



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 1720.1
N01
28 Feb 12

NAVAL SERVICE TRAINING COMMAND INSTRUCTION 1720.1

From: Commanding Officer, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SUICIDE PREVENTION PROGRAM

Ref: (a) OPNAVINST 1720.4A

Encl: (1) NSTC Suicide Prevention Resources Reference Template
(2) Department of Defense Suicide Event Report
(3) Command Suicide Prevention Program Checklist
(4) NSTC Suicide Gesture Response Checklist
(5) NSTC Suicide Response Checklist
(6) NSTC Distressed Caller Worksheet

1. Purpose. To implement Commander, Naval Service Training Command (NSTC) Suicide Prevention Program (SPP) administrative organization and response plan.

2. Background.

a. The leadership of NSTC is committed to maintaining a fit and healthy force because the health of our Sailors and civilians is vital to our readiness. Suicide and suicidal behavior not only impact the lives and well-being of our personnel, but also affect their families, friends, and co-workers.

b. NSTC SPP supports the Navy's Suicide Prevention Program to meet the requirements of reference (a). A responsible suicide prevention program must empower all persons to intervene early in helping those who appear distressed. Suicide is a preventable personnel loss that impacts unit readiness, morale, and mission effectiveness. Early referral by a concerned Shipmate, caring family member, co-worker, or supervisor can make all the difference in enabling someone to seek help. The NSTC SPP seeks to address suicide as a preventable personnel loss and empower all personnel to actively engage in training and education in regards to this crucial issue. NSTC SPP encompasses the military and civilian team that works in conjunction with Navy and civilian mental health-care providers to ensure all personnel can assist others or themselves in a

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time of crisis or when confronted with a Shipmate who may be considering suicide.

c. NSTC SPP consists of four elements:

(1) Training - increasing awareness of suicide warning signs, improving wellness, and ensuring personnel know how to intervene when someone needs help.

(2) Intervention - ensuring timely access to needed services and having a plan of action for crisis response.

(3) Response - assisting families, units, and service members affected by suicide and suicidal behaviors.

(4) Reporting - reporting incidents of suicide and suicide-related behaviors.

3. Responsibilities.

a. The Navy Region Midwest Chaplain, Additional Duty (ADDU) to Commander, NSTC, is the Command Suicide Prevention Coordinator (SPC).

b. SPC is responsible for:

(1) Developing, executing, and leading the overall NSGL SPP, specifically focusing on the military personnel, and coordinating efforts with Fleet and Family Services.

(2) Qualifying by completing one of the approved Navy Personnel Command (NPC) training courses, attending the Navy Suicide Prevention Conference, or attending the annual Department of Defense (DoD) Suicide Prevention Seminar.

(3) Providing and publicizing suicide prevention awareness resources on a regular basis such as those provided in enclosures (1) through (6).

(4) Ensuring completion and tracking of training for military personnel to include: annual Suicide Awareness General Military Training (GMT) and other specialized training as required.

(5) Responding to suicide incidents within the Command per reference (a).

4. Action.

a. NSTC SPC will:

(1) Respond to a suicide incident or a suicidal act per this instruction and reference (a).

(2) Ensure suicide prevention resources, as detailed in enclosure (1), are included in every POW and applicable All-Hands e-mails at least once per quarter and available online at all times.



C. M. OLINGER
Acting

Distribution:
NSTCINST 5216.1B
Lists I and IV

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NSTC SUICIDE PREVENTION RESOURCE REFERENCE TEMPLATE		
Civilian Resources	Phone	Additional Details
911 Operator	911	9-911 (If dialing from on-base)
Office of Personnel Management	202-606-1800	General inquires
National Hope line Network	800-442-4673	www.hopeline.com
National Suicide Prevention Lifeline	800-273-8255	www.suicidepreventionhotline.com
Military Resources	Phone	Additional Details
911 Operator	911	9-911 (If dialing from on-base)
Office of Personnel Management	202-606-1800	General inquires
National Hope line Network	800-442-4673	www.hopeline.com
National Suicide Prevention Lifeline	800-273-8255	www.suicidepreventionhotline.com
Medical Great Lakes	847-688-6855	
Military One Source	800-342-9647	Free confidential counseling via phone or referral to in-person counseling; see www.militaryonesource.com for details
National Hope line Network	800-442-4673	www.hopeline.com
National Suicide Prevention Lifeline	800-273-8255	www.suicidepreventionhotline.com
NPC Suicide Prevention Page		http://www.public.navy.mil/BUPERS-NPC/SUPPORT/SUICIDE_PREVENTION/Pages/default.aspx

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Department of Defense Suicide Event Report (DoDSER)

Step 1: Register on Defense Connect Online (DKO)/Army Connect Online (AKO) - go to <https://www.us.army.mil>, choose "register with CAC" and enter your pin.

Step 2: Go to the DoDSER site at: <https://dodser.t2.health.mil/dodser> and click "register" at the top or "enter" if already registered.

Step 3: On the left menu under "DoDSER OPTIONS" to "create."

Step 4: If you need to gather more information or finish later, you can go back and "recover DoDSER" for 60 days. For security reasons, the data will not be available for view after that time.

