

Administrative changes TO KEESLERAFBI 40-301, *Family Advocacy Program*

OPR: 81 MDOS/SGOWF

Paragraph 2.4.7.2. had a misspelled word and it should be changed to: Provides victim advocacy services to active duty personnel, retirees, their family members, or intimate partners, who are eligible beneficiaries of the military health care system.

6 NOVEMBER 2014

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

**KEESLER AIR FORCE BASE
INSTRUCTION 40-301**

29 OCTOBER 2012

Medical Command

FAMILY ADVOCACY PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 40-3, *Family Advocacy Program*, and references Air Force Instruction (AFI) 40-301, *Family Advocacy Program*. It outlines responsibilities for key players in the Family Advocacy Program. The Family Advocacy Program (FAP) supports Air Force readiness by continuously improving Family Advocacy services such as identifying, assessing, and treating families experiencing family violence. FAP programs will strengthen individuals and families by preventing or decreasing maltreatment, and improving family wellness. It applies to all of 81st Training Wing and tenant unit personnel assigned to Keesler AFB (KAFB) and to other uniformed services personnel supported in the Keesler AFB community, including Air Force Reserve and Air National Guard (ANG) units. 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 from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information.

As required IAW AFI 40-301, includes all active duty members and civilian employees of the Air Force. It directs reporting of all incidents of suspected family maltreatment to the FAP. All military-related child care and medical providers will be trained regarding the indicators of child abuse and neglect, and the procedures for reporting family maltreatment to the FAP.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes include para. 2.3.6. was updated to be reviewed every two years. Added para. 2.4.1.3.1. about maltreatment. Added para 2.4.7. thru 2.4.7.4. about overseeing the Domestic Abuse Victim Advocacy Services.

1. Scope.

1.1. Family Advocacy Program (FAP) primarily serves Department of Defense active-duty members and family members, former spouses and intimate partners. As space permits, limited programs are made available to retirees and their dependents.

2. Responsibilities:

2.1. 81st Training Wing Commander (81 TRW/CC): 81 TRW/CC manages the KAFB FAP as follows:

2.1.1. Establishes a Family Advocacy Committee (FAC) with membership as designated by AFI 40-301, *Family Advocacy*.

2.1.2. Appoints the 81 MDG/CC or designee as the chairperson of the FAC.

2.1.3. Serves as a member of the FAC or delegates this responsibility to the 81 TRW/CV or 81 MSG/CC.

2.1.4. Meets at least quarterly with the Family Advocacy Officer (FAO) to discuss FAP issues and note any trends.

2.1.5. Ensures that all allegations of child and spouse maltreatment are referred to the FAP.

2.1.6. Directs the formation of the 81 TRW CRB. 81 TRW/CC appoints in writing the 81 TRW/CV and/or the 81 MSG/CC as Chairperson of the CRB.

2.2. 81 MDG/CC:

2.2.1. Chairs the FAC or delegates this responsibility to 81 MDG/CD or 81 MDG/SGH.

2.2.2. Reviews and approves minutes of the Central Registry Board (CRB)

2.2.3. Appoints, in writing, medical personnel from the appropriate clinics to the Child Sexual Maltreatment Response Team (CSMRT), High Risk for Violence Response Team (HRVRT), and FAC.

2.3. Family Advocacy Committee (FAC):

2.3.1. Ensures the establishment of written procedures for implementing the Family Advocacy Program (FAP).

2.3.2. Ensures sufficient base support of the FAP.

2.3.3. Addresses, resolves, or elevates local program problems or constraints.

2.3.4. Monitors the timely completion of all FAP required training.

2.3.5. Monitors the establishment of a cooperative working relationship with local community agencies.

2.3.6. Ensures all necessary Memoranda of Understandings (MOUs) exist between KAFB and local agencies and MOUs are reviewed every two years.

2.3.7. Ensures members from respective base agencies are appointed as members to the CSMRT and to the HRVRT. Also ensures the Family Advocacy Outreach Manager (FAOM) is appointed as a member of the installation Integrated Delivery System (IDS).

2.3.8. Approves the reviewer and alternate for the Incident Status Determination Review process (ISDR).

2.3.9. Monitors data trends and reviews policy as needed for the following committees and programs: CRB, CSMRT, HRVRT, New Parent Support Program (NPSP), and Family Advocacy Outreach Program.

