Copy ___ of ___ copies ARNG G3-TRT Arlington, VA 07 0900 SEPTEMBER 2012

FRAGO 001 TO ARNG EXORD 12-01 SUICIDE PREVENTION STAND DOWN [UPDATE TO ANNEX A]

References: [NO CHANGE]

- 1. SITUATION. [NO CHANGE]
- 2. MISSION. [NO CHANGE]
- 3. EXECUTION. [NO CHANGE]
- 4. COMMAND AND SIGNAL. [NO CHANGE]

ANNEX A [CHANGE]

- 1. Background. [CHANGE]
- a. **[CHANGE]** The mandatory suicide prevention stand down applies to personnel who are Army National Guard Active Guard Reserve (AGR), M-Day (IDT/AT), and Federal Technicians. ARNG Title 32 AGRs and Federal Technicians may conduct the stand down with their assigned IDT unit. State employees and contractors <u>are not required</u> to participate in the stand down, and <u>will not</u> be reported in the State's completion numbers.
- b. **[CHANGE]** Available personnel (as defined by AR 220-1) are those soldiers currently controlled or possessed by the reporting unit or, when applicable, are accessible within 72 hours for mission accomplishment.
- (1) Those that are in a DA school or training course, mobilized, deployed, or redeploying will be covered by the respective organizations that they are assigned to for duty.
- (2) Soldiers that are deployed will be accounted for by ARCENT or their respective AC command.
- (3) Soldiers in a DA school will be accounted for by the installation that they are assigned to for training / school (TRADOC).
- (4) Soldiers that are mobilized at a MOB Station in CONUS will be covered by the mobilization station (1st Army). Soldiers mobilized at a MOB Station OCONUS will be covered by the AC installation.
- (5) Soldiers redeploying within the 60-day suicide prevention stand down time frame will be trained at a later date during the Phase II of the stand down, to be determined by the state

leadership. This information (estimated personnel count only – no names) will be annotated in the comments field via the AKO survey link, as listed in Paragraph 3.b. of this Annex.

- (6) Soldiers assigned to Warrior Transition Units will be accounted for by the WTU for the suicide prevention stand down.
- (7) Those soldiers that are not available for the stand down and are not assigned to duty at another location, nor fall under the six categories listed above, will be trained at a later date in Phase II. This information (estimated personnel count only no names) will be annotated in the comments field via the AKO survey link, as listed in Paragraph 3.b. of this Annex.
- (8) States will not include ARNG Title 10 personnel (T10 AGR, T10 ADOS, T10 OTOT) in their state stand down numbers. ARNG Title 10 personnel will be covered separately by NGB. See Paragraph 4 of this Annex for further T10 instructions.
- (9) States have the flexibility to split their stand down across Unit Training Assemblies (UTAs) as long as they meet the required 8 hour standard.
 - (10) States will not receive additional funding for this mandated requirement.
- c. **[CHANGE]** States that have ARNG Title 32 AGR units (WMD-CST) may conduct the mandatory stand-down in accordance with the state leadership's guidance and determination.
- d. **[CHANGE]** State Regional Training Institutes (RTIs) may conduct the mandatory stand down in accordance with the state leadership's guidance and determination.
- e. **[CHANGE]** Soldiers attending courses at any NGB sponsored school that lapse the 60-day stand down window may be trained at a later date in Phase II by their IDT unit.
- d. **[CHANGE]** The Adjutant General (TAG) has the ability to grant extensions <u>up to 30</u> November 2012.
- e. **[CHANGE]** States are required to submit a copy of their signed extension memo to the ARNG G3 Training Management Branch (ARNG-TRT), no later than 01 November 2012, to be included in the updates and the final report to HQDA. Submit extension memoranda to CPT Samuel R. Banter (ARNG-TRT) Commercial 703-607-7680 or email Samuel.r.banter@ng.army.mil or SFC Brandon Williams (ARNG-TRT). Commercial: 703-607-5921, Email: Brandon.williams6@ng.army.mil.
- 2. Digital Training Management System (DTMS) Reporting Procedures.
- a. DTMS Procedures. In order to catalog the training completion, the EXORD directs the use of the Digital Training Management System (DTMS) as the database of record. Soldiers will be accounted for by the command that should have the appropriate ability to manage soldier data in DTMS.

