

INSTRUCTIONS

Registration for Initial Forklift Operator Certification Training

BASIC COURSE INFO:

1. **Powered Industrial Truck (Forklift) Initial Operator Certification Training** is provided on an as needed basis for FS/HAAF USAG employees (including BMM) **who have a requirement** to operate a civilian type Powered Industrial Truck (Forklift). Operator Certification Card is issued upon completion and is valid for three years.
2. Other organizations (outside of FS/HAAF USAG) requesting training, must have a current and approved Memorandum of Understanding (MOU) on file with the Garrison Safety Office.
3. We **ARE NOT** allowed and **DO NOT** train contractors.

REGISTRATION INSTRUCTIONS:

NOTE: Registration Sheet and these instructions may be found on the USAG Safety webpage: <https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office>

1. **Organization POC** will complete the FORKLIFT TRAINING – REGISTRATION SHEET

	Name (Print Clearly) (Last, First MI)	Signature	Directorate/ Organization	Class (1,2,3,4,5,6 & 7)	Bldg #
	Example: Rambo, John T.	<i>John T. Rambo</i>	HQ, USAG	1,4,5	709

2. **Organization POC** will email the FORKLIFT TRAINING – REGISTRATION SHEET and requestor’s details (including the 5Ws) to the USAG Safety Office at usarmy.stewart.usag.list.gso-all@army.mil.
3. The USAG Safety Office will review the Registration Request, and will contact the Requesting/Organization POC to schedule the training (if approved).
4. Generally, the training takes about half of the day, and includes the classroom training and testing, and the hands-on operator training and testing.

If you have questions regarding these instructions, you may contact the GSO email list at usarmy.stewart.usag.list.gso-all@army.mil.