



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS NEW YORK ARMY NATIONAL GUARD**  
**330 OLD NISKAYUNA ROAD**  
**LATHAM NY 12110-3514**

**S: 3 March 2014**

MNOT

16 January 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Letter of Instruction 23-14 – New York Army National Guard (NYARNG) Resilience, Risk Reduction, and Suicide Prevention (R3SP) Courses for Fiscal Year 2014 (FY-14)**

**1. REFERENCES.**

a. Rapid Action Release (RAR) 002 dated 7 September 2010 to AR 600-63, Army Health Promotion, 7 May 2007.

b. Memorandum, MNAG-CG, 27 January 2011, subject: New York Army National Guard (NYARNG) Campaign Plan for Resilience, Risk Reduction and Suicide Prevention (R3SP).

c. All Army Activities (ALARACT) 79/2012, Army Suicide Prevention Program (Annual Guidance on Suicide Prevention Training), 27 March 2012.

d. Memorandum, MNAR-CG, 21 August 2012, subject: NYARNG Unit Training Guidance (UTG), Training Year (TY) 2014-2015.

**2. PURPOSE.** Provide New York Army National Guard (NYARNG) General Officer Commands (GOCOMs) guidance for Fiscal Year 2014 training courses Resilience, Risk Reduction and Suicide Prevention (R3SP) and the Comprehensive Soldier and Family Fitness (CSF2) Programs.

**3. GENERAL.** Courses will be conducted throughout the state, and will include 4-hour Ask, Care, Escort – Suicide Intervention (ACE-SI) courses, 2-day Applied Suicide Intervention Skills Training (ASIST) Workshops, and 5-day combined Resilience Training Assistant (RTA)/ASIST/ACE-SI courses.

a. Ask, Care, Escort – Suicide Intervention (ACE-SI). The ACE-SI 4-hour training is an Army-developed, approved, and required training program for junior leaders and first-line supervisors. Junior leaders is defined as a supervisor or line manager whose primary focus is with a department, section, team, squad, platoon or small group of people. This definition also applies to captains who are unit commanders. First-line supervisor is defined as supervisors who direct and guide others in the performance of

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their tasks and ensure work completed is aligned with the organization's aim, objectives and values. The goal of the ACE-SI Program is to bring awareness to and confidence that leaders can take necessary steps to prevent suicides. Report time for all ACE-SI Courses is between 1200-1300. Course dates and locations are as follows:

- (1) 25 March: Latham, JFHQ-NY Armory
- (2) 1 April: Utica, Parkway East Armory
- (3) 4 April: Syracuse, Thompson Rd Armory
- (4) 7 April: New Windsor, Raz Ave Armory
- (5) 5 May: Auburn, South St Armory
- (6) 8 May: Ithaca, Hanshaw Rd Armory
- (7) 22 May: Latham, JFHQ-NY Armory
- (8) 3 June: Farmingdale, Baiting PI Armory
- (9) 10 June: Rochester, Patriot Way Armory
- (10) 13 June: Geneseo, Avon Rd Armory
- (11) 22 August: Queensbury, Stone Quarry Rd Armory

Each course has a maximum capacity of 36 students, for a total of 396 seats. Allocations are listed in Table 1 (below). Seats will be filled on a first-come, first-serve basis for each course date/location.

UNIT	Seats
JFHQ	98
53TC	150
42ID	150
TOTALS	396

Table 1: ACE-SI Allocations

b. Applied Suicide Intervention Skills Training (ASIST). ASIST is the only Army-approved and required training program for all gatekeepers. (Enclosure 1 includes a list of gatekeepers, as defined in AR 600-63.) Additionally, per reference 1b above, every company is required to have a Suicide Intervention Officer (SIO). SIOs are considered a gatekeeper, and are required to attend the two-day Applied Suicide Intervention Skills Training (ASIST). Report time for all ASIST Workshops is between 0800 and 1000 on the first day. Course dates and locations are as follows:

- (1) 26-27 March: Latham, JFHQ-NY Armory
- (2) 2-3 April: Utica, Parkway East Armory
- (3) 6-7 May: Auburn, South St Armory
- (4) 4-5 June: Farmingdale, Baiting PI Armory
- (5) 11-12 June: Rochester, Patriot Way Armory

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Each course has a maximum capacity of 36 students, for a total of 180 seats. Allocations are listed in Table 2 (below). Seats will be filled on a first-come, first-serve basis for each course date/location.

