



Instructions on how to fill out the online survey cover sheet for returning completed URIs.

Reintegration Unit Risk Inventory – Version 3 (R-URI) is designed to screen for high-risk behaviors and attitudes affecting unit readiness and personal well-being which may have occurred during deployment or since redeployment. R-URI Version 3 has expanded to an 80 question survey to incorporate Sexual Assault & Family Readiness information

To access the online cover sheet:

- A. If you are not logged in click on this link <http://acsap.army.mil/inputuri.jsp>
- B. If you are logged in use these steps
 1. From the ACSAP Portal Home Page
 2. Click on the “Risk Reduction” link in the ACSAP Services box on the left side of the page.
 3. Click on the “Submit URIs” online link and fill it in a form for each URI submission.

Sample:

	The Army Center For Substance Abuse Programs 4501 Ford Avenue, Suite 320 Alexandria, VA 22302-1460 Phone: (703) 681-5557
Report Date: 08/12/2008 Report Time:08:39:17	
Form for Returning Completed UNIT RISK INVENTORY SURVEYS	
* Required fields are denoted with an asterisk. * Survey Date: <input type="text"/> (10 digit) Format: MM/DD/YYYY	
* URI Version: (Select One) <input type="text"/>	* Unit ID Code: <input type="text"/> (UIC) * Unit Desg: <input type="text"/> (A co., 1-1 BN)
* Army Component: <input type="text"/> (Select One)	* # Surveyed: <input type="text"/>
* Installation: <input type="text"/>	* Actual Strength: <input type="text"/>
	* # Deployed: <input type="text"/> (R-URI only)
* Unit Level: <input type="text"/> (Select One)	* Were any of the surveys included with this unit completed by members of other military branches? <input type="text"/> (Select One)
* Unit Type: <input type="text"/> (Select One)	
* Survey Admin Name: <input type="text"/>	(Fill out for additional Report Recipients)
* DSN or COMM #: <input type="text"/> 123-123-1234	Report Recipient Name: <input type="text"/>
* Survey Admin E-mail: <input type="text"/>	DSN or COMM #: <input type="text"/> 123-123-1234
	Report Recipient E-mail: <input type="text"/>
Additional Instructions: <input type="text"/>	
Shipping Instructions	
<ol style="list-style-type: none"> 1. Place completed cover sheet on each unit's set of completed surveys. Secure each set into one bundle. 2. Place secured bundle(s) in a mailing package. (Depending on size, multiple surveyed units may fit in one package.) 3. Send package to ACSAP address at the top of the page with Attn: Survey Processing 	
<input type="button" value="Submit"/>	
2008 Army Center for Substance Abuse Programs (ACSAP)	

All fields with a red asterisk are requiring information for the URI cover sheet to process.



1. Survey Date is use to record the time the surveys are completed and sent to ACSAP. The Survey Date must be in this 10 digit format: mm/dd/yyyy.

* **Survey Date:** (10 digit) Format: **MM/DD/YYYY**

2. Currently R-URI version 3 will be the only survey cover sheet to be processed online. All future URI releases will be submitted thru the online process.

* **URI Version:** (Select One)

- A. Reintegration Unit Risk Inventory – Version 3
- B. Unit Risk Inventory – Version 4

3. An Army Unit ID Code consists of 6 characters starting with a W. The Unit Designation is used as a backup identifier. Enter an Unit ID Code(UIC) and Unit Designation example as followed:

* **Unit ID Code:** (UIC)
* **Unit Desg:**
(A co., 1-1 BN)

4. Enter an Army component

* **Army Componet:** (Select One)

- a. Army Active Duty
- b. Army Reserve
- c. Army National Guard
- d. Other Military Services

5. Enter the Installation/Army Reserve Command/NG State from which the URI was administered:

* **Installation:**



- 6. The Actual Strength of Unit Surveyed is used in conjunction with the Number of Individuals Surveyed to calculate the percentage of the unit that had been surveyed. *NOTE: As stated previously, 50 percent of the unit is the mandatory minimum that must be surveyed. See Manual for details*

* # Surveyed:
 * Actual Strength:
 * # Deployed:
 (R-URI only)

- 7. Enter the Unit Level:

* Unit Level: (Select One)

- a. Company
- b. Troop
- c. Battery
- d. Detachment
- e. Battalion
- f. Regiment
- g. Squadron
- h. Brigade
- i. Division
- j. Group
- k. Other

- 8. Enter the Unit Type:]

* Unit Type: (Select One)

- a. **Combat Arms:** Infantry, Armor, Field Artillery, Air Defense Artillery, Aviation and Corps of Engineers are the branches that falls under this category
- b. **Combat support:** Military Police Corps, Military Intelligence Corps, Signal Corps and Chemical Corps are the branches that falls under this category
- c. **Combat Service Support:** Adjutant General’s Corps, Transportation Corps, Finance Corps, Quartermaster Corps and Ordnance Corps are the branches that falls under this category.
- d. **Specialty Branches:** Special Forces, Judge Advocate General’s Corps, Chaplains Corps and Army Health Care System are the branches that falls under this category.



9. Enter “Yes” or “No” to the question that follows:

Were any of the surveys included with this unit completed by members of other military branches?

