

(Unit Office Symbol)

Date: _____

MEMORANDUM FOR Prevention Coordinator, USAG Humphreys, Army Substance Abuse Program

ATTN: IMKO-ACH-HRA, APO, AP 96271

SUBJECT: Drug and Alcohol Abuse Prevention Training

1. Reference AR 600-85, Army Substance Abuse Program, dated 2 December 2009 Chapter 9, Section III, Subparagraph 9-12.
2. This memorandum is to certify that in accordance with the above reference, unit alcohol and drug abuse prevention training was conducted on _____, as described below:
 - a. Unit: _____
 - b. Class Title: _____
 - c. Number Assigned/Number Present: _____ / _____
 - d. Instructor: _____
 - e. Length of Class: _____
 - f. Commander present (circle) Yes No
 - g. 1SG present (circle) Yes No
3. A copy of this memorandum will be kept on file with Unit Prevention Leader (UPL) for one year from this date of the class for the Command Inspection Program review.

Commander's Signature Block

NOTE: A copy of this memo and class sign-in sheets must be provided to the Prevention Coordinator (PC) at the Army Substance Abuse Office (Bldg. 742) in order for the unit to receive credit for this training in the monthly MSC Commander's Report. A copy can be faxed to 753-7364 or emailed to Camille.c.jackson@korea.army.mil.