



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1752.2
N931

29 MAR 2001

COMNAVREGSW INSTRUCTION 1752.2

Subj: REGIONAL AND LOCAL FAMILY ADVOCACY PROGRAM

Ref: (a) SECNAVINST 1752.3A
(b) OPNAVINST 1752.3A

Encl: (1) Commander Navy Region Southwest Family Advocacy Program (FAP)/Child Development Program (CDP) Protocol for Responding to Allegations of Child Abuse/Neglect in Out-of-Home Settings

1. Purpose. To establish policy and provide guidance for the Family Advocacy Program (FAP) which serves military personnel and their families within the Southwest Region

2. Background. The Navy's Family Advocacy Program (FAP) is administered by Commander Navy Personnel Command to ensure a timely and appropriate response to incidents of child abuse/neglect and spouse abuse. Commander Navy Region Southwest is the authorized Regional Area Coordinator to manage the Family Advocacy program in the Southwest Region and remains committed to using its best efforts to assist victims and to reducing the occurrence of child and spouse abuse.

Navy Region Southwest is a regionalized command with the FAP as part of the Social Services Program under the Assistant Chief of Staff for Support Services. The San Diego Family Advocacy Center Site Manager implements the FAP in the Metropolitan San Diego area. Family Advocacy Representatives (FAR) implements the FAP under the direction of the Fleet and Family Support Center Site Managers at installations outside of San Diego.

3. Policy

a. As part of the tradition of "taking care of our own," it is the responsibility of each Navy member to ensure the safety, health and well being of his/her family members. Child and spouse abuse are unacceptable and incompatible with the Navy's high standards of professional and personal discipline. Abusive behavior by our members destroys families, detracts from

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military performance, negatively affects the efficient functioning and morale of military units, and diminishes the reputation and prestige of the Navy in civilian communities. A continuous effort to reduce and eliminate child and spouse abuse shall be actively pursued at every level of command.

b. References (a) and (b) provide policy and guidelines for management of the FAP. Commander Navy Region Southwest recognizes the importance of providing a coordinated response to incidents of child abuse/neglect and spouse abuse. When an incident of alleged abuse is reported all involved agencies shall respond in a coordinated manner as outlined in this instruction to ensure victims are protected, family members are supported and offenders are held accountable. Enclosure (1) provides guidance when an incident of alleged neglect/abuse occurs in a Navy sponsored out of home care setting.

c. FAP is a leadership issue. Personnel in leadership positions at all levels in the region will support the FAP policies and guidelines to ensure that every reasonable effort is made to assist military members and their families.

4. Procedures

a. Metropolitan San Diego Installations:

(1) FAP services are delivered via the centralized Family Advocacy Center San Diego for all installations in the metropolitan San Diego area. The Fleet and Family Support Center provides education and prevention services.

(2) The Family Advocacy Center or the Regional Family Advocacy Program Coordinator administers all Family Advocacy Program activities (Case Review Committees (CRC), Area Family Advocacy Committee (FAC), etc.). Local installations provide representative to the area Family Advocacy Committee and Case Review Committees as required.

a. Installations Outside of Metropolitan San Diego:

(1) The FAP is administered via a Family Advocacy Representative who is usually a staff member of the installation Fleet and Family Support Center.

(2) Installation Commanding Officers will appoint the chairs of the CRCs and the FACs in coordination with the Medical Treatment Facility Commanding Officer or equivalent.

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(3) The Assistant Chief of Staff (ACOS) Support Services (N90), Program Manager for Social Services (N93) and FAP Regional Coordinator, (N933) provide oversight, consultation and general guidance as appropriate.

5. Action

a. ACOS for Support Services will:

(1) Establish policy for management of the FAP throughout Navy Region Southwest in accordance with references (a) and (b).

(2) Appoint a FAR and a Family Advocacy Officer (FAO) for metropolitan San Diego as outlined in reference (b).

b. Social Services Program Manager will:

(1) Ensure compliance with requirements of this instruction throughout Navy Region Southwest (NRSW).

(2) Monitor expenditure of FAP funds throughout.

(3) Monitor quality assurance, community and interagency collaboration and program practices to ensure alignment with the CNRSW Strategic Plan.

c. Family Advocacy Program (FAP) Coordinator will:

(1) Exercise management oversight and provide technical assistance throughout the region as outlined in reference (b).

(2) Provide oversight of the Family Advocacy Center which operates the FAP in the San Diego Metropolitan area and offers consultation and oversight to the installation programs administered in the Family Service Centers in the OTH sites.

(3) Assist the Social Services Program Manager in ensuring that adequate funding is distributed for regional FAP operation including training, travel and management of NPC FAP funds.

(4) Establish a San Diego Metropolitan Area Family Advocacy Committee in collaboration with the San Diego FAC Site Manager and ensure installation Commanding Officers outside of

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metropolitan San Diego establish local installation Family Advocacy Committees as outlined in reference (b).

(5) Establish a regional Child Sexual Abuse Response Team as outlined in reference (b).

(6) Ensure establishment of a New Parent Support Program for the Metropolitan San Diego area and other sites as needed.

(7) Serve as liaison to Navy Personnel Command for Family Advocacy matters and attend training and meetings as appropriate.

(8) Establish MOUs with Naval Medical Center San Diego, Naval Criminal Investigative Service, Child Development Centers and other military and civilian agencies as appropriate to ensure a coordinated FAP.

(9) Act as Regional liaison and communicate with the Bureau of Naval Personnel and other agencies on day to day matters related to implementation of the FAP. Where official policy, budget, etc. are involved, shall use the chain of command.

d. Installation Commanding Officers outside of Metropolitan San Diego will:

(1) Ensure installation compliance with this instruction.

