



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 1752.2B  
(06)

MAY 31 1996

NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 1752.2B

From: Commander, Naval Training Center, Great Lakes

Subj: FAMILY ADVOCACY PROGRAM

Ref: (a) DoDINST 6400.1  
(b) SECNAVINST 1752.3A  
(c) OPNAVINST 1752.2  
(d) NAVMEDCOMINST 6320.22  
(e) The Navy Family Advocacy Program, Commander's Briefing Book  
(f) NTCGLAKESINST 1752.1  
(g) NTCGLAKESINST 1752.4  
(h) NAVHOSPGLAKESINST 6320.57C  
(i) DoD FAP Standards and Self-Assessment Tool 30 Oct 92  
(j) NAVADMIN 022/94  
(k) NAVPERS 15606

Encl: (1) Child Case Review Subcommittee Membership  
(2) Spouse Case Review Subcommittee Membership  
(3) Family Advocacy Committee Membership  
(4) Assignment to Family Advocacy Program  
(5) Acknowledgement of Assignment to Family Advocacy Program  
(6) Family Advocacy Program Records Privacy Act Statement  
(7) Military Protection Order (MPO)  
(8) Acknowledgement of Military Protection Order (MPO)  
(9) Cancellation of Military Protection Order (MPO)  
(10) NAVPERS 1070/613  
(11) Sample Command Family Advocacy Program Coordinator Designation Letter

1. Purpose. To establish the Family Advocacy Program (FAP) for the Naval Training Center, Great Lakes, Illinois.

2. Cancellation. NTCGLAKESINST 1752.2A. This instruction has been substantially revised and accounts for FAP realignment. It should be reviewed in its entirety.

3. Background. Reference (a) establishes the Department of Defense (DoD) Family Advocacy Program (FAP). Reference (b) establishes the Department of the Navy (DoN) policy on Family Advocacy and assigns responsibility for the prevention, evaluation, identification, intervention, treatment, follow-up, and reporting of child and spouse maltreatment, sexual assault

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and rape. Reference (c) contains the DON policy and program guidance for the FAP. Reference (d) contains the established guidance for the operation of the FAP at Naval Medical and Dental treatment facilities. Reference (e) was developed to provide the Commanding Officer with sufficient references and guidance to take a proactive role in identifying and responding to incidents of family violence and child neglect in his or her command. Reference (f) establishes and provides guidance for the Family Advocacy Committee which will oversee the operation of the FAP at Great Lakes. Reference (g) is the procedures to be followed in the event of an allegation of child physical or sexual abuse in an institutional child care setting. Reference (h) is the Naval Hospital Great Lakes instruction for the FAP. Reference (i) is the DoD FAP standards and self-assessment checklist, and will be used to evaluate and guide the NTC Family Advocacy Program. Reference (j) is a CNO NAVADMIN discussing restrictions on Family Advocacy involved service members.

#### 4. Discussion.

a. The FAP is a multifaceted, interdisciplinary program designed to address the problems of child abuse and neglect, and spouse abuse within the Great Lakes military community. The Family Service Center (FSC), Great Lakes and the Naval Hospital, Great Lakes play critical roles in the prevention, treatment, case management and reporting aspects of the FAP.

b. Prevention of child and spouse maltreatment incidents, through early identification and assistance to families, is a primary goal of the FAP. FSC and medical personnel must take a leading role in identifying, assisting and treating families and individuals, both victims and offenders, involved in domestic violence cases.

c. A coordinated team approach is taken in the intervention and management of each referral incident of child or spouse maltreatment.

#### 5. Committees.

a. Child Case Review Subcommittee (CRS). This CRS is a multidisciplinary team of service providers and other professionals involved with individual cases of child maltreatment including physical injury, sexual maltreatment, emotional maltreatment, and deprivation of necessities. CRS membership is in accordance with reference (c) and listed in enclosure (1). The CRS is tasked with the evaluation and determination of abuse and/or neglect cases and the development and coordination of treatment and disposition recommendations.

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Once a case is reviewed at the CRS, a letter will be sent to the appropriate command with a case status determination and a recommended treatment plan.

b. Spouse Case Review Subcommittee (CRS). This CRS is a multidisciplinary team of service providers and other professionals involved with individual cases of spouse maltreatment including assault, battery, threat to injure or kill, other acts of force or violence, or emotional maltreatment. CRS membership is in accordance with reference (c) and listed in enclosure (2). The CRS is tasked with the evaluation and determination of abuse cases and the development and coordination of treatment and disposition recommendations. Once a case is reviewed at the CRS, a letter will be sent to the appropriate command with a case status determination and a recommended treatment plan.

c. Family Advocacy Committee (FAC). The FAC is a multidisciplinary committee established by the installation commander to assist in the coordination and oversight of the installation wide FAP. Membership is in accordance with reference (f) and listed in enclosure (3). The FAC coordinates the FAP by recommending policy and establishing local procedures; the FAC does not manage or review individual cases.

