



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-HRA

13 August 2015

MEMORANDUM FOR U.S. Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #64, Suicide Reporting Procedures: Completions, Attempts, and Gestures

1. REFERENCES.

- a. AR 190-45 (Law Enforcement Reporting), 30 March 2007.
- b. AR 600-63 (Army Health Promotion), 14 April 2015.
- c. DA Pamphlet 600-24, Health Promotion, Risk Reduction and Suicide Prevention, 14 April 2015.
- d. Army Suicide Prevention Program, Program Guide for Installations and Units, Headquarters Department of the Army, 15 March 2008.

2. PURPOSE. To establish reporting procedures for all Fort Belvoir Service Members, Family Members, Civilian Employees, and Contractors involved in a suicide, suicide attempt or gesture.

3. APPLICABILITY. This policy applies to all Fort Belvoir Service Members, Family Members, Civilian Employees, and Contractors assigned to or on Fort Belvoir.

4. POLICY. This policy requires all garrison directorates and partner organizations to submit any Serious Incident Reports (SIR) and Commander's Critical Incident Reports (CCIR) to the Fort Belvoir Garrison Installation Operations Center (IOC) for reporting and tracking purposes.

5. PROCEDURES.

a. In the event the Directorate of Emergency Services (DES) is contacted for any suicide or suicide attempt, the information will be reported through proper channels to the Garrison Directorate of Plans, Training, Mobilization and Security (DPTMS). The DPTMS will disseminate reported information to the Army Substance Abuse Program (ASAP) Manager and the Fort Belvoir Community Hospital, Inpatient Behavioral Health Services, Officer In Charge (OIC).

“LEADERS IN EXCELLENCE”

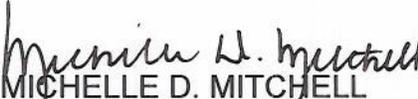
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b. Commanders are required to submit DA Form 7747 (Commander's Suspected Suicide Event Report) to DES on every suicide or equivocal death which is being investigated as a possible suicide in accordance with AR 600-63, para 4-10(e). Active duty units are required to submit an initial report with 5 days following a death and all units (to include ARNG and USAR) are required to submit a completed report with 30 days.

c. The ASAP manager will maintain responsibility for tracking and reporting suicide numbers to the Garrison Commander.

6. PROPONENT. The proponent for this policy is the Directorate of Human Resources. The point of contact is Mrs. Doryan C. Dixon, ASAP Program Manager at 703-805-1083 or doryan.c.dixon.civ@mail.mil.


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Colonel, AG
Commanding