- b. Logon. Access DTMS at https://dtms.army.mil with the use of a Common Access Card (CAC) or Army Knowledge On-Line (AKO) user logon (follow these procedures to schedule the stand down training):
 - (1) Scheduling
 - (a) Training Manager
 - (2) Search for task
 - (a) Mandatory
 - (3) Find event
 - (a)Task Number: DA ALARACT 221/2012 EXORD 282-12
 - (b)Task Name: Stand Down for Suicide Prevention
 - (4) Add event to Calendar
 - (a) Select Schedule
 - (b) Fill out required information
 - (c) Save
 - (5) Create Roster
 - (a) Select Roster
 - (b) Use Search to find soldier records
 - (c) Identify all Soldiers for this training session
 - (d) Save
- c. Assessing Training Completion. Once training has been completed you must assess the training for it to be added to the DTMS generated report.
 - (1) Assess Training for Completion
 - (a) Select the calendar
 - (b) Select Short Range
 - (c) Open the event
 - (d) Select Task Tab
 - (e) Select View (under Roster)
 - (f) Select Pass for all who attended
 - (g) Select Save Outcome
- d. See APPENDIX 1 (DTMS INSTRUCTIONS) TO ANNEX A TO ARNG EXORD 12-01 for screen shots of the process.
- e. Training completion report procedures. ARNG-TRT representatives will track the completion of required training through the use of reports pulled from DTMS and report completion statuses. Reports of training completion will be generated weekly beginning 01 October 2012 (Monday) and continuing through 30 November 2012.
 - (1) [CHANGE] Reporting Timeline (applies to both DTMS and AKO deadlines):
 - (a) Report 1 suspense: 01 October 2012 (Monday);

- (b) Report 2 suspense: 08 October 2012 (Monday);
 (c) Report 3 suspense: 15 October 2012 (Monday);
 (d) Report 4 suspense: 29 October 2012 (Monday);
- (e) Report 5 suspense: 12 November 2012 (Monday);
- (f) Final Report suspense: 30 November 2012 (Sunday).
- (2) DARTnet Rollup. The States are encouraged to run a state rollup of training completion utilizing the DARTnet reports in DTMS for internal situational awareness.
 - (a) Reports Tab
 - (b) DARTnet
 - (c) Mandatory Training
 - (d) Mandatory Task Roster
 - (e) Select all fields
 - (f) Select Continue
 - (g) Select the Export data button to export data to excel.
- 3. CCIR and other information reporting procedure. The State or Territory leadership will designate a representative to serve as the responsible agent for reporting the CCIR and other information requirements via AKO (Army Knowledge On-Line).
- a. Commander's Critical Information Requirements (CCIR) must be reported directly to the ARNG G1 HRS, the point of contact is LTC Maureen Weigl, commercial: 703-607-7597, e-mail: maureen.weigl@ng.army.mil.
- b. **Army Knowledge On-Line (AKO).** In addition to the DTMS reporting procedure, the ARNG Training Division created an Army Knowledge On-Line survey link to build a more complete data picture. The State designated responsible agent must use the AKO link to capture the number of available personnel and the status / outcome of the stand down. The following information items (questions) can be found in the AKO instrument located at the following URL: https://www.us.army.mil/suite/page/675833.
 - (1) The two-letter postal abbreviation for the State/Territory/district;
 - (2) Total number of the AVAILABLE personnel within the State/Territory/district;
 - (3) Total number of the AVAILABLE personnel who completed the 8-hour stand down;
 - (4) How many COMPANY-size units DID NOT complete the stand down;
 - (5) Were those COMPANY-size units granted an extension to November 2012;
 - (6) Will the State/Territory/district be able to complete the requirement by November 2012;

