

Joint Base Lewis-McChord

Substance Abuse Prevention (SAP)

Bldg 2008B, Lewis Main

Unit Prevention Leader (UPL) Registration Request Form

**Steps for Enrollment:**

1. Submit (attached) CID background check to **tevita.feiloakitau.civ@mail.mil****.**
2. Forward registration form with **completed CID background** check results to Prevention Program: usarmy.jblm.imcom.list.dhr-asap-upl@mail.mil
3. Prevention Program will initiate SAP background check. Enrollment is contingent upon favorable results IAW AR 600-85 Para 9-6 a (1-7).
4. Candidate enrollment with seat confirmation will be emailed to designated CDR, 1SG and appointee.
5. Candidates will submit appointment letters (effective date is final day of certification course) the first day of class.

***\*If you have any questions or concerns you may call 253-967-4351.***

|  |  |
| --- | --- |
| **STUDENT'S NAME:**  | **RANK:** |
| **DOD ID NUMBER:** | **OUTLOOK EMAIL:** |
| **UNIT:**  | **UIC:** |
| **UPL POSITION:**  | **Company or Battalion** | **Primary or Alternate** | **BPL** |
| **ARE YOU SCHEDULED TO PCS/ETS IN THE NEXT YEAR?**  |  **YES**  **NO**  **DON’T KNOW**  |
| **CDR’s RANK/NAME:** | **CDR E-MAIL:** |
| **1SG’s RANK/NAME:** | **1SG E-MAIL:** |
| **Schools/Training room NCO’s Name:** | **Schools/Training room NCO E-MAIL:** |

**STAFF USE ONLY:**

**DAMIS check:**  **LAST UA STATUS:** 

**Unit Prevention Leader Qualification IAW AR 600-85, 9-6 a (1-7); Dec. 28, 2012**

UPL certification is crucial to the Army’s DTP and unit substance abuse prevention efforts. All UPLs, regardless of

component, must receive the same standardized curriculum and be certified to perform their duties. The BPL

qualifications, training, and certification are the same as those for UPLs; where UPL is used in this paragraph, it

applies to both UPLs and BPLs, unless otherwise stated.

*a. Qualifications—military personnel.*

(1) Be an officer, warrant officer or noncommissioned officer (E–5 or above for UPL, E–5 promotable or above for BPL) (recommend E–7 or above at all levels).

(2) Be designated on appointment orders by the unit commander.

(3) Successfully complete ACSAP standardized CTP prior to collecting any drug testing specimens.

(4) Possess unimpeachable moral character.

(5) Not be currently enrolled in the ASAP Rehabilitation Program.

(6) Not be under investigation for legal, administrative, or substance abuse related offenses or have had a drug or alcohol-related incident within the last 3 years. Soldiers that have previously been enrolled in the ASAP for counseling or completion of ADAPT should not be considered as potential UPLs for at least 36 months after release from counseling or completion of ADAPT.

(7) Commanders should request a local review of the UPL candidate’s medical, personnel, and criminal records and a background check by the ASAP for past drug or alcohol treatment or positive urinalysis tests. The commander will make the final decision to appoint the candidate based on all the information received except that the requirements in paragraphs *a*(1) through (6), above, are not waiverable.

*c.* The UPLs must be certified to perform their duties by successfully completing the DA UPL CTP, a standardized course of instruction and evaluation. No other UPL certification course is authorized without the written approval of the Director, ASAP. If a UPL candidate is deployed, they may be certified using the distance learning and certification procedures explained at www.acsap.army.mil/. Upon successful completion of all course requirements, UPLs will receive a certificate of training and a UPL certification card. A UPL that is reassigned to another command may be appointed as a UPL in the new command with proof of a previous certification until recertification is required at the 18-month point.

*d.* Recertification.

(1) UPLs must recertify every 18 months by successfully completing the UPL CTP exam. If a UPL’s certification expires while they are deployed, the UPL may recertify using the distance learning and certification procedures at www.acsap.army.mil. If a UPL fails the re-certification exam, they must retake the entire UPL CTP before retaking the exam. ***The ASAP and unit commander will initiate a new local and DAMIS background check to ensure that the UPL is still qualified in accordance with paragraphs a(1) through (6), above.***

(2) If a UPL’s certification expires, the UPL has up to 60 days to contact the ASAP to attend any locally-required update training, take and pass the recertification exam to be recertified for another 18 months from the date of examination. During the time between the expiration date and the exam the UPL is not authorized to collect drug testing specimens. If a UPL’s certification has been expired for more than 60 days, then the UPL must retake the entire UPL certification course.

(3) The ADCOs may revoke the ASAP certification of any UPL for an excessive number of discrepancies in drug testing collection procedures, urinalysis specimens, or on associated forms. However, the ADCO must immediately notify the UPL’s commander, in writing, of such revocation and the purpose for it.

*e.* The online CTP for certification and recertification of deployed Soldiers is only valid for 12 months. Upon redeployment, the UPL must contact the home station ASAP before conducting any collections.

*f.* UPLs are encouraged to attend an instructor certification course to enhance their ability to conduct drug and alcohol awareness training at their units.

 **REPLY TO**

**ATTENTION OF:**

**DEPARTMENT OF THE ARMY**

DEPARTMENT OF HUMAN RESOURCES

SUBSTANCE ABUSE PREVENTION (SAP)

BUILDING 3725 41st Division

JOINT BASE LEWIS-MCCHORD, WA 98433-9500

IMLM-HRS

 UNIT

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 20-Jun-17

MEMORANDUM FOR Commanderr, 44th Military Police Detachment (CID), Bldg 5183

North Division St., MS84, **ATTN: Tevita Feiloakitau\*** (Criminal Info Specialist), Joint Base Lewis-McChord, WA 98433-9500

SUBJECT: Request for U.S. Army Criminal Records Check (USACRC)

1. The below named individual has been selected to be a Unit Prevention Leader (UPL), for this organization. Request your office conduct a UASCRC check as required by AR 600-85, paragraph 9-6a. Individual data is as follows (**NOTE**. Following data can be hand-written but must be clearly legible):

1. Full Name:

 b. Social Security Number:

 c. Date of Birth:

 d. Rank:

2. I understand that it takes 3 to 6 weeks to conduct this back-ground check and upon its completion, I request you forward the results to the undersigned.

3. My representative, from whom you may seek further information concerning this action, is: COMMANDER’S NAME & PHONE NUMBER, or 1SG’s name/phone #.

 **Commander’s signature**

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 COMMANDER PRINTED NAME AND RANK

*PEDA*  *12 January 2002*

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Unit Prevention Leader

1. Effective *12 Jan 02, SSG John Doe, 123-45-6789*, is assigned the duty as Primary Unit Prevention Leader (UPL). *SGT Jane Doe, 234-56-7891*, is assigned as Alternate Unit Prevention Leader (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 drugs training to the unit, and assist the commander in running his/her drug testing and prevention programs.

4. Period: Until officially relieved or released from appointment.

5. Special Instructions: Primary and Alternate UPLs must be certified every 18 months through the Army Center for Substance Abuse Programs approved Unit Prevention Leader Certification Training Program.

*John D. Commander*

*CPT, MS*

*Commanding*

DISTRIBUTION:

1 – File

1 – Individual

1 – ASAP

1 – Unit SAP SOP