



Department of Defense MANUAL

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May 23, 2013

USD(AT&L)

SUBJECT: DoD Pest Management Training and Certification Program: The DoD Plan for the Federal Insecticide, Fungicide, and Rodenticide Act Pesticide Applicators

References: See Enclosure 1

1. PURPOSE

a. Manual. This manual is composed of several volumes, each containing its own purpose, and reissues DoD Manual 4150.7-M (Reference (a)). The purpose of the overall manual, in accordance with the authority in DoD Instruction (DoDI) 4150.07 and DoD Directive 5134.01 (References (b) and (c)), is to implement policy, assign responsibilities, and provide procedures for the training and certification of DoD pest management personnel in pesticide application.

b. Volume. This volume:

(1) Updates the DoD Pest Management Training and Pesticide Certification Program.

(2) Provides procedures for DoD training and certification of pesticide applicators to meet the requirements of section 136 et seq. of Title 7, United States Code (also known and referred to in this volume as “The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended”) (Reference (d)).

(3) Establishes consistent requirements for outside the continental United States (OCONUS) FIFRA pesticide applicator training to comply with DoD pest management policy, applicable international agreements, status of forces agreements (SOFA), final governing standards (FGS) issued for the host nations or, where no FGS have been issued, the criteria in DoD 4715.05-G (Reference (e)).

2. APPLICABILITY. This volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other

organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”).

b. Does not apply to pesticide applicators working under the purview of the civil works functions of the Department of the Army, facilities occupied by DoD Component activities when real property control is not under DoD jurisdiction, or installations or facilities that are owned, operated, and funded by a State and used by the National Guard on a part- or full-time basis.

c. Is not intended to conflict with, be used instead of, or supersede other DoD training directives or Office of Personnel Management qualification standards.

3. POLICY. It is DoD policy, in accordance with References (b), (c), and DoDI 4715.10 (Reference (f)), to:

a. Use integrated pest management (IPM) in accordance with Reference (b) to prevent or control pests and disease vectors that may adversely impact readiness or military operations by affecting the health of personnel or by damaging structures, materiel, or property.

b. Comply with all Executive orders and federal, State, and local statutory and regulatory requirements that apply to IPM in accordance with Reference (b). Although federal agencies maintain sovereignty under Reference (c), the DoD voluntarily complies with the substantive portions of State pesticide and pest management laws and regulations when such compliance does not adversely impact DoD missions in accordance with Reference (b).

c. Establish a highly qualified, well-trained cadre of environmental professionals and an environmentally cognizant DoD workforce, and promote the certification of professionals and technicians in their disciplines and specialties in accordance with Reference (f).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Unlimited**. This volume is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume:

a. Is effective May 23, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoDI 5025.01 (Reference (g)). If not, it will expire effective May 23, 2023 and be removed from the DoD Issuances Website.

A handwritten signature in black ink, appearing to read 'Frank Kendall', with a stylized, cursive script.

Frank Kendall
Under Secretary of Defense for
Acquisition, Technology, and Logistics

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....6

ENCLOSURE 2: RESPONSIBILITIES.....7

 UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND
 LOGISTICS (USD(AT&L)).....7

 DEPUTY UNDER SECRETARY OF DEFENSE FOR INSTALLATIONS
 AND ENVIRONMENT (DUSD(I&E))7

 DIRECTOR, AFPMB7

 DoD COMPONENT HEADS.....8

 DoD COMPONENT PMCs.....8

 COMMANDING OFFICERS OF THE TRAINING CENTERS8

ENCLOSURE 3: PROCEDURES.....10

 GENERAL TRAINING INFORMATION.....10

 General Types of Pest Management Training Programs10

 Training Evaluations11

 Training Support Materials11

 Continuing Education12

 Training Courses Presented Outside of a DoD Component Training Center.....12

 APPRENTICE TRAINING AND ON-THE-JOB TRAINING (OJT).....12

 Purpose.....12

 Procedures.....12

 FIFRA PESTICIDE APPLICATOR CORRESPONDENCE TRAINING13

 Purpose.....13

 Preparatory Training14

 Alternative Training for DoD FIFRA Pesticide Applicator Certification14

 PMQAE OR PMPAR TRAINING14

 Purpose.....14

 Training.....15

 Training Requirements.....15

 Training Accreditations15

 INSTALLATION PEST MANAGEMENT COORDINATOR TRAINING.....16

 Purpose.....16

 Training.....16

 Training Requirements.....16

 Training Accreditations16

 OPERATIONAL TRAINING AND READINESS.....17

 U.S. Army FSTT.....17

 Shipboard Pest Control Course (Catalog of Navy Training Courses (CANTRAC)
 B-322-1075).....17

 U.S. Navy Operational Entomology Training (CANTRAC B-322-1077)17

U.S. Air Force (USAF) Operational Entomology Course	18
Medical Entomology and Pest Management Technology Course (CANTRAC B-322-1050)	19
OCONUS PESTICIDE APPLICATOR TRAINING	19
Purpose.....	19
Background.....	19
Procedures.....	20
RESERVE COMPONENTS AND COAST GUARD PEST MANAGEMENT TRAINING	20
Purpose.....	20
Procedures.....	21
SPECIALIZED PEST MANAGEMENT TRAINING.....	21
Self-Help Training	21
Maintenance Inspector and Facilities Management Training.....	22
Procurement and Receipt Inspection of Treated Wood Products (TWP) Course.....	22
BASH Training	22
USAF Career Development Course 3E453, Pest Management Journeyman Training	22
NON-DoD PESTICIDE APPLICATOR TRAINING.....	23
Purpose.....	23
Procedures.....	23
SERVICE-SPECIFIC TRAINING REQUIREMENTS	23
PMP Training and Certification Requirements.....	23
Additional PMP Training Requirements	23
MAINTENANCE OF TRAINING AND CERTIFICATION RECORDS	23
Purpose.....	23
Procedures.....	24
APPENDIXES	
1. DoD FIFRA PEST MANAGEMENT TRAINING AND CERTIFICATION CENTERS.....	25
2. PESTICIDE APPLICATOR APPRENTICE TRAINING RECORD	27
3. RECOMMENDED PMQAE OR PMPAR AND INSTALLATION PEST MANAGEMENT COORDINATOR TRAINING REQUIREMENTS	30
4. PROCEDURES FOR ISSUING DoD ACCREDITATION FOR PMQAEs OR PMPARs AND INSTALLATION PEST MANAGEMENT COORDINATORS	31
TABLES	
1. Sample Apprentice Training Topics	27
2. Critical Elements For Pest Management Technology Training Courses.....	30
GLOSSARY	32
PART I: ABBREVIATIONS AND ACRONYMS	32
PART II: DEFINITIONS.....	33

