

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 40-301

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Medical Command

FAMILY ADVOCACY PROGRAM



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This instruction implements Air Force Policy Directive 40-3, *Family Advocacy Program* (FAP) and AFI 40-301, *Family Advocacy* and the *Family Advocacy Program Standards*. It describes the responsibilities of the FAP agencies and staff. In addition, it also outlines procedures for administering the FAP. The instruction applies to all active duty members and civilian employees, including contract employees, of the Air Force assigned to the 56th Fighter Wing and tenant units. This instruction applies to Air Force Reserve unit and ANG or its members. 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 Forms 847 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 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). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been minimally updated. Update of Attachment 1 glossary reference AFPD 40-3, Family Advocacy Program, to current version dated 6 Dec 11. Addition of Domestic Abuse Victim Advocate to Family Advocacy Committee and Attachment 1 acronyms.

1. RESPONSIBILITIES.

1.1. Wing Commander:

1.1.1. Ensures a formal written memorandum of understanding (MOU) with Arizona Child Protective Services is in place, describing procedures for reciprocal reporting of maltreatment allegations.

1.1.2. Ensures a formal written (MOU) with a local Domestic Violence Hotline is in place, describing procedures for reciprocal services offered.

1.1.3. Develops procedures to ensure immediate protective care for victims of family maltreatment.

1.2. Medical Group Commander: Assumes responsibility for these areas of FAP activity:

1.2.1. Staffing and training.

1.2.1.1. Appoints a clinical social worker or clinical psychologist as the Family Advocacy Officer (FAO).

1.2.1.2. Ensures the FAP has enough medical resources and practitioners available to run effectively.

1.2.1.3. Ensures that 56th Medical Group Instructions and published guidelines exist to help medical personnel in implementing the FAP.

1.2.2. Service Delivery.

1.2.2.1. Assumes responsibility for managing and monitoring health care aspects of the FAP.

1.2.2.2. Furnishes medical guidance to wing FAP information and education programs.

1.2.2.3. Ensures that same-day medical and dental assessments, required treatment, and referrals to base and community agencies for victims of suspected maltreatment occur.

1.2.2.4. In cases of sudden or unexplained death of a child, ensures completion of an appropriate autopsy, notifies AFOSI and security police; and ensures referral of family members to the FAP for immediate screening and supportive services.

1.2.3. Program Administration periodically reviews, with 56 FW/CV, 56 FW/SJA, and FAO policy for resolving discrepancies between a client's legal and clinical treatment needs in family maltreatment cases.

1.3. Family Advocacy Officer (FAO):

1.3.1. Coordinates with the Arizona Department of Economic Security, Child Protective Services, on all suspected cases of child maltreatment.

1.3.2. Ensures the FAP activities comply with federal, state, and local laws.

1.3.3. Ensures families receiving services continue to get help if they relocate to other military installations, including those served by the Army or Navy medical facilities.

1.3.4. Establishes a procedure to notify 56 MDG/CC of all family maltreatment associated deaths that occur on or off base.

1.3.5. Obtains legal guidance from the 56 FW/SJA in situations that might have legal ramifications.

1.3.6. Periodically reviews policy for resolving discrepancies between a client's legal and clinical treatment needs in family maltreatment cases with 56 FW/CC (or designee), 56 MDG/CC (or designee), and 56 FW/SJA (or designee).

1.4. Wing Staff Judge Advocate:

1.4.1. Provides consultation services to FAP management teams.

1.4.2. Provides information about legal rights of family members with exceptional medical or educational needs.

1.4.3. Serves as the Office of Primary Responsibility (OPR) for the Air Force Victim/Witness Assistance Program.

1.4.4. Periodically reviews with the 56 FW/CV, 56 MDG/CC, and FAO policy for resolving potential conflicts between a client's legal and treatment needs in family maltreatment cases.

1.5. Security Forces Squadron Commander (or Designee):

1.5.1. Investigates all incidents of family maltreatment not investigated by AFOSI and/or civilian investigative agency. Coordinates investigations of family maltreatment with AFOSI.

1.5.2. The Law Enforcement Desk or designated SF section will ensure that FAP gets a copy of the blotter daily.

1.5.3. Ensures that a process is in place so that all incidents of suspected/known adult partner maltreatment occurring on Luke AFB in which SF responds results in a minimum 24-hour separation of the alleged offender and alleged victim.

1.5.4. Acquires all police reports from the community police departments and brings them to the monthly CRB to report the information as it pertains to maltreatment cases.

1.6. Force Support Squadron Commander: Provides and manages nondiscriminatory recreation activities and club programs, including special needs group projects, for children with exceptional medical or educational needs and for handicapped children requiring these services.

1.7. Director of the Airman and Family Readiness Center (or Designee):

1.7.1. Provides services/education to clients seeking assistance with family problems that may lead to maltreatment.

1.7.2. Shares information with Integrated Delivery System on other prevention programs and support services.

1.7.3. Ensures all staff members receive FAP training when hired, and annually thereafter.

1.7.4. Refers all suspected family maltreatment incidents to the FAP.

1.8. Reporting guidelines for maltreatment: All reports of suspected family maltreatment will be made directly to Family Advocacy Program office during normal duty hours. After duty hours, all reports of suspected family maltreatment will be made to the command post for management and referral to the on-call mental health provider as needed.

1.9. Family Advocacy Committee (FAC): The FAC includes these members: 56 FW/CC (or designee), Family Advocacy Officer, Family Advocacy Outreach Manager, Family Support Center Director, Staff Judge Advocate (or designee), Chief of Personnel (or designee), Chief of Security Police (or designee), AFOSI Detachment Commander, Wing Chaplain, Chief of Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program, Director of Child Development Center, the Director of Youth Activities, and the Domestic Abuse Victim Advocate (DAVA).

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

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

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

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

AFPD 40-3, *Family Advocacy Program (FAP)*, 6 December 2011

Adopted Form(s)

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CV—Vice commander

DAVA—Domestic Abuse Victim Advocate

FAC—Family Advocacy Committee

FAO—Family Advocacy Officer

FAP—Family Advocacy Program

FW—Fighter Wing

MDG—Medical Group

MOU—Memorandum of Understanding

OPR—Office of Primary Responsibility

SJA—Staff Judge Advocate