

**BY ORDER OF THE COMMANDER
71ST FLYING TRAINING WING (AETC)**

**AIR FORCE INSTRUCTION 40-301
VANCE AIR FORCE BASE
Supplement**



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Medical Command**

FAMILY ADVOCACY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Thomas A. Bacon)

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 40-301, Family Advocacy, 30 November 2009. It applies to all population assigned or attached to Vance Air Force Base (AFB), OK. Civilian personnel assigned or attached to Vance AFB are strongly encouraged to comply with this supplement. The purpose of the Family Advocacy Program (FAP) is to support Air Force readiness. 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force 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 847 from the field through the VAFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include initial publication and incorporating information from Vance AFB Instruction 40-301, *Family Advocacy Program*, 20 November 2007. It updates, clarifies, and streamlines previous guidance with this newly revised basic instruction.

1.5.3.4.1. (Added) (VANCFB) A Family Advocacy Nurse is not assigned to Vance AFB, as a result, there is no NPSP program.

1.7.2.1. (Added) (VANCFB) Commanders should ensure that active duty members are seen within 3 duty days of a family maltreatment report.

1.7.5. (Added) (VANCFB) Commanders should deliver and obtain the signed receipt of the Central Registry Board (CRB) determination letter by the active duty member within 3 duty days following the CRB IAW *Family Advocacy Standards*, Central Registry Board for Family Maltreatment, M1B.

1.10.4.1. (Added) (VANCFB) The SFS liaison for FAP will ensure that incident reports are available to review and, if needed, photocopies provided to the Family Advocacy Officer or their designee.

4.7.4. (Added) (VANCFB) During duty hours, initial reports of family maltreatment will be made at the FAP office (213-7419) or the Base Defense Operation Center (213-7415). After normal duty hours the reports will only be made to the Base Defense Operation Center which will notify the FAP office by the next duty day.

4.7.5. (Added) (VANCFB) Law enforcement, FAP and DHS will do their best to coordinate needed interviews and data collection, in order to avoid retraumatization of victims. All information collected shall be accomplished in such a manner that will foster the victim's right to privacy and maintain dignity. All interviews, especially of children, will be conducted in an environment that is sensitive to dealing with the trauma of maltreatment and not in the presence of the alleged offender.

5.5. Prescribed Forms: No forms are prescribed by this publication.

5.6. Adopted Forms: AF Form 847, Recommendation for Change of Publication.

DOUGLAS B. CURRY, Colonel, USAF, DC
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