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**Chaplain**

**SAVE HAVEN PROGRAM**

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This operating instruction describes the policies and procedures for the Safe Haven Program, where victims or potential victims of domestic violence or other situations who are, or may be, in a threatening or unsafe environment, are provided a sanctuary/safe haven on a temporary basis. This instruction applies to all personnel assigned to the 31st Fighter Wing, Aviano AB, Italy and Safe Haven guests. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

**PURPOSE:**

The primary purpose of establishing a Safe Haven Program is to provide Aviano AB community members a relatively safe and anonymous location to escape domestic violence or to escape the possibility of domestic violence when such actions may be imminent.

**1. PROCEDURES:**

Any First Sergeant, Unit Commander, Family Advocacy Representative, Sexual Assault Response Coordinator (SARC) or Chaplain may use the Safe Haven program as needed to provide Aviano AB community members a temporary and anonymous safe haven to escape a situation where domestic violence is present, or where the potential for domestic violence is imminent.

Because use of O&M funds are authorized through AFI 65-601 para 4.32.1.1.(Chapel and Chaplain Programs), the duty chaplain must be notified before lodging reservations are made. The duty chaplain can be contacted through the Command Post 24 hrs a day. Organizations can make chaplain service intervention available to the victims of domestic abuse/violence but cannot mandate the use of chaplain services. Commanders and First Sergeants are reminded AFI 40-301 para 1.16 requires all active duty members and civilian employees to report all incidents of suspected family maltreatment to the Family Advocacy

Officer. Exceptions are made for the SARC in cases of "Restricted Reporting" and with the chaplain's office where the right to "Privileged Communication" has been invoked.

Reservations are only accepted from the member's First Sergeant or Commander and from Family Advocacy, SARC or 31 Fighter Wing Chaplain's office. Reservations are placed through the Mountain View Lodge General Manager, NCOIC, or Guest Services Manager. Reservations will not be placed through the Front Desk or Reservation personnel.

Mountain View Lodge management staff will be accessible 24-hrs a day and management staff will notify the Commander, Combat Support Flight, 31 SVS as soon as possible after a Safe Haven reservation is received.

If space is not available on base, the lodging management staff will coordinate with the Commander, Combat Support Flight for further guidance before relocating an in-bound and/or in-house guest to commercial quarters to create availability for a Safe Haven guest. The guest's name will be "data masked" in the Lodging Touch System (LTS) by registering the individual under an alias name (i.e. Jane Smith); however, the guest's name, unit or helping agency supporting the individual will be identified in the folio's comment line. Safe Haven location will only be known and released to lodging management staff, Services Squadron leadership, applicable First Sergeant, Commander, or helping agency representative.

After coordinating with the chaplain's office, the unit or agency will use their Government Purchase Card as the method of payment for the lodging room. The unit will contact their squadron resource advisor, who will notify the Financial Analysis Flight (FMA) of the date and amount of purchases and will provide receipts supporting their expenses. The FMA office will make arrangements for the exact expended dollar amount to be transferred from the Base Wide Account to the unit's account via an AF Form 1269. In the event the 31 Fighter Wing Chapel must pay for these expenses with its O&M GPC, they will be reimbursed using the same method as described above.

If O&M funds become unavailable, Chapel Tithe and Offerings Funds (CTOF) may be used on a limited basis. The use of CTOF funds or any other means of payment outside of the unit GPC must be approved by the Commander of the Combat Support Flight.

The Command Post has a listing of all authorized alternate Lodging After-Hours Contacts as well as contact numbers for the duty chaplain and 31 Fighter Wing Chaplain.

ROBERT YATES, Brigadier General  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

- 3.1. AFI 52-101, Planning and Organizing
- 3.2. AFI 65-601, Paragraph 4.32.1.1 Chapel and Chaplain Programs
- 3.3. AFI 40-301, Paragraph 1.16. Family Advocacy
- 3.4. AFI 34-246, Air Force Lodging Program