

ASAP Unit Prevention Leader (UPL)

Certification Registration Packet

COMPLETED PACKETS NEED TO BE SUBMITTED TWO WEEKS AHEAD OF CLASS STARTING TO ENSURE PLACEMENT

Stuttgart Army Substance Abuse Program

Bldg 2948, Room 12 (2nd Floor), Panzer Kaserne
431-2835/2743/2530

Alcohol and Drug Control Officer, (ADCO): Mr Bala Fischer
Drug Testing Coordinator, (DTC): Ms Helen Chapman
Prevention Coordinator, (PC): Ms RaShonda Labrador

Return completed packet via email with all enclosures to the ASAP Drug Testing Coordinator (DTC) or Prevention Coordinator as soon as possible in order to insure placement in training.

Please ensure the request for the background check is faxed to the CID office as soon as possible, 430-2970 and bring with you or fax a copy of the result to the DTC, 431-2764.

As of the second day of training, please bring with you a laptop. If your unit does not have a dedicated laptop for the urinalysis program, then please bring with you your personal one, charged and with conversion plug if required. Duty uniform is required and students **must** attend all training sessions, **no exceptions**. Training is held in the basement of BLDG 2948, beginning 0830.

SELECTION CRITERIA FOR UNIT PREVENTION LEADER (UPL)

1. It is recommended that commanders use the following selection criteria when appointing a UPL:
 - a. E-5 or above and have the desire to serve as a UPL.
 - b. One year retainability in the command.
 - c. UPL Nominee cannot be presently enrolled nor have been enrolled in the Army Substance Abuse Program (ASAP) for substance abuse treatment for two years prior to appointment.
 - d. The soldier cannot be presently under investigation for substance abuse nor have been involved in a substance abuse related incident within two years prior to appointment.
 - e. **National criminal records check from CID**
 - f. Willingness to be held to a higher standard than that expected of other soldiers in the unit.
 - g. Willingness to be a model in the responsible use of alcohol.
 - h. Willingness to abide by the ASAP confidentiality rule of drug testing.
2. Promptly forward the national criminal records check memorandum to CID, Kelley Barracks, for processing, as it will take time for the investigation.
3. Completed registration packet must be returned to the Drug Testing Coordinator as soon as possible to ensure placement in class.
4. For further assistance, contact the Stuttgart ASAP Drug Testing Coordinator (DTC), Ms Helen Chapman 431-2835, or the Prevention Coordinator, Ms RaShonda Labrador at 431-2743/2530.

Office Symbol

Date: _____

SUBJECT: UPL Certification Training Packet

COMPETENCY ASSESSMENT STATEMENT

1. We realize that the additional duty as an UPL is of significant importance to the operation of the Commander's ASAP in this unit. By appointing the wrong soldier to the critical position of UPL, the credibility of the entire program could be jeopardized. In selecting the soldier named below, we minimize the possibility of innocent soldiers being falsely accused of improper drug use or drug using soldiers going undetected.
2. _____ is an above average soldier who possesses high ethical standards, is trustworthy and has a firm leadership foundation. We believe this soldier will work aggressively to enhance this unit's ASAP. In my opinion this soldier is a responsible drinker or abstinent in the use of alcohol and has no known history of illicit drug use.
3. We realize that as a UPL he/she will need time away from unit primary daily duties to perform the additional duties as a UPL. We will provide this time when necessary.

Signature of Unit Commander
(Commander's printed name)

Office Symbol

Date: _____

MEMORANDUM FOR Criminal Investigation Division, (Ms Wilson, phone 430-2973), USAG Stuttgart, (fax 430-2970)

SUBJECT: Criminal Records Check

1. The following individual is being considered for duties as a Unit Prevention Leader (UPL) IAW 600-85. Request that a national criminal records check be conducted.

PERSONAL HISTORY FORM

LAST NAME: _____

FIRST NAME: _____

RANK: _____

SOCIAL SECURITY NUMBER: _____

UNIT: _____

DUTY PHONE NUMBER: _____

DEROS: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

2. POC for additional information is the undersigned, at DSN _____ .

Commander's Signature
(Commander's printed name)

SAMPLE

DEPARTMENT OF THE ARMY
UNIT NAME
ADDRESS

OFFICE SYMBOL (**your units**)

Date: _____

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: Additional Duty Appointment

1. Effective _____ (last day of class), Rank & Name _____,

is assigned the following duties as primary or alternate Unit Prevention Leader (UPL).

2. AUTHORITY: AR 600-85 and USAG-Stuttgart Army Substance Abuse Program, SOP.

3. PURPOSE: To perform the duties of Unit Prevention Leader (UPL) in the unit IAW 600-85 and local policies.

4. PERIOD: Until officially relieved or released from this appointment.

5. SPECIAL INSTRUCTIONS: IAW AR 600-85 the UPL will develop, coordinate, and deliver 4 hours of informed substance abuse preventive education within the unit. Assist with in-briefing all new personnel regarding Army Policy related to alcohol and other drug abuse and functions and services designed to combat alcohol and other drug abuse. Coordinate all aspects of the urinalysis program. Keep the commander informed of the status of the ASAP and the trends in alcohol and other drug abuse in the unit. Maintain liaison with the servicing Stuttgart ASAP Drug Testing Coordinator and Prevention Coordinator. Perform other administrative functions related to the ASAP.

DISBTIBUTION:

- 1 – DTC
- 1 – Indiv Conc
- 1 – File
- 1 – SOP

Commander' Signature
(Commander's printed name)