



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

MNOT

19 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) 04-16 – New York National Guard (NYARNG)
Calendar Year 2016 (CY-16) Suicide intervention Training Guidance

1. REFERENCE.

- a. Memorandum, MNAR-CG, 8 OCT 2014, subject: NYARNG Unit Training Guidance (UTG), Training Year (TY) 2016-2017
- b. ALARACT 57/2014, Army Suicide Prevention Program (annual suicide prevention guidance).
- c. NYARNG G3 LOI 23-14, Resilience, Risk Reduction, and Suicide Prevention (R3SP) Course for Fiscal Year 2014, dates 16 January 2014.
- d. Memorandum, MNAG-CG, 27 January 2011, subject: New York Army National Guard (NYARNG) Campaign Plan for R3SP
- e. AR 600-63, Army Health Promotion, 14 April 2015

2. GENERAL. The Purpose of this LOI is to provide New York Army National Guard (NYARNG) General Officer Commands (GOCOM), and JFHQ-NY and separate units, resources for meeting CY-16 suicide intervention training.

3. REQUIREMENT. Per the references above, all Soldiers are required to complete the 90-minute Ask, Care, Escort (ACE) Suicide Prevention and Awareness training annually. In addition, junior leaders and first-line supervisors are required to complete the 4 hour Ask, Care, Escort-Suicide Intervention (ACE-SI) training once in their career. Soldiers identified as “gatekeepers” by AR 600-63, are required to complete Applied Suicide Intervention Skills Training (ASIST). All Suicide Intervention Officers (SIO) should complete the ASIST class. This LOI outlines the resources available in TY-16 to satisfy requirements for ACE-SI and ASIST.

- a. ACE-SI. Because the identification of “junior leader” is often different at each unit, the National Guard Bureau standard for ACE-SI completion is 10% of total state assigned strength. Each individual unit goal should be to train 10% of assigned strength, with emphasis on units with high density primary and secondary gatekeepers.

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The NYARNG strategy to train junior leaders in ACE-SI has two components. The first is to utilize ACE-SI trained-trainers (ACE-SI-TT) at the unit level. The second component consists of Mobile Training Teams (MTTS). Pay and allowances are available for these classes from the NYARNG R3SP Program Manager, however resources for travel and per-diem are limited.

(1) ACE-SI TT. As of 1 July 2015, 110 Soldiers in the NYARNG are qualified to provide ACE-SI instruction. In addition, six-hour workshops will be conducted to train additional ACE-SI TT. Trained ACE-SI TT can conduct internal training at a time that works best for unit training schedule. The following are ACE-SI TT courses being provided by the NYARNG SSPM / R3SP Program.

- (a) 16 November 2016, Latham, DMNA Room 205
- (b) 9 December 2016, Latham, DMNA Room 205
- (c) 19 January 2016, Camp Smith, Bldg. 500 Room 1015
- (d) 24 February 2016, Camp Smith, Bldg. 500 Room 1015
- (e) 14 March 2016, Latham, DMNA Room 205
- (f) 20 April 2016, Camp Smith, Bldg. 500 Room 1015
- (g) 23 May 2016, Latham, DMNA Room 205
- (h) 15 June 2016, Latham, DMNA Room 205

(2) MTT. Units requesting a MTT to conduct the 4-hour ACE-SI Course, 6-hour ACE-SI TT course, or 2-day ASIAT workshop will use their chain of command to forward all requested courses 120 days from the projected training event. Resources for MTT travel are limited and will be approved on a case by case basis by the SSPM contractor.

b. ASIST. The NYARNG strategy to provide the two-day ASIST course for gatekeepers and appointed SIO's consists of ASIST classes provided by the NYARNG SSPM and R3SP Program. ASIST training completion will be top loaded into DTMS by the State SSPM. The following are ASIST courses being provided by the NYARNG SSPM and R3SP.

