



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVY CYBER FORCES  
2465 GUADALCANAL ROAD, SUITE 10  
VIRGINIA BEACH, VA 23459-3243

COMNAVCYBERFORINST 1720.1  
N1  
12 Apr 10

COMNAVCYBERFOR INSTRUCTION 1720.1

From: Commander, Navy Cyber Forces

Subj: SUICIDE PREVENTION PROGRAM

Ref: (a) OPNAVINST 1720.4A  
(b) SECNAVINST 6320.24A  
(c) CNO WASHINGTON DC 012356Z FEB 08 (NAVADMIN 029/08)  
(d) CNO WASHINGTON DC 231556Z APR 09 (NAVADMIN 122/09)  
(e) MILPERSMAN 1770-080  
(f) MILPERSMAN 1770-090  
(g) MILPERSMAN 1770-120  
(h) DoN Civilian Human Resources Manual, Subchapter 792.1

Encl: (1) Sample Crisis Intervention Plan

1. Purpose. Implement reference (a) and provide guidance and procedures for Navy Cyber Forces (CYBERFOR) Suicide Prevention Program (SPP).

2. Applicability

a. All CYBERFOR active duty Navy, Naval Reserve, and civilian personnel.

3. Background

a. Suicide is a tragic loss of human life and entails a significant degradation of morale, unit cohesion, and mission readiness.

b. Feelings of helplessness and worthlessness are among the leading precipitators of suicide. Others include problems with relationships, financial issues, and an inability to cope with accumulated stress. Because of the nature of our mission, many of us are exposed to long hours, critical decision making, and constant expedited mission support. No matter how demanding our mission is, we must never forget to care for our most important resource, our employees. Leaders are in a unique position to

assist personnel experiencing difficulties through personal interaction, unit policies, and intervention by military or outside agencies.

c. Every employee is key to our prevention efforts. Each of us has the tremendous opportunity to support early intervention efforts by following the content of this instruction and paying attention to those around us.

## 5. Responsibilities

a. Commanding Officers (COs) shall:

(1) Include the SPP as a critical component of Command Readiness and Health Promotion activities.

(2) Appoint in writing a Suicide Prevention Coordinator (SPC) to lead an effective command SPP.

(3) In addition to Navy Knowledge Online Suicide Awareness training, ensure Suicide Prevention training is conducted annually.

(4) Be familiar with the Mental Health Evaluations referral procedures contained in reference (b).

b. SPCs shall:

(1) Be thoroughly familiar with references (a) through (h) and this instruction, and advise the command on all SPP matters.

(2) Complete the Navy Personnel Command approved SPC training course within 90 days of assignment as SPC.

(3) Promote and schedule Suicide Prevention training and awareness events.

(4) Maintain a Crisis Intervention Plan (enclosure (1)) with information customized to the command location.

(5) Keep the Force SPC informed of all issues, concerning the command's SPP.

c. Command personnel will immediately report any individual displaying suicidal behavior, gestures, or attempts to the chain of command. All members will attend annual Suicide Prevention training.

## 6. Policy

a. The SPP shall be implemented domain-wide to increase awareness of Suicide Prevention, eradicate the stigma of seeking help, reduce suicidal behavior, and to maintain a clear standard of procedures during and after a crisis.

b. Enclosure (1) provides guidelines to ensure a suicidal person receives proper care and intervention via all available resources. Even though crafted for use by watchstanders (i.e., Staff Duty Officer, Command Duty Officer, Battle Watch Captain, etc.), it can be utilized by any person assisting an individual in distress.

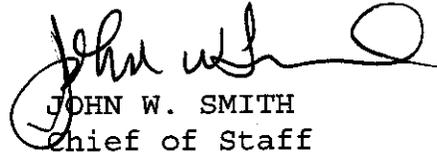
c. Per references (c) and (d), commands will report all suicidal behavior via the Operational Report-3 (OPREP) reporting system. References (e) through (g) provide guidance for submitting Personnel Casualty Reports.

(1) OPREP-3s for a suicide will be followed by a Department of Defense Suicide Event Report (DODSER). Commands must complete a DODSER within 60 days of a suicide, or for deaths where suicide has not been ruled out by the medical examiner. Commands will be contacted by the Navy Behavioral Health Program Staff (OPNAV N135F), to assist in completing the DODSER.

d. Per reference (h), assistance to civilian employees, beyond the suicide prevention training and incident reporting requirements, will be provided by the Civilian Employee Assistance Program. Commands will work closely with the local Human Resources Office.

