MEMORANDUM FOR RECORD

SUBJECT: UNIT SUBSTANCE ABUSE PREVENTION AWARENESS TRAINING

1.  All Soldiers will receive annual alcohol and other drug abuse prevention awareness training each fiscal year IAW AR 600-85, 9-10a-d.

2. Training materials such as videos, pamphlets or slide presentation are available at Army Substance Abuse Program (ASAP) BLDG 38704, to assist UPLs in creating training classes or presentations. Outside agencies i.e. Installation or Local law enforcement, ASAP Specialists (PC/SPP/RRP) are additional resources that may be used to assist UPLs/BPLs in meeting the annual training requirements.

3. UPLs are responsible for ensuring all training documentation is provided to the ASAP office upon completion of each training event.

Unit   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Training (*due NLT 5 days after training*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Mil trained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_            Number of CIV trained: \_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training hour/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. This memorandum or training sign in roster will be turned at BLDG 38704 or scanned and emailed to ASAP Specialists Ms. Karen Abraham at [karen.c.abraham.civ@army.mil](mailto:karen.c.abraham.civ@army.mil)  within five working days of training completion.

5. Name and signature of Trainer submitting report:

*(If training is greater than one hour, the Commander’s signature is also required)*

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Trainer’s signature Commander’s signature