



**DEPARTMENT OF THE ARMY**  
ARMY SUBSTANCE ABUSE PROGRAM  
BUILDING 7424 APENNINES DR.  
FORT RILEY, KS 66442

IMWE-RLY-HRS

11 October 2012

MEMORANDUM FOR RECORD

SUBJECT: Battalion Prevention Leader (BPL) and Unit Prevention Leader (UPL) Training Certification Course.

1. The following dates have been projected for UPL Certification training. Please post to your schedules and calendars. If there are any concerns or comments please contact the Drug Test Collection Point (DTCP) staff at 785-239-4151. BPL/UPL training is a five day training course, and selected individuals for the course must attend all five days to achieve Certification. If a student misses any portion of the course they will at a minimum be required to attend that days lessons the following month and will not be certified until that day.

2. BPL/UPL training location is Building 8388 (DLC / Military Schools). Students are reminded to report 10 minutes prior to class start time, which is 0900. This information will be located on the Fort Riley website. The uniform will be the ACU.

**3. All documentation must be completed prior to scheduled class attendance and turned in at building 7424, DTCP. Required documents are as follows:**

Commander's UPL Selection Memorandum.

COMPLETED DA Form 7281 **OR** verification of Secret / Top Secret security clearance memo.

Appointment Orders for the BPL/ UPL.

**Updated** Unit ASAP SOP signed by the current Commander.

4. Class registration is on a first come – first serve basis and limited to the first 16 students that have completed all required documentation. Registration is recommended to take place a minimum of two weeks prior. This is due to the limited class size. Registration must also be done in person by the UPL candidate.

5. On the first day of the UPL certification course every UPL will be required to have a primary and alternate unit training date scheduled with their Prevention Specialist (taught by the UPL). Upon successful completion of the training event the Prevention Specialist will issue the UPL their graduation certificate. So as not to hinder unit testing UPLs will be issued their "UPL card" which will allow unlimited testing. If the UPL fails to conduct a coordinated class within 30 days of graduation they will be decertified and the commander notified. If a UPL is decertified they will be required to complete the entire course again. Please see attached memorandum entitled "Battalion Prevention Leader/Unit Prevention Leader Trainers Certification Course Coordination Form" for further guidance.

6. The following dates are the projected Unit Prevention Leader Training Cycle. Dates are subject to change. If there are changes, the UPL candidates affected will be notified via email.

15-19 Oct 2012	26-30 Nov 2012	10-14 Dec 2012	7-11 Jan 2013
4-8 Feb 2013	11-15 Mar 2013	15-19 Apr 2013	13-17 May 2013
3-7 Jun 2013	22-26 Jul 2013	19-23 Aug 2013	16-20 Sep 2013
28-1 Oct/Nov 2013			

7. Point of contact for this memorandum is Eric Fleuter at 239-4151 or DSN 856-4151.

//ORIGINAL SIGNED//  
ERIC FLEUTER  
GS-09  
Drug Test Coordinator



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
DRUG TESTING COLLECTION POINT (DTCP)  
BLDG. 7424 APENNINES DR.  
FT. RILEY, KS 66442

IMNW-RLY-HRS

MEMORANDUM FOR DRUG TEST COLLECTION POINT

SUBJECT: Battalion Prevention Leader (BPL) / Unit Prevention Leader (UPL) selection.

1. The Battalion Prevention Leader (BPL) or Unit Prevention Leader (UPL) must be of good character and possess sufficient skill, credibility, integrity and maturity to carry out the highly sensitive duties as required by AR 600-85.
  
2. I have read the following and my Soldier meets all the criteria.
  - a. The Soldier must be an E-5 or above for selection as UPL, or E-7 or above for selection as Battalion Prevention Leader (BPL).
  - b. The Soldier has had a required background check (DA Form 7281) **OR** verification of Secret / Top Secret security clearance. Attach completed form with this request. No records of alcohol or other drug related incident have been discovered within the past three years.
  - c. **The Soldier will also have a check with the Drug and Alcohol Management Information Systems (DAMIS) if the Soldier has had a positive result in the past three years, the Soldier will not be allowed to take the course. (The DTC will conduct this check.)**
  - d. The Soldier is on appointment orders as either the Primary or Alternate BPL or UPL.  
\*\*Attach appointment orders. \*\*
  - e. I have provided a copy of my units ASAP SOP for review.
  - f. **I have personally interviewed** (rank/name) \_\_\_\_\_.
  - g. I am requesting this Soldier to be enrolled in the UPL certification class on \_\_\_\_\_.