2.3.10. Approves annually the Family Advocacy Program Action Plan prior to 1 October of each year.

2.3.11. Meets at least quarterly or at the call of the chairperson.

2.4. Family Advocacy Officer (FAO):

2.4.1. Oversees the Family Maltreatment Program:

2.4.1.1. Identifies, reports, treats, and prevents maltreatment of Active Duty members and their families.

2.4.1.2. Ensures preliminary risk, safety, and bio-psychosocial assessment of all family maltreatment cases.

2.4.1.3. Ensures appropriate agencies are notified as soon as possible upon receipt of information concerning family maltreatment.

2.4.1.3.1. Collaborates with respective installation's FAP or equivalent when suspicions of maltreatment have been identified and referred to Keesler AFB FAP.

2.4.2. Serves as the CRB Coordinator.

2.4.2.1. The FAO ensures meetings are held as needed but at least monthly to determine case status on new maltreatment referrals, review cases that have met criteria, and obtains concurrence/non-concurrence on case closures.

2.4.2.2. The FAO ensures required team members are in attendance and have received required annual training.

2.4.3. Establishes the CSMRT and serves as the Chairperson:

2.4.3.1. The FAO ensures attendance to meetings (in person or telephonic) will include Air Force Office of Special Investigations (AFOSI) and 81st Training Wing, Judge Advocate. Department of Health and Social Services and other appropriate legal and investigative personnel will be invited to attend as appropriate.

2.4.3.2. The FAO activates the CSMRT to manage the initial response to all allegations of child sexual maltreatment. This may include cases involving multiple victims in a Department of Defense (DoD)-sanctioned activity where the deployment of the DoD Family Advocacy Command Assistance Team (FACAT) may be

recommended. The CSMRT will notify the installation commander to request the deployment of the DoD FACAT as appropriate.

2.4.4. Establishes the HRVRT and serves as the Chairperson:

2.4.4.1. The FAO ensures HRVRT membership includes: AFOSI, Staff Judge Advocate, Mental Health Provider, Family Advocacy Treatment Manager, and Sponsor's Squadron Commander. Security Forces Operations Section and representatives from other agencies having legal, investigative, or protective responsibilities as appropriate.

2.4.4.2. FAO activates the HRVRT upon notification of potential threat of harm involving FAP clients, ex-clients or FAP staff. In the FAO's absence, the Family Advocacy Treatment Manager will activate the team.

2.4.5. Oversees the Family Advocacy Outreach Program:

2.4.5.1. The Family Advocacy Outreach Manager (FAOM) manages all aspects of the Outreach Program.

2.4.5.2. The FAOM serves as member of the IDS committee.

2.4.5.3. The FAOM acts as a liaison with agencies or programs on or off base. The FAOM coordinates the assessment of community needs and delivery of services with the IDS committee.

2.4.5.4. Ensures an annual Family Advocacy Program Action Plan is developed, outlining prevention goals and objectives for the year.

2.4.5.5. Ensures the outreach program is managed in accordance with FAP standards.

2.4.6. Oversees the New Parent Support Program (NPSP):

2.4.6.1. The Family Advocacy Nurse (FAN) administers all aspects of the NPSP.

2.4.6.2. Provides maltreatment prevention services to expectant parents and those families with young children who are at risk for family maltreatment.

2.4.6.3. Establishes a working relationship with other medical treatment facility staff to enhance marketing and continuity of care issues.

2.4.6.4. Ensures the NPSP is managed in accordance with FAP standards.

2.4.7. Oversees the Domestic Abuse Victim Advocacy Services.

2.4.7.1. The Domestic Abuse Victim Advocate (DAVA) administers all aspects of the DAVA services.

2.4.7.2. Provides victim advocacy services to active duty personnel, their family members, or intimate partners, who are who are eligible beneficiaries of the military health care system.

2.4.7.3. Establishes a working relationship with installation and community agencies to enhance marketing and continuity of care issues.

2.4.7.4. Ensures victim advocacy is managed in accordance with FAP standards.

2.5. Air Force Office of Special Investigations (AFOSI):

2.5.1. Notifies FAP staff of all cases involving suspected or established family maltreatment that come to the attention of their office. In turn, the FAP staff notifies AFOSI as soon as possible upon receipt of information concerning family maltreatment.

2.5.2. Serves as a member of the CRB, FAC, HRVRT, and CSMRT. Actively participates in meetings and required annual trainings.

