



DEPARTMENT OF THE NAVY

U.S. NAVAL STATION
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U.S. NAVAL STATION, GUANTANAMO BAY, CUBA INSTRUCTION 1752.1B

From: Commanding Officer, U.S. Naval Station, Guantanamo Bay, Cuba

Subj: FAMILY ADVOCACY PROGRAM

Ref: (a) DoD Instruction 6400.1
(b) SECNAVINST 1752.4B
(c) SECNAVINST 1754.5B
(d) SECNAVINST 1754.7A
(e) OPNAVINST 1752.2B
(f) OPNAVINST 1754.1B
(h) Incident Determination Committee/Clinical Case Staff Meeting Program
Management Guide, 2012
(i) Implementing Guidance for the Family Advocacy Program Process Revision,
November 2012
(j) NAVADMIN 155/12
(k) BUMEDINST 6320.70
(l) Fleet and Family Support Center Certification Standards (N-MIL-FAP 1-14) 2014
(m) DoD Memorandum of 22 Jan 06, Restricted Reporting Policy for Incidents of
Domestic Abuse
(n) NAVADMIN 113/06
(o) CNIC Implementation Directives FAP-002 of 12 May 06, Implementation of Navy
Restricted Reporting Policy for Incidents of Domestic Violence
(p) DoDEA Regulation 2050.9

1. Purpose. To provide policy and program guidance and to assign responsibilities for the operation of the Family Advocacy Program (FAP) at U.S. Naval Station Guantanamo Bay (NSGB), Cuba in accordance with references (a) through (p).

2. Cancellation. NAVSTAGTMOINST 1752.1A.

3. Definitions. Terms relating to the FAP are defined in references (a) through (p). For purposes of this instruction, the term "child abuse" encompasses child neglect and the term "domestic abuse" encompasses spouse or partner abuse.

4. Applicability. The provisions of this instruction apply to all personnel and their family members residing onboard NSGB.

5. Discussion. The FAP is a line-managed, multi-disciplinary program, which addresses the prevention, identification, reporting, intervention, evaluation, rehabilitation, counseling, and follow-up of child and domestic abuse.

6. Policy

a. Child and domestic abuse are unacceptable and incompatible with the high standards of professional and personal discipline required of members of the military services. Abusive behavior destroys families, detracts from military performance, negatively affects the efficient functioning and morale of military units, and diminishes the reputation and prestige of the military services in the community. Accordingly, response to child and domestic abuse is a leadership issue. The Commanding Officer (CO) and all leadership personnel will undertake a continuous effort to reduce and eliminate child and domestic abuse at every level of command.

b. The five primary goals of the FAP are: prevention, victim safety and protection, offender accountability, rehabilitative education and counseling, and community responsibility for a consistent and appropriate response.

c. In order to achieve the FAP goals, it is the policy of the FAP to:

(1) Conduct programs and activities that contribute to a healthy family life, prevent the occurrence of abuse, and seek to restore families to a healthy, non-violent status.

(2) Identify cases of child and domestic abuse promptly and provide early intervention to break patterns of abusive behavior.

(3) Ensure that victims and witnesses of child and domestic abuse have access to appropriate protection, safety, care, support, case management, and educational rehabilitative services as needed, to the extent allowable by law and resources. Ensure victims are not re-victimized through unnecessary negative interventions.

(4) Ensure military offenders are held accountable by applying a range of disciplinary or administrative sanctions, as appropriate, for acts or omissions constituting child and domestic abuse.

(5) Provide rehabilitation and behavioral education and counseling to offenders, as appropriate, to stop child and domestic abuse.

(6) Ensure all FAP related personnel receive regular and ongoing training. Establish and maintain FAP educational, training, and awareness programs.

(7) Encourage treatment/counseling in cases of child or domestic abuse committed by military family members and take appropriate action if the maltreatment persists.

(8) Ensure appropriate confidentiality and sensitive handling of FAP case information by all involved personnel.

(9) Ensure effective coordination and cooperation among all FAP related agencies, activities, and individuals.

