

**Unit Prevention Leader (UPL) Distance Learning and Certification
For Deployed Units (8 June 2006)**

It is every leader's responsibility to educate Soldiers, deter drug use and detect illegal drug abusers whether in garrison or deployed. AR 600-85 directs commanders to maintain substance abuse program elements while deployed, to the maximum extent possible. ALARACT Message No. 087/2006, dated 26 Apr 06, directed commanders to deploy with trained UPLs and the necessary supplies to conduct drug testing during deployments.

The Army Center for Substance Abuse Programs (ACSAP) has developed a UPL distance learning and certification program to certify and recertify deployed UPLs. **NOTE: This training and certification are only for use by deployed units. Units at home station should contact the installation, state, or RRC Army Substance Abuse Program staff.**

For initial UPL Certification or expired certification greater than 90 days, deployed commander/1SG must:

1. Select a UPL candidate. UPLs must:
 - a. Be an officer or NCO E-5 or above
 - b. Possess integrity, maturity, attention to detail and maximum retainability
2. Send an email to upl.acsap@acsap.army.mil with the following information:
 - a. ONLY the SSN of the UPL candidate. (For security reasons DO NOT send the UPL's name.) ACSAP will perform a drug and alcohol background check on the candidate and report the results to the commander via return email.
 - b. The name of the division-level or Corps Support Command the company is under the command and control of while deployed.
 - c. In-country mailing address
 - d. Indicate whether your UPL candidate will take the UPL distance learning course via a CD mailed to the address above, or on-line at a URL provided by ACSAP.

NOTE: In order to complete the course on-line you must have the following minimum desktop computer requirements: Microsoft Windows (97, 98, 2000, XP, Millennium), Microsoft Office (97, 2000, XP, 2003) with Microsoft Word, PowerPoint and Adobe Acrobat PDF Reader (PowerPoint Viewer and Adobe may be downloaded from ACSAP website at <http://www.acsap.army.mil/>), minimum 56K modem and internet access.

3. Allow the UPL candidate sufficient time to complete the training course and all required homework. The course should be completed within 14 days of start date.
4. Administer the Practical Exercise (PE) downloaded from the training website or, if the course is completed via CD, mailed to you by ACSAP. A list of supplies required to complete the PE is available on-line or will be sent by ACSAP. An officer, senior NCO (E-7 and above) or another certified UPL must administer the PE.
5. Appoint the UPL on orders IAW AR 600-85.
6. Email a memorandum of verification to ACSAP (format provided by ACSAP) certifying that all training, homework and the practical exam have been successfully completed by the UPL candidate and request a certification exam.

NOTE: UPLs with internet access may complete the examination on-line at a URL provided by ACSAP. If internet access is not available ACSAP will send an examination to the commander. In either case, an officer or senior NCO (E-7 and above) must proctor the closed book examination. Printed exams will be returned to ACSAP for grading. Candidate must score 70% or higher.

7. A Certificate of Training and UPL Certification Card will be issued by ACSAP after successful completion of the examination.

To recertify a UPL within 90 days of certification expiration, deployed commander/1SG must:

1. Send an email to upl.acsap@acsap.army.mil with the following information:
 - a. UPLs rank, name, certification date and Installation/RRC/State where certified or
 - b. Provide a copy of the last Certificate of Training.
2. Appoint the UPL on orders IAW AR 600-85 and review and/or sign the unit's deployment SOP.
3. Email a memorandum of verification to ACSAP (format provided by ACSAP) to request a certification exam. Recommend the UPL review the distance learning course via CD or on-line at a URL provided by ACSAP prior to taking the exam.

NOTE: UPLs with internet access may complete the examination on-line at a URL provided by ACSAP. If internet access is not available ACSAP will send an examination to the commander. In either case, an officer or senior NCO (E-7 and above) must proctor the closed book examination. Printed exams will be returned to ACSAP for grading. Candidate must score 70% or higher.

4. A Certificate of Training and UPL Certification Card will be issued by ACSAP after successful completion of the examination.

Any questions pertaining to the Unit Prevention Leader (UPL) Distance Learning and Certification Program may be addressed to ACSAP at (703) 681-5575/5560/5562/5563/0152, DSN 761-5575/5560/5562/5563/0152, email upl.acsap@acsap.army.mil