ENCLOSURE 1

REFERENCES

- (a) DoD 4150.7-M, "DoD Pest Management Training and Certification," April 24, 1997 (cancelled by Volume 1 of this manual)
- (b) DoD Instruction 4150.07, "DoD Pest Management Program," May 29, 2008
- (c) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), December 9, 2005, as amended
- (d) Section 136 et seq. of Title 7, United States Code (also known as "The Federal Insecticide, Fungicide, and Rodenticide Act, as amended")
- (e) DoD 4715.05-G, "Overseas Environmental Baseline Guidance Document," May 1, 2007
- (f) DoD Instruction 4715.10, "Environmental Education, Training and Career Development," April 24, 1996
- (g) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (h) Army Regulation 40-5, "Preventive Medicine," May 25, 2007
- (i) U.S. Army Field Manual 4-25.12, "Unit Field Sanitation Team," January 25, 2002
- (j) U. S. Army Field Manual 21-10, "Field Hygiene and Sanitation Team," June 21, 2000
- (k) Title 40, Code of Federal Regulations

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L):

- a. Develops policy, implements, and surveys the DoD Pest Management Program in accordance with Reference (b).
- b. In consultation with the DoD Component certifying officials, may deny, suspend, or revoke the certificate of any DoD employee who violates any FIFRA provision or falsifies records in accordance with this volume.

2. DEPUTY UNDER SECRETARY OF DEFENSE FOR INSTALLATIONS AND ENVIRONMENT (DUSD(I&E)). Under the authority, direction, and control of the USD(AT&L), and in accordance with Reference (b), the DUSD(I&E):

- a. Oversees the implementation of this manual.
- b. Directs and supervises the operations of the Armed Forces Pest Management Board (AFPMB).

3. DIRECTOR, AFPMB. Chartered by the USD(AT&L), the Director, AFPMB:

- a. Reviews pest management matters and proposes policy changes for the DoD in accordance with Reference (b).
- b. Reviews pest management matters, proposes policy changes, and establishes FIFRA pesticide applicator training and certification requirements for the DoD in accordance with Reference (b).
- c. Monitors compliance with this volume.
- d. Reviews and approves the DoD Components' recommendations for:
 - (1) Pest management consultants (PMCs).
 - (2) Pesticide applicator certifying officials.
- e. Maintains a list of approved pesticide applicator certifying officials and PMCs.

4. DoD COMPONENT HEADS. The DoD Component heads:

a. Implement the requirements and procedures of this volume as described in Enclosure 3. Supplementary procedures may be issued within the Component to address unique Component requirements.

b. Designate a senior PMC as the primary point of contact for the DoD Component's pest management training program in accordance with Reference (b).

c. Nominate PMCs to serve as certifying officials to certify the competency of the DoD Component's pesticide applicators in accordance with Reference (b).

5. DoD COMPONENT PMCs. DoD Component PMCs, in concert with the pesticide applicator certifying officials will:

a. Ensure training meets the requirements of this volume.

b. Assume the lead for pest management training in his or her area of responsibility.

c. Recommend applicable region-specific, non-FIFRA training requirements for their non-FIFRA area to designated training centers.

d. Coordinate non-FIFRA pesticide applicator training with the designated training center, training site, and host-nation authorities.

e. Determine whether candidate pesticide applicators have met DoD and DoD Component training standards.

f. Issue certification or certificates of competency, as applicable, to appropriately acknowledge successful completion of training.

6. COMMANDING OFFICERS OF THE TRAINING CENTERS. The commanding officers of the training centers:

a. Develop or review and approve plans of instruction for training that meet training objectives identified by PMCs for areas:

(1) OCONUS.

(2) Under and outside FIFRA jurisdiction.

b. Evaluate and, if necessary, update OCONUS FIFRA pesticide applicator training to comply with the requirements in this volume, applicable international agreements, SOFA, FGS issued for the host nations, or where no such FGS have been issued, the criteria in Reference (e).

Where conflict between requirements exists, training will be provided on the more stringent requirement.

c. Ensure that FIFRA pest management training and programs are tailored to fit language-translation problems, site-specific pests, host-nation considerations, etc.

ENCLOSURE 3

PROCEDURES

1. GENERAL TRAINING INFORMATION

a. General Types of Pest Management Training Programs. DoD pest management training for proper application and use of pesticides is classified into five general types of programs as described in paragraphs 1a(1) through 1a(5) of this enclosure. Reference (b) requires that all personnel engaged in or supervising pest management functions of any type are trained in the safe, efficient, and environmentally sound use of pesticides and IPM practices.

(1) FIFRA Pesticide Applicator Certification Training

(a) FIFRA pesticide applicator training and certification requirements are described in Volume 1 of this manual. Successful completion of training leads to FIFRA pesticide applicator certification.

(b) This training may be offered to non-DoD employees (e.g., employees of the Department of the Interior (DOI), the U.S. Forest Service, the U.S. Coast Guard, the U.S. Department of Veterans Affairs (VA), and contractor personnel), but does not result in DoD certification. Section 10 of this enclosure provides guidelines for non-DoD pesticide applicator training.

(2) OCONUS Pesticide Applicator Certification Training

(a) Pesticide applicator training is provided to DoD pesticide applicators operating in OCONUS locations.