#### 6. Family Advocacy Program Process.

a. Identification. Cases may be identified by family members including the offender, the victim, or reliable witness. Outside the family, everyone has the responsibility to report suspected and known cases of abuse/neglect per reference (c). Sources of identification include: Naval Hospital Great Lakes (NAVHOSPGLAKES) Staff, Great Lakes Police Department, Civilian Child Protective Services, command personnel, Alcohol/Drug Assistance Center, Day Care Agency Providers, Family Service Center Staff. Additionally, per reference (j), Counseling and Assistance Center (CAAC) screening for an offender is mandatory for all incidents of family violence in which alcohol is a contributing factor.

b. Subcommittee Review. All suspected Family Advocacy cases will be staffed for assessment, case status determination and treatment planning through the appropriate CRS. The subcommittee shall assess all new cases and make status determinations by evaluating the available information, and determining the status of each case as "substantiated" or "unsubstantiated" (#1-did not occur/#2-unresolved) within fourteen calendar days of being reported (more complex cases, such as child sexual abuse will

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undoubtedly take longer). All reported case are assumed to be suspected until the CRS makes some other determination.

c. Committee Recommendation. The CRS is responsible for recommending individual treatment/intervention strategies for the alleged offender, the victim, and family. The CRS is responsible for advising the service member's command regarding the:

- (1) Nature of the abuse and recommended interventions;
- (2) Treatment requirements and service member's compliance;
- (3) Actions needed to protect victims, provide community safety and hold offenders accountable.

d. Command Action. The service member's command must take administrative actions to ensure safety of the victim(s). This may include:

(1) Temporarily removing the service member from housing and restricting his/her access to victim(s)/family/residence by issuing a Military Protection Order (MPO) (enclosure (7)). Per reference (k), the maximum allowable time for an offender to remain in the BQ is 30 days. Current NTC Great Lakes policy allows for a 3 day (72 hour) cooling off period and 10 days for an MPO or as the order states. If an offender remains in the BQ, at the 30 day mark, the offender's command is responsible for ensuring that he or she checks out of the BQ immediately. If an extension beyond 30 days is required, the command must request such an extension from the Chief of Staff, NTC Great Lakes.

(2) Referring abusive civilian family members to civilian authorities and/or barring them from base.

Additionally, the service member's command must take actions to facilitate intervention, treatment, and accountability. This may include:

- (3) Ordering the service member into the FAP program and providing treatment options to the family;
- (4) Initiating action under the UCMJ.
- (5) Processing for administrative separation.

Commanding Officers are responsible for recommending retention, separation, or other options after considering CRS recommendations.

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e. Individual Action. Service members are encouraged to seek assistance for their problems. In order for the service member to be determined treatable by the CRS, the member must acknowledge his or her behavior and assume responsibility for it. The service member is required to comply with the treatment plan as directed by the command(enclosure (5)).

7. Action.

a. Family Service Center (FSC). The FSC provides short-term counseling, information and referral, crisis intervention, education, coordination and prevention efforts for NTC Complex<sup>3</sup> and is responsible for all FAP case management. The FSC Director is the installation Family Advocacy Officer (FAO) and as such, coordinates the installation FAP, manages program initiatives and provides program oversight. The FAO shall meet quarterly with CNTC to review the status of the FAP, i.e. number of personnel in FAP, any problems with commands or personnel following treatment. The FAO shall chair the FAC.

b. Naval Hospital Great Lakes. Per references (c) and (d), Naval Hospital Great Lakes (NAVHOSPGLAKES) is responsible for identifying and treating families at risk, providing medical, diagnostic and treatment services and assisting in efforts to provide physical protection for victims of family violence or maltreatment. Some counseling services for more severe cases may be provided by NAVHOSPGLAKES, CHAMPUS/TRICARE provider or civilian provider for active duty personnel through supplemental care funds. The Case Review Subcommittees (CRS') operate under the purview of NAVHOSPGLAKES.

c. Family Advocacy Representative (FAR). The FAR is a full time Social Worker at the FSC. Duties are in accordance with reference (d). Per reference (d), the FAR will ensure there is at least one child and one spouse Case Review Subcommittee (CRS): one for child maltreatment cases and one for spouse cases. CRS membership shall be in accordance with reference (c) and include at a minimum: the FAR, Family Service Center Social Worker(s)/ counselor(s), Child Protective Service Worker, pediatrician, psychologist and/or psychiatrist, and a representative from the Naval Legal Services Office. The FAR and the FAO will present a quarterly update of the NTC FAP, statistics only, at the NTC Complex<sup>2</sup> CO's meeting.

d. Commanding Officers of activities at NTC Great Lakes shall:

(1) Designate a Command Family Advocacy Program Coordinator, E-7 or above, in writing (enclosure (11)), to

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coordinate the implementation of the local FAP within their commands and serve as a command representative. Coordinators should have direct access to their Commanding Officers for the implementation of this program.

