



Suicide Prevention Month Outreach Recognition Nomination Form



In recognition of Suicide Prevention Month, the Defense Suicide Prevention Office is conducting its first Outreach Recognition and Ceremony to honor one exemplary installation from each of the Services and one from either the Reserves or National Guard. Planned as an annual event, the Outreach Recognition and ceremony honor the installations with the most dedicated and influential suicide prevention programs that commemorate the month. In keeping with this year's theme, recipients will be recognized for their efforts to BeThere for Service members by spreading awareness and building community support for suicide prevention.

To nominate an installation for the 2016 Suicide Prevention Month Outreach Recognition, please complete this form and submit it through the appropriate chain of command to the Defense Suicide Prevention Office email at OSD.DSPO.outreach@mail.mil no later than Oct. 14, 2016.

Your name	Your contact number
1. Nominee installation's name:	
2. Name and contact number for installation point of contact (leader or commander, e.g., garrison commander):	
3. Name and contact number for suicide prevention point of contact:	
4. Branch of Service and the Reserve and National Guard (if joint installation, use the branch of the Garrison Commander):	
5. Provide a 500-word narrative describing the nominee's activities, events and achievements during September 2016. Make sure your narrative includes the following information: <ul style="list-style-type: none">A. Names and locations: Include installation branch of Service, event(s) and activity/activities, name of suicide prevention point of contact and location of installation (base, ship, facility, address and location, and point of contact information).B. Name installation's September 2016 event(s), background and audience: Include the name of the installation, number of event(s) and activity/activities (include objectives, date, duration and number of participants, if applicable), and a description of target audience(s).C. Note the types of activity/activities and their effect: Include the types of DoD Suicide Prevention Month activity/activities in which the organization participated, a description of the effect of the events and activity/activities on the community in September.	





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D. Recommendation and verification by proper authorities

Include nomination narrative in the space provided below. Use 12-point Ariel font, double space and do not exceed 500 words.

6. Pictures, fliers and other additional supporting material may be included.





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Common errors

Some common errors encountered by the judges that will result in a low score or disqualification are as follows:

- No visible objective measures of effectiveness of the activity or event (i.e., no qualitative or quantitative data demonstrating how the activity or event affected the community — such as number of participants or survey outcomes, etc.)
- Event(s) or activity/activities achievements listed that did not occur in September 2016
- Suicide Prevention Month activities are not verified by proper authority
- Exceeds the 500-word limit in length
- Grammatical and spelling errors throughout the document

All nominations by installations must be from the month of September 2016. Only one nomination per installation will be allowed. Multiple nominations received from the same installation are unacceptable and will be disqualified.

Selection of recognition recipients

The Defense Suicide Prevention Office will establish a recognition committee (composed of members internal and external to the Defense Suicide Prevention Office) to review and evaluate the nominations. The members of the recognition committee will submit their recommendations to the director of Outreach and Education, Defense Suicide Prevention Office.

Recognition and presentations

Each installation's leader's or Commander's office will be notified during the last week of October, if they are a recipient of the Outreach Recognition. Recipients of the 2016 Suicide Prevention Month Outreach Recognition will also be identified on the Defense Suicide Prevention Office website at <http://www.DSPO.mil>. The Defense Suicide Prevention Office will present the accolades (citing the name of the installation and achievements) to the recipients during mid-November, the date and location to be determined and will be posted on the Defense Suicide Prevention Office website at <http://www.DSPO.mil>.