**OR**

I am requesting this Soldier to be recertified on \_\_\_\_\_.

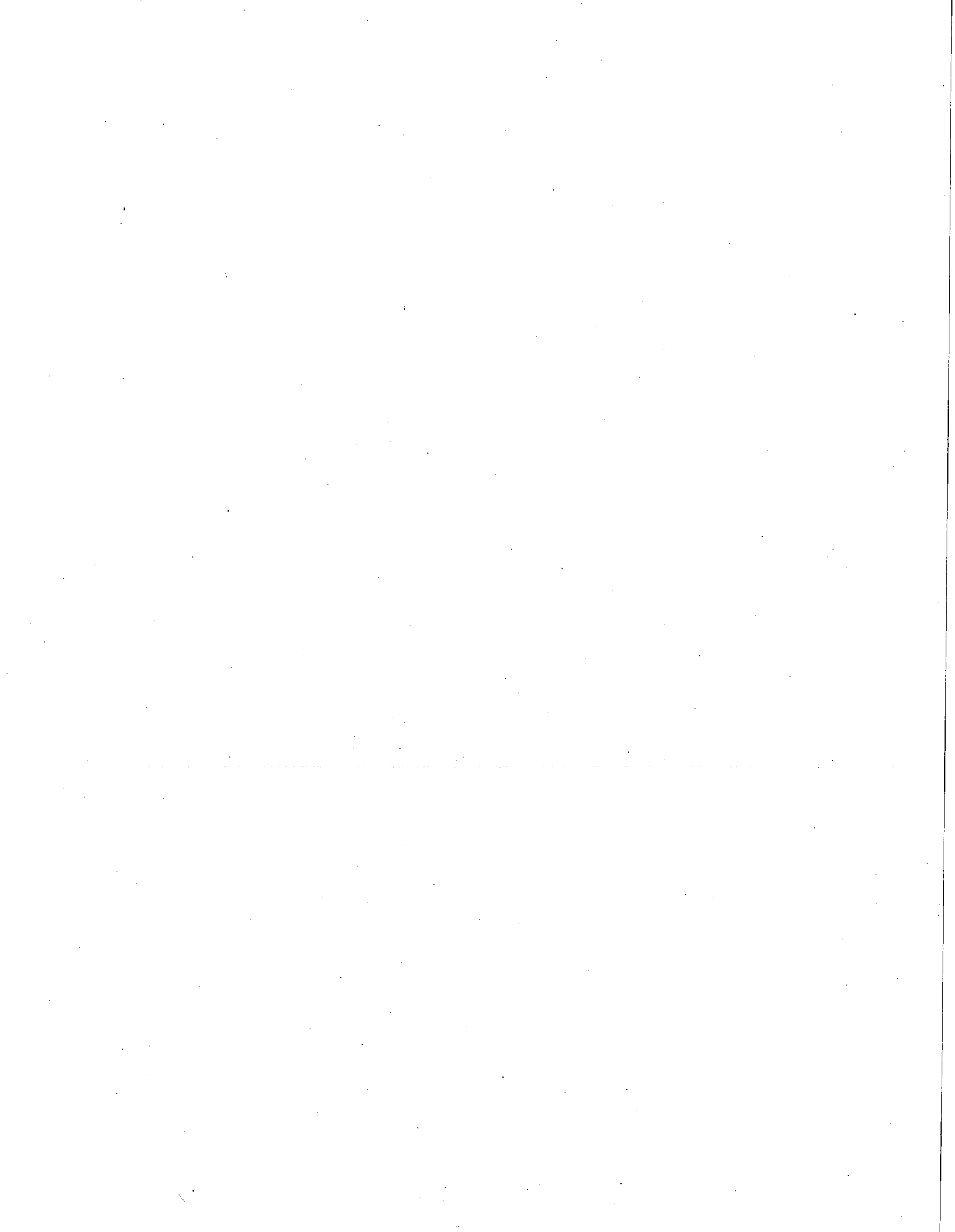
  - h. I have signed and attached a training coordination memo (UPL must conduct a block of instruction to become certified, see attached memorandum).
  
