

**BY ORDER OF THE COMMANDER
YOKOTA AIR BASE**

YOKOTA AIR BASE INSTRUCTION 40-301

13 AUGUST 2014

Medical Command

FAMILY ADVOCACY PROGRAM



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This instruction describes the 374th Airlift Wing (374 AW) procedures for use in conjunction with AFI 40-301. It establishes local policies and procedures for the identification, protection, treatment and prevention of intimate partner and family maltreatment. It assigns responsibilities and explains procedures for the management of the Yokota Family Advocacy Program (FAP). AFI 40-301, paragraph 1.14., outlines the mandatory reporting requirements of all incidents of intimate partner and family maltreatment by all base organizational units, active duty (AD) members (US Air Force, US Army, US Navy and US Marines) and civilian employees. This instruction applies to all active duty members and civilian employees assigned or attached to Yokota Air Base (AB), all base organizational units and all geographically separated units (GSU) assigned to Yokota AB. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 5 USC § 552a, System of Records Notice F033 AFB, Privacy Act Request File applies. This instruction remains under the authority of AFI 40-301, 30 November 2009. Upon receipt of this integrated supplement, discard the preceding supplement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 appropriate functional chain of command.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. Major changes include: updated reporting procedures and responsibilities.

1. Mission Statement. The mission of the Yokota Air Base Family Advocacy Program (FAP) is to provide prevention and intervention services for intimate partner and child maltreatment to ensure mission readiness.

2. Service Eligibility. Yokota FAP offers maltreatment care and prevention services to all AD military members and eligible beneficiaries. This may include civilians and contractors in certain circumstances with clearance from the Yokota Legal Office. Maltreatment services are provided in all opened cases of intimate partner or child maltreatment. Prevention services will be provided to all eligible beneficiaries.

3. Reporting Procedures.

3.1. IAW AFI 40-301, paragraph 1.14., all AD members and civilian employees of the Air Force are required to report any suspected incidents of intimate partner and child maltreatment.

3.2. All medical personnel, law enforcement agents, school educators, youth service personnel, family home daycare providers and child development staff are mandated to report suspected child abuse or neglect.

3.3. To report any suspected incidents of maltreatment, contact Yokota FAP during normal business hours (Monday - Friday, 0730 hrs – 1630 hrs) at DSN 225-3644. Outside of normal business hours, contact the on-call Mental Health provider via Command Post or Medical Group Urgent Care.

3.4. IAW FAP standards, Yokota Legal Office will be consulted regarding suspected incidents of maltreatment involving GS-civilians and contractors assigned to Yokota AB.

4. Responsibilities.

4.1. Yokota FAP will:

4.1.1. Contact Unit Commanders/First Sergeants to request assistance with separation and temporary placement of family members in cases of high risk for violence.

4.1.2. Coordinate with Air Force Office of Special Investigations (AFOSI) to assist with involvement of Japanese Child Protective Services in cases of severe child physical maltreatment where there is imminent threat of loss of life, limb, or eyesight to a child and child sexual abuse allegations if the local legal guardians are the alleged offenders and there are concerns about the child remaining in their current place of residence.

4.1.3. Coordinate with the AFOSI lead agent to ensure continuity of care and obtain investigation interviews when allowed for use within the Central Registry Board meeting in cases where AFOSI is actively investigating.

4.2. Unit Commanders/First Sergeants will separate the family members, if necessary, until a full evaluation is completed and risk assessment determined. Appropriate client care will include accommodations to protect patient confidentiality.

4.3. Security Forces (SFS) will:

4.3.1. Coordinate any maltreatment incidents occurring off base that require assistance from local police authorities, specifically in cases of imminent threat of harm.

4.3.2. Contact Yokota FAP during duty hours or the on-call Mental Health Clinic provider after duty hours to report the incident of suspected intimate partner or child maltreatment.

4.4. Family Advocacy Committee (FAC) will:

4.4.1. Be chaired by the 374 MDG/CC or the 374 MDG/CD, if absent.

4.4.2. Be comprised of the following invited members: 374 AW/CV, 374 AW/CCC, AFOSI, SFS, Legal, Chaplain, Airman and Family Readiness Center Director, Department of Defense Education Administration (DoDEA) representative and Military Family Life Consultants.

4.4.3. Meet quarterly and will be held in either the 374 MDG Command Conference room or the 374 AW Conference Room.

DOUGLAS C. DELAMATER, Colonel, USAF
Commander

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

AFPD 40-3, *Family Advocacy Program*, 06 December 2011

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

United States Air Force Family Advocacy Program Standards, October 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

AFOSI—Air Force Office of Special Investigations

CC—Commander

CCC—Command Chief Master Sergeant

CV—Vice Commander

DoD—Department of Defense

DoDEA—Department of Defense Education Administration

FAC—Family Advocacy Committee

FAP—Family Advocacy Program

GSU—Geographically Separated Units

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SFS—Security Forces