



Rocky Mountain HIDTA

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MEMORANDUM

TO: National HIDTA Directors Association

FROM: Tom Gorman

DATE: December 2, 2013

SUBJ: Online Drug Unit Commanders (D.U.C.) Orientation

We are pleased to announce that the Online Drug Unit Commanders Orientation Training is now available. Most of you saw the preview at the National HIDTA Directors Meeting in Philadelphia. We have beta tested the program and the final version is ready for dissemination.

To access the training, a hyperlink is posted on the Rocky Mountain HIDTA website that directs your drug unit commanders to an application page for the training.

Below are the directions to access the application form and information on how to participate in the training:

- Access the RMHIDTA website at www.rmhidta.org
- Click on the 'Training' tab in the red toolbar near the top of the page.
- A dropdown menu will appear
 - Click on the 'Online DUC Orientation'
- Complete the application form and click on the 'Submit' button on the bottom of the page
- The completed application will be sent to the RMHIDTA Training Unit
- The respective HIDTA Director for that applicant's region will receive an email advising that one of their drug unit commanders has applied for the training.
 - This is done for vetting purposes
 - The respective HIDTA Director will need to respond to the email with any comments to the RMHIDTA Training Unit.
 - train@rmhidta.org
- Once the RMHIDTA Training Unit receives your forwarded email, the DUC will be recognized as vetted.

- An email from Adobe will be sent to the applicant advising them of their enrollment in the course along with the link to the Online DUC Orientation training.
- Once they have successfully completed the course, a certificate will be sent to the participant.

The statistical reporting for this training will be maintained on our servers here at RMHIDTA, but are available at any time at your request. In addition, statistical reports will be sent to NHAC automatically and each respective region will receive credit for their personnel having attended the training.

A 'Help Page' is also available for any minor questions or problems that may arise. If you need further assistance or have any questions not addressed on the Help Page, contact Training Manager Sgt. Dave Beyer at dbeyer@rmhidta.org.