(b) When an OCONUS installation is under the jurisdiction of the U. S. Environmental Protection Agency (EPA) and FIFRA, FIFRA training and certification requirements for pesticide applicators are conducted in accordance with Volume 1 of this manual, as described in section 7 of this enclosure.

(c) When an OCONUS installation is not under the jurisdiction of FIFRA, non-FIFRA pesticide applicator training will be conducted in accordance with Volume 2 of this manual.

(3) Pest Management Quality Assurance Evaluator (PMQAE) or Pest Management Performance Assessment Representative (PMPAR) Training. This training, as described in section 4 of this enclosure:

(a) Prepares PMQAEs or PMPARs to effectively evaluate the performance of pest management contractors.

(b) Consists of two elements: general contract administration and pest management training.

(4) Specialized Pest Management Training. The DoD Components may offer specialized pest management training, as needed, in areas including but not limited to self-help, maintenance inspector and/or facilities management, and bird aircraft strike hazard (BASH). Specialized pest management training courses are described in section 9 of this enclosure.

(5) Operational and Readiness Training. Operational and readiness training (e.g., Shipboard Pest Control and Field Sanitation Team Training (FSTT)) prepares uniformed Service members for routine operations; contingency operations; and deployments under conditions of warfare, disaster relief, humanitarian assistance, and military operations other than war. Operational and readiness training is described in section 6 of this enclosure.

b. Training Evaluations

(1) The credibility of a training and certification course depends on the integrity of its evaluation system. To maintain program security and integrity, there must be a controlled evaluation environment and procedures for official evaluation of personnel. Those procedures must ensure complete impartiality and confidentiality, and must be safeguarded against misuse or abuse. Methods of evaluation are determined by regulatory and individual course requirements, as described in applicable sections of this volume or in the DoD Component's guidance.

(2) Applicants must complete both written and performance evaluations successfully in order to receive pesticide applicator certification in any or all specific categories tested. Written and performance evaluations may be used in other training to meet requirements.

(a) Written evaluations measure an individual's knowledge against the predetermined pest management course objectives for a specific standard. Failure to achieve a passing grade of 70 percent will result in course failure.

(b) Performance evaluations measure a candidate's competence in completing specific pest management course tasks as measured against predetermined standards. Each candidate should be evaluated based on materials and guidance provided. Performance evaluations should be conducted on a pass or fail basis.

c. Training Support Materials. AFPMB technical guides, AFPMB disease vector ecology profiles, similar publications, and other technical information and guidance are available from the AFPMB Website at <http://www.afpmb.org> or by mail:

U.S. Army Garrison Forest Glen
Armed Forces Pest Management Board
(ATTN: Information Support Division)
2460 Linden Lane, Bldg 172
Silver Spring, MD 20910

d. Continuing Education. Continuing education is necessary to maintain professional competency. Participation of both certified pesticide applicators and uncertified personnel in short courses, State pesticide workshops or seminars, and commercially sponsored meetings should be encouraged by local commands in accordance with Reference (f). Examples of continuing education include DoD-sponsored presentations and workshops, in-Service training, industry-sponsored presentations, golf course management workshops, and equipment demonstrations.

e. Training Courses Presented Outside of a DoD Component Training Center. DoD Components that require training courses to be presented at locations other than a training center listed in Appendix 1 to this enclosure must coordinate with their appropriate certifying official to approve the requested training. When the installations can ensure full enrollment, travel costs can be reduced when training courses are taught at installations or other alternative sites by training centers.

2. APPRENTICE TRAINING AND ON-THE-JOB TRAINING (OJT)

a. Purpose. Apprentice training and OJT provides new pesticide applicator trainees with hands-on training before earning initial DoD certification as a pesticide applicator in accordance with Volume 1 of this manual. Trainees gain experience with pest management techniques at the installation where they will be employed.

b. Procedures

(1) FIFRA pesticide applicator trainees will participate in apprentice training under the supervision of a DoD-certified applicator or, if one is not available, under the guidance of a DoD pest management professional (PMP) for a minimum of 1 year.

(2) The apprentice training will be tailored to the specific pest problems of the trainee's workplace and include, but not be limited to:

- (a) Pesticide labels.
- (b) Pesticide safety.
- (c) General safety.
- (d) Pesticide use.
- (e) Equipment use.
- (f) Survey and control.
- (g) Shop operations.

- (h) Federal, State, and local laws.
- (i) IPM plan.
- (j) IPM and environmental awareness.
- (k) Record keeping and reporting.
- (l) Pesticide disposal and security.
- (m) Recognition of pests and pest damage.

(3) Pest control shop supervisors and/or installation pest management coordinators, as applicable, will manage resources to develop, implement, and conduct the apprentice training program. A sample apprentice training record, showing required information to be collected during apprentice training is provided at Appendix 2 to this enclosure.

(4) Certifying officials may reduce or waive the 1-year apprentice requirement in writing for trainees who hold current equivalent State certification in applicable categories, for DoD PMPs, or for civilian personnel performing military duties.

(5) Apprentice training will culminate in an on-site practical evaluation of the trainee's competence and progress by a PMP or DoD-certified pest control supervisor. Previously trained or experienced personnel may be evaluated at any time. Failure to obtain a satisfactory evaluation after the apprentice training may result in a recommendation from the certifying official that the installation remove the trainee from pesticide applicator functions.

(6) DoD Components may have additional prerequisite training requirements that must be completed during apprentice training or OJT.

3. FIFRA PESTICIDE APPLICATOR CORRESPONDENCE TRAINING

a. Purpose. The FIFRA pesticide applicator correspondence training:

(1) Supplements apprentice training for new pesticide applicator trainees and prepares them for DoD FIFRA pesticide applicator certification in accordance with Volume 1 of this manual.

(2) Allows PMPs to qualify for DoD FIFRA pesticide applicator certification by taking and passing a written examination in accordance with Volume 1 of this manual.

