

Army Substance Abuse Program

Building 2091 Kolekole Avenue

Schofield Barracks, HI 96857

(Main Office) 808-655-9113

(Prevention) 808-655-8322

(Fax) 808-655-6045

www.garrison.hawaii.army.mil/asap

Hours of Operation: Mon-Fri 0730 to 1630

Drug Testing and Computer Lab: Mon-Thurs 0730 to 1500

(All sections are closed for lunch 1200-1300)

Course	# Classes Per Year	# Students Per Class Maximum	# Students Per Class Minimum
Basic Unit Prevention Leader Workshop	12	30	24

Basic Unit Prevention Leader Workshop (BUPL)

1. Training provided by USAG-HI, DHR, Schofield Barracks, Hawaii.

2. Description. All newly assigned Unit Prevention Leaders (UPLs) must attend this 40 hour course. This course provides an overview of the entire Alcohol and Drug program and includes training the UPLs as an educator. Upon completion of this course, the UPL is certified for a period of eighteen months, after which he/she can renew their certification by attending the Advanced UPL workshop. This BUPL Workshop is offered on a monthly schedule.

3. Prerequisites.

a. Eligible individuals must be E-5 or above with at least one year on-island retainability.

b. Nominee must not be under investigation for legal, administrative, or substance abuse related offenses or have had a drug or alcohol-related incident within the last 36 months as of date of training request for the BUPL class.

4. Location/Time. The first day of the course will be conducted at the ASAP Classroom, Bldg 2091 Kolekole Ave., Schofield Barracks (behind ACS) with a report time of 0845. The remaining class days will be conducted at Menoher Road, Bldg 896, Installation Training Center from 0900-1630.

5. Administrative.

a. Each individual attending this class must have orders appointing them as the Company or Battalion Unit Prevention Leader. A sample is available on the U.S. Army Garrison, HI website at <http://www.garrison.hawaii.army.mil/asap>. The orders should be effective the last day of the class and be signed by the commander. The authority on the appointment orders should read: AR 600-85 para 2-34 (For Battalion level) or AR 600-85 para 2-35 (For Company level).

b. Civilian attire is authorized.

- c. In order to train as many units as possible, no more than two Soldiers from any one company may attend if there is a stand-by wait list.
- d. Each attendee must be present all days and not miss more than 15 minutes of class to receive the Certificate of Training.

6. Enrollment. To enroll Soldiers in this course, submit a completed packet with the forms listed below by fax at 655-6045, or hand-deliver to ASAP Prevention Section. Always include point of contact’s name, phone number and/or email address on registration packet! Students will receive an email confirmation via the Army Training Requirements and Resources System (ATRRS) at least one week prior to class start date.

- a. Military Training Request Form (August 2011).
- b. Appointment Orders (using ASAP format).
- c. Army Substance Abuse Program CID Background Check Request Form. Form must be filled out and signed/dated by the Soldier. **DO NOT SEND SOLDIERS TO THE MP STATION OR CID!**
- d. Alco-Sensor Breathalyzer Device Training Certificate. This 1-hour certification must be completed at ASAP’s Computer Lab; lab hours Mon-Thurs, 7:30 a.m.-2:00 p.m. (closed for lunch 12-1 p.m.)
- e. A copy of your ERB/ORB.

7. The class schedule for the Basic Unit Prevention Leader Workshop Course is as follows:

CLASS SCHEDULE

Class #	Start Date	Grad Date	Susp Date
001-14	21 Oct 13	25 Oct 13	11 Oct 13
002-14	18 Nov 13	22 Nov 13	08 Nov 13
003-14	16 Dec 13	20 Dec 13	06 Dec 13
004-14	13 Jan 14	17 Jan 14	03 Jan 14
005-14	24 Feb 14	28 Feb 14	14 Feb 14
006-14	24 Mar 14	28 Mar 14	14 Mar 14
007-14	21 Apr 14	25 Apr 14	11 Apr 14
008-14	19 May 14	23 May 14	09 May 14
009-14	23 Jun 14	27 Jun 14	13 Jun 14
010-14	21 Jul 14	25 Jul 14	11 Jul 14
011-14	25 Aug 14	29 Aug 14	15 Aug 14
012-14	22 Sep 14	26 Sep 14	12 Sep 14