



FORCE RESILIENCY

**OFFICE OF THE UNDER SECRETARY OF DEFENSE**  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**The 2018 Department of Defense Suicide Prevention Outreach Recognition Nomination**

Each year in September, the Department of Defense (DoD) observes Suicide Prevention Month, led by the Defense Suicide Prevention Office (DSPO). Although preventing suicide requires year-round dedication, Suicide Prevention Month is the time to focus our attention on this complex problem. Throughout September, we emphasize the importance of our constant and vigilant efforts to develop, improve, and implement suicide prevention programs and policies. The goal of Suicide Prevention Month is to strengthen our collective resolve to understand when we ourselves, and others are in need and reach out and be there for each other.

In appreciation of your concentrated efforts in 2018, DSPO will conduct its annual *DoD Suicide Prevention Month Outreach Recognition* to honor one exemplary installation from each of the Services and one from either the Reserves or National Guard. This recognition honors the installations with the most dedicated and influential suicide prevention program, which commemorates the observance. In keeping with the Department's theme, *#BeThere*, recipients will be recognized for their efforts to be there for Service members, their families, and DoD Civilians by spreading awareness and building community support for suicide prevention.

To nominate your installation for the 2018 DoD Suicide Prevention Month Outreach Recognition, complete this form and submit it through the appropriate chain of command to your Service Suicide Prevention POC. If selected, your installation will be notified via email from the DSPO POC on or about January 4, 2019.

Guidance for Submitting Your Installation's Nomination

- All nominations must be emailed to DSPO at [OSD.DSPO.outreach@mail.mil](mailto:OSD.DSPO.outreach@mail.mil), **from your Service Headquarter's Suicide Prevention Program Manager** and received no later than November 30, 2018. The email subject line should read "2018 DoD Suicide Prevention Month Outreach Recognition \_ installation name". The file naming convention should read "2018SPM \_ installation name".
- ONE nomination per installation will be allowed. Multiple nominations received from the same installation will not be accepted and will be disqualified.
- Provide a 750-word narrative describing your installation's activities, events and achievements throughout September 2018. Use 12-point Arial font, double space and do not exceed 750 words. Pictures, fliers and other additional supporting material may be included.
- Include SMART (specific, measurable, achievable, relevant, and timely) measures of effectiveness of each activity or event (i.e., qualitative or quantitative data demonstrating how the activity or event affected the community — such as number of participants, populations participating, or survey outcomes, etc.).
- Suicide Prevention Month activities must occur in the month of September 2018.

Eligible Events and Activities

- Installation event(s) and activity/activities conducted wholly or partially with DoD assets directed at Service members, Veterans, their families and DoD civilians.
- Installation event(s) and activity/activities supported strictly by voluntary efforts of DoD personnel targeted to appropriate populations, with or without contributions from other non-DoD sources.

<i>Check one. If joint installation, identify Branch of Garrison Commander.</i>		
<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> RESERVE
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> NATIONAL GUARD
1. Name and physical address of installation	Click here to enter text.	
2. Rank/Name of installation Commanding General or Garrison Commander (include email and phone)	Click here to enter text.	
3. Rank/Name of installation CG's / Garrison Office POC (include email and phone)	Click here to enter text.	
4. Rank/Name of installation Protocol POC (include email and phone)	Click here to enter text.	
5. Rank/Name of installation Suicide Prevention Program Manager (or equivalent), (include email and phone)	Click here to enter text.	
<p>6. Include nomination narrative in the space provided below.</p> <p>Provide a 750-word narrative describing your installation's activities, events and achievements throughout September 2018. In your narrative, include the following:</p> <p>A. Number of event(s) and activity/activities          B. Objective(s) and description of target audience(s)          C. Date(s)          D. Duration          E. Number of participants          F. Participating organizations          G. Effect of the events and activity/activities on the community</p>		
<p>Click here to enter text.          (Sample text, 750 words, 12-point Arial font)</p>		

<i>Nomination must include the following signatures.</i>	
Installation SPPM (or equivalent) Signature	
Installation CG's/Garrison office Signature	
Service SPPM Signature	

Recognition Committee will Review the Nominated Installation on the Following:

- Audiences: Event(s) and activity/activities targeted at specific populations.
- Participation: All nominations should include documented participation in Suicide Prevention Month observances; photos, website or social media posts, newspaper articles, etc. (Any nomination not documenting Suicide Prevention Month participation disqualifies the installation.)
- Effectiveness: The effectiveness of the installation's event(s) and activity/activities should be determined by some apparent and measurable events, such as number of personnel who participated, various populations participating, or survey outcomes, etc.
- Timeliness: Event(s), activity/activities and achievements listed must occur between September 1 and 30 of this year.

Selection and Presentation of the 2018 DoD Suicide Prevention Month Outreach Recognition

- DSPO will establish a recognition committee (composed of members internal and external to DSPO, Service Headquarter's Suicide Prevention Program Managers) to review and evaluate the nominations. The members of the recognition committee will submit their recommendations to the Director of Outreach and Engagement, DSPO.
- If selected, your installation will be notified via email from the DSPO POC on or about January 4, 2019.
- Recipients of the 2018 DoD Suicide Prevention Month Outreach Recognition will also be announced to each Service Suicide Prevention POC, the DoD Suicide Prevention Risk Reduction Committee and at the General Officer Steering Committee as well as on the DSPO website at [www.dspo.mil](http://www.dspo.mil).
- DSPO will present the accolades (citing the name of the installation and achievements) to the recipients in early 2019.