(3) Qualifies personnel for accelerated DoD FIFRA pesticide applicator certification after taking and passing a written examination in accordance with Volume 1 of this manual.

b. Preparatory Training. Within 6 months of assignment as a trainee, his or her supervisor should have the individual enroll in an AFPMB-approved correspondence course.

(1) Correspondence courses may serve as prerequisites for selection to attend a formal resident course or may also be used with OJT after trainees complete initial resident training.

(2) Trainees must obtain a passing grade on every written examination to successfully complete the correspondence training.

(3) Results of correspondence training examinations will be filed with the individual's training records.

c. Alternative Training for DoD FIFRA Pesticide Applicator Certification. Under certain circumstances, the DoD Pesticide Applicator Certification Correspondence Course may be substituted for formal classroom training. It meets the training requirements for the certification of:

(1) PMPs:

(a) Who must request and receive approval of their respective DoD Component training center to substitute the correspondence course.

(b) Who may also use the FIFRA pesticide applicator correspondence course for recertification in accordance with Volume 1 of this manual.

(2) DoD personnel other than PMPs who have prior pest management experience or have had valid FIFRA certification.

(a) Who may request alternate DoD certification from the designated PMC and DoD Component certifying official, as specified in Volume 1 of this manual.

(b) Who may use the correspondence course for FIFRA recertification.

4. PMQAE OR PMPAR TRAINING

a. Purpose. PMQAE or PMPAR training prepares the PMQAEs or PMPARs to effectively evaluate the performance of pest control contractors. PMQAE or PMPAR training satisfies pest management technology training required by Reference (b) for PMQAEs or PMPARs supervising contracts for commercial pest control services. If an installation's pest management contract efforts are less than 25 percent of the work-year, the presence of a trained PMQAE or PMPAR at the installation is recommended but not mandatory, in accordance with Reference (b).

b. Training

(1) PMQAE or PMPAR personnel will be trained in accordance with requirements and guidelines in this section and with any additional DoD Component's requirements or guidelines for PMQAE and PMPAR training.

(2) Candidate PMQAE or PMPAR personnel will request guidance on the DoD Component's training requirements and procedures from their designated certifying official.

c. Training Requirements

(1) PMQAE and PMPAR training will include both contract administration and pest management elements. The pest management training component is available to personnel who perform PMQAE oversight and review of DoD pest management contracts. The pest management training element is available through formal classroom instruction. Appendix 3 to this enclosure describes the recommended requirements for PMQAE or PMPAR training.

(2) Certifying officials may waive all or a portion of the initial PMQAE or PMPAR training elements described in Appendix 3 to this enclosure for personnel with a valid DoD-approved or another EPA-approved pest control certification in applicable pest control categories.

(3) PMQAEs or PMPARs must receive pest management refresher training every 3 years. Refresher training may be completed by attending either a pest control quality assurance course or a DoD pesticide applicator recertification course. The DoD Component's certifying officials may extend the expiration date on PMQAE certificates of training for up to 1 year, if justified (e.g., in cases of illness, family emergency, or unscheduled military deployment).

(4) PMQAEs and PMPARs assigned to manage a pest management contract must attend a DoD pest management formal training course for PMQAE, PMPAR, or DoD pest management certification.

d. Training Accreditations

(1) Certifying officials will validate successful completion of PMQAE and PMPAR training requirements by issuing and signing training accreditations, using DD Form 2491, "Department of Defense Armed Forces Pest Management Board Accreditation of Competency," which includes the individual's name, expiration date of the accreditation, and pest management categories for which the individual may act as a PMQAE or PMPAR. Appendix 4 to this enclosure describes the specific procedures for issuing accreditations.

(2) All DoD personnel who act as PMQAEs or PMPARs must have a certificate of training. Records of PMQAE or PMPAR certificates of training will be maintained by the designated certifying officials in accordance with the DoD Component's regulations and guidelines.

5. INSTALLATION PEST MANAGEMENT COORDINATOR TRAINING

a. Purpose. Installation pest management coordinator training prepares installation pest management coordinators to effectively manage an installation pest management program and satisfies the training requirements of Reference (b).

b. Training

(1) Installation pest management coordinator personnel will be trained in accordance with requirements and/or guidelines in this section and with any additional DoD Component's requirements or guidelines.

(2) Candidate installation pest management coordinator personnel will request guidance on the DoD Component's training requirements and procedures from their certifying official.

c. Training Requirements

(1) Training includes both installation administration and pest management program elements. The pest management training component is available to personnel who have oversight of the installation pest management program through formal classroom instruction. Appendix 3 to this enclosure describes the recommended training requirements.

(2) Certifying officials may waive all or a portion of the initial training elements described in Appendix 3 to this enclosure for personnel with a valid DoD-approved or another EPA-approved pest control certification in applicable pest control categories.

(3) Installation pest management coordinators must receive pest management refresher training every 3 years. Refresher training may be completed by attending either an installation pest management coordinator course or a DoD-approved pesticide applicator recertification course. DoD Component certifying officials may extend the expiration date on installation pest management coordinator certificates of training for up to 1 year, if justified (e.g., in cases of illness, family emergency, or unscheduled military deployment).

d. Training Accreditations

(1) Certifying officials will validate successful completion of installation pest management coordinator training requirements by issuing and signing training accreditations using DD Form 2491. DD Form 2491 includes the individual's name, expiration date of the accreditation, and pest management categories for which the individual may act as a supervisory installation pest management coordinator. Appendix 4 to this enclosure describes the specific procedures for issuing accreditations.

(2) All DoD personnel who act as installation pest management coordinators will have a certificate of training. Records of certificates of training will be maintained by the designated certifying official in accordance with the DoD Component's regulations and guidelines.

6. OPERATIONAL TRAINING AND READINESS

a. U.S. Army FSTT

(1) Purpose. U.S. Army FSTT provides training to members of the Field Sanitation Team to ensure that small Army units have preventive medicine resources to reduce rates of disease and non-battle injury, in accordance with Army Regulation 40-5, Field Manual (FM) 4-25.12, and FM 21-10 (References (h), (i), and (j)).