(10) Cooperate with authorities and agencies in addressing child and domestic abuse.

d. This instruction provides only internal guidance to protect and assist actual or alleged victims of child and domestic abuse. It is not intended to and does not create any rights, substantive or procedural, enforceable by law by any victim, witness, suspect, accused, or other person in any matter, civil or criminal. No limitations are placed on the lawful prerogatives of the Department of the Navy or its officials.

7. Program Guidance. NSGB FAP shall be implemented per references (a) through (p).

8. Scope of Services. The following specific FAP services are available to eligible persons: prevention and awareness programs, education and training programs, information and consultation, crisis intervention, safety assessment and safety planning, victim advocacy and support services, clinical risk focused assessment, intervention planning, clinical counseling, referrals, monitoring and follow-up.

9. Action

a. Commanding Officer, NSGB, shall:

(1) Ensure a comprehensive and coordinated FAP to support personnel and commands onboard NSGB.

(2) Publish policies, instructions, and protocols to ensure the FAP operates effectively, efficiently, and in compliance with requirements.

(3) Appoint FFSC Director as Family Advocacy Officer (FAO).

(4) Establish a Family Advocacy Committee (FAC) to oversee the FAP.

(5) Establish an Incident Determination Committee (IDC). Appoint members in writing.

(6) Establish a Clinical Case Staff Meeting (CCSM) with at least two FFSC Tier III clinical providers.

(7) Ensure regular and ongoing FAP training for all FAP related personnel, unit commanders, military supervisors, command FAP Point of Contact (POC), FAC members, and IDC members.

(8) Ensure installation activities, agencies, and personnel coordinate FAP related actions to provide the highest quality program with optimal utilization of resources.

(9) Ensure FAP services are available to victims in accordance with enclosure (10) of reference (e).

b. FAO shall:

(1) Provide administrative management and implementation of the FAP, in coordination with the FAC, to ensure effective operation and compliance with instructional requirements and program standards.

(2) Facilitate development, oversight, coordination, administration, and evaluation of the FAP.

(3) Maintain clear lines of authority and accountability in the FAP to ensure coordination of its functions and integration of the services, including: drafting installation instructions, written case protocols and Standard Operating Procedures (SOP).

(4) Ensure personnel are nominated, as appropriate, for appointment to the FAC and IDC.

(5) Ensure training is provided for FAP related personnel per reference (e). Receive regular and ongoing FAP related training.

(6) Notify the NSGB CO and the FAP Regional Coordinator of cases of child abuse occurring in Navy (such as Child Development Programs (CDP) or Youth Programs) facilities, and cases involving media interest or high-level command interest.

c. FAC shall:

(1) Serve as the policy making, coordinating and overseeing body for the NSGB FAP.

(2) Meet quarterly to conduct assessments and recommend needed programs and services for service members and their families. Meeting minutes are maintained to document meeting dates, agenda, attendance, and content.

(3) The FAC composition includes the following members:

(a) Chairperson: NSGB XO.

(b) Co-Chairperson: a clinically privileged member of the Medical Treatment Facility (MTF) staff who serves as the FAC co-chair and MTF representative.

(c) NSGB Command Master Chief

(d) FAO

(e) Family Advocacy Representative (FAR).

(f) Staff Judge Advocate (SJA).

(g) Base Security Officer.

(h) Criminal Investigative Division (CID) Special Agent.

- (i) Chaplain.
 - (j) Naval Drug/Alcohol Counselor.
 - (k) Child Development Center (CDC) Director.
 - (l) Principal, Department of Defense Education Agency (DoDEA) Schools aboard NAVSTA Guantanamo Bay.
 - (m) School Liaison Officer.
 - (n) Domestic Abuse Victim Advocate (DAVA).
 - (o) Housing Director.
 - (p) Installation/Tenant Command Representatives.
- (4) The FAC performs the following functions:
- (a) Provide an ongoing needs assessment and evaluation of the FAP.
 - (b) Identify long-range, intermediate, and immediate needs and initiate appropriate action.
 - (c) Encourage maximum participation and a team approach among all activities, agencies, and personnel involved with the FAP. Assist in identifying roles and responsibilities in the installation FAP.
 - (d) Coordinate military and Department of Defense (DoD) interface and service delivery.
 - (e) Provide recommendations for FAP policies, procedures, resources, and programs to address installation needs and issues.
- d. The FAR shall:
- (1) Implement and manage the case management, intervention, and rehabilitation aspects of the FAP.
 - (2) Receive reports of known or suspected child or domestic abuse and provide intake, crisis intervention, safety/risk assessment, and safety planning.
 - (3) Ensure notification of appropriate DoD and military authorities including:
 - (a) Report all incidents of known or suspected child abuse and unrestricted domestic abuse to the FFSC Director.