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e. Command SPCs will forward "best practices" or lessons learned to the Force SPC for consideration and implementation.



JOHN W. SMITH  
Chief of Staff

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<https://www.portal.navy.mil/cyberfor/Admin/default.aspx>

(Command Name)  
CRISIS INTERVENTION PLAN

SUICIDE-RELATED BEHAVIOR (THOUGHTS AND GESTURES)

- Gather information using the Distress Callers Information Sheet: most importantly the caller's name, unit, and location.
- Maintain phone conversation (PHONCON) with individual or third party.
- Contact Command Chaplain or Base Duty Chaplain.
- Notify the chain of command, to include an individual's Assistant Chief of Staff (ACOS) (in cases involving federal employees).

Note: Ensure chain of command designates an escort to be with the individual until he/she has been assessed by medical personnel.

Note: If a Chaplain is available, he/she will evaluate the individual for clinical assessment. If a Chaplain is not available, the escort will take the individual to nearest ER, preferably on base.

- Notify the SPC.
- Staff Duty Officer (SDO) or equivalent will draft and send OPREP-3 (Navy Situational Report (SITREP)).

SUICIDE ATTEMPT

- Gather information using the Distress Callers Information Sheet: most importantly the caller's name, unit, and location.
- Call 911 for off-base incidents or base security dispatch for on-base incidents. If the individual made the emergency call, verify the call was made to 911 or base security dispatch.
- Maintain PHONCON with the individual or third party.
- Maintain communication with emergency entities (police, security, hospital, or clinic).
- Notify the chain of command, to include the individual's ACOS (in cases involving federal employees).

Note: Ensure chain of command designates an escort to be with the individual until he/she has been assessed by medical personnel.

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- Notify Chaplain or Base Duty Chaplain and the SPC.
- SDO or equivalent will draft and send OPREP-3 (Navy SITREP).

SUICIDE DEATH

- Gather as much information from the witness or first responder, especially the name of the deceased and the location of remains.
- Call 911 for off-base incidents or base security dispatch for on-base incidents.
- Maintain PHONCON with witness or first responder.
- Maintain communication with emergency entities (police, security, hospital, or clinic).
- Notify the chain of command.
- Notify the Chaplain or Base Duty Chaplain and SPC.
- Notify the Casualty Assistance Calls Officer (CACO).
- SDO or equivalent will draft and send OPREP-3 (Navy SITREP).
- SDO or equivalent will initiate Department of Defense Suicide Event Report (DODSER). The DODSER is only required when the deceased was an active duty or a reserve component servicemember.

Resources table: This section could be organized by using a table, like the one below, with names or organizations and phone numbers. This will be a quick reference tool.

	Phone Number		Phone Number
<b>Command</b>		<b>On Base</b>	
CO		Base Duty Chaplain	
XO		Base Security Dispatch	
CMC		Hospital (Emergency Room (ER)/Mental Health)	
Chaplain		Fleet and Family Service Center	1-800-FSC-LINE
SPC			1-866-NAVY-CDC
CACO		<b>Off Base</b>	
Watch Coordinator		911	
		Hospital (ER)	
		Poison Control	1-800-552-6337
		Navy Cyber Forces Quarterdeck	(757) 417-6750

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DISTRESSED CALLERS INFORMATION SHEET

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Caller ID Number: \_\_\_\_\_

If a distressed/suicidal person calls, obtain the following information. The order in which you ask the questions may differ depending on the specific situation. Before you do these remember to:

Be yourself. Show concern. Be sympathetic. Listen. Stay on the phone. Offer help. Repeat back.

1. What is your name? \_\_\_\_\_

2. Where are you? (Specific address, building number, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

3. Who is there with you? \_\_\_\_\_

During anytime of the conversation if the person says things like, "I'm so depressed, I can't go on," or "Life isn't worth living," or "I wish I was dead," etc, Ask questions 4-6.

4. Are you having thoughts of hurting yourself? Yes/No \_\_\_\_\_

5. Have you thought about how you might hurt yourself?  
Yes/No \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_

6. If applicable, do you have a gun, pills, etc?  
Yes/No \_\_\_\_\_

If the person indicates they have taken pills, ask what kind of pills, how many did they take and when:  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*Send help (911 or Base Security), encourage them to talk and continue to listen. \*\*\*

Enclosure (1)