

**BY ORDER OF THE COMMANDER
KIRTLAND AIR FORCE BASE**



AIR FORCE INSTRUCTION 40-301

KIRTLAND AIR FORCE BASE

Supplement

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Medical Command**

FAMILY ADVOCACY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 40-301, *Family Advocacy*, is supplemented as follows. This publication establishes policies and procedures for the administration of the Air Force (AF) Family Advocacy Program (FAP) at Kirtland Air Force Base (KAFB). This publication applies to any incident occurring on or off base where active duty military members (i.e., AF, Army, Navy, Marine Corps) or their family members are victims of maltreatment. This publication applies to any incident occurring on or off base where active Air National Guard (ANG) or active Air Force Reserve Command (AFRC) members or their family members are victims of maltreatment. This publication establishes responsibilities and procedures to be followed by base personnel and agencies for all allegations of child or spouse maltreatment. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, Title 5 United States Code (U.S.C.) 552a, *Records Maintained of Individuals*, the *Health Insurance Portability and Accountability Act of 1996*, Public Law (P.L.) 104-191, and other applicable federal and state laws. The authority to collect and maintain the records prescribed in this instruction is found in Title 10 U.S.C. 8013, *Secretary of the Air Force*. Privacy Act statements required by AFI 33-332, *Air Force Privacy Program*, are annotated on DD Form 2005, *Privacy Act Statement, Health Care Records*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Form 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 (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records

Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. AFI 40-301 has been revised as of 30 November 2009, which requires this rewrite into a KAFB supplement. This supplement has also been revised to reflect the formatting requirements of AFI 33-360 KIRTLANDAFBSUP_I, *Publications and Forms Management*.

1.4. Family Advocacy Committee (FAC):

1.4.5. Upon notification of an unnatural death of spouse/child of a military member the Family Advocacy Officer (FAO) or his/her representative will immediately notify the following: 377 Air Base Wing Commander (ABW/CC) (6-7377), 377 Medical Group Commander (MDG/CC) (6-3547), AF Office of Special Investigation (AFOSI) Det 116 (6-0999), 377 Air Base Wing Security Forces Squadron Base Defense Operations Center (ABW/SFS BDOC) (6-7926), Air Force Nuclear Weapons Center Judge Advocate (AFNWC/JA) (6-4217) New Mexico Children Youth and Families Department (CYFD) (Bernalillo County: 841-6100 FAX: 841-2919; Sandoval County: 892-3663 FAX: 896-0493).

1.4.5.1. **(Added)** The FAO will convene a modified FAC the day of the report. If the incident occurs on a non-duty day, the Medical Treatment Facility Commander (MTF CC) and Base Commander will determine when the committee will convene. The meeting will include the following: 377 ABW/CC, 377MDG/CC, AFNWC/JA, FAO, AFOSI Det 116, Public Affairs ABW/PA (6-4119), 377 ABW Chaplain ABW/HC, 6-5691.

1.4.5.2. **(Added)** Upon notification of an allegation of child sexual maltreatment occurring in a Department of Defense (DoD)-sanctioned activity at KAFB, AFOSI, 377 ABW/CC, and 377 MDG/CC will be notified immediately. FAP will defer assessment, pending outcome of AFOSI investigation.

1.4.8. Additional membership at KAFB includes the Family Advocacy Treatment Manager (FATM), Family Advocacy Program Assistant (FAPA), and the New Parent Support Nurse.

1.4.9.8. Ensures the Memorandum of Understanding (MOU) between KAFB and CYFD and Shelter and Family Empowerment (S.A.F.E.) House Domestic Violence Shelter are enforced and reviewed every 24 months.

1.5. Medical Group Commander (MDG/CC):

1.5.3.3. During duty hours, Medical Group personnel notify the FAO if a patient is a suspected victim of maltreatment at 846-0139. After duty hours, the Security Forces (SF) Base Defense Operations Center (BDOC), 846-7913, will be the point of contact. The BDOC will notify the

on-call Mental Health Flight provider. The on-call provider will notify Albuquerque Police Department if an off-base high risk situation is referred. Family Advocacy will be notified of the after-hours referral the next duty day.

1.6. Family Advocacy Officer (FAO):

1.6.1.5. The FAO will coordinate other referrals that do not meet the criteria for FAP services to the appropriate element within the Mental Health Flight.

1.6.1.9. New Mexico (NM) CYFD will be contacted through the 24-hour intake line 505-841-6100, when children are suspected victims of maltreatment.

1.9. Staff Judge Advocate (SJA):

1.9.4. Within AF guidelines, coordinates and advises on enforcement of civil laws of the State of NM and the Uniform Code of Military Justice in cases of child and spouse maltreatment; and acts as a consultant to the FAP.

