

Attachment 25

HAZARDOUS MATERIALS INITIAL AND REFRESHER TRAINING

A25.1. Training General Requirements. This attachment identifies the hazardous material training required by paragraph 1.3. Commanders assign hazardous material workers into one of four functional groups. Training requirements are based on functional group. This approach provides basic hazardous materials training applicable to all personnel at the entry level. Trainers then provide more detailed training to supplement the basic level of training based on specific job responsibilities.

A25.2. Training for Noncertifying Officials. Train individuals according to the following general areas of responsibility. Unless otherwise required by Service/Agency directives, training may be performed locally. Develop training specific to the individual's hazardous material duties. The courses listed are suggested DOD courses that may be used to satisfy the applicable level of training. Telephone contact numbers are listed the first time the training location is identified. Commercial or other government sources may also be used for training other than Preparer level to the extent it satisfies the required level of training.

A25.2.1. Handlers. Trainers ensure training covers basic hazardous material familiarization, awareness, and communication requirements. This includes hazard classification, marking, labeling, placarding, documentation, compatibility, and safety (including emergency response information). Required training also include handling and job (function) specific requirements.

A25.2.1.1. HAZMAT Familiarization and Safety in Transportation (9E-F69/920-F37) Web Based Training, U.S. Army Defense Ammunition Center, McAlester OK 74501. Telephone DSN 956-8961 or commercial (918) 420-8961.

A25.2.1.2. Storage and Handling of Hazardous Materials (R511), DLA Training Center (DTC), Columbus, OH 43213-1430. Telephone DSN 850-5969 or commercial (614) 692-5969/ (800) 458-7903/ E-mail: <mailto:INFO@dtc.dla.mil>.

A25.2.1.3. Triennial Storage and Handling of Hazardous Material Recurrent (R611), DLA Center for Training, Education, and Development (DCTED), 380 Morrison Road, Columbus, OH 43213-1430. Telephone DSN 850-5986 or commercial (614) 692-5986/(800) 458-7903 / E-mail: <mailto:INFO@dpcso.dla.mil>.

A25.2.1.4. Hazardous Material Handler Refresher WBT, <https://amc.csd.disa.mil/kc/login/login.asp>, Expeditionary Center, Air Transportation Branch, USAF MOS/MOLT. Telephone DSN 650-7504.

A25.2.1.5. Department of Defense Hazardous Materials Packaging, Computer Based Training (CBT), Defense Distribution Center, DDC-J-3/J-4-TPR, 8000 Mission Drive, New Cumberland, PA. 17070. Telephone DSN 430-2923 or commercial (717) 605-2923, <http://www.dtc.dla.mil/HAZMAT/index.html>.

A25.2.2. Packers. Packers, who do not certify, work closely with the preparer (certifier) and may not close (seal) the container until the preparer (certifier) has validated the packaging. Trainers ensure that packers are knowledgeable in all aspects of handler's requirements with additional emphasis in hazardous materials packaging requirements.

A25.2.2.1. DOD POP Program (R530 and R630-Refresher), Defense Distribution Center, DDC-J-3/J-4-0, 2001 Mission Drive, New Cumberland, PA 17070-5000. Telephone DSN 771-8238/8353 or commercial (717) 770-8238/8353. Web Available at: <https://dfdod.ddc.dla.mil/ddcpop/>

A25.2.3. Inspectors. In addition to handlers' requirements, trainers ensure that inspectors are knowledgeable in the use of commercial and military hazardous materials documents, and shipping papers. Ensure inspectors are familiar with appropriate packaging specifications.

A25.2.3.1. Hazardous Materials Airlift Inspector Course (LCAZP2T251 00AA- Initial (Resident) or L7AZT2T251 00AA – Initial (Mobile)), Fort Lee VA 23801-1529. Telephone DSN 539-1586/1761 or commercial (804) 765-1586/1761.

A25.3. Training for Certifying Officials. Preparers (certifying officials), as defined in paragraph 1.2.10., are authorized to accomplish the Shipper's Declaration for Dangerous Goods certification according to paragraph 1.2.6.2. Supervisors consult DOD Catalog 5010.16-c *Defense Management Education and Training* to select the most appropriate course for the individual based on course prerequisites. Train preparers based on one of the following function specific requirements:

A25.3.1. Preparers. Personnel whose primary duty is preparing and certifying all types of hazardous materials shipments on a daily basis. The courses identified below are authorized only if developed and administered according to the most recent Interservice Training Review Organization Task Group on Hazardous Materials Training Memorandum of Understanding (MOU). The MOU is developed jointly with each school and Service/DLA policy focal point to ensure standard and adequate Preparer level training for DOD personnel. Any deviation from the MOU invalidates the course and is not authorized as acceptable training under this manual. These individuals are qualified by satisfactorily completing one of the qualifying courses:

A25.3.1.1. Initial Training Courses. Personnel identified in A25.3.1. are qualified by satisfactorily completing one of the initial training courses identified below as a prerequisite to certifying the Shipper's Declaration for Dangerous Goods for airlift of hazardous cargo.

