

**BY ORDER OF THE COMMANDER  
CANNON AIR FORCE BASE (AFSOC)**



**AIR FORCE INSTRUCTION 40-301**

**CANNON AIR FORCE BASE  
Supplement**

**30 MAY 2012**

**Certified Current On 7 October 2014  
Medical Command**

**FAMILY ADVOCACY**

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OPR: 27 SOMDOS/SGOMH

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Supersedes: AFI40-  
301\_CANNONAFBSUP1,  
18 Sep 2006

Pages: 4

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AFI 40-301, *Family Advocacy*, 30 Nov 2009, is supplemented as follows: This instruction establishes the Cannon Air Force Base (CAFB) Family Advocacy Program (FAP). It explains policies and procedures for identification, treatment and prevention of family maltreatment. It requires that all suspected reports of family/unmarried intimates maltreatment be referred to the CAFB FAP office at (575)784-2474. This instruction assigns responsibilities and explains procedures for the management of the FAP. It applies to all military and civilian AF personnel and their dependants. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through local publications/forms managers.

**SUMMARY OF CHANGES**

This revision updates the current FAP organizational structure to align as directed in AFI 40-301, *Family Advocacy*, 30 Nov 2009. It has been revised according to the new USAF Family Advocacy Standards and maltreatment definitions, updating program information, structure and contact numbers for collaborative agencies.

1.3.3. **(Added)** 27 SOW/CC delegates to 27 SOMDG/CC the authority to administer the installation Family Advocacy Committee (FAC) and appoints 27 SOMDG/CC as FAC chairperson. This authority and appointment are redelegable to 27 SOMDG/CD.

1.3.4. **(Added)** 27 SOW/CC delegates to 27 SOW/CV the responsibility to attend FAC meetings.

1.3.8. **(Added)** Ensures all incidents of suspected family maltreatment are reported to the Family Advocacy Officer (FAO), 27 SOSFS/S2I Investigations, and Det. 120, Air Force Office of Special Investigations. (Det. 120, AFOSI)

1.4.1. **(Added)** The Cannon AFB FAP will follow all guidance in the most current version of the Air Force Family Advocacy Program Standards, available at <https://www.airforcefap.af.mil/skins/affap/home.aspx>.

1.4.3. **(Added)** In response to child sexual maltreatment; the Child Sexual Maltreatment Response Team (CSMRT) will be activated upon a referral of suspected child sexual maltreatment immediately, meaning within 8 hours of the referral. The team will develop appropriate steps to interview all parties involved and make appropriate referrals. If it is warranted; the CSMRT will develop a safety plan and activate the plan to ensure safety of the child. The CSMRT will consist of 27 SOW/JA, Det 120, OSI and the FAO. The FAO or designee will be responsible for reporting the CSMRT findings to the CRB and appropriate key base personnel.

1.4.4. **(Added)** The High Risk For Violence Response Team (HRVRT) will be activated when an established FAP client (or client that is referred to FAP) is assessed to be at high risk for imminent bodily danger by spouse or cohabitating partner. The HRVRT will also be activated when FAP or Mental Health (MH) staff members may be in imminent danger of being harmed by a FAP client or ex-client. The HRVRT will be activated within 24 hours of the assessment and a safety plan will be developed and then activated by the HRVRT (if warranted). If a safety plan is developed and activated the HRVRT will reconvene in one week to revise the safety plan (if risk for violence is still high) or close the case when the risk for violence is low/moderate. In addition, the FAP client will be tracked on the MH High Risk Log until the risk of violence has decreased.

1.4.8.12. **(Added)** The FAC may invite representatives of the local New Mexico Children, Youth and Families Department (CYFD) and other appropriate authorities or support agencies at the discretion of the chairperson.

