

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



AIR FORCE INSTRUCTION 40-301

**TRAVIS AIR FORCE BASE
Supplement**

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Medical Command**

FAMILY ADVOCACY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Susan Bowes)

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AFI 40-301, Family Advocacy, 30 November 2009, is supplemented as follows:

This instruction implements Air Force Policy Directive 40-3, *Family Advocacy Program*, 10 March 2005 and Air Force Instruction (AFI) 40-301, *Family Advocacy Program*, 30 November 2009. This instruction outlines responsibilities for key players in the 60 AMW Family Advocacy Program (FAP). It explains local policies and procedures in accordance with AFI 40-301 for the protection of family members and enhancement of family life through the identification, treatment and prevention of family maltreatment. This supplement applies to all of the 60th Air Mobility Wing and tenant unit personnel assigned to Travis AFB and to other uniformed services personnel supported in the Travis AFB community.

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1.10.4. 1 (Added) Ensures the 60th SFS Reports and Analysis Section provides FAP copies of AF IMT 3545, Incident Report, and all supportive documentation for incidents involving suspected or established child maltreatment or domestic violence/domestic abuse.

1.10.8. (Added) When notified by the Law Enforcement Desk or FAP, activate the base on-call photographer (Alert Photo) to photograph the victim's injuries, as specified, for use by medical or investigative authorities, appropriate inclusion in the case file, use in the FAP assessment process, and/or for the Central Registry Board.

1.14.1. (Added) Maltreatment reporting procedures for installation agencies and individuals: During normal duty hours, allegations of family maltreatment will be referred to the FAP. In addition, when allegations involve children the referring individual/organization will also call the California Department of Child Welfare Services. After duty hours, all maltreatment referrals will be reported to Security Forces who will in turn notify the Mental Health on-call provider. The on-call provider will assess and make recommendations relative to safety to the Active Duty Member's commander and/or first sergeant and will inform the FAP staff of the incident the following duty day.

3.6. (Added) Youth Supervision Guidelines. Attachment 1 to this operating instruction establishes Child Supervision Guidelines for the 60 AMW communities. Violations of these guidelines require a report to the FAP, but does not constitute an automatic opening of a family maltreatment record.

3.6.1. (Added) All USAF personnel covered by this instruction are responsible for complying with and reporting violations of current installation child supervision guidelines. A violation of these guidelines requires a report to Family Advocacy, but does not constitute an automatic establishment of a family maltreatment record. When immediate action is required to protect the safety of a child, report violations to SFS or local police authorities.

JAMES C. VECHERY, Colonel, USAF
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