



**DEPARTMENT OF THE ARMY**  
JOINT BASE MYER – HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

IMMH-HR

8 Jan 15

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum  
HR-5, Suicide Prevention Program.

**1. REFERENCES.**

- a. AR 600-63, Army Health Promotion, 7 May 2007, with Rapid Action Revision (RAR) Issue Date: 7 Sep 10.
- b. DA PAM 600-24, Health Promotion, Risk Reduction, and Suicide Prevention, 17 Dec 09, with Rapid Action Revision (RAR) Issue Date: 7 Sep 10.
- c. ALARACT 057-2014, Army Suicide Prevention Program (Annual Guidance on Suicide Prevention Training).
- d. Memorandum, Subject: Ask Care Escort-Suicide Intervention (ACE-SI) Train-the-Trainer (T4T) Memorandum for junior leaders and first-line supervisors (Target Audience), dated 20 May 14, signed by BG Henry L. Huntley, Director, Army Resiliency.

**2. PURPOSE.** The Army Suicide Prevention Program (ASPP) has an Army-wide commitment to provide resources for suicide intervention skills, prevention, and follow-up in an effort to reduce the occurrence of suicidal behavior across the Army enterprise. The ASPP develops policies, programs, and training in order to mitigate risk and behavior associated with suicide. To that end, this policy clarifies training requirements (Encl 1) and establishes reporting procedures (Encl 2) for organizations assigned to JBM-HH.

**3. APPLICABILITY.** The policies and procedures encompassed are applicable to all personnel under the operational control of JBM-HH.

**4. POLICY.** The Commander, JBM-HH, is responsible for the health, welfare and safety of all personnel assigned to the installation and will maximize all resources available for suicide education, prevention, and intervention to minimize, if not eliminate, the devastating effects of suicide. The underlying goal of the policy is to improve mission readiness and the individual readiness of the workforce. This policy promotes the development and enhancement of Suicide Prevention Programs that are designed to minimize suicide behavior. It also

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identifies the requirement to establish a Commander's Forum to share observations and lessons learned for suicides or successful interventions.

## 5. PROCEDURES.

a. All assigned military and civilian personnel will comply with annual suicide awareness training requirements (see enclosure 1 for further details). This training includes, but is not limited to:

1. Ask, Care, Escort (ACE): All Soldiers and DA Civilians attend this training annually.

2. Ask, Care, Escort, - Suicide Intervention: Junior Army Leaders and Civilian First-Line Supervisors attend this training once in their career.

3. ACE-SI T4T (Train the Trainer, Tier 1 and Tier 2): Train the Trainer course to establish unit instructors for ACE-SI; select personnel attend.

4. Applied Suicide Intervention Skills Training (ASIST) – For 10% of personnel living in the barracks, and select personnel based on job responsibilities.

5. ASIST Train the Trainer (ASIST T4T) – For select personnel to establish installation and unit instructors for ASIST.

b. Coordination for all ACE-SI T4T and ASIST T4T training as well as ASIST kits for training will be made through the Army Substance Abuse Program (ASAP) Manager. Units will determine how many ASIST kits are needed bi-annually and submit request for kits through the ASAP to the ASAP Manager in writing.

c. Commanders will appoint a POC to report monthly status of all suicide awareness training (ACE, ACE-SI, and ASIST) to the Army Substance Abuse Program Manager, [cynthia.g.hannah.civ@mail.mil](mailto:cynthia.g.hannah.civ@mail.mil), by the 15<sup>th</sup> of every month.

d. Leaders and supervisors will stay engaged in monitoring suicide risk factors and warning signs; and intervene when appropriate to assist high risk military personnel and civilians.

e. HRD will augment the in-processing orientation for military personnel and their family members to include information on medical and behavioral health services and access to care.

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reduction and suicide prevention-related services as noted in Annex D, Army Campaign Plan for Health Promotion.

g. The Joint Base Commander will establish a Commander's Forum (Suicide Prevention Task Force) that includes representatives from the MTF, HRD, Chaplain's Office, Criminal Investigative Division and Directorate of Emergency Services to share observations and lessons learned from suicide events (from successful interventions to events that led to a Soldier's death) that occurred in their commands.

6. PROPONENT. The Army Substance Abuse Program is the proponent for this policy. The point of contact is the Employee Assistance Program Coordinator at commercial (703) 696-3787, or DSN 426-3787.

