

MEMORANDUM FOR RECORD

SUBJECT: Unit Prevention Leader (UPL) Training Course.

1. The following dates have been established for UPL training. Please post to your schedules and calendars. If there are any concerns or comments please contact the Installation Biochemical Collection Point (IBCP) staff at 785-239-4151.
2. The UPL training location is Building 7285(DLC). Students are reminded to report 15 minutes prior to class start time, which is 0900. This information will be located on the Fort Riley website. The uniform will be duty uniform.
3. All documentation must be completed prior to scheduled class attendance and turned in at building 7264, IBTCP. Required documents are as follows:
 - a. Commander's UPL Selection Memorandum.
 - b. Local background check, DA Form 7281-R, DD Form 369 or DD Form 1879 (with PMO stamp and Commander's signature). Only one form is necessary.
 - c. Appointment Orders for the UPL (Authority: 600-85 / state primary or alternate posting).
 - d. Present a Unit ASAP SOP signed by the current Commander.
4. Once the required paperwork has been processed, the Army Center for Substance Abuse Programs (ACSAP) 40-hour CD ROM will be issued to the prospective student, this CD Rom will be turned in on the date of UPL training.
5. Class registration will be available to the first fifteen 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 and to allow the student time to study the 40-hour CD ROM.

6. The following dates are the current Unit Prevention Leader Training Cycle

19 March 2004	20-21 October 04	20-21 April 05
23 April 2004	17-18 November 04	18-19 May 05
21 May 2004	15-16 December 04	22-23 June 05
25 June 2004	26-27 January 05	17-18 August 05
20 August 2004	23-24 February 05	
24 September 2004	23-24 March 05	

AFZN-CAS

SUBJECT: Unit Prevention Leaders Training (UPL) Course

8. The point of contact for this memorandum is Ms Dunham at 239-4151 or DSN 856-4151.

NOTE: UPL training will be extended an additional 8 hours per class beginning 20-21 October 2004. UPLs will receive addition training on the Army Computerized Drug Testing Program and collection procedures.

\\CLYDE SALLEE//

Installation Biochemical Testing Coordinator