



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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Policy Letter 13-10

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING REQUIREMENTS IN SUPPORT OF
DEPARTMENT OF DEFENSE SUICIDE EVENT REPORT (DODSER)

Ref: (a) MARADMIN 147/08
(b) MARADMIN 725/09
(c) MCO P3040.4E

1. Situation. This Policy Letter provides instructions for the completion and submission process for Department of Defense Suicide Event Reports (DoDSERs) for 2d Marine Aircraft Wing (2d MAW) personnel, per references (a) through (c).

2. Cancellation. Policy Letter 04-10

3. Mission. To ensure proper reporting procedures are conducted and managed at the correct level of command.

4. Execution

a. Commander's Intent. To ensure 2d MAW units have the necessary support and guidance for submission of DoDSERs for medically verified suicide attempts and actual suicides.

b. Concept of Operations. Establish policy and apply instruction as directed in references (a) and (b) concerning the use of the DoDSER within 2d MAW.

c. Tasks

(1) Suicide

(a) Upon confirmation that a suspected suicide has occurred, and within three days of transmission of the Personnel Casualty Report (PCR), the Commanding Officer shall assign a Marine/Navy Officer to conduct an investigation, per reference (a).

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(b) The Marine/Navy Officer will have assistance as needed from the following sources: Provost Marshal's Office, Chaplain, Unit Medical Officer, Medical Treatment Facility (MTF), and chain of command.

(c) The DoDSER shall be completed within 15 days of assignment of the Marine/Navy Officer and submitted via the following website: <https://dodser.t2.health.mil/dodser>. Follow-on information such as toxicology reports, Naval Criminal Investigation Service reports, etc., may be submitted to Headquarters, U.S. Marine Corps (MRS-4).

(2) Attempted Suicide

(a) Upon verification from competent medical authority that an attempted suicide occurred per reference (b), the following items shall be done:

1. The DoDSER shall be completed within 30 days of the medical assessment and determination of suicide attempt.

2. The DoDSER shall be completed by a medical provider at the MTF that performs the assessment. The Group Commander is still required to assure the report is completed by the MTF. If, however, the Marine/Sailor is not treated at a MTF, the DoDSER shall be completed by the Unit Medical Officer or Psychiatrist who has familiarity with the event or the MTF responsible for a Tricare referral.

3. Additional information can and will be sought from the chain of command and those personnel who may have knowledge of the Marine/Sailor who attempted suicide.

d. Coordinating Instructions

(1) The Group Commanders are ultimately responsible for overall management of their personnel and the requisite reporting criteria, with assistance from both the Wing Adjutant's Office and the Wing Surgeon's Office.

(2) The Wing Surgeon's Office is responsible for ensuring that the proper MTF or Unit Medical Officer is assigned and completion of the DoDSER is within the time limits set forth herein and in references (a) and (b).

(3) Wing Surgeon. The Wing Surgeon will coordinate completion of the DoDSER in all suicide attempt cases. If it is difficult to determine who will be responsible, the Wing Surgeon's Office will have overall management of Unit Medical

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Officer assignment with proper coordination with the respective Group.

(4) Wing Adjutant. The Wing Adjutant's Office will establish a tracking system for required DoDSER submission, and follow-up with Group Commanders and the Wing Surgeon to assure completion within the mandated timelines.

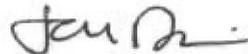
(5) The Wing Adjutant's Office is responsible for ensuring that all required personnel are aware of the timeline, PCRs have been correctly submitted, and thereby starting the timeline, the Commanding General is aware of the status of pending cases, and for publication of additional policy guidance as it becomes available.

5. Administration and Logistics. Points of contact are the 2d MAW Adjutant's Office at DSN 582-2829, and the Wing Surgeon's Office at DSN 582-4588.

6. Command and Signal

a. Command. This Policy Letter is applicable to all 2d MAW units and personnel.

b. Signal. This Policy Letter is effective on the date signed.



J. M. DAVIS

Distribution: A