Distribution:

  
MICHAEL D. HENDERSON  
COL, AR  
Commanding

<b>Required Suicide Prevention Training</b>				
<b>Type Training</b>	<b>Length of Training</b>	<b>Training Requirement</b>	<b>Target Audience</b>	<b>Provided By</b>
Ask, Care, Escort (ACE)	1.5 hour	Annually	All Soldiers, Leaders, and DA Civilians	Any personnel that the commander deems appropriate
Ask Care Escort - Suicide Intervention	4 hour	Once in career (must have certificate on file in the unit/directorate)	All Junior Leaders and First-Line Supervisors - (Squad and Section Leaders, Platoon Sergeants and Platoon Leaders, Company 1SG, Battery/Company CDRs, and DA Civilian First Line Supervisors	Only ACE-SI Tier 1 or Tier 2 Train the Trainers
Ask Care Escort - Suicide Intervention (ACE-SI T4T Tier 2)	6 hour	Once in career (must have completed the 6 hr training)	Appointed personnel selected by the commander	Tier 1 Trainers
Ask Care Escort - Suicide Intervention Train the Trainer (ACE-SI T4T Tier 1)	6 hour	Once in career (must complete the 6 hr training and conduct a minimum of three 4-hour ACE-SI workshops and be certified by the SPPM)	Recommend: Suicide Prevention Program Manager; Chaplains; Chaplain Assistants; and other personnel based on commander's discretion	Previously HQDA Mobile Training Team (MTT) or current Tier 1 Trainers
Applied Suicide Intervention Skills Training (ASIST)	2 day	Once in career (must have certificate on file in the unit/directorate)	Recommend: 10% of personnel living in barracks (one on each floor representing gender living on given floor); all Chaplains and Chaplain Assistants; Family Advocacy Program workers, Commanders and First Sergeants; ASAP Counselors; Military Police; and DA Civilian First Line Supervisors	ASIST Train the Trainer (T4T)
Applied Suicide Intervention Skills Training (ASIST T4T)	5 day	Once in career; must have certificate on file in the unit/directorate; in order to maintain certification, trainer must conduct one two day course each year	Chaplains and Chaplain Assistants, ASAP Counselors, FAP Workers, AER Counselors, Suicide Prevention Program Manager; other personnel unit commander selects to instruct ASIST	Living Works (HQDA Contract Coordinated by ASAP)

# XX Civilian Suicide Prevention Training Report FY XX

UNIT/Directorate	# of Civilians Assigned/# of Civilians Trained in ACE	# of Civilians ACE-SI Trainers (Tier 1 or Tier 2) Required/Trained	# of Junior Leaders/First Line Supervisors ACE-SI Required/Trained	# of Gatekeepers Required/Trained in ASIST T2T (two-day course)	# of ASIST T4T
XX Section					
XX Section					
XX Section					
XX Section					
XX Section					
XX Section					
Directorate TOTAL					

- ACE: Annual Suicide Prevention training required for all Soldiers and Leaders
- ACE-SI: One time training requirement for Junior Leaders and First Line Supervisors
- \* ACE- SI Trainers Tier 1: One time 6 hour course (SPPM, Chaplains, Chaplain Assistants and personnel selected by Commander)
- ACE- SI Trainers Tier 2: One time 6 hour course (Personnel selected by Commander)
- ASIST T2T: Advanced Suicide Prevention training required for gatekeepers (10% of personnel residing in barracks, Chaplains, Chaplain Assistants, Family Advocacy workers, Company CDRs and 1SGs, ASAP Counselors, Military Police; and DA Civilian First Line Supervisors
- ASIST T4T: Advanced Suicide Prevention required for select gatekeepers (Chaplains, Chaplain Assistants , FAP workers, AER counselors, SPPM and other personnel unit commanders deem appropriate to instruct ASIST (T2T)

•\* Additional training and certification from SPPM required to become ACE -SI Tier 1 Trainer

# XX BN/Company Soldier Suicide Prevention Training Report FY XX

UNIT	# of Soldiers Assigned/# of Soldiers Trained in ACE	# of Soldiers ACE-SI Trainers (Tier 1 or Tier 2) Required/Trained	# of Junior Leaders/First Line Supervisors ACE-SI Required/Trained	# of Gatekeepers Required/Trained in ASIST T2T (two-day course)	# of ASIST T4T
XX CO					
XX CO					
XX CO					
XX CO					
XX CO					
XX CO					
XX CO					
<b>BN TOTAL</b>					

- **ACE:** Annual Suicide Prevention training required for all Soldiers and Leaders
- **ACE-SI:** One time training requirement for Junior Leaders and First Line Supervisors (Squad, Section Platoon Sergeants, Platoon Leaders, Company Commanders , 1SGs)
- **ACE- SI Trainers Tier 1:** One time 6 hour course (SPPM, Chaplains, Chaplain Assistants and personnel selected by Commander)
- **ACE- SI Trainers Tier 2:** One time 6 hour course (Personnel selected by Commander)
- **ASIST T2T:** Advanced Suicide Prevention training required for gatekeepers (10% of personnel residing in barracks, Chaplains, Chaplain Assistants, Family Advocacy workers, Company CDRs and 1SGs, ASAP Counselors, Military Police; and DA Civilian First Line Supervisors
- **ASIST T4T:** Advanced Suicide Prevention required for select gatekeepers (Chaplains, Chaplain Assistants , FAP workers, AER counselors, SPPM and other personnel unit commanders deem appropriate to instruct ASIST (T2T)

**\*Additional training and certification from SPPM required to become ACE -SI Tier 1 Trainer**