



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MD 20670-1154

NASPAXRIVINST 1752.1G
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NAS PATUXENT RIVER INSTRUCTION 1752.1G

From: Commanding Officer, Naval Air Station, Patuxent River

Subj: FAMILY ADVOCACY PROGRAM

Ref: (a) DoD Directive 6400.1
(b) DoD Instruction 6400.1, Volume 1
(c) DoD Instruction 6400.1, Volume 4
(d) SECNAVINST 1752.3B
(e) OPNAVINST 1752.2C
(f) Manual for Courts-Martial (MCM), United States (2016)
(g) 10 USC § 1561a
(h) CNO WASHINGTON DC 071321Z May 12 (NAVADMIN 155/12)
(i) CNICINST 5450.7
(j) Section 20341 of Title 34, United States Code
(k) NDWINST 1752.1F

Encl: (1) Definitions for Domestic Abuse and Child Abuse

1. Purpose. To promulgate policy and procedures for the Naval Air Station (NAS) Patuxent River Family Advocacy Program (FAP) per references (a) through (k). Enclosure (1) provides definitions relevant to the FAP. Per reference (k), the Naval District Washington (NDW) FAP Instruction is applicable to all Navy commands throughout the National Capital Region; however, the NAS Patuxent River FAP instruction will provide installation specific processes and procedures.

2. Cancellation. NASPAXRIVINST 1752.1F

3. Discussion. FAP consists of coordinated efforts designed to prevent, identify, and intervene in cases of alleged family violence and to promote healthy family life through education, treatment, reporting, and follow-up. Family violence, including child and domestic abuse, is incompatible with Navy core values of honor, courage, and commitment.

4. Policy.

a. Victims and witnesses of child and domestic abuse will have access to appropriate protection, safety, care, support, and services, to the extent allowable by law, policy, and resources.

b. Service members and Department of Navy (DoN) employees will handle sensitive details of FAP case information with discretion and sensitivity.

c. Service members and DoN Employees will ensure effective coordination and cooperation with appropriate military and civilian FAP-related agencies and officers to reduce duplication and negative effects on the victims.

d. Domestic abuse reporting options of "Restricted" and "Unrestricted" will be widely publicized. Restricted reporting option does not apply to child abuse allegations, and all suspected incidents of child abuse must be reported, per references (d) and (j).

5. Action.

a. Installation Commanding Officer (ICO), Patuxent River shall:

(1) Ensure a comprehensive, coordinated FAP to support all staff and tenant command personnel and their families.

(2) Assist the NDW Fleet and Family Support Program Regional Counseling and Advocacy Program (CAP) Coordinator with FAP clinical management, as needed.

(3) Appoint the Fleet and Family Support Centers (FFSC) Counseling and Advocacy Supervisor (CAS) as the Family Advocacy Representative (FAR).

(4) Ensure FAP training is offered for all military personnel, including tenant and unit commanders, military supervisors, command FAP points of contact (POC), as well as, civilian/contract supervisors of military personnel within NAS Patuxent River.

(5) Ensure FAP training is provided to Incident Determination Committee (IDC) core members on an annual basis.

(6) Designate in writing his/her Executive Officer (XO) or equivalent as the Chair of the IDC.

(7) Issue conditional access/base barring letters to civilians involved as the aggressor in family violence incidents when deemed necessary for the safety of victims and/or security of the installation.

(8) Enforce court-issued Civilian Protective Orders on installation in accordance with reference (g).

(9) Direct the military member in a suspected FAP case to surrender all personally owned firearms at his or her on-base residence when involved in a FAP case.

(10) Appoint the FFSC Director to serve as the Installation Family Advocacy Officer (FAO)/Co-Chair to administratively manage and implement the FAP.

b. CO's and Officers in Charge (OICs) shall:

(1) Meet with the FAR within 60 days of assuming command, consistent with reference (e).

(2) Designate an officer or senior enlisted member to serve as the command FAP POC/Representative with the following assigned duties:

(a) Receive FAP reports from the FAP case managers.

(b) Monitor the status of each FAP case.

(c) Attend IDC meetings for FAP cases from his or her command.

(3) Ensure all command members receive annual FAP training.

(4) Ensure all incidents or suspected incidents of child and domestic abuse that come to the commands attention are promptly reported to the FAP and to Base Law Enforcement or Naval Criminal Investigative Service (NCIS) as appropriate.

c. Installation Family Advocacy Officer (IFAO) shall:

(1) Establish the Installation Family Advocacy Committee (IFAC), which will meet at least quarterly.

(2) Ensure appropriate membership and participation, as required by references (d) and (e), and paragraph 5e (2) below.

(3) Provide administrative management, training opportunities, and implementation of the FAP to ensure effective operation and compliance with instructional requirements and program standards. Facilitate development, oversight, coordination, administration, and evaluation of FAP.

d. Installation Family Advocacy Committee (IFAC).