UNIT	Seats
JFHQ	40
53TC	80
42ID	60
TOTALS	180

Table 2: ASIST Allocations

c. Resilience Training Assistant (RTA)/ASIST/ACE-SI. Units must develop a cadre of RTAs to support Master Resilience Trainers (MRTs) and meet future Department of the Army (DA) resilience training requirements. The current goal is one RTA per platoon. In addition to RTA certification, these 5-day courses will include ASIST certification and ACE-SI certification. Report time for all RTA/ASIST/ACE-SI Courses is between 0800-0900 on the first day. Course dates and locations are as follows:

- (1) 10-14 March: Camp Smith, Building 502
- (2) 12-16 May: Camp Smith, Building 502
- (3) 23-27 June: Camp Smith, Building 502

Each course has a maximum capacity of 36 students, for a total of 98 seats. Allocations for each course are listed in Table 3 (below).

UNIT	10-14 March	12-16 May	23-27 June
JFHQ	1	2	1
R&R CMD	0	4	0
53TC	15	15	20
42ID	20	15	15
TOTALS	36	36	36

Table 3: RTA/ASIST/ACE-SI Allocations

#### 4. COORDINATING INSTRUCTIONS.

a. JFHQ, R&R BN, and GOCOMs will submit a roster of Soldiers attending all courses to the 106 RTI (SSG Melissa Guckian) NLT 3 March 2014. Enclosure 3 is the reporting format. Include any requests for additional travel days for select Soldiers, if required.

b. In addition to the above schedule, a mobile training team (MTT) is available to conduct RTA, ASIST, and ACE-SI Courses during Annual Trainings and IDT

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Weekends. GOCOMs, RRBN, and JFHQ will submit requests for an MTT to CPT Karen Marotz. Requests for an MTT will be submitted at least 30 days prior to requested training dates. Units requesting an MTT should be prepared to provide classroom facilities and audio/visual equipment.

c. Enclosure 4 lists NYARNG's ASIST Trainers. ASIST Trainers are required to facilitate at least 3 Workshops within their first year of certification as a trainer and 1 Workshop per year after that in order to maintain their certification. In order to ensure that ASIST Trainers maintain their certification, GOCOMs will provide ASIST Trainers for each of the scheduled workshops.

## 5. CONCEPT.

a. The ACE-SI Course and ASIST Workshop are directed towards different audiences: ACE-SI is directed towards junior leaders and ASIST is directed towards gatekeepers. However, when possible, units are encouraged to send the same Soldiers to both courses, to equip them with a variety of intervention skills.

b. All course dates listed include travel days. The specific reporting location will be included in the welcome letter that will be sent out to all students NLT 1 week prior to start date. Soldiers will be released NLT 1600 on the last day of class. An additional travel day may be authorized for soldiers traveling long distances. Approval of an additional travel day will be made on a case by case basis.

c. Students attending the RTA/ASIST/ACE-SI must complete the University of Pennsylvania's VIA Survey of Character Strengths at <http://www.authenticchappiness.sas.upenn.edu/Default.aspx> prior to attendance at the course. The survey is 240 questions long and will take approximately 30 minutes to complete. Students need to print their survey results and bring them to class. Refer to Enclosure 2 for detailed instructions.

d. Primary billeting for the RTA/ASIST/ACE-SI Courses will be the VOQ on Camp Smith at the rate of \$15.00 per night. Statements of non-availability will be issued if no rooms are available. Soldiers that live within 50 miles of course locations are not authorized lodging.

e. Meals will not be provided for attendees at any of the courses. Soldiers that reside outside of 50 miles will be authorized full per diem. Soldiers that reside within 50 miles of any course location will be authorized partial per diem (i.e. lunch and incidentals).

f. All Soldiers attending the courses must input their own DTS travel order. AGR Soldiers must provide a GSA statement of non-availability and a constructive travel

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worksheet prior to submitting for POV mileage reimbursement. M-Day Soldiers must submit a constructive travel worksheet prior to submitting reimbursement for POV mileage.

g. Fund codes for the ACE-SI and ASIST Courses are as follows:

(1) Program Manager Code (PMC): AE0

(2) Type Duty Code (TDC): 506

(3) DTS Routing: R3SP

h. Fund codes for the RTA/ASIST/ACE-SI Courses are as follows:

(1) Program Manager Code (PMC): 4S0

(2) Type Duty Code (TDC): 503

(3) DTS Routing: MNOTSCHOOLS

6. The following points of contact are available for assistance.

a. 106<sup>th</sup> RTI: SSG Melissa Guckian, commercial phone 914-788-7341 or e-mail [melissa.s.guckian.mil@mail.mil](mailto:melissa.s.guckian.mil@mail.mil).

b. State R3SP Program Manager: CPT Karen Marotz, commercial phone 518-786-4455 or e-mail [karen.g.marotz.mil@mail.mil](mailto:karen.g.marotz.mil@mail.mil).

