

UNIT PREVENTION LEADER CERTIFICATION TRAINING PROGRAM

Implementation Instructions

8 August 2004

1. Introduction

The Unit Prevention Leader Certification Training Program (UPL CTP) was developed to standardize the minimum training content that each unit prevention leader needs to receive. The Unit Prevention Leader-Certification Training Program provides the Army Center for Substance Abuse Program (ACSAP) approved certification requirement in accordance with Army Regulation 600-85.

The program consists of a Power Point Slide Show that hyperlinks to over ninety other Power Point Presentations, The Army Center for Substance Abuse Program (ACSAP) website, Microsoft Word and/or PDF documents. The course provides the potential Unit Prevention Leaders with training, practical exercises, checkpoints and a course examination that is given by the Army Substance Abuse Program.

ARMY SUBSTANCE ABUSE PROGRAM

Certification/Re-Certification Requirements *Unit Prevention Leaders Requirements*

1. Must be an Officer or a Noncommissioned Officer in the rank of E-5 above.
2. Has integrity, maturity, attention to detail and maximum retainability (minimum 1 year).
3. Appointment Orders by the Commander.
4. Has a favorable local background check (Fort Riley Form 614).
5. Is not currently enrolled in, or has been enrolled in an active Army Substance Abuse Program.

UPL TRAINING SIGN UP INSTRUCTIONS

1. Class size will be limited to the first 16 soldiers who are selected by their commander for each class, and who have met all requirements.
2. The Selection Memorandum will be signed by the Commander requesting a training seat for a particular class (3 weeks prior), and turned into building 7264. The Certified Training Program **CD** will be issued to the soldier at this time.
3. The potential Unit Prevention Leaders will then sign for a Unit Prevention Leaders Certified Training Program (**CD**) 3 weeks prior to the training date. This time frame is **required** to allow soldiers to review and study the **CD** prior to class attendance. Information and contents within the **CD** are testable so all soldiers attending the class must completely review the **CD** and execute all the pretests within.

4. Soldiers who wish to recertify will only take the Unit Prevention Leader's written exam. If the recertifying Unit Prevention Leader fails the written examination, the Unit Prevention Leader must schedule with the Installation Biochemical Program to attend the next Unit Prevention Leader Certification Training.
6. If Unit Prevention Leaders need assistance in reviewing this new certification, the Unit Prevention Leader Certification Training Program **CD** he/she may review and study this material at the Installation Biochemical Testing Program. A computer will be set up for this purpose.
7. If a soldier cannot attend his scheduled Unit Prevention Leader training, the Unit Commander must notify the Installation Biochemical Testing Coordinator at 785-239-4151, within 48 hours prior to the scheduled training.

TRAINING DAY REGISTRATION

1. Report 15 minutes prior to class start time. The class times are 9:00 a.m. – 5:00 p.m.; the class is located in the Distance Learning Center (DLC), building 7285.
2. Unit Prevention Leaders must bring required documents to building 7264 prior to class registration; admittance to the training will be denied without documents.
 - a. Copy of Appointment Orders designating the candidate as either the Primary or Alternate Unit Prevention Leader.
 - b. Local background checks conducted on a Fort Riley Form 614 card or Department of the Army Form 7281-R. The form must have the Provost Marshal Office's stamp stating that no records were found and the commander's signature must be also present.
 - c. Unit or Company's Army Substance Abuse Program, Standard Operating Procedure signed by the current Commander.
 - d. Turn in Unit Prevention Leader-Certification Training Program CD. (Must be returned at class sign in.)
3. Uniform for soldiers is duty uniform.

Students successfully completing all course requirements will receive a certificate and Unit Prevention Leader certification card. The Unit Prevention Leader is certified for 1 year from the date of course completion.