



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN
UNIT #15333
APO AP 96205-5333

IMKO-AB-HRA

19 August 2008

US ARMY GARRISON YONGSAN POLICY LETTER 1-20

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Yongsan, Army Substance Abuse Program, Unit Prevention Leader of the Quarter Award

1. **REFERENCE:** AR 600-85, Army Substance Abuse Program (ASAP), 24 March 2006.
2. **PURPOSE:** This policy provides guidance and establishes responsibilities for awarding the US Army Garrison Yongsan ASAP Unit Prevention Leader (UPL) a certificate of appreciation for meeting the criteria required in this Command Policy Memorandum.
3. **APPLICABILITY:** This policy applies to all UPLs on USAG Yongsan.

4. **GENERAL:**

a. The USAG Yongsan Commander rewards UPLs for completing the 10% monthly Urinalysis Program, completing the one hour quarterly unit prevention education training, and 100% successful inspection of urine analysis (UAs) procedures by the Installation Biochemical Testing Coordinator (IBTC). This program applies to all UPLs throughout USAG Yongsan.

b. A Certificate of Appreciation will be provided to the UPL if the following are accomplished:

- (1) Completing the 10% monthly UAs;
- (2) Providing one hour of prevention education training per quarter to their units; and
- (3) Receiving 100% on inspections by the IBTC for being in compliance with AR 600-85.


c. The certificate and a memorandum will be provided to the Brigade/Battalion Commander for presentation to the UPL of the Quarter. It is suggested the Brigade/Battalion Commanders authorize a day off for the UPL of the Quarter. The Brigade/Battalion commander will make the final decision regarding the day off.

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d. The USAG Yongsan Alcohol and Drug Control Officer (ADCO) will review all UPL's records of training submitted by the UPL quarterly, monthly records of 10% UAs, and successful 100% inspection for the urinalysis procedures by the IBTC. The ADCO will notify the Company Commander when UPLs qualify for the USAG Yongsan ASAP Certificate of Appreciation Award.

5. **RESPONSIBILITY:** The proponent for this Command Policy is the USAG Yongsan Army Substance Abuse Program (ASAP), Directorate of Human Resources (DHR), USAG Yongsan, 736.5187.


DAVID W. HALL
COL, FA
Commanding

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