

APVR-RCA-CA (600-85a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY04 Army Substance Abuse Program (ASAP) Training Calendar

1. All the following **FREE** prevention education classes and workshops for commanders, military and civilian supervisors, active duty soldiers, civilian employees, retirees and family members will be conducted by the Fort Richardson ASAP during the FY. Specific classes and courses can be presented directly for any unit, agency or directorate upon request. The Point of Contact is the ASAP Prevention Coordinator at 384-1411 or the Risk Reduction Coordinator at 384-7366.

a. Target group include active duty military, DoD civilians, retirees, and all their family members.

(1) Alcohol and Drug Abuse Prevention Training (ADAPT) Education (offered monthly). This is a two-day remedial education class focusing on the adverse effects and consequences of drug and alcohol abuse. The State of Alaska's Alcohol Safety Action Program has approved and certified this remedial course as a DWI training program. Upon successful completion the attendee may utilize this course in lieu of attending Alcohol Information School in order to apply for the return of his/her drivers' license through the State of Alaska. An assessment and evaluation should be conducted prior to attendance IAW AR 600-85 with the exception of active duty soldiers who can be referred directly by his/her unit commander to attend for reasons related to poor performance, high risk behavior, safety violations, etc. Class dates, times and location are listed in the enclosure.

(2) General substance abuse education will be provided on a quarterly basis in the Post Theater. This **FREE** class will be open to the general post population. It will cover information on local drug trends and the impact of substance abuse in the community, tools to reduce/prevent substance abuse problems and referral procedures. This free training class may be modified to include any items that require special attention. This is an excellence avenue for units to complete quarterly substance abuse training requirements. Unit Prevention Leaders must submit to the ASAP Prevention Coordinator a unit sign in roster and individual attendee critiques sheets to receive unit credit.

(3) Safety Day. A command directed safety day to educate community members in risk management and substance abuse prevention. Due to limited seating and documentation requirements, all units must RSVP to ASAP for only those sessions/classes offered by this office. Dates and location of training events are announced under separate memorandum/flyer.

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b. Target group civilian employees who serve alcohol at Fort Richardson establishments. Alcohol Servers Intervention Program (ASIP) Training (offered semi-annually). This 1-2 hour prevention training will provide employees with basic information on the effects of alcohol in order to prevent or reduce the likelihood of potential incidents, such as fights, DWIs, personal injuries, etc inside Fort Richardson MWR facilities. Class dates, times and location are listed in the enclosure.

c. Target group is active duty soldiers E-5 and above assigned on temporary duty as Unit Prevention Leaders (UPL).

(1) UPL Training & Certification will be offered on a quarterly basis. This is a 5 day, 40 hour training and certification class on implementing, developing and executing a comprehensive unit prevention education and biochemical testing program. This course will be offered at a minimum four times a fiscal year. Attendees **MUST HAVE a completed Criminal Investigation Division (CID) background check and individual unit appointment orders on file at ASAP in order to attend this course. No exceptions permitted.** See enclosure for class dates, times and location.

(2) Unit Prevention Leaders (UPL) quarterly training. This 2 - 2.5 hour training addresses biochemical quality assurance issues, program updates, unit urinalysis inspections, records management, unit prevention education issues and risk reduction strategies. Current biochemical issues for the quarter will be addressed at each quarterly update. Class dates, times and location are listed in the enclosure.

d. Target group civilian employees and supervisors of civilian employees:

(1) Civilian Employee Substance Abuse Prevention training (civilian or military supervisors of civilian employees may request classes specifically designed for individual directorates or smaller work groups). **AR 600-85 requires that all civilian employees received a minimum of 3 hours of substance abuse prevention on an annual basis.** These training classes focus on the consequences of alcohol or drug abuse in the workplace, signs and symptoms, physiological/psychological effects and the Employee Assistance Program (EAP). General prevention education training classes will be offered at a minimum once a month during the fiscal year and any civilian employee can attend. Employees in Testing Designated Positions (TDPs) are highly encouraged to attend these classes in order to meet federal guidelines under the Drug Free Workplace Civilian Drug Testing Program prevention education criteria. See enclosure for class dates, location and times.

(2) EAP Supervisor's training (offered quarterly or as needed). This training focuses on the EAP being a military or civilian supervisor's tool for management of civilian employees with job performance issues. A discussion of local drug trends and

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the impact of substance abuse in the workplace are provided. This course is offered based on demand, however it will offered, at a minimum, four times a fiscal year. See enclosure for class dates, times and location.

(3) Target group supervisors of civilian employees in Testing Designated Positions. Drug Free Workplace (DFW) Civilian Urinalysis Testing (offered quarterly). This training focuses on the mandatory guidelines for the Federal Workplace Drug Testing Program. This course will be offered at a minimum four times a fiscal year. See enclosure for class dates, times and location. Requirement to attend need ONLY be supervisors of testing designated personnel.

e. Newcomer's Orientation. This bimonthly information fair is designed to inform incoming soldiers and their family members about ASAP services and increase awareness about alcohol misuse and illegal drug abuse in Alaska. See enclosure for dates, times and location.

f. Health Fairs. ASAP information booths and displays are designed to increase individual awareness and provide tools and information to build healthy lifestyles and behaviors.

3. UPLs are required to provide one substance abuse or related subject matter class per quarter to their unit IAW ACSAP Reg 600-85. UPLs may receive assistance preparing lesson plans or class presentations through the ASAP Prevention Coordinator (PC) or Risk Reduction Coordinator (RRPC). Maintaining proper training documentation of unit alcohol and drug prevention education classes and forwarding the information to the PC is the responsibility of the UPL and unit commander.

4. Target group commanders and First Sergeants.

a. Pre-Command Course. This course is designed for new commanders and First Sergeants to provide an overview to unit commander First Sergeants of their responsibilities in the biochemical and prevention education arenas of the ASAP. See enclosure for class dates. Location and times are announced under separate memorandum through the USARAK G-3.

b. ASAP provides newly assigned unit commanders and First Sergeants with desk side briefs. This overview covers the following aspects: prevention education, biochemical program, Risk Reduction Program, referral/rehabilitation program, and the Adolescent Substance Abuse Counseling Service (ASACS). Highlights include ASAP mission, procedures, requirements, and command unique issues. If you are taking over command, please contact the ADCO at 384-1418 to schedule a briefing.

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c. Annual commander's desk side briefs. Provides the chain of command with up-to-date program changes, reviews the unit's random urinalysis profile

5. Special presentations will be offered throughout the year to the entire community through alcohol and drug abuse national campaigns. Presentation dates and times will be announced separately.

6. The point of contact is Aaron Harrop, Prevention Coordinator/Employee Assistance Program Coordinator, 384-1411.

Encl

MAXINE MARTINEZ
ADCO/CEAP

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