(b) Report to CID all incidents: of child sexual abuse, child pornography; child or domestic abuse that results in a fatality or major physical injury; child or domestic abuse involving threatening with or use of a weapon; child or domestic abuse involving an indication of an offender's propensity or intent to inflict major physical injury; domestic sexual assault, and domestic abuse involving stalking, other threatening behavior, or strangulation. Notify Base Security of incidents that CID has declined to investigate. Consult with CID on questionable cases.

(c) Notify the service member's CO (or designated POC), at minimum, of incidents of child abuse and unrestricted reports of domestic violence that are opened as FAP cases or received as transferred cases. Notifications should be made within 24 hours. In cases involving major physical injury or indication of a propensity or intent by the alleged offender to inflict major physical injury, the notifications should be made as soon as possible.

(d) Notify the cognizant installation department/command of reports of child abuse by child development or youth programs personnel.

(e) Notify Commander, Naval Installation Command (CNIC) Millington Detachment Family Advocacy Prevention Case Manager N911C (DSN: 882-4332; COMM: (901)874-4332) of all child sexual abuse cases within five working days.

(f) Notify CNIC Millington Detachment – Family Advocacy Prevention Case Manager N911C (DSN: 882-4332; COMM: (901)874-4332), within 24 hours of the initial report, of all cases of child sexual abuse alleged to have occurred in DoD-sanctioned out-of-home care settings, such as CDP, Youth Programs, or Child Development Homes.

(4) Utilizing the Navy Risk Assessment and subsequent guidance, determine eligibility and complete a safety assessment, safety response, risk focused assessment, and intervention plan for all reported incidents, as appropriate. Make a reasonable effort to interview the involved parties and family members, including children.

(5) Provide information, consultation, and assistance as needed for persons involved in reported incidents that do not meet FAP eligibility criteria.

(6) Ensure victim advocacy and support services by directly providing such services and/or by making referrals as appropriate for safety assessment/planning, information on available benefits and services, military victim assistance services, and individual/group support programs.

(7) Serve as a POC for commands concerning FAP cases and intervention/rehabilitation matters. Assist commands in coordinating actions to ensure the safety of victims and witnesses. Maintain liaison with commands to support FAP case management and treatment.

(8) Ensure provision of rehabilitation, education, and counseling for cases by directly providing such services and/or by making referrals, as appropriate.

(9) Present all open FAP cases to the IDC for case status determinations.

(10) Once a case status is determined at the IDC, present all FAP cases to the Clinical Case Staff Meeting (CCSM) for clinical recommendations, monitoring, and closure.

(11) Ensure advance notifications of IDC and CCSM presentations, with all appropriate information, are made to the alleged offender, victim, and the service member's command. Ensure post-IDC notifications, with all appropriate information, are made to the alleged offender, victim, and service member's command. Ensure post-CCSM recommendations, with all appropriate information, are made to the alleged offender, victim, and service member's command.

(12) Perform all case management tasks, including records management, in accordance with governing instructions and program standards. Coordinate case management with other involved military activities, departments, and individuals. Document all case contacts and activities in accordance with requirements.

(13) Ensure informed consent is obtained by providing an explanation to all clients regarding the limits of confidentiality under the Privacy Act; the option of Restricted and Unrestricted domestic violence reporting, if appropriate; the Navy-mandated reporting requirements; and FAP procedures and possible outcomes.

(14) Provide monitoring and follow-up for open FAP cases.

(15) Serve on the FAC, IDC and CCSM.

(16) Receive regular and ongoing FAP-related training.

e. The IDC shall:

(1) Be established by NSGB CO.

(2) Chaired by NSGB XO.

(3) Meet monthly, or as needed depending on FAP case load, with meeting minutes maintained to document meeting dates, agenda, attendance, and content.