(2) Appoint, in writing, the installation CRC members in collaboration with the commanding officer of the medical treatment facility (MTF).

(3) Appoint a FAR and a Family Advocacy Officer (FAO), who will coordinate local efforts to establish a comprehensive, coordinated community response to family violence. The roles of the FAR and FAO are defined in reference (b).

(4) Establish an installation Family Advocacy Committee, that will be co-chaired by a line officer (O-4 or above) and a MTF provider, and which will operate as outlined in reference (b).

(5) Ensure FAC and CRC members and base security members receive annual training as outlined in reference (b) and security develop a standard operating procedure (SOP) for

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responding to calls involving allegations of child or spouse abuse.

(6) Appoint line officers (04 and above) to serve on the local CRC as outlined in reference (b).

e. Installation Commanding Officers in Metropolitan San Diego will:

(1) Appoint a representative(s) as a member of the Metropolitan San Diego Family Advocacy Committee.

(2) Ensure that command members and key responders receive Family Advocacy Program training as outlined in reference (b).

(3) Appoint a line officer(s) (04 and above) to serve as a core member(s) of the local CRC as outlined in reference (b).

f. Commanding Officers of Medical Treatment Facilities will:

(1) Collaborate with the regional/installation commander to establish a multi-disciplinary FAC and at least one CRC to manage and review individual cases.

(2) Recommend a clinically privileged member of the MTF staff to represent the MTF as co-chairperson of the FAC, and to act as chairperson of the CRC(s).

(3) Ensure provision of the medical aspects of the FAP.

g. Naval Criminal Investigative Service will:

(1) Establish and manage a Domestic Violence Unit in the Metropolitan San Diego area and provide consultation and support for OTH commands as needed.

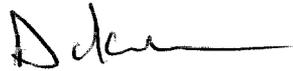
(2) Investigate all serious abuse allegations.

(3) Act as the CNRSW liaison for local and national law enforcement agencies.

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6. Point of Contact. Family Advocacy Program Coordinator (Code N933), (619) 556-9675, DSN 526-9673.



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**Commander Navy Region Southwest Family Advocacy Program
(FAP)/Child Development Program (CDP) Protocol for Responding to
Allegations of Child Abuse/Neglect in Out-of-Home Settings (Rev. 1-8-00)**

STAGE	TASKS	RESPONSIBILITY
Prevention	<ol style="list-style-type: none"> 1. Consult with FAP to discuss potential allegation. 2. Assess allegation 3. Determine if allegation is policy violation or meets OPNAV criteria for abuse. 4. Determine who will take the lead in the assessment 	CDP FAP/ Children's Protective Service (CPS) FAP/CDP CDP/FAP
Reporting	<ol style="list-style-type: none"> 1. Report by phone/writing to CPS, FAP, Naval Criminal Investigative Service (NCIS) (if in Coronado CDP will also contact civilian police). Report allegation to CDP Director 2A. Report to immediate/QA supervisor 2B. Report to CDPA/CDPM 3. Contact NCIS 4A. Report allegation to parents (unless parents are original reporters) and obtain parental signature on report if caregiver is the suspected offender (unless otherwise indicated by CPS or FAP) 4B. If parents are suspected offenders refer to FAP for normal case processing 4C. If offender is unknown refer to FAP for normal case processing 5. Maintain minute by minute case notes from moment of report 6. Notify chain of command 	CDP FAP CDP FAP CDP CDP CDP FAP/CDP FAP/CDP
Immediate Response	<ol style="list-style-type: none"> 1. Remove caregiver/alleged offender(s) from access to children as indicated 2. If the child is removed by CPS/Police, notify chain of command and parents 3. Obtain written, dated and signed statements from all who have knowledge of the situation and forward to FAP 4. Schedule any/all alleged victim(s) for immediate physical exam 5. Interview child/family 	CDP CDP/FAP CDP FAP FAP
Notifications	<ol style="list-style-type: none"> 1. Verbal report to QA supervisor 2. Verbal and written report to parents 3. Verbal notification of report (same day) and written notification to command 4. Verbal and written notification to HRO as appropriate (It is the responsibility of HRO to report to the union as appropriate.) 5. Verbal and written notification to alleged offender(s) as appropriate 	FAP CDP FAP CDP FAP/CDP/NCIS

STAGE	TASKS	RESPONSIBILITY
Evaluation/ Investigation	<ol style="list-style-type: none"> 1. Interview CDC Director 2. Review CDP personnel files of alleged offenders 3. Preview surveillance videotape 4. Review CDP file of alleged victim 5. Interview witnesses 6. Interview alleged offenders last 	<p>FAP FAP FAP/CDP FAP/CDP FAP/NCIS/CPS/Police FAP/NCIS/CPS/Police</p>
CRC Process	<ol style="list-style-type: none"> 1. Schedule CRC 2. Notify alleged victim (sponsor) of CRC date via command by certified/return receipt requested letter* 3. Notify offenders/CDC providers of CRC date and provide rights form via certified/return receipt letters as appropriate via chain of command* 4. CRC notification letters to be hand carried by case manager for signatures/delivery* 5. Verbal notification of CRC results to all parties within 1 working day 6. Final determination letters to all involved parties via chain of command* 	<p>FAP FAP FAP FAP FAP FAP</p>

* Per OPNAVINST 1752.2A (Encl. 7,2.b., pg.2), alleged offender/victim agents must receive letters at least 7 days prior to CRC.