3. The Soldier will be issued the UPL Certification Training Program CD and Commander's and UPL Handbook CD when this memorandum and all required documentation is accepted at the Drug Test Collection Point, Building 7424.

\_\_\_\_\_  
COMMANDER SIGNATURE

\_\_\_\_\_  
COMMANDER PRINTED NAME

\_\_\_\_\_  
UNIT

\_\_\_\_\_  
PHONE NUMBER



DATE: \_\_\_\_\_

MEMORANDUM FOR DTCP

SUBJECT: Security Clearance Verification.

1. This memorandum is to verify that the following Soldier has a valid Secret or Top Secret security clearance issued by the Federal Government.

A. NAME/RANK: \_\_\_\_\_

B. SSN: \_\_\_\_\_

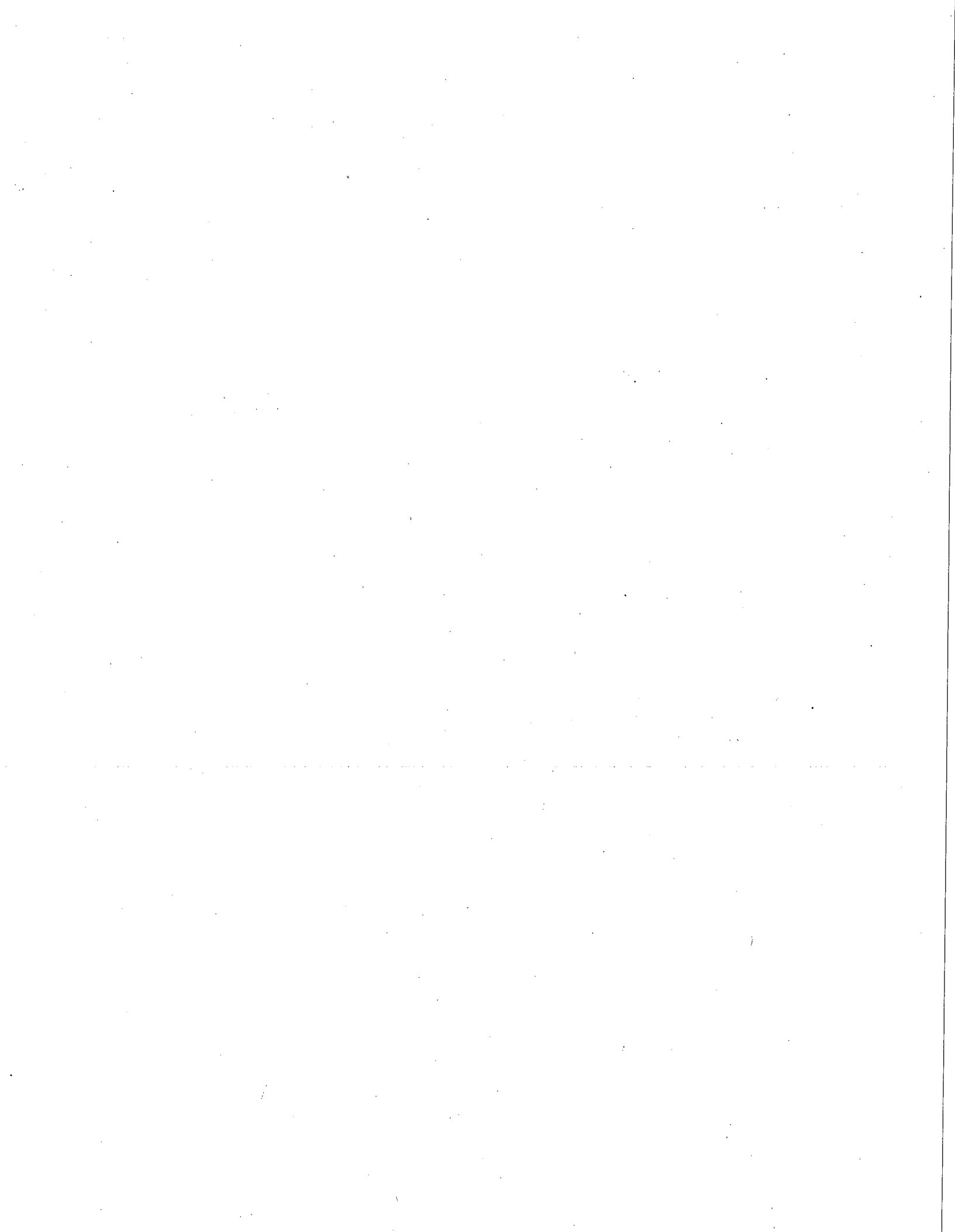
C. TYPE OF CLEARANCE (circle one): TOP SECRET or SECRET