A25.3.1.1.1. Hazardous Material Preparer Course (LCAZP2T051 00AA, Initial (Resident) or L7AZT2T051 00AA, Initial (Mobile)), 345 TRS, Building 1540, 201 C Avenue, Fort Lee VA 23801-1529. Telephone DSN 539-1586/1817 or commercial (804) 765-1586/1817.

A25.3.1.1.2. Technical Transportation of Hazardous Materials (9E-F58/322-F37), U.S. Army Defense Ammunition Center and School, McAlester OK 76544. Telephone DSN 956-8398 or commercial (918) 420-8398.

A25.3.1.1.3. Transportation of Hazardous Material-Basic (A-822-0012), Navy Supply Corps School, 1378 Porter Ave., Naval Station Newport, Newport, RI 02841. Telephone DSN: 841-4852, Commercial: (401) 841-4852, Web address: <https://www.public.navy.mil/netc/centers/css/nscs/Home.aspx>, E-mail: NSCS_NWPT_CourseInformation@navy.mil.

A25.3.1.2. Refresher Training Courses. Personnel, who have previously completed one of the courses specified in A25.3.1.1., satisfy the 24-month refresher training requirement of A25.5. by completing one of the following courses:

A25.3.1.2.1. Hazardous Material Preparer Refresher (Exportable) (L6ARW2T051 00AA/Distance Learning), 345 TRS, 201 C Avenue, Fort Lee VA 23801-1529. Telephone DSN 539-1559/1560/1586/1761 or commercial (804) 765-1559/1560/1586/1761. E-mail: usaf.lee.345-trs.mbx.hazmat-preparer@mail.mil, for refresher training only.

A25.3.1.2.2. General Transportation of Hazardous Materials (9E-F66/920-F34), U.S. Army Defense Ammunition Center, McAlester OK 76544. Telephone DSN 956-8398 or commercial (918) 420-8398.

A25.3.1.2.3. Transportation of Hazardous Material-Recertification (A-822-0011), Navy Supply Corps School, 1378 Porter Ave., Naval Station Newport, Newport, RI 02841. Telephone DSN: 841-4852, Commercial: (401) 841-4852, Web address: <https://www.public.navy.mil/netc/centers/css/nscs/Home.aspx>, E-mail: [NSCS NWPT CourseInformation@navy.mil](mailto:NSCS_NWPT_CourseInformation@navy.mil).

A25.3.1.2.4. Hazardous Materials Inspector Refresher (Exportable) (L6ARW2T251 00AA), 345 TRS/TTTD, Fort Lee VA 23801-1529. Telephone DSN 539-1559/1560/1586/1761 or commercial (804) 765-1559/1560/1586/1761. E-mail: usaf.lee.345-trs.mbx.hazmat-inspector@mail.mil, for refresher training only.

A25.3.1.3. The following training is available for medical personnel (e.g., anyone involved with the transportation of pathogens or etiologic agents, except when mixed with explosives or substances in other hazard classes) who manage, package, certify, or prepare laboratory samples and specimens and regulated medical waste only, for transport by any mode.

A25.3.1.3.1.. Transport of Biomedical Material Course (Initial or Refresher), U.S. Army Public Health Command (USPHC), Aberdeen Proving Ground, MD 21010-5403. Telephone DSN 584-5228/3651 or commercial (410) 436-5228/3651.

A25.3.1.3.2. Medical Waste Transport Course (Initial or Refresher), U.S. Army Public Health Command (USPHC), Aberdeen Proving Ground, MD 21010-5403. Telephone DSN 584-5228/3651 or commercial (410) 436-5228/3651.

A25.3.1.4. DOT Transportation Safety Institute (TSI) training. TSI is authorized to conduct DOD Hazmat certification training on an overflow basis when the recognized DOD Schools (Defense Travel Regulation (DTR) 4500.9-R, Part II, Chapter 204; or identified above) cannot provide training within the required timeframe. In this case, the requesting Service or Agency Training Manager/Coordinator prepares the request to the DOD school and maintain a record of the request and reason for refusal.