(4) IDC permanent members and their alternates are appointed in writing by NSGB CO.

(a) Core permanent voting members will include the following five required positions: NSGB XO (Chairperson), NSGB SJA, NSGB Command Master Chief, NSGB Security Officer, and the FAR. CID Special Agent also serves as a permanent, but non-voting, member. All core members must be present to hold monthly meeting.

(b) The service member's Command Representative (CO, Department Head, or other appointed command representative) shall be invited to attend the IDC during the time the member's FAP case is being discussed and decided upon.

The Command Representative is not a permanent member but does take part in the case status decision as a voting member provided he/she has taken the appropriate FAP/IDC training prior to voting.

(c) All IDC members or their alternates (including Command Representative) must receive appropriate FAP/IDC-related training prior to IDC participation.

(5) Perform the following functions:

(a) Review all available case materials on all incidents opened as FAP cases. Utilize the Navy IDC Decision Tree in considering cases. Consider all cases initially within 60 days of the receipt of the report by FAP.

(b) Before making a case status determination, ensure alleged victims and offenders were notified at least seven days in advance of the IDC review of the case.

(c) Within IDC, make a case status determination (met criteria or did not meet criteria) for each opened FAP case. Determine, whenever possible, the offender(s) in each case. The case status determination shall be made by a simple majority of voting members. In the event of a tie, the IDC chair may vote twice to break the tie.

(d) Review requests for reconsideration of determinations in accordance with the procedures for review of IDC decisions.

f. The CCSM shall:

(1) Ensure advance notifications of CCSM presentations, with all appropriate information, are made to the alleged offender, victim, and the service member's command. Ensure post-CCSM recommendations, with all appropriate information and recommendations, are made to the alleged offender, victim, and service member's command.

(2) FAR and at least one other FFSC Tier III clinical provider meet no later than seven days following each IDC, or as needed depending on FAP case load, with meeting minutes maintained to document meeting dates, agenda, attendance, and content.

(3) Make clinical recommendations regarding an individual case intervention plan for each case. The recommendations may include educational programs, counseling, command action, and other needed interventions.

(4) Monitor case progress for all open cases, reviewing all open cases on at least a quarterly basis.

(5) Make decisions regarding case status changes and case closure.

g. The FFSC shall:

(1) Provide FAP-related awareness, education, and training programs and materials for the entire beneficiary population, commands, and key activities, agencies, and personnel. Ensure such programs cover all required content areas.

(2) Provide prevention programs that target protective factors and risk factors related to child and domestic abuse for the entire beneficiary population and for individuals and groups at risk for abuse.

(3) Provide FAP-related skill building and support programs/groups.

(4) Provide crisis intervention and appropriate reporting for all child or domestic abuse incidents that are identified during client contacts, utilizing the Navy Risk Assessment.

(a) All incidents of known or suspected child abuse must be reported to the FAR on the date received.

(b) Incidents of domestic abuse must be reported to the FAR, with the exceptions noted in Section 9.g. (6) (a) through (c), below. NOTE: There are certain procedures for restricted reports of domestic abuse that are handled differently; detailed guidance is contained in reference (o).

(5) In all circumstances in which restricted reporting of domestic violence is an option, FFSC clinical providers or victim advocates (when available) will obtain informed consent by providing victims of domestic violence information and clarification on the benefits and limitations of restricted reporting. Required actions during the initial contact are contained in reference (o).

(6) In cases of restricted reporting of domestic violence as elected by the victim, FFSC clinical providers report incidents of domestic abuse in accordance with the following guidelines:

(a) FFSC clinical providers are not required to report the incident if: the victim comes voluntarily to the FFSC seeking counseling, there are no current injuries requiring medical attention, the victim is responsive and capable of responding to any renewed threat of abuse, previous injuries were not major physical abuse, the victim's safety is not an immediate issue, and the victim does not want the incident reported.

(b) If FFSC clinical providers do not report a domestic abuse incident, they must encourage the victim to access services. Additionally, the FFSC providers should document the incident, conduct an initial interview of the victim to make a safety assessment and develop a safety plan.

