

**BY ORDER OF THE COMMANDER
AVIANO AIR BASE (USAFE)**

AVIANO AIR BASE INSTRUCTION

52-101



**AVIANO AIR BASE
Supplement**

15 JULY 2024

Safe Haven Program

SAFE HAVEN PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj, Jeremy V. Bastian)

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The primary purpose of establishing a Safe Haven Program is to provide Aviano AB community members a relatively safe and anonymous location to escape domestic violence or to escape the possibility of domestic violence when such actions may be imminent.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Changes include: Correcting outdated verbiage throughout the publication, removal of section regarding Chapel Tithe and Offerings Funds being used for Safe Haven Program, and minor changes throughout the publication.

1. 1. PROCEDURES.

1.2. Any First Sergeant, Unit Commander, Family Advocacy Program (FAP) Representative, Sexual Assault Response Coordinator (SARC) or Chaplain may use the Safe Haven program as needed to provide Aviano AB community members a temporary and anonymous safe haven to escape a situation where domestic violence is present, or where the potential for domestic violence is imminent.

2.1. Because use of appropriated funds are authorized through DAFMAN 65-605, Vol 1, para 5.29 , Chapel and Chaplain Programs, the Duty Chaplain must be notified before lodging reservations are made.

2.2. The Duty Chaplain will confirm with lodging that the reservation is approved by the chapel.

2.3. The Duty Chaplain can be contacted through the Command Post.

2.4. Organizations can offer Chaplain Corps services to the victims of domestic abuse/violence but cannot mandate the use of chaplain services.

3.1. Commanders are reminded DAFI 40-301, Family Advocacy Program, Para 1.13.2 requires they refer any incident of domestic abuse reported or discovered independent of law enforcement to military law enforcement or the appropriate criminal investigative organization for possible investigation IAW with DoD Instruction 5505.03, Initiation of Investigation by Defense Criminal Investigative Organizations. Commanders shall report all suspicions of child maltreatment immediately to the FAP office.

3.2. In cases of “Restricted Reporting” to the SARC and in cases of “Privileged Communication” with Chaplain Corps personnel reporting is exempted.

4.1. Lodging reservations are only accepted from the member’s First Sergeant, Commander, FAP, SARC or 31st Fighter Wing Chaplain’s office.

4.1.1. Reservations are placed through the Mountain View Lodge General Manager, Guest Services Manager or Guest Services Liaison.

4.2. The chapel can only pay for the cost of the room.

4.3. All other incidentals such as telephone calls, food, drinks, damages, etc. will be at the member’s expense.

5.1. If space is not available on base, the lodging management staff will coordinate with the 31st Force Support Squadron Commander for further guidance before relocating an in-bound and/or in-house guest to commercial quarters to create availability for a Safe Haven guest.

6.1. The guest’s name will be “data masked” in the Defense Lodging System (DLS) by registering the individual under SAFE HAVEN however, the guest’s name, unit or helping agency supporting the individual will be identified in the folio’s comment line.

6.2. Safe Haven location will only be known and released to lodging management staff, Force Support Squadron leadership, applicable First Sergeant, Commander, or helping agency representative.

7.1. After coordinating with the chaplain’s office, the lodging office will coordinate with the Cost Center Manager at the chapel.

7.2. The Cost Center Manager at the chapel will contact the Wing Staff Agencies (WSA) Resource Advisor with the date and the total expense for lodging.

7.3. The WSA Resource Advisor will make arrangements for the exact expended dollar amount to be transferred from the Base Wide Account to the Chaplain Corps account.

8.1. The Command Post will maintain twenty-four-hour contact phone numbers for the duty chaplain and the Wing Chaplain.

JASON E. BAILEY
Brigadier General, USAF
Commander, 31st Fighter Wing

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

DAFI 40-301, *Family Advocacy Program*, 13 November 2020

DAFI 65-601, Volume 1, *Budget Guidance and Technical Procedures*, 31 March 2021

AFI 33-332, *Records Management and Information Governance Program*, 23 March 2020

DoDI 5505.03, *Initiation of Investigations by Defense Criminal Investigative Organizations*, 13 February 2017

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

FAP—Family Advocacy Program **OPR**—Office of Primary Responsibility

SARC—Sexual Assault Response Coordinator

WSA—Wing Staff Agencies