FOR THE COMMANDER:

3 Encls

1. List of Gatekeepers
2. VIA Instructions
3. R3SP OML



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DISTRIBUTION:

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CF:  
MNAG-DJS  
MNAR-COS  
MNAR-CCWO  
MNAR-CSM  
DIRECTORS, JFHQ-NY

Enclosure 1 to Letter of Instruction 23-14 – New York Army National Guard (NYARNG) Resilience, Risk Reduction, and Suicide Prevention (R3SP) Courses for Fiscal Year 2014 (FY-14)

List of “Gatekeepers” (per AR 600-63 Paragraph 4-4)

Primary Gatekeepers include:

- Chaplains & Chaplain Assistants
- ASAP Counselors
- Family Advocacy Program Workers
- Army Emergency Relief Counselors
- Emergency Room Medical Technicians
- Medical/Dental Health Professionals

Secondary Gatekeepers include:

- Military Police
- Trial Defense Lawyers and Legal Assistants
- Inspectors General
- DOD School Counselors
- Red Cross Workers
- First-Line Supervisors

Enclosure 2 to Letter of Instruction 23-14 – New York Army National Guard (NYARNG) Resilience, Risk Reduction, and Suicide Prevention (R3SP) Courses for Fiscal Year 2014 (FY-14)

1. The following instructions are intended for Soldiers attending the RTA/ASIST/ACE-SI Certification Course. All students must complete an on-line survey titled “VIA Survey of Character Strengths” prior to attendance. Additionally, they must print the results and bring them to the course instructor. The survey has 240 questions that must be answered. Students should plan on 60 minutes to complete the survey.
2. Students must follow the procedures listed below to complete the survey.
  - a. Go to <http://www.authentic happiness.sas.upenn.edu/default.aspx>.
  - b. At the home page, click on “Register” to begin.
  - c. On “Register” page, fill out pertinent information, check the box on “I have read and understand the Terms & Conditions of this agreement”, then click on the “Register” button.
  - d. The website will automatically register you. Return to home page and pass cursor over “Questionnaires”. You will see drop down menu. Pass cursor to “VIA Survey of Character Strengths” and click on the link.
  - f. Complete all 240 questions of the survey. Follow the directions.
  - g. At completion of survey, you will see your results. Right click on screen and print the results. Bring them to the RTA Course.

**RTA/ASIST/ACE-SI - Camp Smith - 10-14 March 2014**

OML	Name (Last, First MI.)	Rank	AKO E-mail	Unit Name	Duty Position
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Enclosure 4 to Letter of Instruction 23-14 – New York Army National Guard (NYARNG) Resilience, Risk Reduction, and Suicide Prevention (R3SP) Courses for Fiscal Year 2014 (FY-14)

ASIST Trainers:

UIC	UNIT	GOCOM	NAME	RANK
W8GNAA	HQs 106th RTI	JFHQ	Butcher, Shaun	SFC
W8GNAA	HQs 106th RTI	JFHQ	Guckian, Melissa	SSG
W8GNAA	HQs 106th RTI	JFHQ	Kaley, Patrick	SSG
W909AA	HHD Rec & Ret	JFHQ	Steger, Michael	SGM
W78WAA	HHD 53rd TC	53rd TC	Salvi, William	CW2
W77HAA	HHD 153rd TC	53rd TC	Scott, Kim	SFC
WQQ7T0	HHC 369th Sus Bde	53rd TC	Zaruma, Mery	SGT
WP07T0	HHC 101st ESB	53rd TC	Santana, Rebecca	SSG
WP07T0	HHC 101st ESB	53rd TC	Walker, Kristen	SSG
WPH1T0	HSC 642 ASB	42nd ID	Pappert, Richard	CW2
WPR7T0	HQ & SPT Co, HHBN	42nd ID	Murphy, Brian E	MAJ
WPATB0	B TRP 2-101 CAV	42nd ID	Thompson, Paul	SGT