Step 5: If you want to be able to refer back to DoDSER

COMMAND SUICIDE PREVENTION / CRISIS RESPONSE PLAN CHECKLIST

- Appropriate annual suicide prevention training conducted
- Suicide prevention part of Life-skills/Health Promotions training
- Messages of concern sent by the senior leadership team to provide current information and guidance to all personnel on suicide prevention
- Written suicide prevention and crisis intervention plan in place (In SOP, Duty Office Go-by, etc.)
- Local support resource contact information easily available

Chaplain _____
Fleet and Family Support Center _____
Medical Treatment Facility _____
Security _____
Local Emergency Room _____
Other _____

- Personnel and supervisors have ready access to information about how to get help with personal problems (e.g. wallet card info, posters, POD, emails)
- Procedure in place to facilitate personnel accessing needed services (e.g. time for appointments, access to transportation, overcoming logistical barriers, discouragement of stigmatizing, etc.)
- Supervisors active in identifying personnel potentially in need of support (relationship problems, financial problems, recent loss, legal problems or loss of status, change in behavior or performance, showing warning signs, etc.)
- Safety plan for dealing with high-risk service members (suicidal/homicidal/bizarre thoughts and behaviors) until mental health services are available. In the absence of guidance from a mental health professional, advise:

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NSTC SUICIDE GESTURE RESPONSE CHECKLIST	
If someone makes a suicide gesture or suicide attempt take the following steps:	
<input type="checkbox"/>	Gather as much information as possible using the "Distressed Callers Worksheet" in enclosure (4). Most importantly, note the NAME AND LOCATION of the distressed person.
<input type="checkbox"/>	Call 911 for off-base incidents, for on-base incidents call 5555 or as noted on your phone. If the distressed person made the emergency call themselves, verify the call was actually made.
<input type="checkbox"/>	Maintain phone contact with the distressed person or assisting third party until relieved by Emergency Medical Services.
<input type="checkbox"/>	If third party person is not already assisting, designate an escort to be with the distressed person at all times.
<input type="checkbox"/>	Notify the person's supervisor and/or chain of command.
<input type="checkbox"/>	Notify the Chain of Command, including the appropriate SPC.

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NSTC SUICIDE RESPONSE CHECKLIST	
If a person completes an act of suicide, take the following steps:	
<input type="checkbox"/>	Try to gather some information from the witness or first responder using the "Distressed Callers Worksheet" in enclosure (4). Most importantly: NAME, UNIT AND LOCATION OF PERSON'S BODY.
<input type="checkbox"/>	Call 911 for off-base incidents, for on-base incidents call 5555 or as noted on your phone.
<input type="checkbox"/>	Maintain phone conversation (PHONCON) with witness or first responder.
<input type="checkbox"/>	Maintain PHONCON with emergency entities.
<input type="checkbox"/>	Notify the person's supervisor and/or Chain of Command, including the SPC.
<input type="checkbox"/>	Notify the CACO. Note: If death occurred at home/or family is already aware of death, it is not necessary to send the CACO immediately; rather, if the family is local, it might be advisable for the Commander, Deputy Commander, CMC or other command representative, along with the Chaplain, to make a bereavement visit in the hours after the death followed by an official CACO call the next day.
<input type="checkbox"/>	Draft and send Situation Report (SITREP). The Department of Defense Suicide Event Report (DoDSER) is only required for actual suicides. The SPC will oversee completion of the DoDSER with Navy Personnel Command (NPC) Suicide Prevention Office assistance. Enclosure (5) details the process for preparing and submitting a DoDSER.

NSTC DISTRESSED CALLER WORKSHEET

A distressed person is calling because they want help. Your response should be to:

1. Communicate your desire to help.
2. Get the information you need from them in order to provide help.
3. Get them help. (Find someone nearby who can help you call for emergency services as needed or contact the SPC or Chaplain).

Actions to take

Take the caller seriously! Listen to them and get essential information as soon as you can: NAME, CURRENT LOCATION, and PHONE NUMBER.

1. Distressed Person's Info:

NAME:

CURRENT LOCATION: (Specific address, building #, etc..., if at all possible)

PHONE NUMBER: (Check caller Id)

DESCRIPTION: (Gender, approximate age, etc.)

NAME OF HELPER: (Is there another adult with them?)

2. Description of Incident:

Have they expressed their intention? ("I'm afraid I am going to kill myself.")

If the person demonstrates the desire to hurt or kill themselves, ask the following questions:

a. Do you know how you would hurt yourself? YES / NO

(Details) _____

b. Do you have what you need to do it? YES / NO

(Details) _____

- Gun, find out what type, is it loaded, where is it located?

- Medication or pills? (If they already taken pills find out: what kind, how many, and when.)

c. **Send help (911 (if person is off-base, 5555 on-base, or as noted on phone), encourage them to talk and continue to listen. Don't leave them alone. Wait until emergency crew arrives before hanging up.**

d. Contact the following after emergency contact has been established:

- NSGL Suicide Prevention Coordinator (SPC)
- Department Head, Command Master Chief, or Executive Officer
- Duty Chaplain