- (1) 17-18 November 2016, Latham, DMNA Room 205

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- (2) 10-11 December 2016, Latham, DMNA Room 205
- (3) 20-21 January 2016, Camp Smith, Bldg. 500 Room 1015
- (4) 25-26 February 2016, Camp Smith, Bldg. 500 Room 1015
- (5) 15-16 March 2016, Latham, DMNA Room 205
- (6) 21-22 April 2016, Camp Smith, Bldg. 500 Room 1015
- (7) 24-25 May 2016. Latham, DMNA Room 205
- (8) 16-17 June 2016, Latham, DMNA Room 205

4. TASKS TO GOCOM/JFHQ UNITS

a. Units that require additional support (i.e. funding or instructors) in order to use unit-level trainers to conduct the 4 hour ACE-SI course will contact the R3SP Program Manager through their chain of command 120 day from the projected training event. R3SP Program Manager has the ability to fund a select number of Soldiers to conduct ACE-SI training during a non IDT or AT period. The number of Soldiers that can be funded is dependent upon pay grades of the Soldiers submitted and will be assessed by the R3SP Program Manager in a case by case once the requests are received. No formal funding requirements are needed from units to support this at this time.

b. Identify personnel to attend above listed ACE-SI TT course and ASIST workshops. Submit by name rosters to NYARNG R3SP Program Manager, class size is limited to 30 Soldiers per course on a first come basis. The R3SP Program Manager and SPPM will determine the attendees through an assessment of overall cost and percentage of overall trained Soldiers in each unit, with an end goal of 10 percent. R3SP Program Manager will approve the OML and send to the GOCOM.

c. Units that conduct the 4-hour ACE-SI course using trained ACE-SI TT instructors will submit class rosters to the State SSPM for DTMS input.

d. Upon successful completion of ASIST the State SSPM will upload those Soldiers into DTMS

5. COORDINATING INSTRUCTIONS

- a. ACE-SI, ACE-SI TT and ASIST also fulfill the annual 90 minute Suicide

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Prevention training requirement. For Soldiers to receive credit for this annual Suicide Prevention training, unit must input completion in DTMS separately using task number DA-CMT14 ACE.

b. ASIST requirements are not intended to be weighed equally across the organization. All Suicide Intervention Officers (SIO) will attend ASIST course. Military Police, Chaplain, Inspector General, and JAG Corp or example have a greater requirement for ASIST qualified personnel, as compared to other types of units, who have less of a requirement. While “First Line Leaders” are considered secondary gatekeepers by definition, units can determine specific personnel to train within the gatekeeper pool. Some examples of personnel that units may opt to train within the “First Line Leaders” pool are: Soldiers currently serving in additional duty positions such as SHARP, Victim Advocates, Equal Opportunity, or Master Resilience Trainer. Units will individually determine who they train within the “First Line Leaders” category. While ACE-SI and ASIST are geared toward differing audience, units are encouraged when feasible, to send the same Soldier to both courses, to better equip them with a variety of intervention skills.

c. For State managed courses, travel will be conducted on the listed course dates. Reporting locations will be Camp Smith Training Site, or DMNA, Latham. Soldiers will be released NLT 1600 on the last day of class. An additional travel day may be authorized for Soldiers traveling over 120 miles. Additional travel day(s), if requested, is approved on a case by case basis by the R3SP Program Manager.

d. Meals will not be provided for attendees. Soldiers that reside outside of 50 miles will be authorized full per diem. Soldiers that reside within 50 miles of the course location will be authorized partial per diem (i.e. lunch and incidentals). AGR, Technician and ADOS Soldiers who normal duty location is the course location, will not be funded.

e. Units will ensure Soldiers attending courses input a DTS travel order 45 days from the start of the course. AFCOS order request will be input 45 days from the start of the course. Class rosters will be locked 30 days from the start of the course. Any changes to the class roster within the 30 day window requires a memorandum from the unit commander explaining the need to cancel DTS and AFCOS orders.

(1) AGR Soldiers must provide a GSA statement of non-availability and a constructive travel worksheet prior to submitting for POV mileage reimbursement.

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

f. Certified ASIST trainers must teach at least 3 two-day courses annually to retain

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certification. ASIST T4T is received after attending a five day course held by Living Works Education, a contracted company by the Army National Guard for all suicide prevention training. Each T4T must instruct three workshops within a year of attending the five day course. The State SPPM reports to Living Works Education on what T4T have instructed.

g. All trainers for ACE-SI, ACE-SI TT, ASIST, and ASIST T4T will be funded through the R3SP Program Manager for the Suicide Prevention Program.

h. Funding guidance for ACE-SI and ASIST courses is as follows:

(1) Program Manager Code (PMC):AE0

(2) Type Duty Code (TDC): 506

(3) DTS Routing: R3SP

6. The point of contact is CW3 Larry Langley, NYARNG R3SP Program Manager, at (518) 786-4455, or e-mail at lawrence.a.langley.mil@mail.mil or Julie Upstill, SSPM, at (518) 786-4661, or e-mail at Julie.I.upstill.ctr@mail.mil.

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