



**CY 2017**  
**UPL Certification Requirements and Course Dates:**



**Class size limited to the first 18 applicants**

**Time: 0800 – 1600 / Location: BLDG 38704**

**UPL packets will be submitted to the ASAP office for consideration for the UPL course. Course slots may not be reserved until complete packet is accepted:**

**a. Register on the LANDWAR NET (<https://lwn.army.mil>) Steps are as follows:**

- 1. Unit Universities**
- 2. Active Army**
- 3. The number "4"**
- 4. Unit Prevention Leader (Gordon)**

**b. Under the tab UPL Packet, the required forms are as follows:**

- 1. UPL Duty Appointment Orders**
- 2. National Background Check (Form & Results)**
- 3. ADCO Records Check (Results from DTC)**
- 4. Commander's Training Verification Sheet**
- 5. A certificate or screen shot of passing online test**

**c. UPL Candidate must bring the UPL Disc to Certification on the last 2 days of class**

**d. Classroom training and last day packets will be accepted listed below:**

**10 - 12 January / packet due 30 DEC**  
**14 – 16 February / packet due 03 FEB**  
**14 – 16 March / packet due 03 MAR**  
**11 – 13 April / packet due 31 MAR**  
**09 – 11 May / packet due 28 APR**  
**20 – 22 June / packet due 09 JUN**

**18 – 20 July/ packet due 07 JUL**  
**15– 17 August/ packet due 04 AUG12**  
**19- 21 September/ packet due 01 SEP**  
**17 – 19 October/ packet due 06 OCT**  
**14– 16 November/ packet due 03NOV**  
**12 – 14 December/ packet due 01 DEC**

Updated 08 SEP 2016