



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCUITDISTPORTLANDINST 1720.4 CH-1

Admin

21 Sep 12

**NAVCUITDIST PORTLAND INSTRUCTION 1720.4 CHANGE 1**

Subj: SUICIDE PREVENTION PROGRAM

Encl: (1) Revised "Designation as the Suicide Prevention and Operational Stress Control Officer"

1. Purpose. To transmit change 1 to the basic instruction.

2. Action

a. Remove enclosure (4) of the basic instruction and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "R M Candiloro", is positioned above the printed name.

R. M. CANDILORO

Distribution:

NAVCUITDISTPORTLANDINST 5216.1U

Lists A, B, C, and D



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

1720  
21 Sep 12

From: Commanding Officer, Navy Recruiting District Portland  
To: NCC(SW/AW) Kevin D. Kikawa, USN

Subj: DESIGNATION AS THE SUICIDE PREVENTION AND OPERATIONAL  
STRESS CONTROL OFFICER

Ref: (a) OPNAVINST 1720.4A

1. Per reference (a), you are hereby designated as the Command Suicide Prevention and Operational Stress Control Coordinator for Navy Recruiting District Portland, OR.
2. In carrying out your duties, you will familiarize yourself with reference (a) and be guided by its contents.
3. This designation is cancelled upon your reassignment or transfer, unless terminated sooner.

A handwritten signature in black ink, appearing to read "R. M. Candiloro", is positioned above the printed name.

R. M. CANDILORO

Copy to:  
Designation File



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCUITDISTPORTLANDINST 1720.4

SPC

4 Apr 12

**NAVCUITDIST PORTLAND INSTRUCTION 1720.4**

Subj: SUICIDE PREVENTION PROGRAM

Ref: (a) OPNAVINST 1720.4A  
(b) DOD Directive 1010.10 of 2 Aug 03  
(c) OPNAVINST 6100.2A  
(d) SECNAVINST 6320.24A  
(e) MILPERSMAN 1770-090

Encl: (1) Suicide Prevention Crisis Response Plan  
(2) CDO Checklist  
(3) Checklist in Instance of Suicide Behavior  
(4) SPC Letter of Designation

1. Purpose. To provide policy and procedures and assign responsibilities for Navy Recruiting District (NRD) Portland's Suicide Prevention Program.

2. Policy

a. Suicide Prevention Program shall be implemented throughout NRD Portland to reduce the risk of suicide for members assigned to the command, to maximize command readiness and morale, and to preserve mission effectiveness consistent with references (a) through (e).

b. Suicide prevention programs institutionalize the Navy's 10-point action plan to address and minimize potential adverse effects of suicide risk factors and strengthen associated protective factors.

3. Action

a. Commanding Officer (CO) shall ensure suicide prevention training is conducted annually.

b. CO shall appoint a Suicide Prevention Coordinator (SPC) in writing. The SPC will aid the CO in ensuring that the suicide prevention program is implemented. If the command does not have an assigned Chaplain, a designated SPC shall seek the advice of a command Chaplain at the next echelon.

NAVCUITDISTPORTLANDINST 1720.4  
4 Apr 12

c. Messages of concern will be published by the SPC to provide current information and guidance to all personnel on suicide prevention. Emphasis shall be given to promoting the health, welfare, and readiness of our command, to providing support for those who seek help for personal problems, and to ensuring access to care for those who seek help.

d. The SPC shall develop a command-level suicide prevention and crisis intervention plan to provide local command-level program of awareness education, early identification, and referral of at-risk personnel.



R. M. CANDILORO

Distribution:  
NAVCUITDISTPORTLAND 5216.1U  
Lists A, B, C and D

Suicide Prevention Crisis Response Plan Resources

NRD Portland Resources:

Command SPC: See Plan of the Week (NCC Kikawa)  
(C) 208-608-4728

Command Duty Officer:  
(C) 503-312-9345

Naval Air Station Fallon Chaplain:  
775-426-2959

Military One Source Resources:  
militaryonesource.com  
800-342-9647

Sexual Assault Prevention & Response (SAPR) 24/7 Hotlines:  
619-692-5909  
866-923-6478

Navy Family Service Center:  
757-444-NAVY  
800-FSC-LINE

Naval Criminal Investigation Service (NCIS):  
559-998-3373

Poison Control:  
800-222-1222

Suicide Prevention Lifeline:  
800-273-TALK

Navy Life Pacific Northwest:  
www.navylifepnw.com

Pacific Northwest Fleet and Family Support Program:  
866-854-0638

Naval Station Kitsap Bangor Fleet and Family Support Center:  
800-562-3301

Enclosure (1)

### **Purpose**

To ensure that a Sailor who presents themselves at risk or is exhibiting suicidal behaviors/ideations to the command receives the immediate treatment and concern required.

### **Discussion**

It is not possible to plan for every event, but in many situations a written crisis response plan that is readily accessible in the work offices and/or similar location can help avoid wasting critical time spent looking for contacts for information.