(2) Procedures

(a) Small Army units (companies and below) are required to have a two-member field sanitation team. The unit commander designates team members consisting of at least one non-commissioned officer when organic medic and/or combat medics are not available.

(b) FSTT is a formal 40-hour resident or distance learning course. Preventive medicine personnel train team members in all aspects of field sanitation and hygiene. This includes specialized training in the prevention and control of arthropod and vertebrate pests that threaten the health of deployed forces. Pest management training includes nonchemical strategies, as well as the use of pesticides to prevent or reduce infestations.

b. Shipboard Pest Control Course (Catalog of Navy Training Courses (CANTRAC) B-322-1075)

(1) Purpose. Shipboard pest control establishes uniform shipboard pest management certification requirements; maintains a safe and effective program to control insects, rodents, and other pests affecting the health and well-being of personnel; and prevents loss of materiel.

(2) Procedures

(a) The Medical and Supply Department aboard U.S. Navy ships is responsible for pest management operations, including the use of approved pesticides. On U.S. Navy ships with no medical department, the steward or another assigned person is responsible for pest control operations.

(b) Shipboard pest management training is available to medical and supply personnel. Shipboard pest application certifications are required for all ships' medical personnel assigned pest management responsibilities.

(c) Shipboard pest management training and certification are available through any Navy Environmental and Preventive Medicine Unit or the Navy Entomology Center of Excellence. Uniformed Navy entomologists are the certifying officials who issue shipboard pest control certification cards.

c. U.S. Navy Operational Entomology Training (CANTRAC B-322-1077)

(1) Purpose. U.S. Navy operational entomology training provides advanced training in the establishment of a temporary public health pest management program where none exists, under conditions of warfare, disaster relief, humanitarian assistance, or military operations other than war.

(2) Procedures

(a) Active duty preventive medicine personnel from any of the Military Services, including preventive medicine technicians, epidemiologists, environmental health officers, public health officers, and entomologists, are strongly encouraged to attend this course. Reserve personnel should complete CANTRAC B-322-1050, "Medical Entomology and Pest Management Technology Course," as described in paragraph 6e of this section, before enrolling.

(b) Personnel holding a valid DoD certification as a pesticide applicator may take the recertification examination for Category 8, "Public Health Pest Control," as part of this course.

(c) For convening dates, quota requests, or other information, contact the Navy Entomology Center of Excellence (NECE) Training Department by email at NECE-TrainingDept@med.navy.mil or on Facebook (search "Navy Entomology Center of Excellence").

d. U.S. Air Force (USAF) Operational Entomology Course

(1) Purpose. The USAF Operational Entomology Course provides advanced training in disease vector impact and control for combat operations, disaster relief, and other contingency operations.

(2) Procedures. Active duty preventive medicine personnel from any of the Military Services, including preventive medicine technicians, epidemiologists, environmental health officers, and entomologists are strongly encouraged to attend this course.

(3) Course Description. The USAF Operational Entomology Course, USAF School of Aerospace Medicine (USAFSAM) Course #B3OZY43M3-000, is a 2-week course USAF Surgeon General-mandated course offered six times annually. Students receive instruction and training on proper surveillance and control techniques for arthropods and arthropod-borne diseases. Emphasis is placed on major arthropods and arthropod-borne diseases, as well as environmental and cultural conditions personnel are likely to encounter during deployments. A team approach is utilized to solve pest management and personal protection scenarios encountered during exercises, hostilities, and natural disasters. These scenarios and field exercises are used to evaluate the student's competency.

(4) Attendance

(a) The USAF Operational Entomology Course is open to four different USAF medical and civil engineering specialties (active duty, Reserve, National Guard, and DoD civilian equivalent) and is mandatory for USAF civil engineers.

(b) Army and Navy personnel may contact USAFSAM, Public Health (USAFSAM/PH) to request attendance and may be admitted on a space-available basis.

(5) Additional Information. For additional information, contact:

USAFSAM/PH
2510 Fifth Street
Wright-Patterson AFB, OH 45433-7913

e. Medical Entomology and Pest Management Technology Course (CANTRAC B-322-1050)

(1) Purpose. The Medical Entomology and Pest Management Technology Course is primarily intended for Reserve military enlisted and officer preventive medicine specialists from all DoD Components. This is an introductory course covering past, present, and anticipated medical entomology problems that arise during military operations, as well as practical solutions to those problems.

(2) Procedures. There are no prerequisites or fees for this course.

(3) Additional Information. For information including quotas, contact:

Navy Entomology Center of Excellence
Naval Air Station
Box 43
Jacksonville, FL 32212-0043

7. OCONUS PESTICIDE APPLICATOR TRAINING

a. Purpose. OCONUS pesticide applicator training is provided to DoD pesticide applicators operating in OCONUS locations.

b. Background

(1) When an OCONUS installation is under the jurisdiction of the EPA and FIFRA (for example, in Guam and Puerto Rico), training and certification requirements are the same as for the continental United States. In these situations, FIFRA certification and recertification courses conducted OCONUS will be conducted in accordance with Volume 1 of this manual.

(2) In OCONUS areas not under the jurisdiction of FIFRA, training will be conducted in accordance with Volume 2 of this manual. The senior PMC for each DoD Component in the non-FIFRA area is responsible for determining training requirements and for coordinating certification training with the applicable training center.

c. Procedures

(1) Non-FIFRA Certification Training. Non-FIFRA certification training is approved by the designated area PMC using a curriculum developed by the applicable training center for OCONUS installations not under FIFRA jurisdiction. Training materials should include regional conditions, native pest problems, and host-nation requirements. Non-FIFRA training and certification is addressed in Volume 2 of this manual.

(2) Host-Nation Non-FIFRA Pesticide Applicator Trainee Selection

(a) The selection of foreign national pest management personnel who may meet training requirements and who may function efficiently and effectively in the framework of an installation pest management program is the first step in this variety of training. Before investing training resources, the installation should determine that the candidate has the potential and willingness to complete the training program and, when applicable, achieve “pest control” category certification. For example, individuals unable to demonstrate the ability to comprehend label directions written in English are not preferred. Persons with sensitivity or allergy to pesticides, other chemicals, or insect stings should not be selected. On request, the major command PMC may assist in the selection process.