(c) FFSC clinical providers must report incidents of domestic abuse if the FFSC provider comes to believe that the life and/or health of the victim are in imminent danger. In cases of imminent danger required actions include: reporting to the FAR, reporting to the command and documenting with the victim, actions being taken to ensure the victim's safety.

(7) Provide clinical counseling for open FAP cases to address the domestic violence issues and reduce the risk factors. Coordinate such counseling with the FAP case manager. Provide counseling services to address CCSM recommendations.

(8) Provide, at a minimum, quarterly progress reports and closure reports on FAP cases to the FAR.

(9) Provide FAP case management, intervention, and rehabilitative services.

(10) Serve on the FAC, IDC and in the CCSM, as appropriate.

(11) Ensure clinical providers, educators, advocates, and other staff with FAP involvement receive regular and ongoing FAP related training.

(12) Provide FAP Victim Advocate services including: safety assessment/planning and information on available benefits and services.

h. Commanding Officer, U.S. Naval Hospital Guantanamo Bay, shall:

(1) Support the medical aspects of the FAP, including medical diagnosis, medical care, Emergency room services, and/or referrals.

(2) Recommend clinically privileged member(s) of the MTF staff to serve as Co-chairperson of the FAC.

(3) Ensure all MTF personnel report all incidents of known or suspected child abuse to the FAR on the date received. Inform victims of domestic violence about reporting options and refer incidents of domestic abuse to a FAP victim advocate or a clinician at FFSC within one working day. NOTE: There are certain procedures for restricted reports of domestic abuse that are handled differently; detailed guidance is contained in reference (o).

(4) Ensure establishment of medical crisis intervention and referral protocols for cases of child and domestic abuse.

(5) Provide for specialized rehabilitative counseling for active duty victims and, in appropriate cases, active duty offenders when unavailable through other military providers, in accordance with established eligibility criteria and procedures for client referral.

(6) Ensure MTF personnel receive regular and ongoing FAP-related training.

i. Tenant Commanding Officers shall:

(1) Designate an appropriate Officer or senior enlisted member to serve as the command FAP POC to coordinate with the FAP and monitor the status of each case. Provide the designated POC's name, telephone number, fax number, e-mail, and alternate to the FAR at initial designation and whenever changes occur.

(2) Ensure all incidents of child and domestic abuse that come to the attention of the command are promptly reported to the FAR.

(3) Ensure all incidents of child sexual abuse involving members of the command are also reported to CID and CNIC Millington Detachment – Family Advocacy Prevention Case Manager N911C (DSN: 882-4332; COMM: (901)874-4332), either directly by the command or by the FAR.

(4) Take reasonable actions to ensure the safety of members and their family following the report and during the investigation and processing. Responsive actions should include working with the FAR to develop a safety plan and issuing, when appropriate, a Military Protective Order (MPO).

(5) Child sexual abuse cases require special handling per reference (e). Actions in such cases should be coordinated with CNIC Millington Detachment – Family Advocacy Prevention Case Manager N911C (DSN: 882-4332; COMM: (901)874-4332) and with the FAR.

(6) In cases of child or domestic abuse committed by military family members, collaborate with the FAR to encourage treatment/counseling and to take any appropriate action if the maltreatment persists.

(7) Facilitate appropriate intervention, rehabilitation, education, counseling, and support services for the service member and family. Determine the service member's eligibility for rehabilitation, considering the following factors:

- (a) Military performance and potential for productive future service.
- (b) Prognosis for successful completion of educational and counseling/treatment programs, as determined by a provider with the pertinent specialized expertise in family violence issues and/or psychosexual evaluations.
- (c) Extent of acceptance of responsibility for abusive behavior and genuine desire for assistance.
- (d) Extent and seriousness of the abuse.
- (e) Guidelines for processing child sexual abuse cases and determining eligibility for long-term rehabilitation.
- (f) Other factors deemed appropriate by the command.

(8) Consider applying a range of administrative actions (including administrative processing) and/or disciplinary actions when any of the factors noted below apply. Per reference (f), the decision as to appropriate disciplinary action and administrative separation processing

should be made no later than 30 days from receipt of the CCSM recommendations unless unusual circumstances exist. The factors are:

(a) The member does not meet the eligibility criteria for rehabilitation services.