2.6. 81st Security Forces Squadron:

2.6.1. Notifies the sponsor's commander or first sergeant of incidents of maltreatment.

2.6.2. Provides an immediate response to maltreatment incidents in progress.

2.6.3. Notifies the FAP staff of all incidents involving suspected or established family maltreatment.

2.6.4. Serves as a member of the CRB, FAC and HRVRT. Ensures maltreatment Security Forces reports, as well as civilian reports where military members are considered subjects, are provided to the CRB to facilitate incident determinations.

2.7. 81st Training Wing Staff Judge Advocate (81 TRW/SJA):

2.7.1. Serves as member of the CRB, FAC, CSMRT, and HRVRT.

2.7.2. Consults on the development of MOUs or other legal documents as requested.

2.7.3. Advises commanders on military directives and actions.

2.7.4. Recommends appropriate discipline for personnel involved in family maltreatment to commanders.

2.7.5. Serves as a consultant to FAP on restricted reporting for domestic violence cases.

2.8. 81st Mission Support Group Services (81 MSG/SVS):

2.8.1. Coordinates with FAP to ensure all personnel who work with children are trained initially, and annually thereafter, in signs of child and spouse maltreatment.

2.8.2. Promptly report any allegations of child or spouse maltreatment to the FAP for assessment.

2.9. 81st Medical Group Personnel:

2.9.1. Provides initial medical evaluations and treatment of patients involved in a family maltreatment incident.

2.9.2. Notifies FAP staff (or the on-call Mental Health Provider after duty hours) immediately of any allegation of child or spouse maltreatment.

2.9.3. Ensure staff is trained on the identification of child and spouse maltreatment.

2.9.4. Ensure staff is aware of after hour notification procedures.

2.9.5. As last resort provide hospitalization as shelter for child maltreatment victims.

2.9.6. Ensure Medical Legal consultation as needed by the FAP.

2.9.7. Ensures staff is trained on restricted reporting for victims who request it and meet the criteria.

2.10. Commanders and First Sergeants will:

- 2.10.1. Ensure a safe environment for an alleged victim of maltreatment upon notification of a new allegation.
- 2.10.2. Attends CRB as a voting member when an allegation of maltreatment is received involving a member of their unit.
- 2.10.3. Mandate participation in FAP treatment as appropriate.
- 2.10.4. Report all allegations of family maltreatment to FAP staff.
- 2.10.5. Refer all families to FAP for preventative services as appropriate prior to an incident of maltreatment.

2.11. Other Community Agencies:

- 2.11.1. Although the KAFB FAP has no jurisdiction over civilian agencies, community social service agency personnel will be encouraged to notify the FAP staff of any incidents of child abuse or neglect involving military families connected with KAFB that come to their attention.
- 2.11.2. Family Advocacy Program staff collaborates with community agencies to provide necessary services to families experiencing family maltreatment.

BRADLEY D. SPACY
Brigadier General, USAF
Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 40-301, *Family Advocacy*, 19 January 2005

AFI 44-154, *Suicide and Violence Prevention Education Training*, 3 January 2003

AFI 51-201, *Administration of Military Justice*, 26 November 2003

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 40-3, *Family Advocacy Program*, 10 March 2005

Air Force Records Disposition Schedule

Family Advocacy Program Standards, Rev. 2004

Prescribed Forms

No prescribed forms.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviation and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

CRB—Central Registry Board

CSMRT—Child Sexual Maltreatment Response Team

DAVA—Domestic Abuse Victim Advocate

DoD—Department of Defense

FAC—Family Advocacy Committee

FACAT—Family Advocacy Command Assistance Team

FAN—Family Advocacy Nurse

FAO—Family Advocacy Officer

FAOM—Family Advocacy Outreach Manager

FAP—Family Advocacy Program

CRB—Family Maltreatment Case Management Team

HRVRT—High Risk for Violence Response Team

IDS—Integrated Delivery System

ISDR—Incident Status Determination Review

KAFB—Keesler Air Force Base

MOU—Memorandum of Understanding

NPSP—New Parent Support Program

RDS—Records Disposition Schedule

SJA—Staff Judge Advocate

SVS—Services Squadron

81 MDG/CC—81st Medical Group, Commander

81 MDG/CD—81st Medical Group, Deputy Commander

81 MDG/SGH—81st Medical Group, Chief of Medical Staff

81 FSS/CC—81st Force Support Squadron, Commander

81 FSS/SV—81st Force Support Group, Services

81 TRW/CC—81st Training Wing, Commander

81 TRW/CV—81st Training Wing, Vice Commander