D. DATE CLEARANCE ISSUED: \_\_\_\_\_

2. This memorandum may be used in lieu of the DA FORM 7281, local AA&E background check.
3. POC for this memorandum is the Security Officer at PH# \_\_\_\_\_.

Security Officer OIC or NCOIC Signature: \_\_\_\_\_

Security Officer OIC or NCOIC Name: \_\_\_\_\_



**COMMAND ORIENTED ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)  
SECURITY SCREENING AND EVALUATION RECORD**

For use of this form, see AR 190-11; the proponent agency is PMG.

**When completed, this form is considered personal in nature and should be protected by a For Official Use Only Cover Sheet.**

NAME OF INDIVIDUAL BEING SCREENED	GRADE
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**SECTION I - IMMEDIATE COMMANDER'S INTERVIEW**

The interview required by AR 190-11 has been conducted.

NAME OF COMMANDER	GRADE	SIGNATURE	DATE
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**SECTION II - PERSONNEL RECORDS SCREENING**

Personnel records have been reviewed in accordance with the AR 190-11.  
Information  is  is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION III - MEDICAL RECORDS SCREENING**

Medical records have been reviewed in accordance with the AR 190-11.  
Information  is  is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION IV - PROVOST MARSHAL/SECURITY OFFICE RECORDS CHECK**

A law enforcement/security records check has been conducted in accordance with AR 190-11.  
Information  is  is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION V - LOCAL CIVILIAN LAW ENFORCEMENT AGENCY RECORDS CHECK  
(If permitted by state, city, or local laws)**

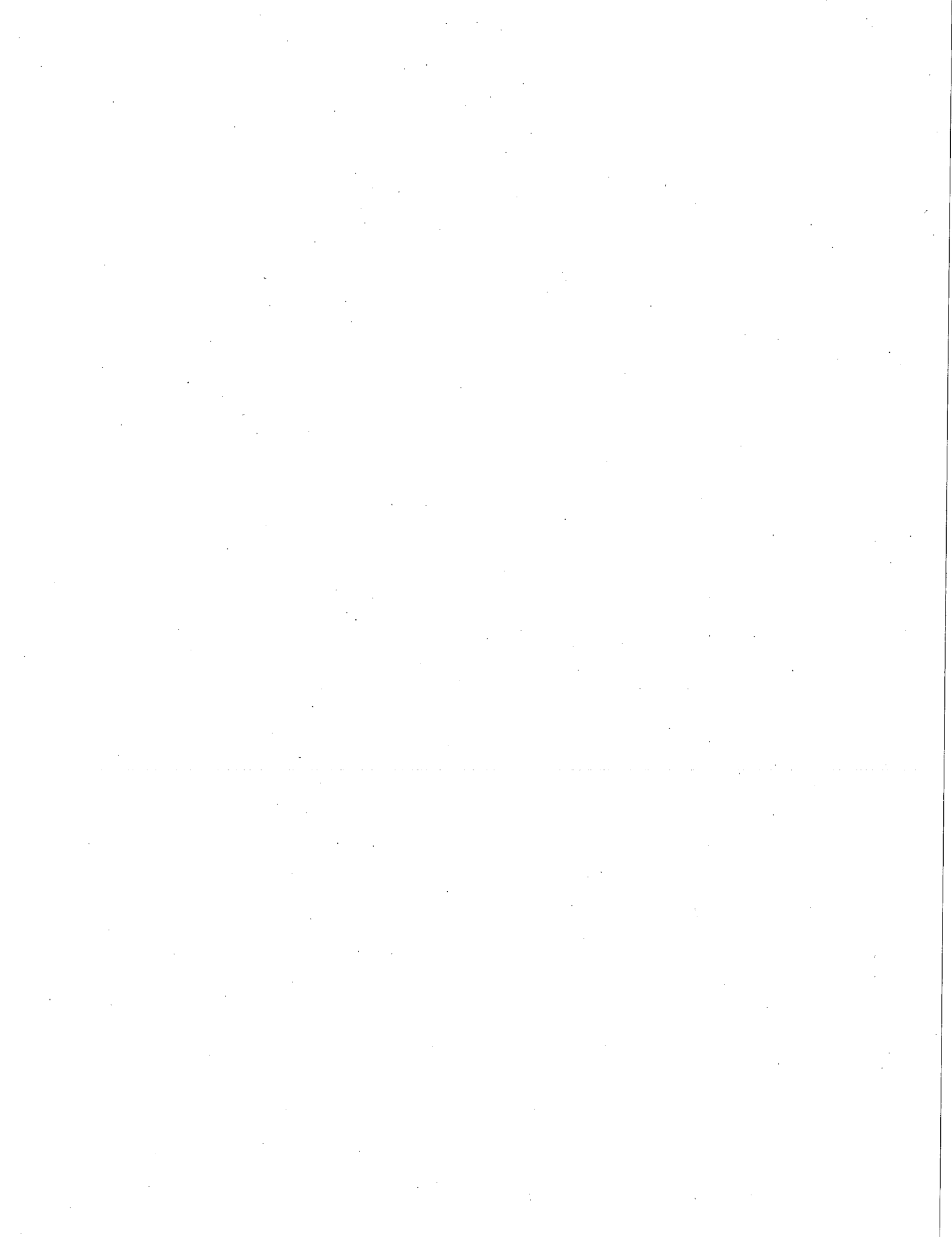
Local civilian law enforcement agencies in the area of the individual's residence have been checked in accordance with AR 190-11.  
Information  is  is not attached which may preclude assignment.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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**SECTION VI - IMMEDIATE COMMANDER EVALUATION**

