

## DoD Pest Management Course Reservation Information FY17

The course reservation information provided here only applies to courses conducted by the Environmental Health Branch at the AMEDD C&S HRoCE located at JBSA, TX.

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

1. All requests for reservations should be submitted no later than 30 days prior to the class report date. Active duty students will complete, in full, a DA Form 3838, Application for Short Course Training.
2. Upon successful registration you will receive a confirmation email from ATRRS and a welcome letter from the staff, Environmental Health Branch, AMEDDC&S Health Readiness Center of Excellence (HRCoE). If you do not receive an email confirmation within a week of submittal, please contact the course POC.
3. Additional requirement for the **DoD Pest Management Re-Certification Course**. Prior to course registration students must obtain eligibility approval by providing a copy of their valid certification and extension letter (if extension is needed) to the Re-Certification course POC (see contact information below). You must have a current certification or extension to be eligible to take the one week Re-Certification Course.
4. Email's containing socials (required on all applications) are to be sent encrypted.
5. Registration procedures:

**Active Duty Officers:** The DA Form 3838 is forwarded by unit training personnel to the applicable branch manager at Human Resources Command. **This does not come to the AMEDDC&S through a DA 3838.**

**Active Duty Enlisted:** Email a completed DA Form 3838 to [usarmy.jbsa.medcom-ameddcs.mbx.prev-med-branch@mail.mil](mailto:usarmy.jbsa.medcom-ameddcs.mbx.prev-med-branch@mail.mil).

**DoD Civilians:** Complete an SF 182, Authorization, Agreement and Certification of Training application (see contact information below). Note: Training is open to civilians that are serving in pest controlling duties.

**Reserve and ARNG:** Component applicants should contact unit training NCO or ATRRS clerk who can submit the request via the ATRRS A-1 application process.

**Other Services:** The course is open to other services on a space available basis. Other services requesting attendance to 6H-F12/322-F12 DOD Pest Management Certification Course, 6H-F13/322-F13 DoD Pest Management Re-Certification Course or 6H-F33/322-F31 QAE/IPMC Course are to submit their request through their service quota manager for application instructions or the course POC for space available seating. Note: The 6H-F13/322-F13 currently has AF quotas.

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If seat allocation is approved, your reservation will be entered into ATRRS and you will receive an ATRRS generated email confirming your reservation. Ensure that your email address is updated to reflect the new Enterprise Email containing @mail.mil. ATRRS will generate an automatic notification of reservation.

**Contractors:** Send a completed DA Form 3838 to Ms. Donna Sabsook at [donna.d.sabsook.civ@mail.mil](mailto:donna.d.sabsook.civ@mail.mil) or 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/IPMC trained and which entity (the government or the contractor) is responsible for subsidizing the training requirement.

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

3630 Stanley Road

Fort Sam Houston, Texas 78234-6666

6. Training is conducted on-post. Prospective attendees are not to make travel arrangements prior to receipt of Funding Authorization unless unit is funding. Your courses are not MTSA funded. Rental car is NOT authorized if centrally funded. The service members requesting units are responsible for all TDY expenses. The course welcome letter will include lodging and specific class information. If you have a reservation and do not receive your welcome letter contact the course POC.

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

8. Point of contact for course information, contact the Environmental Health Branch at (210) 221-8650 or (210) 221-8750.