



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND AND FORT KNOX  
1307 THIRD AVENUE  
FORT KNOX, KENTUCKY 40121-2725

AMIM-KNH-SR

13 December 2023

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, HQ USAREC

SUBJECT: Fort Knox Policy Memo 16 Suspected Suicide Fatality Review and  
Analysis Board (S2FRAB) Operations

1. References.

- a. Army Regulation (AR) 600-92, Army Suicide Prevention Program.
- b. Fort Knox's Suicide Postvention and Suicide Response Team Policy (under review)
- c. DOD Postvention Toolkit for a Military Suicide Loss
- d. Army Resilience Directorate (ARD) Suicide Postvention Handbook

2. Purpose. To provide a comprehensive, objective, standardized, and big picture analysis of individual, systemic, and other environmental factors that may have contributed to, or enabled death by suicide.

3. Policy.

a. The Installation S2FRAB will convene in a timely manner and no later than 60 days after a suspected suicide. The installation Garrison Commander (GC) has oversight and responsibility for the S2FRAB.

b. Installation S2FRAB membership will include members from the unit's command team, unit chaplain, unit medical officer, United States Army Criminal Investigation Division representative, Community Readiness and Resiliency Integrator, Family Advocacy Program representative, Suicide Response Team, and installation's Public Affairs Office. Additional personnel may participate in S2FRAB upon advice from legal counsel to maintain privacy and avoid unintended disclosures of personal information or directed by Garrison Commander.

c. The S2FRAB objectives.

RCCG

SUBJECT: Fort Knox Policy Memo 16 Suspected Suicide Fatality Review and Analysis Boards (S2FRAB) Operations


- (1) Describe and record any trends, data, or patterns that are observed surrounding suicide fatalities.
- (2) Recommend local rules and procedures for review of suicide fatalities, including identification of cases to be reviewed, coordination among the agencies and professionals involved, and improvement of the identification, data collection, and record keeping of the causes of suicide fatalities (DoDSER and DA Form 7747).
- (3) Recommend improvements to promote improved and integrated services, program, and policies.
- (4) Recommend adjustments to installation prevention and education programs.
- (5) Recommend training to improve the identification and investigation of suicide fatalities.
- (6) Determine and provide informed solutions.

d. Information associated with suicide events is often incomplete. The S2FRAB should attempt to gather the diverse data sources and information. The S2FRAB should effectively manage time, collect the information, and guide the members to identify themes and system (policy, procedures, protocols, education, and training) level barriers and changes at the tactical/unit, operational/community, and strategic level.

4. Point of Contact is the ASAP Specialist with duties as SPPC, Mr. Shirley Johnson Jr., [shirley.k.johnson2.civ@army.mil](mailto:shirley.k.johnson2.civ@army.mil), (502) 624-7374.

2 Encls

1. Annex A Suicide Reporting Requirements Checklist
2. Annex B Installation S2FRAB Inputs and Outputs.

  
JOHNNY K. DAVIS  
Major General, USA  
Commanding

## Annex A Suicide Reporting Requirements Checklist

There are multiple reporting requirements for suspected suicides. This checklist contains the reporting requirement, the regulation, point of contact, and timeline for reporting.

| Report  | Requirements   | Point of contact           | Timeline   |
|---|--|----------------------------|--|
| SIR<br>Per AR 190 – 45<br>Form: See AR 190 – 45   | See AR 190 – 45  | See AR 190 – 45            | Within 24 hours of discovery or notification at the installation level |
| Casualty Report Per AR 638 – 8<br>Form: See AR 638 – 8  | See AR 638 – 8   | Casualty Assistance Center | 12 hours to collect data   |
| CSSER<br>Section I – SIR<br>Per AR 600 – 8 – 4; AR 600 – 92<br>Form: DA Form 7747                       | Completed for every suicide or equivocal deaths investigated as a possible suicide   | Commander                  | Within 24 hours of the incident  |
| CSSER<br>Section II-Commander's Initial Report<br>Per AR 600 – 8 – 4; AR 600 – 92<br>Form: DA Form 7747 | Completed for every suicide or equivocal deaths investigated as a possible suicide.<br>All data points are contained within the CRRT | Commander                  | Within 5 days after the incident                                       |
| CSSER<br>Section III-Commander's Final Report<br>Per AR 600 – 8 – 4; AR 600 – 92<br>Form: DA Form 7747  | Completed for every suicide or equivocal deaths investigated as a possible suicide   | Commander                  | Within 60 days after the incident                                      |
| 15 – 6 Report<br>Per AR 15 – 6<br>Form: See AR 15 – 6   | Appointed by the unit commander  | SJA                        | See requirements   |
| DoDSER<br>Per AR 600 – 92<br>Form: DD Form 2996   | Completed for all suicides and suicide attempts, regardless of hospitalization   | SPPC                       | 30 days after AFMES confirms death by suicide                          |
| LOD investigation<br>Per AR 600 – 8 – 4<br>AR 190 – 45<br>AR 15 – 6<br>Form: See ARs                    | Appointed by the Special Court Martial Convening Authority   |                            |  |

## **Annex B**

### **Installation S2FRAB Inputs and Outputs.**

1. Inputs into the S2FRAB are as follows:
  - (a) Unit Command Team (commander and senior enlisted).
  - (b) S2FRAB members and other identified personnel to support the completion of outputs.
  - (c) Information for the DA Form 7747.
  - (d) Information for the DoDSER.
  - (e) Informative data and information sources.
  
2. Outputs from the S2FRAB are as follows:
  - (a) Completed DA Form 7747.
  - (b) Completed DoDSER.
  - (c) Completed Suicide Reports. See Annex A for required suicide reports.
  - (d) Memorandum on the findings of the S2FRAB.
  - (e) Screen captures from the deceased Soldier's CRRT file.
  - (f) Transfer of general findings and COAs to appropriate installation governance body (Unit R2 forum, SPWG, or CR2C).
  
3. The installation S2FRAB will generate a memorandum on the findings of the S2FRAB to support higher HQ. At a minimum, the memorandum should include the following information on a Soldier who died by suicide:
  - (a) Brief summary of the S2FRAB that generally characterizes the demographics, stressors, method/means, if Soldier was under BH or chaplain care, any administrative and legal actions, and other significant demographic data.
  - (b) Notable findings on possible gaps in services, programs, and policies.
  - (c) Recommendations for improvements in services, programs, and policies at the unit, installation, HQ (ACOM/ASCC/DRU) levels.
  - (d) Recommendations for internal process improvements on local suicide reporting requirements.