



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY HOMELAND DEFENSE/CIVIL SUPPORT OFFICE**  
**FORT LEONARD WOOD, MISSOURI 65473**

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
THE U.S. ARMY MSCoE Homeland Defense/Civil Support Office (HD/CSO)  
AND  
Unit Receiving the HAZMAT Operations Mobile Training Team (MTT)

SUBJECT: HAZMAT OPS MTT requirements

Purpose.

This MOU is to establish guidelines and responsibilities to units receiving the HAZMAT OPS MTT at their location. The following requirements must be met in order to adequately execute the Mobile Training Team at your location.

1. Student Roster with the following information: Full Name, SS#, DOD ID #, AKO username, MOS, AKO and enterprise email address. (see attachment)
2. **ALL STUDENTS must meet course prerequisites HAZMAT Awareness certified and meet Medical requirements.** The online Awareness training can be accessed from either a personal computer or a government computer by typing in: [totalforcev1c](#) to either Google or Bing. Set up an account and do the online training and print the certificate and bring the first day of training.
3. Classroom Training Location:
  - a) Normal work schedule is Monday thru Friday.
  - b) Need classroom day before and opened NLT 0730 every morning.
  - c) Minimum 48 desks plus 2 instructor desks
  - d) 2 Projectors
  - e) 2 Screens at least 10' x 12'.
  - f) Adequate lighting for reading during course instruction.
  - g) Speakers for classroom audio equipment
4. Computer testing location- **Optimal 49 computers, 48 for students plus 1 test administrator and internet access.** For any questions based on deviation of this requirement contact Mr. Dave Lewis at (573) 563-7201 or email at [david.l.lewis7.civ@mail.mil](mailto:david.l.lewis7.civ@mail.mil) or Mr. Terry Gulley at (573) 596-4930 or email [terry.c.gulley.civ@mail.mil](mailto:terry.c.gulley.civ@mail.mil).  
**\*Failure to meet the requirements of the BOLD comments represent grounds for Non-Conduct of the MTT course\***

5. Field Training location:

a) **Fire Hydrant- Working**

1. **EPA requirements to include installation DPW approval.**
2. **Equipment Certs required prior to hook up (i.e- Back Flow Preventer)**
3. **Cost associated with water use (if normal operating procedure)**

- b) Electrical supply
- c) Inclement weather training area
- d) Large flat area.

6. Equipment:

- a) Drop location in your motor pool.
- b) **Equipment to lift off of the line haul truck.**
- c) Proximity to hydrant and electrical.
- d) Transportation of equipment if necessary.
- e) Instructor personnel will be present during the arrival and pick up of shipments.
- f) Coordinate with post fire department to refill SCBAs. SCBA compatibility with compressor
- g) Forklift, Rough Terrain Container Handler (RTCH) and pallet jack.
- h) Transportation for students to and from classroom(s)/testing location(s)

7. Equipment return shipping:

- a) Unit S-4 will contact the Incident Response Training Department Logistics cell to determine additional coordination requirements (paperwork) at (573) 596-4946.
- b) Coordinate for return immediately on arrival.
- c) Return address. 2130 East 2nd St., Bldg 2130, Ft Leonard Wood, Mo. 65473

8. Medical Clearance issues:

**Unit required to coordinate organic or post medic support to conduct Pre-Screening during the first session of the course. The medics perform the Pre/Post medical surveillance that is required for wearing SCBA. See medical paperwork.**

- a) Profiles/surgeries----50 Lb limit lifting and carrying.
- b) Diabetes
- c) Heat injuries
- d) Asthma
- e) Food/water intake
- f) Supplements

SUBJECT: HAZMAT OPS MTT

**\*Failure to meet the requirements of the BOLD comments represent grounds for Non-Conduct of the MTT course\***

9. Coordinating Instructions:

- a) Requires access to printer.
- b) Each student will sign a "hazmat report card" upon completion for their HAZMAT DoD certification.
- c) Blanket MFR for failure to be placed in SM academic record.
- d) Units are responsible to notify their higher chain of command to include installation commander's to ensure visibility of the training being conducted.

10. Point of contact (POCs):

- a) Terry Gulley (573) 596-4930 or email [terry.c.gulley.civ@mail.mil](mailto:terry.c.gulley.civ@mail.mil)
- b) Kenneth Kirkorian (573) 337-0849, [kenneth.s.kirkorian.civ@mail.mil](mailto:kenneth.s.kirkorian.civ@mail.mil).

11. Effective date. This MOA becomes effective on the date of the last approving signature and remains in effect until superseded or canceled. This MOA will be reviewed at the request of either party.

12. Modification or deletions will be coordinated in writing by all parties to this agreement. This MOA supersedes any previous MOA on this subject.

\_\_\_\_\_  
Unit CDR/1SG

\_\_\_\_\_  
IRTD or MSCoE HD/CSO REP

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)