1.10. Installation Security Forces Group Commander (SFG/CC):

1.10.4. During duty hours the Security Forces Squadron Commander (377 SFS/CC), or representative, will notify the FAO at 846-0139 of all incidents concerning maltreatment. After hours, 377 SFS/CC, or representative, will contact the on-call provider.

1.10.5. Obtain necessary information for reporting suspected or known child or spouse maltreatment and document this as a BDOC blotter entry and a Security Forces Management and Information System (SFMIS), Incident Report. Provide a copy of the SFMIS report to the FAP and the sponsor's unit commander. The 377 SFS/CC will ensure a copy of the blotter entry and incident reports are sent to the Family Advocacy Program (377 MDG/SGOWF).

1.10.6. SFG Investigations (SFG/S21) investigate applicable cases of family maltreatment according to AFI 31-206, *Security Forces Investigations Program*. Notify AFOSI of incidents of serious bodily injury and all incidents of reported child sexual maltreatment. Ensure a photographer is utilized in cases where victim's injuries will be depicted by photograph in order to complete SFG/S21 investigations. Notification of significant findings will be reported to FAP.

1.14. Active Duty Members and Civilian Employee Mandatory Reporting.

1.14.1. **(Added)** All military personnel or individuals affiliated with KAFB, its organizations and associates, including those who live in the civilian community, will report all identified incidents of suspected or known child or spouse maltreatment to the FAP, 505-846-0139, during duty hours. After duty hours, the BDOC shall be notified. **NM State law mandates all personnel to report suspicion of child abuse and neglect to CYFD (505-841-6100).**

4.5. Intervention.

4.5.5. When the potential for continued maltreatment exists, or severity of maltreatment is such that a child's environment could contribute to further injury, illness or imminent danger, steps will be taken immediately to secure the child's safety. Whenever possible, removal of the offender will be the first consideration. Action will be coordinated between the FAO, SJA, SFS, CYFD, and sponsor's commander in accordance with Air Force guidelines and the civil laws of the State of NM. The focus will always be on the child's safety, and involved parties will be sensitive to the traumatic nature of such actions. After hours, contact the CYFD for assistance with outside-the-home emergency placement of children when the active duty member cannot be removed from the home. These procedures shall be outlined in the MOU between KAFB and CYFD.

4.7. Domestic Abuse Reporting Options.

4.7.1. Sexual Assault Response Coordinator (SARC) will refer victims of family violence or sexual assault to the FAP (to include spouses or unmarried intimates). Options for restricting reporting for adult victims of domestic violence will be offered to eligible beneficiaries by FAP.

5.1. Special Duty.

5.1.1. **(Added)** Because of the critical duties of personnel on Flying Status or Personnel Reliability Program (PRP), FAP staff will make notifications to the appropriate agencies when a referral is received on personnel performing those duties.

5.1.1.1. **(Added)** A notification will be made to the Flight Surgeon for personnel on flying status.

5.1.1.2. **(Added)** When FAP receives a referral regarding an active duty member on PRP, a recommendation will be made to the unit PRP monitor for a 30-day suspension pending evaluation. The allegation will be assessed within 3 duty days. If assessment cannot be completed within that time, FAP will document the reason for the delay on the referral form. All Potentially Disqualifying Information (PDI) will be reported to the Competent Medical Authority (CMA) and then forwarded to the unit CC. If a family with a PRP member is enrolled in the New Parent Support Program, FAP staff will consult with CMA to determine if reporting is required, on a case-by-case basis. The current Mental Health Flight FAP PRP checklists will be followed.

JOHN C. KUBINEC, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 40-301, *Family Advocacy*, 30 November 2009

Title 5 U.S.C. 552a, *Records Maintained on Individuals*, 05 January 2009

AFI 33-332, *Air Force Privacy Program*, 29 January 2004

AFI 31-206, *Security Forces Investigations Program*, 16 September 2009

AFI 33-360 KIRTLANDAFBSUP_1, *Publications and Forms Management*, 05 October 2010

Adopted Forms

DD Form 2005, *Privacy Act Statement - Health Care Record*, February 1976

Abbreviations and Acronyms

ABW — Air Base Wing

AF — Air Force

AFNWC — Air Force Nuclear Weapons Center

ANG — Air National Guard

CC — Commander

CMA — Competent Medical Authority

CYFD — Children Youth and Families Department

FAPA — Family Advocacy Program Assistant

HC — Chaplin

IAW — In Accordance With

KAFB — Kirtland Air Force Base

BDOC — Base Defense Operations Center

MDG — Medical Group

NM — New Mexico

PDI — Potentially Disqualifying Information

PRP — Personnel Reliability Program

S.A.F.E. — Shelter and Family Empowerment

SFMIS — Security Forces Management and Information System

SF — Security Forces

SFG — Security Forces Group

SFS — Security Forces Squadron