(1) The NAS Patuxent River IFAC shall perform functions as the policy-making, coordinating, and overseeing body of the NAS Patuxent River FAP.

(2) The NAS Patuxent River IFAC membership will include:

(a) Co-chairs consisting of the IFAO and a clinically privileged member of the Medical Treatment Facility staff.

- (b) FAR.
- (c) Staff Judge Advocate (SJA).
- (d) FFSC Director or Representative.
- (e) Base Security.
- (f) NCIS.
- (g) Chaplain.
- (h) School Liaison Officer (SLO).
- (i) Naval Drug/Alcohol Counselor.
- (j) Child Care/Youth Services Provider.
- (k) Victim Advocate.
- (l) New Parent Support Program Representative(s).
- (m) Installation Command Master Chief.
- (n) ICO and/or XO.
- (o) Installation tenant command representatives.
- (p) Other agencies/personnel are invited as needed.

e. The Regional Counseling and Advocacy Program Coordinator (RCAP) shall:

(1) Provide clinical guidance, oversight, and policy interpretation for all NDW FAP/clinical services.

(2) Submit DD Form 2901 for all NDW fatality cases related to domestic violence or child abuse.

(3) Ensure NDW Clinical/FAP personnel are credentialed and privileged to perform the work for which they are responsible, and sign privileging letters for NDW clinicians.

(4) Consult Commander, Navy Installations Command (CNIC), SJA, NCIS, etc., and closely monitor FAP cases with potential for extreme risk and publicity.

f. Family Advocacy Representative (FAR) shall:

(1) Receive all reports of incidents or suspected incidents of child and domestic abuse within the assigned area of responsibility. Provide case management from inception to closure for each case.

(2) Make mandatory notifications to civilian and military entities (e.g., Child Protective Services (CPS), NCIS, Base Security, Command FAP POCs, CNIC).

(3) Attempt to interview children jointly with CPS and/or law enforcement when referrals are made for suspected incidents of child abuse or neglect. Each referral must include a follow-up with CPS. If CPS/law enforcement has conducted child interviews, the child will not be re-interviewed by FAP; FAP will obtain report of interview(s) from CPS/law enforcement.

(4) Notify the RCAP Coordinator and the ICO of child abuse occurring in Navy-sanctioned out-of-home care settings, fatalities, serious injuries, child sexual abuse cases, and cases involving media interest or high-level command interest.

(5) Ensure children who witness or reside in homes with domestic violence are interviewed within 5 days of the initial report. Joint interviews with CPS are encouraged. Command assistance may be required if it is in the best interest to interview a child without parental consent. Failure to interview children shall be documented in the FAP record.

(6) Ensure all victims are referred to a FFSC FAP Victim Advocate.

(7) Attend the IDC and present all cases meeting FAP criteria to the IDC within 60 days of the receipt of the report by FAP.

(8) Chair the Clinical Case Staff Meeting (CCSM) and ensure the FAP POCs are kept informed of treatment recommendations, risk level, and client cooperation, on a monthly basis.

(9) Ensure that procedures are in place for 24-hour access to services.

g. Incident Determination Committee (IDC) shall:

(1) Per reference (h), the IDC shall review unrestricted cases within 60 days of the initial report and make incident status determinations using the Department of Defense (DoD) criteria and a prescribed decision tree.

(2) Ensure all IDC participants receive initial training prior to participating in their first IDC, and continuing participants shall complete refresher training annually thereafter.

(3) Meet monthly with core members if there are new cases to be presented.

(4) The XO designates all IDC members/participants in writing.

(a) IDC core/voting members are:

1. Installation Executive Officer (Chair).
2. Installation Command Master Chief.
3. SJA.
4. FAR.

(b) Other IDC participants:

1. Local NCIS special agent will participate as a non-voting member.
2. A command representative will participate and may vote for his/her command specific case only.
3. A Child and Youth Center representative will participate for his/her command specific case only, but will be a non-voting member.

(5) Determine whether a case meets or does not meet criteria for domestic or child abuse in accordance with reference (h). All cases that meet abuse criteria will be recorded in the Navy's Central Registry and staffed to an installation Clinical Case Staff Meeting (CCSM).

h. CCSM shall:

- (1) Convene on a monthly basis and develop evidence-based treatment recommendations for each case referred by the IDC.
- (2) Assign a severity level using DoD FAP Incident Severity Scale.
- (3) Report incidents that meet the Domestic Violence Incident Count and Command Actions and the recommended treatment to the parent command of the service member via CCSM letter.
- (4) Report non-compliance with command directed treatment to the parent command of the service member.

