman - william.e.pittman.civ@mail.mil, 210-221-8261 (Army Certifying Official)

The course is open to other services on a space available basis. Other services requesting attendance to 6H-F12/322-F12, 6H-F13/322-F13 or 6H-F33/322-F31 are to submit their request through their unit, routing all requesting material through their training representatives.

If seat allocation is approved, your reservation will be entered into ATRRS and you will receive an ATRRS generated email confirming your reservation. If you do not receive an email confirmation within a week of submittal, please contact one of the POC's listed above.

USAR and ARNG cannot register directly with the AMEDDC&S and must contact their unit training NCO or unit ATRRS clerk who can submit the request via the ATRRS A-1 application process. Once the training POC is located, the attendee must request: "I want to register for the Army Course – enter the course name and number (example of a course number: 6H-F12/322-F12) at Ft. Sam Houston and a quota request needs to be submitted in ATRRS to the [USAR or ARNG/NGB] queue (AOID 020 -- Safety/OSHA) for course (example: 6H-F33/322-F31) being held XXXX date. The request must go to your component HQ [USAR or ARNG/NGB] G-3 queue and NOT directly to AMEDDCS."

Training is conducted on-post. Prospective attendees are not to make travel arrangements prior to receiving the welcome letter and funding letter (if applicable). Rental car is authorized at the unit's expense. The unit is responsible for all TDY costs if service member is not centrally funded.

Attire for course attendance is the uniform of the day for military. Civilians should wear appropriate business casual.

CONTRACTORS:

Please send a completed DA 3838 to Mr. Lawrence Araujo (lawrence.k.araujo.civ@mail.mil), training supervisor, G-37, AMEDDC&S, 210-221-7308.

Please also attach a portion of the hiring contract, the portion that spells out the requirement to be DoD certified or QAE trained and which entity (the government or the contractor) is responsible for subsidizing the training requirement.

Please direct any questions regarding this route to Mr. Araujo.

The cost for the DOD PEST MGT CERTIFICATION Course (6H-F12/322-F12) is \$4,233.00.

The cost for the DOD PEST MGT RECERTIFICATION Course (6H-F13/322-F13) is \$3,324.00.

The cost for DOD PEST MGT QAE/INSTALLATION PM COORDINATOR Course (6H-F33/322-F31) is \$3,216.

Check needs to be made payable to the U.S. Treasury

Send the check to: Commander AMEDDC&S

ATTN: ACSRM, G-8, MCCS-RM (Ms. Fleming)

3630 Stanley Road

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