Individual has been screened in accordance with AR 190-11.  
After thorough review of all information provided, I find this individual  suitable  unsuitable to perform duties which involve responsibility for the control, accountability, and shipment of AA&E.

NAME OF REVIEWING OFFICIAL	GRADE	SIGNATURE	DATE
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(Office symbol)

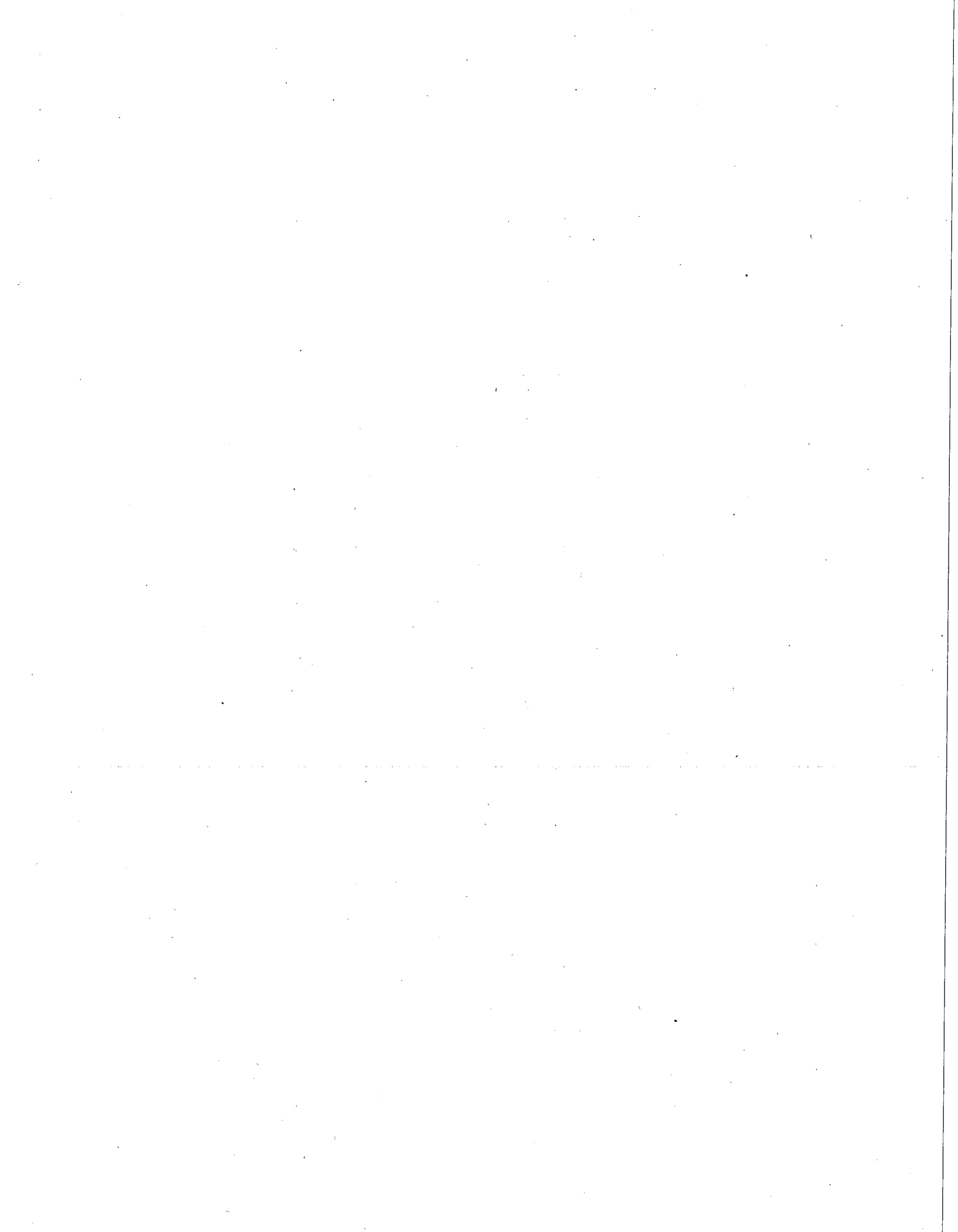
(Date)

