



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

NGLA-JPM-HJ

28 November 2017

MEMORANDUM OF INSTRUCTION

SUBJECT: Battalion Prevention Leader (BPL) and Unit Prevention Leader (UPL) Classroom Training for Training Year 2018

1. Reference Army Regulation (AR) 600-85, The Army Substance Abuse Program (ASAP), 28 November 2016.
2. Purpose: To qualify BPLs and UPLs for UIC-level drug testing in accordance with the above regulation.
3. Objective: All battalions will have a minimum of two (2) trained and current BPLs at the rank of SGT or higher. Companies and detachments with 20 or more Soldiers assigned will have a minimum, two (2) trained and current UPLs at the rank of SGT or higher. BPLs and UPLs will be recertified every 18 months.
4. Training: BPLs and UPLs are considered subject matter experts for their respective drug testing program. In order to be qualified as a BPL/UPL, students must attend class both days and pass the end of course evaluation. Failure to attend both days of training will result in removal from the course. Students are to bring pen, paper, and BPL/UPL appointment order to class. Uniform is duty.
 - a. BPL/UPL Selection Criteria. Commanders must ensure that potential and current BPLs/UPLs meet the following criteria:
 - (1) SGT or above, Warrant Officer, Commissioned Officer, or Cadet
 - (2) Designated on appointment orders by the unit commander
 - (3) Possess unimpeachable moral character
 - (4) Not currently enrolled in a drug or alcohol rehabilitation program
 - (5) Not under investigation for legal, administrative, or substance abuse related offenses or have had a drug or alcohol-related incident within the last three (3) years. Soldiers that have previously been enrolled in the ASAP for counseling or completion of a substance abuse program should not be considered potential UPLs for at least 36 months after release from counseling or completion of the program.

(6) A local review of the BPL/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.

a. The Commander will make the final decision to appoint the candidate based on all the information received except that the requirements of (1) through (5) above, cannot be waived.

b. Initial Training and Recertification. Commanders will select BPLs/UPLs to attend the two-day certification training. This training is valid for 18 months unless revoked by the Commander, the state Drug Testing Coordinator (DTC) or Alcohol and Drug Control Officer (ADCO) prior to that date. If BPL/UPL certification is revoked, the DTC or ADCO will immediately notify the unit commander that the BPL/UPL orders have been revoked, explain the reason for revocation, and explain any action that needs to be taken for the Soldier to be eligible for appointment in the future. Failure to recertify prior to 18 months will result in automatic removal from BPL/UPL status and the Soldier is not authorized to perform any urinalysis testing until recertified. Soldiers must attend both training days and pass the end of course exam in order to be qualified as a BPL/UPL.

c. Deploying Unit Training. Deploying UICs will have priority in the training schedule. It is the commander's responsibility to ensure that the unit meets the two BPL/UPL requirement prior to mobilization.

d. Location/date. Specific classroom information will be provided to the students and units prior to the start date. Instruction will begin promptly at 0800 each morning at the following locations and dates:

Date	Location
2-3 DEC 2017	Camp Minden, AFRC
6-7 JAN 2018	Hammond, LA
3-4 MAR 2018	Lafayette, LA
5-6 MAY 2018	Camp Beauregard
18-19 AUG 2018	Gillis Long Center
8-9 SEP 2018	Jackson Barracks

e. Training Reservations. To reserve a seat in the training course listed above, contact SSG Todd Royer, Drug Testing Coordinator (DTC) at todd.m.royer.mil@mail.mil or 504-278-8625 at least three weeks prior to the start date. Units will provide the information listed on the BPL/UPL training roster and the appointment order signed by the Commander.

5. Coordinating Instructions:

a. Lodging.

(1) For SMs attending training in Lafayette, LA and Hammond, LA, government lodging is not available. Per Diem is authorized for those SMs travelling outside of commuting distance to this event. Room reservations are an individual responsibility.

(2) Camp Minden, Camp Beauregard, Jackson Barracks, and Gillis W. Long Center. Government lodging is available and directed. Statement of non-availability is required for off-post lodging. Billeting reservation is a unit responsibility.

b. DTS Authorizations:

(1) LOA: 18 J1 SA ASAP

(2) Routing List: ASAP

(3) Authorization can be for 2 or 4 days in length (if pre-course travel is deemed necessary by the Authorizing Official IAW Joint Travel Regulations).

(4) AGR should use the appropriate DRU/Staff LOA

(5) Government meals are not available at any location, full per diem is authorized.

(6) No IDT travel.

(7) DTS authorizations must be input NLT 21 days prior to travel.

c. Pay Orders:

(1) TDC 454: PGM GQ0

(2) AFCOS RFO must be at level 3 NLT 14 days prior to travel.

d. Maximum use of General Services Administration (GSA) vehicles is encouraged as it is more advantageous to the government. POV travel is authorized only when GSA vehicles are not available. Rental vehicles are not authorized.

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SUBJECT: Schedule of Unit Prevention Leader (UPL) Classroom Training Sessions for TY18

6. The point of contact for this memorandum is SSG Todd Royer at (504) 278-8625 or todd.m.royer.mil@mail.mil.

2 Encls
LAANG BPL / UPL Roster
Sample UPL Appt. Memo



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