

MEMORANDUM FOR

SUBJECT: Unit Prevention Leader (UPL) selection.

1. The Unit Prevention Leader must be of good character and possess sufficient skill, credibility, integrity, and maturity to carry out the highly sensitive duties as required by Army Regulation 600-85.

2. I have read the following and my soldier meets all the criteria.

a. My soldier must be a sergeant or above.

b. My soldier must have one-year of retainability at Fort Riley.

c. My soldier has had a required records/background check (Fort Riley Form 614). Attach completed form with this request. No record of alcohol or other drug related incidents have been discovered that will have a negative impact on this assignment.

d. My soldier is on appointment orders appointing him/her as our Unit Prevention Leader or Assistant Unit Prevention Leader. Attach appointment orders.

e. I have personally interviewed (rank/name) \_\_\_\_\_.

f. I am requesting this soldier be enrolled in the UPL certification class on (date) \_\_\_\_\_.

3. The soldier will be issued the Unit Prevention Leader Certification Training Program **CD** when this memorandum is accepted at the Installation Biochemical Testing Program, Custer Hill, building 7264, Normandy Drive. This **CD** will be turned in during the registration process of the class portion of the Unit Prevention Leader Certification Course.

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

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

\_\_\_\_\_  
UNIT

\_\_\_\_\_  
PHONE #