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Unit Prevention Leader

1. Effective (Date), SFC John Doe, 123-45-6789, is assigned the duty as Primary Unit Prevention Leader (UPL). SFC Steve Edwards, 231-45-6789 is assigned as Alternate UPL.
2. Authority: AR 600-85.
3. Purpose: The Unit Prevention Leader is expected to be the commander's subject matter expert on all areas within the Army Substance Abuse Program (ASAP), conduct flawless urinalysis collections, provide alcohol and other illicit drug training to the unit and assist the commander in running his/her drug prevention programs.
4. Period: 18 months or until officially relieved or released from appointment.
5. Special Instructions: Primary and Alternate UPL's must be certified on an annual basis through the Army Center for Substance Abuse Programs approved Unit Prevention Leader Certification Training Program.

John D. Commander  
CPT, MS  
COMMANDING



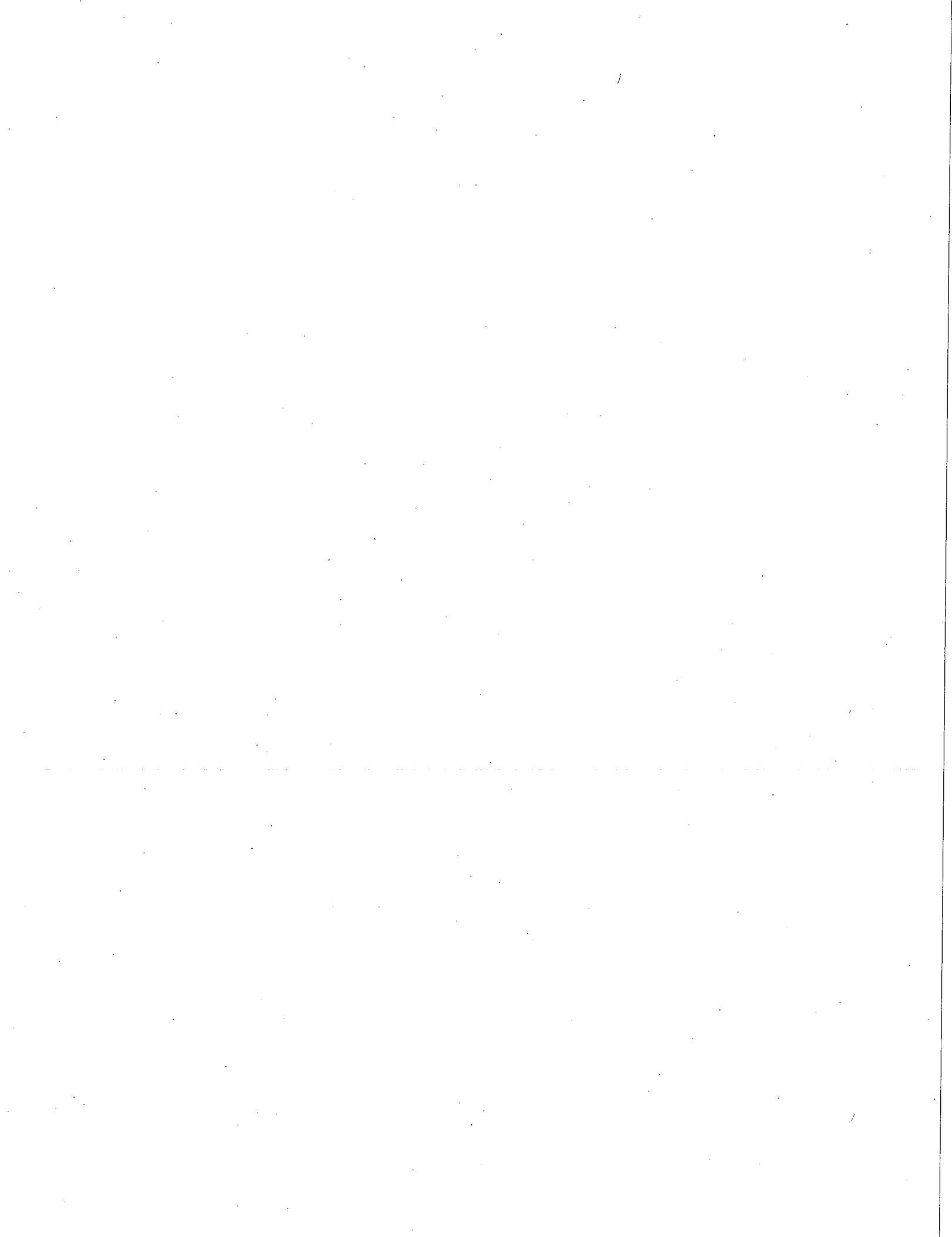
## Changeable Unit SOP

To find the Changeable Unit SOP on the internet -

- Type in the entire address as listed below.

<http://www.riley.army.mil/UnitPage.aspx?unit=DHR.ASAP>

- Click on the link for the SOP which is located at the top of the middle row titled PUBLICATIONS
- Save a copy
- Ensure to change the Unit Information in the header and have current unit commander sign.
- Information in blue type is what is generally modified.





DEPARTMENT OF THE ARMY  
ARMY SUBSTANCE ABUSE PROGRAM  
BLDG 7424 APENNINES  