- (7) Detail the reasons why the State/Territory/district cannot complete the requirement by November 2012;
- (8) List the types of events that were conducted in support of/in conjunction with the stand down;
 - (9) Percent of completion (10%–100%);
 - (10) Overall comments (limited to 600 characters).
- c. State responsible agents may access the AKO portal as needed from <u>now until 30</u> November 2012.
 - (1) Responsible agents may access the portal more than once.
- (2) Each entry into the AKO site will require completion of the full survey in order to develop trend information over time.
- e. The data will be retrieved by the Army National Guard Training Management Branch (ARNG-TRT) and reported to the Army National Guard Soldier and Family Support Division (ARNG-HRS).
- 4. **[CHANGE]** Title 10 personnel (includes T10 AGR, T10 ADOS, T10 OTOT, and DA civilians working in direct support of the Army National Guard Title 10 program.)
- a. **[CHANGE]** The T10 personnel serving in the Army National Guard Readiness Center will have their mandatory suicide stand down data automatically loaded into DTMS after the scheduled event on 27 September 2012. T10 personnel must ensure that they bring their CAC cards to the stand down (leader-led discussion), CAC readers will log the attendance of the available personnel. Subsequently, the data will be imported into DTMS by the ARNG G3 Training Management Branch.
- (1) Title 10 personnel serving with an Active Component MACOM / DRU / ASCC will follow the installation suicide prevention stand down procedures as directed by the AC command.
- (2) Available personnel (as defined by AR 220-1) are those soldiers currently controlled or possessed by the reporting unit or, when applicable, are accessible within 72 hours for mission accomplishment.
- (3) T10 Soldiers that are deployed will be accounted for by ARCENT or their respective AC command.
- (4) T10 Soldiers in a DA school will be accounted for by the installation that they are assigned to for training / school (TRADOC).

- (5) T10 Soldiers that are mobilized at a MOB Station in CONUS will be covered by the mobilization station (1st Army). Soldiers mobilized at a MOB Station OCONUS will be covered by the AC installation.
- (6) T10 Soldiers redeploying within the 60-day suicide prevention stand down time frame will be trained at a later date during the Phase II of the stand down.
- b. **[CHANGE]** Those Title 10 personnel serving outside of the Army National Guard Readiness Center (ARNGRC) and <u>not assigned to an AC installation or MACOM / DRU / ASCC</u> will use the DTMS as their primary database of record to account for their stand down. In addition, an AKO URL was created to catalog the type of stand down events outside of the ARNGRC. The following information items (questions) can be found in the AKO instrument located at the following URL: https://www.us.army.mil/suite/page/675898.
 - (1) Division, agency, command, or directorate (Example: NGB-PEC, MUTC, etc.);
 - (2) UIC;
 - (3) Deployed? (Yes/No);
 - (4) Number of AVAILABLE Army National Guard personnel;
- (5) Number of the AVAILABLE personnel who completed the 8-hour suicide prevention stand down:
- (6) Number of branches, or sub-agencies that have not completed the mandatory 8-hour suicide prevention stand down;
 - (7) Extension granted by a general officer (MG and above);
 - (8) Details regarding the inability to complete the stand down;
 - (9) Types of events, activities, actions conducted;
 - (10) Percent complete (10%-100%);
 - (11) Overall Comments.
 - c. The AKO link is available now through 30 September 2012.
 - d. The data will be retrieved by ARNG-TRT and reported to ARNG-HRS.
- 5. The ARNG point of contact for this Annex is the ARNG Training Management Branch. CPT Samuel R. Banter (ARNG-TRT) Commercial 703-607-7680 or email Samuel.r.banter@ng.army.mil or SFC Brandon Williams (ARNG-TRT). Commercial: 703-607-5921, Email: Brandon.williams6@ng.army.mil.

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