6. Reporting Suspected Incidents of Child Abuse or Domestic Abuse. All individuals who reside or work on NAS Patuxent River are required to report suspected incidents of child abuse and domestic violence to a FAP case manager. During normal working hours, the report is made to an Installation FAP case manager. Outside of normal working hours, the report is made to the Installation Command Duty Officer and/or the Tenant Command Representative.

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The Installation Command Duty Office and/or the Tenant Command representative will notify a FAP case manager the following business day. Personnel shall immediately contact the appropriate emergency responders by dialing 911 or Installation specific emergency number for incidents requiring an immediate response by law enforcement or emergency medical personnel.

Individuals making child abuse reports to a FAP case manager are additionally required to report the allegation(s) to Child Protective Services within 24 hours.

7. Problematic Sexualized Behaviors in Children and Youth (PSB-CY). Per reference (b), FAP personnel are responsible for reviewing all alleged incidents of problematic sexualized behaviors involving military-dependent children and youth and/or occurring on the installation. FAP personnel will be responsible for the assessment, coordinated delivery of supportive services, counseling, clinical treatment, and risk/case management. All individuals who reside or work on NAS Patuxent River (to include Webster Outlying Field and Navy Recreation Center Solomons) are required to report suspected incidents of problematic sexualized behaviors in children and youth to the FAP.

8. Training. FAP personnel and/or FFSC Life Skills Educator will provide FAP related trainings, as needed, per Command request.

9. Reports. All programmatically required FAP reports will be submitted up the Chain of Command via the ICO.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

11. Review. Per OPNAVINST 5215.17A, the NAS Patuxent River FAC will review this instruction annually to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAVManual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://g2.cnrc.navy.mil//CC/Documents/Forms/Directives%20Only.aspx>

<https://g2.cnrc.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>

DEFINITIONS FOR DOMESTIC ABUSE AND CHILD ABUSE

Child Abuse/Neglect. As defined by the OPNAVINST 1752.2C, child abuse is a physical injury, sexual and/or emotional abuse, deprivation of necessities, or other abuse of a child by a parent, guardian, employee of a residential facility, or any person providing out-of-home care, who is responsible for the child's welfare, under circumstances that indicate that child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of such a responsible person. The term includes, but is not limited to, individuals known to the child and living or visiting in the same residence who are unrelated to the victim by blood or marriage, and individuals unknown to the victim. Specific types of abuse include physical abuse, sexual abuse, emotional abuse, and neglect.

Child Protective Services. A governmental agency, normally under the County Department of Social Services, charged with the investigation and management of cases of child abuse or neglect, and charged with the authority to remove children when necessary for their protection.

Clinical Case Staff Meeting. The Clinical Case Staff Meeting (CCSM) performs its required functions in accordance with current DoD and Navy policy of providing ongoing coordinated case management, including risk assessment, safety planning and ongoing monitoring of victim safety, supportive services and interventions, recommendations for clinical treatment, periodic case reviews, and case closures.

Domestic Violence. An offense under the United States Code, the Uniform Code of Military Justice, or State law that involves the use, attempted use, or threatened use of force or violence against a person of the opposite/same sex, or a violation of a lawful order issued for the protection of a person of the opposite/same sex who is (a) a current or former spouse; (b) a current or former intimate partner with whom the abuser shares or has shared a common domicile.

Family Advocacy Committee (FAC). The coordinating, recommending, and policy-making body for the installation FAP. It includes representatives from Fleet and Family Support Programs, medical, law enforcement, legal, chaplains, Child and Youth programs, and installation and tenant commands.

Family Advocacy Program (FAP). A command directed program that provides clinical assessment, treatment, and services for service members and their families involved in alleged incidents of child abuse and domestic violence.

Family Advocacy Representative (FAR). A person, usually a credentialed social worker or other clinical counselor, eligible for independent provider status who is responsible for implementing and managing the intervention/rehabilitation aspects of the installation FAP.

Incident Determination Committee (IDC). The Incident Determination Committee (IDC) performs its required functions in accordance with current DoD and Navy policy of determining which referrals for suspected child abuse and domestic abuse meets the DoD criteria for entry into the Navy FAP Child Maltreatment and Domestic Abuse Incident Reporting System.

Problematic Sexualized Behavior. Behaviors initiated by children and youth under the age of 18 that involve sexual body parts (genitals, anus, buttocks, or breasts) in a manner that deviates from the normative or typical sexual behavior and are developmentally inappropriate and/or potentially harmful to the individual initiating the behavior or others.

Restricted Reporting. Victims of domestic abuse (both active duty and family member spouses) can receive confidential medical and counseling services, support, and information regarding domestic abuse without reporting to law enforcement and command. Limitations and exceptions apply, e.g., for serious and imminent threat to the health or safety of the victim or another person. This does not apply to child abuse.

For a more thorough set of definitions, refer to reference (e).