

IMWE-SIL-HRS (600-85)

MEMORANDUM FOR RECORD

SUBJECT: Battalion/Unit Prevention Leader (UPL) Certification class schedule for CY 11.

1. AR 600-85, 02 December, 2009, Chapter 2-16b, states that Commanders of Corps, Divisions, and Brigades will ensure battalion commanders appoint officers or noncommissioned officers (E-5 promotable or above) on orders as the battalion prevention leader (BPL) **and** alternate UPL. Chapter 2-32c states that commanders of companies, detachments, and equivalent units will appoint an officer or NCO (E-5 or above) on orders as UPL **and** alternate UPL.
2. Army Substance Abuse Program (ASAP) holds a monthly 40 hour Certification Class. Class dates for **CY11** are listed below.

Class Date	Suspense to submit paperwork	Class Dates	Suspense to submit paperwork
No Class in January		July 18-22	July 13
February 7-11	February 2	August 15-19	August 10
March 14-18	March 9	September 19-23	September 14
April 18-22	April 13	October 17-21	October 12
May 16 - 20	May 11	November 14 - 18	November 9
June 13-17	June 8	December 12-16	December 7

3. Classes are held at B-3415 Miner Road, Room 102, 0830 - 1600. It is required that Soldier attend the class without interruptions for appointments or unit duties.
4. S - 3 School NCO must submit the following required documents by the suspense date:
 - a. Memorandum signed by the Commander requesting Soldier attends the class (Include Rank, Name and class date).
 - b. Appointment orders. Commanders must ensure the UPL has at least one year remaining within the battalion.
 - c. Completed Local Background Check (FS Form 320).
5. Point of contact is the Drug Testing Coordinator, at 442-5378/4447.

/s/
SANDRA L. JEFFERSON
Supervisor, Drug Testing Coordinator/Instructor