A25.3.1.4.1. DOD Preparation of Hazardous Material for Transportation (Initial) (HM00204), Transportation Safety Institute, 6500 South MacArthur Blvd, Oklahoma City, OK 73169-6900. Telephone (405) 954-4500; website: <http://www.rita.dot.gov/tsi/>.

A25.3.1.4.2. DOD Preparation of Hazardous Material for Transportation (Refresher) (HM00205), Transportation Safety Institute, 6500 South MacArthur Blvd, Oklahoma City, OK 73169-6900. Telephone (405) 954-4500; website: <http://www.rita.dot.gov/tsi/>.

A25.3.2. Technical Specialist. Technical specialists may only sign the Shipper's Declaration for Dangerous Goods form as a certifying official on items they are technically qualified to maintain and prepare for shipment. A technical specialists are:

A25.3.2.1. Designated in writing by the Commander to certify the unit or activity's hazardous materials upon completion of training that includes:

A25.3.2.1.1. Trained for packaging and preparation. Training may be obtained by formal training/job skills or from an individual qualified by formal training/job skills to package/prepare hazardous materials specific to the unit or activity.

A25.3.2.1.2. Trained for certification, marking, labeling, and all other aspects of this manual relevant to the hazardous materials specific to the unit or activity. Training is conducted by an individual qualified as a Preparer according to A25.3.1.

A25.3.2.2. Trained to provide necessary documentation required by A17.1.1.2 to transportation offices for non-mobility movement. This authorization applies to mobility operations conducted according to DTR 4500.9-R, Part III.

A25.3.2.3. Air Force activities use the "Hazardous Material Technical Specialist Instructional Guidance" training material to develop and administer a local technical specialist training program. Contact MAJCOM transportation office for guidance, and AFMC/A4RT on the AF [HAZMAT SharePoint](#) to obtain a copy of the material.

A25.4. Security Training. Ensure each employee associated with the packaging and transportation of hazardous materials receives security training in accordance with 49 CFR Section 172.704.

A25.5. Training Frequency. Ensure all hazardous material personnel receive initial training and subsequent refresher training at 24-month intervals. This applies to all levels (e.g., Handlers, Packers, Inspectors, Technical Specialists, and Preparers) of required training. Train individuals based on functional group requirements.

A25.5.1. Unit commanders may grant an extension to this qualification expiration date for a period not to exceed 60 calendar days during which eligible personnel may receive training. Successive 60-day extensions to a person's qualification expiration date is not allowed. Extensions for medical personnel attending biomedical material training may also be granted by the USAPHC training proponent focal point and may not exceed 60 calendar days.

A25.5.2. Each Service focal point or MAJCOM (e.g., MAJCOM, AFIMSC, ACOM) focal point may grant successive 60-day extensions to a person's qualification expiration date for long-term tactical or contingency operations. In this instance, personnel extended past their initial 60-day extension may only certify hazardous materials moved according to the tactical or contingency operation. Once personnel return to normal duty, train each person as specified in this attachment.

A25.5.3. Each Service focal point or MAJCOM (e.g., MAJCOM, AFIMSC, ACOM) focal point is responsible for management of the extension authority and may establish more stringent training frequencies to enhance training requirements.

A25.6. Training Records. Test all hazardous material personnel and maintain a record of the training provided. Maintain and dispose of records according to an approved Records Disposition Schedule. As a minimum, maintain the record for as long as the person works for the DOD as a hazardous material employee and for 90 calendar days after separation from the DOD. This record must indicate the following:

A25.6.1. Name of person who received the training.

A25.6.2. Date training took place.

A25.6.3. A description, copy, or location of training materials used to train the person.

A25.6.4. The name and address of the person who provided the training.

A25.6.5. Certification statement of completion of training and testing. **(T-0).**

A25.7. Certification Under Combat Conditions. An aircraft commander (or representative designated by the commander) may accept a hazardous materials shipment under a combat situation without regard to the above training.

A25.8. Non-DOD Personnel Certifying Hazardous Material Shipments. Non-DOD personnel preparing hazardous materials for transportation by military air must do so according to this manual. **(T-0).** DOD does not require non-DOD personnel to complete the training courses specified in this attachment. However, these individuals must meet the requirements of 49 CFR Part 172 Subpart H *Training* (IATA, Dangerous Goods Regulations or ICAO, Technical Instructions training may also be used) for all employees having responsibility for preparing hazardous materials for shipment. **(T-0).** Training must include function specific duties related to military air transportation. Non-DOD personnel who desire the training outlined in this attachment must contact their contract administration office. **(T-0).**