(b) The member refuses to cooperate with or complete the rehabilitative program, does not cease abusive behavior during or after a rehabilitative program, or fails to meet the conditions of court orders or probation (after admitting the offense, being found to have met abuse criteria by IDC, being found to have committed the offense at non-judicial punishment, or being found guilty at a criminal trial).

(c) The member repeats an offense for which rehabilitative and/or behavioral education and counseling have been previously afforded.

(9) Submit informational packets and other necessary documentation on child sexual abuse cases to CNIC Millington Detachment – Family Advocacy Prevention Case Manager N911C (DSN: 882-4332; COMM: (901)874-4332).

(10) Support effective operation of the IDC by:

(a) Ensuring a command representative attends the IDC, whenever possible, when cases involving service members attached to the command are presented.

(b) Upon receipt of the written FAP pre-IDC / CCSM notification, ensure the notification is provided to the service member in a timely manner so that the service member receives written notification at least seven days in advance of the IDC meeting.

(c) Upon receipt of the FAP post-IDC determination letter and the CCSM recommendations letter, take appropriate steps to ensure: Results are discussed with the service member; determination is forwarded to the civilian offender, victim, or non-offending parent; service member and the civilian offender, victim, or non-offending parent sign and return their Statement of Rights forms to the FAR, as appropriate; and the command decision regarding the recommendations is forwarded in writing to the FAR within 10 days. Appropriate steps to forward the determination and Statement of Rights to the civilian offender, victim, or non-offending parent would include a personal meeting, hand delivery of the information, or sending the information via registered mail.

(11) Ensure all command members receive regular and ongoing FAP related training, to include: Identification and prevention of family violence; reporting requirements; and the response to family violence by the command, the community and the FAP. Incorporate FAP awareness as regular professional development training. Ensure unit commanders, military supervisors, senior enlisted personnel, and command FAP POCs receive additional FAP related training.

i. Security personnel shall:

(1) Respond to incidents of child or domestic abuse at NSGB to restore order, protect victims, secure the crime scene, and complete an investigation as appropriate. Specific responsibilities include interviewing victims, offenders, witnesses; assessing the need for medical attention and arranging as required; conducting a safety assessment and taking any action to ensure safety; obtaining sworn statements; and collecting evidence. Actions may include immediate notification of command and CID, apprehension of the alleged offender, making recommendations concerning command actions such as the issuance of an MPO, and contacting appropriate resources.

(2) Develop and implement SOP for responding to calls involving child and domestic abuse per reference (e). The SOP will include guidelines for investigation, collection of evidence, documentation, and reporting in child and domestic abuse incidents.

(3) Report all incidents of known or suspected child abuse to the FAR on the date received. Report incidents of domestic abuse to the FAR on the day received. Follow-up initial verbal reports to the FAR with written reports upon completion.

(4) Serve on the FAC and IDC.

(5) Receive regular and ongoing FAP-related training.

j. CID shall

(1) Conduct investigations of incidents of child or domestic abuse involving major physical injury, an indication of an offender's propensity or intent to inflict major physical injury, or child sexual abuse, as appropriate. Conduct investigations in other incidents of child or domestic abuse, as appropriate.

(2) Report all incidents of known or suspected child abuse to the FAR on the date received. Report incidents of domestic abuse to the FAR within one working day. Provide written reports of investigations of child and domestic abuse incidents to the FAR and to the service member's command upon completion.

(3) Conduct interviews of child victims.

(4) Serve as the principal liaison with security to obtain investigative reports and to coordinate interventions. Provide information to the FAR.

(5) Serve on the FAC and IDC.

(6) Receive regular and ongoing FAP related training.

k. SJA

(1) Report all incidents of known or suspected child abuse to the FAR on the date received and report incidents of domestic abuse to the FAR within one working day when not precluded from doing so by rules of professional conduct and privilege. When not reported to the FAR, alleged offenders should be encouraged to self-refer and victims should be advised regarding available resources.

(2) Provide legal advice and recommendations to the command, the FAR, and other FAP related professionals regarding matters including actions to ensure safety of victims, issuance of MPOs, release of information, and administrative/disciplinary actions. Provide legal assistance in the preparation of FAP-related MOUs, policies, and directives.