(b) For initial hire situations, trainees for pest control positions should be employed on a conditional agreement so that, if satisfactory progress in their training is not achieved, they may be removed from pest control functions without difficulty. Similarly, if a vacancy in the existing pest control force is anticipated, to maintain operational continuity, it is good practice to select a replacement trainee 6 to 12 months in advance.

(3) Non-DoD and Host-Nation Personnel Non-FIFRA Pesticide Applicator Training

(a) Non-DoD and Host-Nation Personnel require DoD Non-FIFRA certification. Contractor pest control personnel who apply pesticides on OCONUS installations or operational bases may attend formal training courses on a space available basis. The training centers and locations are identified in Appendix 1.

(b) DoD Component training centers may require tuition reimbursement from contractor personnel trained. The certifying official may provide contractor personnel with a certificate of training and DoD non-FIFRA pesticide applicator certification on successful completion of non-FIFRA core and category pesticide applicator training requirements.

8. RESERVE COMPONENTS AND COAST GUARD PEST MANAGEMENT TRAINING

a. Purpose. This training specifies the standards for Reserve Component pest management personnel when activated for federal duty and Coast Guard pest management personnel when its operations are transferred to the service and jurisdiction of the Secretary of the Navy. Although the training objectives of this volume apply primarily to all DoD pest control personnel, State

training standards often apply to National Guard or Reserve employees who do not qualify as DoD personnel or who apply pesticides on other than DoD property.

b. Procedures

(1) National Guard personnel who are State employees rather than DoD employees and who apply pesticides as part of their duties must be trained and certified by the respective State in which their National Guard unit is located, even if some or all of their pest control activities occur on DoD property.

(2) Military Reserve and National Guard employees who are DoD employees and who apply pesticides as part of their job must be trained and certified in accordance with Volume 1 of this manual. These personnel must meet the State's certification requirements for pest control operations that occur on non-DoD property.

(3) Reserve Component personnel who are required, as part of their military specialty, to apply pesticides while on active federal duty must be trained and certified in accordance with Volume 1 of this manual.

(4) Coast Guard personnel who are required, as part of their military specialty, to apply pesticides while on active federal duty operating as a Service in the Navy must be trained and certified in accordance with Volume 1 of this manual.

(5) DoD Components may direct additional specialized pest management training as addressed in section 9 of this enclosure.

9. SPECIALIZED PEST MANAGEMENT TRAINING

a. Self-Help Training

(1) Purpose. This training provides guidance for establishing installation self-help pest control programs.

(2) Procedures. Training for installation self-help program administrators will be provided on-site by installation pest management coordinators at installations and at training conferences. Training instruction will include the topics of recording and reporting self-help pest management operations. After training is completed, self-help administrators will assist quarters' occupants by:

(a) Instructing occupants to recognize and control household pests.

(b) Issuing written pest management instructions and materials for their use.

(c) Assisting occupants to identify pest infestations remaining, if the occupant's self-help control efforts have failed.

b. Maintenance Inspector and Facilities Management Training

(1) Purpose. This training provides guidance to maintenance inspectors and facility managers to recognize pest problems.

(2) Procedures. The course is offered regionally or on-site at military installations, as required.

c. Procurement and Receipt Inspection of Treated Wood Products (TWPs) Course

(1) Purpose. This course prepares installation contracting officers and material receipt inspectors (facilities management personnel) to perform quality assurance inspection of TWPs. Properly performed procurement inspections should result in extended service life of TWPs (e.g., marine and foundation pilings, utility poles, cross-ties, decking, other dimension timbers, pallets, and scaffolding).

(2) Procedures

(a) It is DoD policy to conduct receipt inspection of all TWPs in accordance with Reference (b).

(b) The course is offered regionally or on-site at military installations, as required.

(3) Additional Information. Additional course information is available from:

U.S Army Garrison Forest Glen
AFPMB
ATTN: Environmental Biologist, Forest Glen Section
2460 Linden Lane, Bldg 172
Silver Spring, MD 20910

d. BASH Training

(1) Purpose. To provide training to prevent in-flight collisions between birds and DoD aircraft.

(2) Procedures. BASH training is conducted each year at the Bird Strike Committee, USA meeting.

e. USAF Career Development Course 3E453, Pest Management Journeyman Training. This correspondence course is primarily used by USAF personnel. The eight-volume course provides information on basic and intermediate pest management principles plus survey, identification, and control of a wide variety of vertebrate and invertebrate pests. The course is offered through:

USAF Extension Course Institute
Gunter Air Force Base
Alabama, 36118

10. NON-DoD PESTICIDE APPLICATOR TRAINING

a. Purpose. Non-DoD pesticide applicator training is available to U.S. Coast Guard, non-military federal department and agency (e.g., DOI, Forest Service, VA), and contractor personnel who apply pesticides on federal properties.

b. Procedures. DoD Component training centers may require tuition reimbursement from contractor personnel trained in accordance with Volumes 1 and 2 of this manual.

(1) Non-DoD federal departments and agencies (e.g., DOI, Forest Service, and VA), Coast Guard, and contractor personnel who apply pesticides on federal property may attend formal training courses on a space available basis. DoD Component training centers and training locations are identified in Appendix 1 to this enclosure.

(2) Contractor personnel completing non-FIFRA pesticide applicator training can be provided DoD non-FIFRA certification in accordance with Volume 2 of this manual.

11. SERVICE-SPECIFIC TRAINING REQUIREMENTS

a. PMP Training and Certification Requirements. PMPs must obtain core training and FIFRA certification in specific pest control categories by successfully passing a closed-book written examination following completion of either a DoD correspondence course or DoD formal training.

b. Additional PMP Training Requirements. Additional PMP training requirements are provided in Volume 1 of this manual.