No (Select One)

10. The Survey Administrator is the primary POC for ACSAP and will automatically receive the Summary of Results report. The Survey Administrator will enter their Name, DSN or Commercial telephone number and e-mail address. This information is used by the survey processing center to request any missing information. Please note the red asterisk these selections must be filled out.

* Survey Admin Name: Carson Phillips
* DSN or COMM #: 703-681-6138 123-123-1234
* Survey Admin E-mail: carson.phillips@us.army.mil

11. For an additional Report Recipient please fill out this portion of the cover sheet. The Report Recipient info needs Name, DSN or Commercial telephone number and Report Recipient e-mail address for ACSAP to email reports.

Note: If Survey Administrator and Report Recipient are the same POC, the Report Recipient will not be required.

(Fill out for additional Report Recipients)
Report Recipient Name: Tony Carrington
DSN or COMM #: 703-681-5581 123-123-1234
Report Recipient E-mail: anthony.carrington@us.army.mil

12. There is an additional instructions box for special requests.

Additional Instructions: Please do something extra.

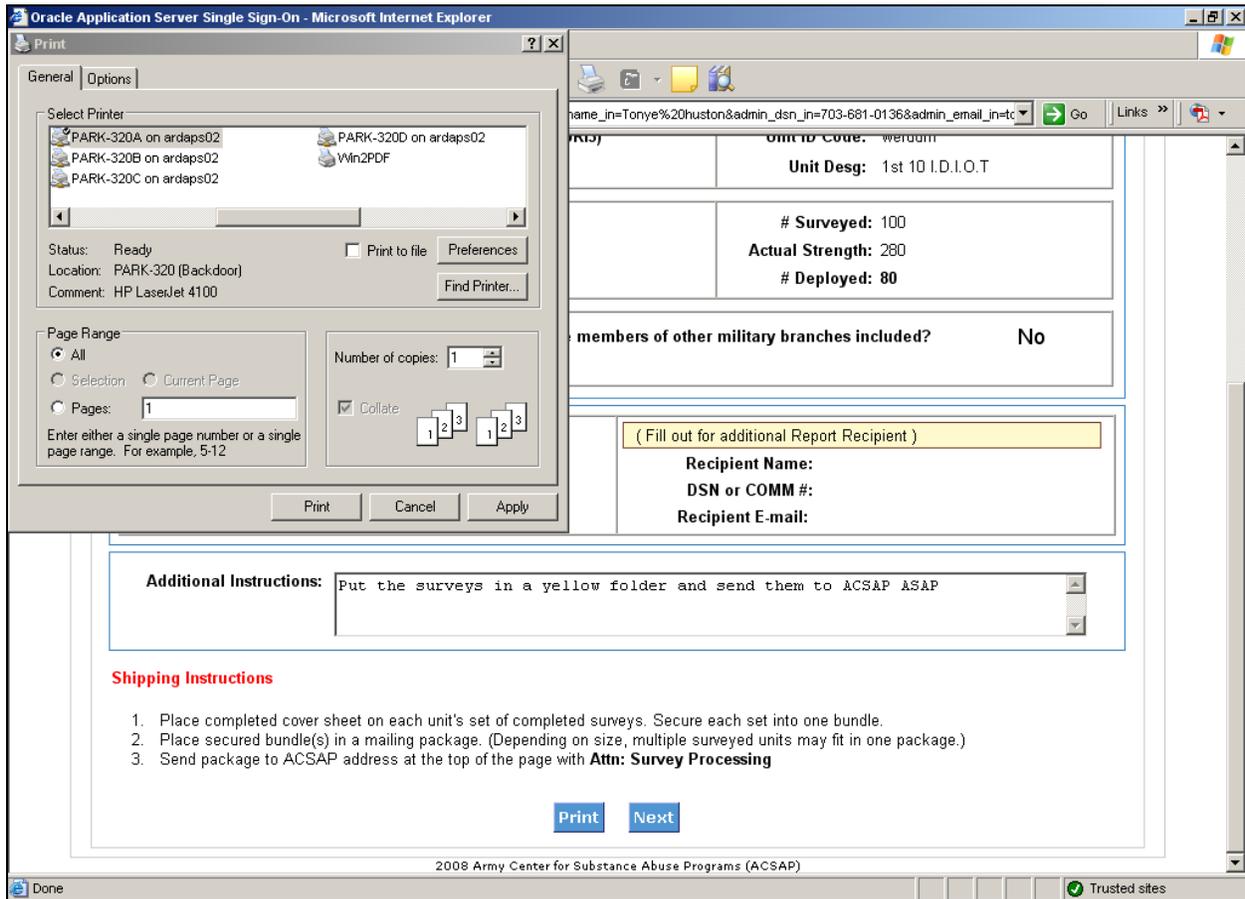
13. Shipping Instructions

- a. Place completed and printed online cover sheet on each unit's set of completed surveys. Secure each set into one bundle.
- b. Place secured bundle(s) in a mailing package. (Depending on size, multiple surveyed units may fit in one package.)
- c. Send package to ACSAP address at the top of the cover page with **Attn: Survey Processing**



- Hit the Submit button located at the bottom and it will automatically redirect to a print screen which will preview to print and attached to the completed surveys.

Submit



Upon submission a record is created at ACSAP in the RURI v3 database. Please print a cover sheet to send with the completed forms and one for your records.

Then click next for additional URI submissions.