1.4.9.4. **(Added)** All home visits conducted by FAP staff must be documented in the "Home Visit Log." All entries must consist of when the staff member left the FAP office; projected time of arrival to client's residence; when the staff member actually arrived at client's house; estimated time of visit and staff member must call the FAP office notifying Family Advocacy Program Assistant (FAPA) of when staff member left the client's residence. If staff member does not notify FAPA within 25 minutes of expired departure time the FAPA will attempt to make contact with the staff member. After two attempts have failed the FAPA will alert the FAO. The FAO will attempt to make contact with staff member. If no contact is made, the FAO will alert the MDG chain of command and make notification to 27 SOSFS with detailed information of last known whereabouts.

1.7.5. **(Added)** Coordinate with the FAO or Family Advocacy Treatment Manager (FATM), and with the SARC and/or the 27 SOW/JA Victim Witness Assistance Program Coordinator, as appropriate, to provide a safe environment for the victim.

1.7.6. **(Added)** Commanders shall exercise their authority over military member to provide a “no contact order” to allow for a “cooling off period” if it is deemed necessary.

1.7.7. **(Added)** Assess whether immediate contact with 27 SOW/JA’s office is necessary in a given situation. Coordinate with 27 SOW/JA on the appropriate range of responses by the commander or supervisor.

1.10.4. 27 SOSFS personnel will notify the FAO, FATM, or FAPA of all incidents involving suspected cases of maltreatment within 4 to 6 hours of response to incident. If incident occurs after hours the on call MH provider will be notified of all incidents involving suspected cases of maltreatment in a timely manner so safety can be assessed and coordination with civilian agencies can be arranged if necessary. A copy of the incident report will be made available to FAP staff for inclusion in the FAP record. 27 SOSFS has agreed to electronically send the Blotter to the FAO’s squadron commander for documentation purposes in the FAP record.

**1.14. (Added)** All agencies, departments or individuals affiliated with CAFB will report all incidents of suspected or established family maltreatment directly to the FAP office, 27 SOSFS or Det 120, OSI. All suspicions of child maltreatment will be reported to the New Mexico CYFD and/or civilian authorities. The base FAO or designee is primarily responsible for coordinating and reporting abuse and neglect cases to civilian authorities. The FAO or designee serves as the reporting liaison for military and civilian agencies. When the FAO is unavailable (e.g. TDY, leave), base agencies will contact the FAP staff, FATM or MH provider during duty hours. Report after duty hours family maltreatment to the on call MH Provider via the 27 SOW Command Post and/or 27 SOSFS.

**1.17. (Added)** Although the CAFB FAP has no jurisdiction over civilian agencies, state and community agencies will be encouraged to notify the FAO of any incidents of child maltreatment involving military families in accordance with the Memorandum Of Understanding between CAFB and CYFD, Curry County Sheriff’s Office, Clovis Police Department, New Mexico State Police, Roosevelt County Sheriff’s Office and Portales Police Department.

4.1.2. **(Added)** Each (regular) Central Registry Board (CRB) member shall be appointed in writing. Squadron commander(s), equivalent civilian supervisors, and/or First Sergeant(s), that supervise an individual who has (or whose family member has) a reported incident, will be present and may vote during the incident determination. Any changes will be reflected in the CRB minutes. The CRB will meet at the call of the chairperson, but at least monthly.

4.1.3.14. **(Added)** Ensure unit Commanders of each AD member involved in a maltreatment incident receive a determination from the CRB on each incident stating the incident status determination.

4.2.10. **(Added)** Clinical Case Staffing (CCS) will occur monthly. CCS will review concur/non-concur on the non-opening of “No Reasonable Suspicion” and “No Assessment Warranted” referrals. These incidents will not be presented to the CRB unless the CCS determines that a FAP incident should be opened and a family assessment is completed.

4.2.11. **(Added)** CCS will review current FAP maltreatment cases at least quarterly and provide treatment recommendations, managing safety risk, review client's progress toward goals and closing cases when treatment is completed.

4.3.1. **(Added)** When appropriate, additional CSMRT members will be representatives from other agencies having legal, investigative or child protection responsibilities (e.g., local CYFD representative).

4.3.1.4. **(Added)** FATM will follow up with the AD member's commander, civilian supervisor, and/or First Sergeant to advise them of the family's level of risk for further maltreatment, level of motivation in services, and any recommendations.

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Commander