### **Suicidal Behavior/Ideations**

Suicidal behavior/ideations can range from threats or statements to hurt themselves, statements that the world or others would be better off without them, taking actions to hurt themselves and actually taking their lives.

### **Actions**

What will the Watchstander or First Responder do if a Sailor presents suicidal behavior/ideations during working hours:

1. Contact appropriate personnel at the command (SPC, Command Duty Officer (CDO), Department Head (DH), Division Officer (DIVO, Leading Chief Petty Officer (LCPO)), that will have to be determined by your location and need of your Sailor at that time, and whether there are injuries.

- a. If no injuries call CDO and SPC

- b. If injuries present call 911, follow up with a phone call to the CDO immediately.

If a Sailor presents suicidal behavior/ideations during non-working hours:

**Ensure the Sailor is not left alone**

Additionally, there are some important "Do's" and Do not's":

**DO:**

- REMOVE ALL HAZARDS IN YOUR SURROUNDINGS (WEAPONS, BLINDS, SCISSORS, ETC.)
- Treat the Sailor with respect. Remember the acronym ACT - Ask, Care, Treat.
- Be yourself. The "right words" are unimportant. If you are concerned your voice and manner will show it.
- Listen attentively, stay calm, be supportive, and kind.
- Focus on the person, not the rules.
- Do not be judgmental or invalidate the person's feelings. Let the person express emotions without negative feedback.

**DO NOT:**

- Tell the Sailor how he/she is feeling.
- Make decisions for the Sailor.
- Say anything that would cause the Sailor to feel that you disbelieve what he/she is saying.

4 Apr 12

CDO CHECKLIST

If a Sailor has suicidal behavior/ideations or makes a suicidal gesture, take the following steps:

1. Escort or have the Sailor escorted to the closest medical facility for evaluation.
2. Notify the CO/XO/CMC/SPC.
3. Commanding Officer should consider removing the Sailor from anything that could pose a danger to themselves or others.
4. Draft a SITREP.

If a Sailor makes a suicide attempt take the following steps:

1. CALL 911; if life threatening.
2. If not life threatening, escort or have the Sailor escorted to the closest medical facility for evaluation. If in doubt, CALL 911!
3. Notify the CO/XO/CMC/SPC.
4. Remove the Sailor from anything that could pose a danger to themselves or others.
5. Draft a SITREP.

If a Sailor commits suicide take the following steps:

1. CALL 911, if not already done.
2. Notify the CO, XO, and CMC.
3. Notify the CACO.
4. Contact Admin in order to have the Sailor's Page 2 reviewed for primary next of kin information.

Enclosure (2)



5. Notify the SPC.
6. CO will determine how to address issue. Options include:
  - a. Speak to Division
  - b. Speak to Department
  - c. Speak to Command
  - d. Seek assistance from Chaplain
  - e. Seek assistance from Fleet and Family Support Center.
  - f. Seek assistance from Naval Hospital SPRINT. DONSIR form at: [www.nhrc.navy.mil/programs/donsir/index.html](http://www.nhrc.navy.mil/programs/donsir/index.html) is used to request SPRINT support.

7. Draft SITREP.

Resources with contact information are listed in the suicide prevention crisis response plan.

CHECKLIST IN INSTANCE OF SUICIDE BEHAVIOR

If you receive a call concerning a suicide behavior/ideation, you must:

1. Identify the caller:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date/Time: \_\_\_\_\_

2. Identify the facts:

Location of Sailor: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Approximate age of Sailor: \_\_\_\_\_

Is there a weapon present: \_\_\_\_\_

Is there someone else present and if so, who: \_\_\_\_\_

Have you/they taken drugs or alcohol: \_\_\_\_\_

3. Call Command Rep:

NCC Kikawa (C) 208-608-4728

CDO (C) 503-312-9345

4. Ask: Has medical assistance been called? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who was contacted: Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

5. Ask: Has Security/Law enforcement been called?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who was contacted: Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

6. Has NCIS or local authorities been notified:

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who was contacted: Name: \_\_\_\_\_

Who notified them: Name: \_\_\_\_\_

Agent/Officer Phone Number: \_\_\_\_\_

\*\*\* SPC will maintain a copy of this report \*\*\*



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, PORTLAND  
7028 N.E. 79TH COURT  
PORTLAND, OREGON 97218-2813

1720  
25 Aug 11

From: Commanding Officer, Navy Recruiting District Portland  
To: NCC(SW/AW) Kevin D. Kikawa, USN

Subj: DESIGNATION AS THE SUICIDE PREVENTION AND OPERATIONAL  
STRESS CONTROL OFFICER

Ref: (a) OPNAVINST 1720.4A

1. Per reference (a), you are hereby designated as the Command Suicide Prevention and Operational Stress Control Coordinator for Navy Recruiting District Portland, OR.
2. In carrying out your duties, you will familiarize yourself with reference (a) and be guided by its contents.
3. This designation is cancelled upon your reassignment or transfer, unless terminated sooner.

  
S. E. STOCKING

Copy to:  
Designation File

**ENCLOSURE(4)**