12. MAINTENANCE OF TRAINING AND CERTIFICATION RECORDS

a. Purpose. This section provides the procedures for maintaining records of pest management training, recording information on pest management training and certification, as applicable, and using the information for overall program management. These records may be used to:

- (1) Meet DoD, federal, and/or State requirements.
- (2) Provide program oversight.
- (3) Document eligibility for certification and recertification.
- (4) Identify additional training needs.
- (5) Answer data calls.

(6) Document professional qualifications of personnel.

(7) Validate eligibility to apply pesticides.

b. Procedures

(1) The training centers, as listed in Appendix 1 to this enclosure, prepare, maintain, and disseminate training records to designated officials.

(2) The designated certifying official maintains training and certification information on pesticide applicators and PMPs, to include name, certification number, pest control categories, date of initial certification, and date of certification expiration.

(3) The designated DoD Component certifying official and the installation pest management coordinator maintains training information on PMQAEs or PMPARs, to include name, training completion date, and source of training.

(4) The Director, AFPMB, approves and certifies DoD Component certifying officials. Additionally, the AFPMB maintains training information on DoD Component certifying officials, to include name, pesticide applicator certification number, pest control categories, date of initial certification, and date of certification expiration.

(5) The designated DoD Component certifying official maintains information on training of installation pest management coordinators, to include name, training completion date, and source of training.

Appendixes

1. DoD FIFRA Pest Management Training and Certification Centers
2. Pesticide Applicator Apprentice Training Record
3. Recommended PMQAE or PMPAR and Installation Pest Management Coordinator Training Requirements
4. Procedures for Issuing DoD Accreditation for PMQAEs or PMPARs and Installation Pest Management Coordinators

APPENDIX 1 TO ENCLOSURE 3

DoD FIFRA PEST MANAGEMENT TRAINING AND CERTIFICATION CENTERS

DoD Component training centers providing FIFRA pest management training and certification are:

Medical Education and Training Campus
ATTN: METC-ID-PHT
Anderson Hall, Bldg 1364 4th Floor, Rm 4-430
3488 Garden Avenue
Fort Sam Houston, TX 78234-1200

U. S. Army Medical Department Center and
School
ATTN: MCCS-PM
Fort Sam Houston, TX 78234-6142

U.S. Army Public Health Command Region-
Europe
ATTN: MCHB-AN
CMR 402
APO AE 09180

U.S. Army Public Health Command Region-
Pacific
ATTN: MCHB-AJ-TM
APO AP 96343-5006

Navy Environmental and Preventive Medicine
Unit Five
3235 Albacore Alley, Naval Station San Diego
San Diego, CA 92136-5199

Navy Entomology Center of Excellence
Naval Air Station, Box 43
Jacksonville, FL 32212-0043

Naval Facilities Engineering Command-Atlantic
Applied Biology, Code EV51
6506 Hampton Blvd
Norfolk, VA 23508-1278

Naval Facilities Engineering Command-Southwest
1220 Pacific Highway
San Diego, CA 92132

Naval Facilities Engineering Command-Pacific
258 Makalapa Drive, Suite 100
Pearl Harbor, HI 96860-3134

366th Training Squadron
727 Missile Road
Sheppard Air Force Base, TX 76311-2254

910 AG/DOS (FIFRA Pest Control Category 11
only)
3976 King Graves Road
Youngstown-Warren Regional Airport
Air Reserve Station, Vienna, OH 44473-0910

APPENDIX 2 TO ENCLOSURE 3PESTICIDE APPLICATOR APPRENTICE TRAINING RECORD

GENERAL. Apprentice training is tailored to local pest management requirements. The supervisor will list common installation pests and pest management tasks relevant to the local installation and approved by the PMC. At a minimum, include all pests listed on the installation pest management plan. The supervisor should sign and date the record to indicate the apprentice has successfully completed that task

Table 1. Sample Apprentice Training Topics

Pest Management Task	Location	Supervisor's Initials And Date
Ant Control		
Argentine		
Carpenter		
Fire Ants		
Pharoah		
Ant Surveillance		
Bat Control		
Bees		
Bees in Wall		
Bees - Outdoors		
Bee Hive and Swarm Management		
Birds		
Pesticides		
Trapping and Other Controls		
Cat and Skunk Trapping		
Cockroach		
German Cockroaches		
American Cockroaches		
Brown-Banded Cockroaches		
Oriental Cockroaches		
Commensal Rodents		
Norway Rats In and Around Structures		
Norway Rats - Outdoors		
Norway Rats - Rat Proofing		
Roof Rats In and Around Structures		
Roof Rats - Rat Proofing		
House Mouse - Tracking Powder		
House Mouse - Multiple Catch Traps		
House Mouse - Glue Board		
House Mouse - Mouse Proofing		
Crickets		
Baits and Sprays		
Nonchemical Control		

Table 1. Sample Apprentice Training Topics, Continued

Pest Management Task	Location	Supervisor's Initials And Date
Flea Surveillance		
Flea Control		
Interior		
Exterior Area Treatment		
Flies		
Nuisance Flies, including Source Control		
Biting Flies, including Source Control		
Ground Nesting Yellow Jackets		
Mites		
Bird Mites		
Clover Mites		
Mosquitoes		
Mosquito Surveillance		
Mosquitoes, Source Control and Larviciding		
Mosquitoes, Adulticiding		
Pillbugs and Sowbugs		
Silverfish and Firebrats		
Stored Product Pest Surveillance		
Stored Product Pest Control		
Nonchemical Control		
Ultra Low Volume Space Sprays		
Termites, Subterranean		
Tick - Brown Dog Tick		
Indoor Surveillance		
Indoor Control		
Yard Surveillance		
Yard Control		
Ticks - Outdoors		
Field Tick Surveillance		
Field Tick Control - Outdoors		
Tree and Ornamental Pest Management		
Venomous Spiders		
Black Widow		
Brown Recluse		
Health and Safety (Personal Protective Equipment)		
Respirator Use and Maintenance		
Laundering Work Clothes		
Selecting Personal Protective Equipment		
Operations and Maintenance.		
Orderly Vehicle Layout		
Area Application of:		
Herbicides		
Insecticides		
Fungicides		