(3) Serve as liaison with other military and legal professionals and judicial systems involved with FAP cases.

(4) Serve on the FAC and IDC.

(5) Receive regular and ongoing FAP-related training.

l. Housing personnel

(1) Report all incidents of known or suspected child abuse to the FAR on the date received and report incidents of domestic abuse to the FAR within one working day.

(2) Coordinate actions concerning FAP cases with the FAR and law enforcement personnel.

(3) Serve on the FAC.

(4) Receive regular and ongoing FAP related training.

m. CDP/Youth Programs/Child Development Home personnel

(1) Report all incidents of known or suspected child abuse/neglect to the FAR on the date of receipt and report incidents of domestic abuse to the FAR within one working day. In addition, all cases of child abuse/neglect including cases of child physical abuse or child sexual abuse as well as all cases of child abuse/neglect alleged to have occurred within DoD sanctioned out of home care settings must be reported by the command, within 24 hours of the initial report to CNIC CYP Child Abuse/Neglect Notification POC at cypincident@navy.mil utilizing the CNIC CYP NOTIFICATION FORM for Reporting Child Abuse / Neglect: CNICCYP1700/25A. Cases of child physical abuse including those alleged to have occurred within DoD sanctioned out of home care settings must additionally be reported to CID per governing instructions.

(2) Comply with all guidelines contained in governing instructions and policies concerning prevention measures, reporting of child abuse, and safety measures (including removal of alleged offenders from direct childcare).

(3) Coordinate actions concerning incidents of child abuse alleged to have occurred within a DoD-sanctioned out-of-home care setting with the FAR, and involved law enforcement personnel.

(4) Serve on the FAC.

(5) Receive regular and ongoing FAP-related training.

n. Drug and Alcohol Program Advisors

(1) Report all incidents of known or suspected child abuse to the FAR on the date of receipt and refer incidents of domestic abuse to a FAP victim advocate or a clinician at FFSC within one working day.

(2) Coordinate actions concerning FAP cases with the FAR. Maintain liaison with the FAR and provide reports of substance abuse evaluations and/or treatment to the FAR to support monitoring of FAP cases that have been referred for drug/alcohol treatment.

(3) Serve on the FAC.

(4) Receive regular and ongoing FAP-related training.

o. Chaplains

(1) Report all incidents of known or suspected child abuse to the FAR on the date of receipt and report incidents of domestic abuse to the FAR within one working day except when the abuse is disclosed during a privileged communication, i.e.; as a formal act of religion or as a matter of conscience. When not reported to the FAR, alleged offenders should be encouraged to self-refer and victims should be advised regarding available resources.

(2) Serve on the FAC.

(3) Receive regular and ongoing FAP-related training.

p. DoDEA Principal

(1) Report all incidents of known or suspected child abuse to the FAR on the date of receipt.

(2) Ensure that all DoDEA school personnel are informed of the mandatory requirement to promptly report all suspected or alleged child abuse (physical, emotional or sexual) to the FAR on the date received. For purposes of this instruction per reference (a), a child is defined as anyone under the age of 18.

(3) Serve on the FAC.

(4) Receive regular and ongoing FAP-related training.

29 Mar 2018

q. Installation Command Duty Officers (CDO)

- (1) Receive all reports of child and domestic abuse outside of FFSC normal working hours.
- (2) Take any necessary steps to ensure safety and to ensure provision of any needed services, including medical services, investigations, and requests for MPOs as needed. Coordinate actions with Security personnel, FAO, FAR, and other involved personnel as needed.
- (3) Notify Security and CID as appropriate.
- (4) Notify the FAR immediately of all child and domestic abuse reports. If FAP consultation or assistance is needed outside of normal working hours, contact the FAR.

r. All personnel must report any incident of child abuse or domestic abuse occurring on a military installation or involving persons eligible for FAP services (with exceptions as noted above).

- (1) During normal working hours, the report will be made to the FAR.
- (2) Outside of normal working hours, the report will be made to the CDO, with the report made to the FAR on the next working day.

10. Review Responsibility. The Fleet and Family Support Center Director is overall responsible for the annual review of this instruction.

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAVINST 5210.8.



D. C. CULPEPPER

Distribution:

Electronic only, via NSGB NIPR Network