FORT RILEY, KS 66442

IMWE-RLY-HRS

MEMORANDUM FOR RECORD

SUBJECT: Battalion Prevention Leader/Unit Prevention Leader Trainers Certification Course  
Coordination Form

1. Substance abuse has greatly impacted the mission, Soldiers, and their Family Members making it necessary for the BPL/UPL to be of a higher quality than ever before. The BPL/UPL is the unit expert on substance abuse. It is imperative that they be qualified to not only facilitate a litigation worthy testing program but provide prevention and intervention service in both garrison and while deployed.
2. **The BPL/UPL must conduct one hour of drug or alcohol training for their Unit after they attend the five day certification class.** This training must be observed by an ASAP prevention professional as a part of BPL/UPL certification. **Failure to provide the observed training within 30 days of course completion will result in BPL/UPL decertification and will have to attend the entire course again.** At the conclusion of the training the UPL will turn in a lesson plan and CD containing the class to ASAP Prevention.
3. The UPL candidate must coordinate with command and bring a primary and alternate training date to the first day of UPL class. The ASAP prevention staff will be there to lock in the training date.
4. If you prefer, contact phone numbers for ASAP Prevention are 240-6265, 239-1928, 240-6266 and 240-6267.

PRIMARY

DATE/TIME/LOCATION: \_\_\_\_\_

ALTERNATE

DATE/TIME/LOCATION: \_\_\_\_\_