

**UPL INFORMATION SHEET**

UPL Class Dates: \_\_\_\_\_ UPL Position: Primary \_\_\_\_\_ Alternate \_\_\_\_\_

UNIT: \_\_\_\_\_ UIC: \_\_\_\_\_ UNIT STRENGTH: \_\_\_\_\_

UPL NAME: (Last, First, Middle Initial) \_\_\_\_\_

UPL SSN\*: \_\_\_\_\_ UPL DEROS Date: (MO/DAY/YR) \_\_\_\_\_

UPL DATE OF BIRTH\*: (MO/DAY/YR) \_\_\_\_\_

UPL BIRTH CITY, STATE\*: \_\_\_\_\_, \_\_\_\_\_

- Required for background checks

UPL Cell Phone: \_\_\_\_\_ UPL Office Phone: \_\_\_\_\_

UPL Military Email address: UPL AKO User ID \_\_\_\_\_

COMMANDERS RANK/FULL NAME: \_\_\_\_\_ Ph: \_\_\_\_\_

Email Primary: \_\_\_\_\_ AKO User ID \_\_\_\_\_

DEROS Date: (MO/DAY/YR) \_\_\_\_\_

1SG's RANK/FULL NAME: \_\_\_\_\_ Ph: \_\_\_\_\_

Email Primary: \_\_\_\_\_ AKO User ID \_\_\_\_\_

DEROS Date: (MO/DAY/YR) \_\_\_\_\_

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**BELOW COMPLETED BY USAGY DRUG TESTING COORDINATOR**

\*\*\* Items required to receive certification:

Unit SOP \_\_\_\_\_ Appointment Orders from CO \_\_\_\_\_

CID BGC Completed \_\_\_\_\_ DAMIS BGC Completed \_\_\_\_\_

Written Test results Pass / Fail (<70%) Date: \_\_\_\_\_

PE Test results Pass / Fail (<70%) Date: \_\_\_\_\_

Recert Due (Cert Date +18mos): \_\_\_\_\_