Table 1. Sample Apprentice Training Topics, Continued

Pest Management Task	Location	Supervisor's Initials And Date
Calculations (pounds per acre from percent Concentration)		
Calculations (pounds per gallon)		
Dispersal and Cleanup		
Equipment Repair and Maintenance		
Equipment Calibration		
Forms and Reports		

APPENDIX 3 TO ENCLOSURE 3RECOMMENDED PMQAE OR PMPAR AND INSTALLATION PEST
MANAGEMENT COORDINATOR TRAINING REQUIREMENTS

1. CRITICAL ELEMENTS. Pest management technology training courses for PMQAE or PMPAR and installation pest management coordinators should contain these critical elements:

Table 2. Critical Elements for Pest Management Technology Training Courses

CRITICAL ELEMENT	HOURS REQUIRED
PMQAE or PMPAR and Installation Pest Management Coordinator Roles and Responsibilities	0.5
Overview of the Army, Air Force, and Navy IPM Programs	0.5
Pesticide Laws and Regulation	1.0
Pesticide Labels, Labeling, and Material Safety Data Sheets	1.0
IPM Plan	0.5
Environmental Compliance Audits and the Installation	1.0
Pesticides Overview (Classification and Formulations)	1.0
IPM	1.0
Environmental Hazards from Pesticides	1.0
Personal Safety and Protective Measures	1.0
Pesticide Application Equipment	1.0
Records and Reporting	1.5
Nuisance Pest Management (including cockroach, flea, and miscellaneous arthropod control)	3.0
Structural Pest Control	2.0
Stored Product Pest Control	1.0
Control of Medically Important Pests	1.0
Pest Vegetation Control (Right of Way)	1.0
Turf Management	1.0
Ornamental Pest Management	1.0
Vertebrate Pest Management	1.0
Pest Control Quality Assurance Plan	2.0
Pesticide Calculations	1.0
Administrative	1.0
Testing and Test Review	2.0
TOTAL HOURS	28.0

2. EXAMINATION. A formal written examination that is based on the course content, with at least three questions for each hour of instruction, will be given at the end of the instruction. Students who successfully complete the course with a score of 70 percent or better will receive a certificate of training in pest management quality assurance evaluation.

APPENDIX 4 TO ENCLOSURE 3

PROCEDURES FOR ISSUING DoD ACCREDITATION FOR PMQAEs OR
PMPARs AND INSTALLATION PEST MANAGEMENT COORDINATORS

1. ISSUING PROCEDURES

a. Accreditation will be issued to pest management personnel by the designated certifying official on determination that the candidate has successfully completed pest management training requirements. Installation civilian and local national PMQAE or PMPAR and installation pest management coordinator personnel must successfully pass the PMQAE or PMPAR and installation pest management coordinator formal course to be issued a DoD accreditation as a PMQAE, PMPAR, or installation pest management coordinator.

b. The words, "PEST MANAGEMENT QUALITY ASSURANCE EVALUATOR TRAINING, as prescribed by DoD Standards for Pest Control Categories...", will follow "has successfully completed" on DD Form 2491. (See <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2000-2499.htm> for the availability of this form.)

c. Certificates of accreditation will bear the name of the individual without any additional titles. In situations where it is desirable to identify the certified individual as a "pest control inspector," or "planner-estimator," a standard recognition title will be used.

d. Certificates of accreditation expire 3 years from the last day of the month in which the certificate was issued. The certifying official may extend an individual's accreditation for a cause on a one-time basis for a period of not more than 1 year.

e. Certificates of accreditation numbers vacated by revocation, resignation, or for any other reason may not be reissued.

2. CERTIFYING OFFICIAL LISTING. The Director, AFPMB, and the DoD Components' senior PMCs will maintain a list of current certificates.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFPMB	Armed Forces Pest Management Board
BASH	bird aircraft strike hazard
CANTRAC	Catalog of Navy Training Courses
DoDI	DoD Instruction
DOI	Department of the Interior
DUSD(I&E)	Deputy Under Secretary of Defense for Installations and Environment
EPA	U. S. Environmental Protection Agency
FGS	final governing standard
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FM	field manual
FSTT	Field Sanitation Team Training
IPM	integrated pest management
NECE	Navy Entomology Center of Excellence
OCONUS	outside the continental United States
OJT	on-the-job training
PMC	pest management consultant
PMP	pest management professional
PMPAR	pest management performance assessment representative
PMQAE	pest management quality assurance evaluator
TWP	treated wood products
SOFA	status of forces agreements
USAF	United States Air Force
USAFSAM	United States Air Force School of Aerospace Medicine
USAFSAM/PH	United States Air Force School of Aerospace Medicine, Public Health
VA	Department of Veterans Affairs

PART II. DEFINITIONS

Unless otherwise noted, the following terms and their definitions are defined in Reference (b).

certified pesticide applicator

certifying official

contractor applicator

direct supervision

DoD-certified applicator

DoD employee

DoD Pest Management Program

installation pest management coordinator. The primary individual at the installation level responsible for coordinating all aspects of the installation's IPM program on behalf of the Garrison Commander.

IPM

non-FIFRA. Non-FIFRA is defined as all areas not under FIFRA jurisdiction. FIFRA jurisdiction includes: the 50 States, and the District of Columbia; the Commonwealths of Puerto Rico, the Northern Marianas, and the Virgin Islands; and the Territories of Guam and American Samoa.

pesticide

pests

PMC

PMP

restricted-use pesticide. Defined in Reference (d), and specifically as discussed in part 152.160-175 of Title 40, Code of Federal Regulations (Reference (k)).

State

training

uncertified DoD applicator. For the purpose of this instruction, a DoD employee who is not certified and can only apply pesticides under the direct line-of-sight supervision of a DoD-certified applicator during an apprenticeship period not exceeding 2 years.