(2) Ensure safety of victims, facilitate intervention, treatment and accountability.

e. Command FAP Coordinators. Command FAP Coordinators will receive training from a designated FSC FAP counselor. FAP Coordinators will implement their command's FAP activities. They shall use references (a) through (h) as their primary guidance for policy assignment of roles and responsibilities, and procedures. Enclosures (4) through (10) should be used by the Command FAP Coordinator to ensure appropriate and accurate documentation of an individual's case. Command FAP coordinators shall establish a monthly meeting with their respective CO's to review their command's FAP case load by name and the treatment progress of each member in the FAP.

  
P. A. TRACEY

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), through IX

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CHILD CASE REVIEW SUBCOMMITTEE MEMBERSHIP

1. Subcommittee Chairperson - Naval Hospital
2. FAR
3. FAP Social Workers - Family Service Center
4. American Red Cross Social Worker
5. Pediatrician - Naval Hospital
6. Judge Advocate General - Rotating Legal Officer
7. Chaplain
8. Service School Command FAP Coordinator
9. Parent-to-Parent Program Coordinator - Family Service Center
10. Other Command FAP Coordinators invited if case(s) being presented from their command.

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SPOUSE CASE REVIEW SUBCOMMITTEE MEMBERSHIP

1. Subcommittee Chairperson - Naval Hospital
2. FAR
3. FAP Social Workers - Family Service Center
4. FAP Case Manager - Family Service Center
5. American Red Cross Social Worker
6. Psychiatrist/Psychologist - Naval Hospital
7. Victim Service Specialists (2) - Family Service Center
8. Chaplain
9. Judge Advocate General - Rotating Legal Officer
10. Service School Command FAP Coordinator
11. Other Command FAP Coordinators invited if case(s) being presented from their command.

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FAMILY ADVOCACY COMMITTEE MEMBERSHIP

1. FAC Chairperson & Co-Chairperson - Family Service Center & Naval Hospital
2. FAR
3. Case Review Subcommittee Chairpersons - Naval Hospital
4. Family Service Center Deputy Director
5. Family Service Center FAP Social Workers
6. Commanding Officer, Navy Legal Services Office
7. Red Cross Social Workers
8. CAAC Director
9. Director, Child Development Center
10. Family Service Center Victim Service Specialists
11. Naval Training Center SAVI Coordinator
12. Housing Military Liaison Officer
13. Command FAP Coordinators
14. NCIS Representative
15. Chaplain

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**ON COMMAND LETTERHEAD**

1752  
Ser FAP/

From: Commanding Officer,  
To: , USN, (SSN)  
Subj: ASSIGNMENT TO FAMILY ADVOCACY PROGRAM  
Ref: (a) DODINST 6400.1  
(b) SECNAVINST 1752.3  
(c) OPNAVINST 1752.2  
(d) NAVMEDCOMINST 6320.22  
(e) NTCGLAKESINST 1752.2 (Series)  
Encl: (1) CRS ltr 6320 06 Ser XXXX/XX of DD MON YR

1. On XXMONYR, you were substantiated for an incident of (Spouse Physical Abuse or Child Physical Abuse) by the (Spouse Case Review Subcommittee or the Child Case Review Subcommittee) (CRS), Naval Hospital, Great Lakes and treatment recommendations were made.
2. Per references (a) through (e), you are now identified as being in the Family Advocacy Program and will remain in the program until you comply with the treatment plan recommended in enclosure (1). Upon completion of all classes/actions in enclosure (1), you will be removed from the Family Advocacy Program.
3. If, for any reason, you (or your spouse) are unable to comply with any of the recommendations in enclosure (1), you will immediately notify your Command Family Advocacy Program Coordinator at Ext. XXXX.
4. Failure to abide by this order, or any repeat incidents of this type of behavior, may result in forfeiture of eligibility for services through the Family Advocacy Program as well as possible administrative/disciplinary action.

By Direction

Encl (4)

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MEMORANDUM

Date:

From: \_\_\_\_\_, USN, (SSN)  
To: Commanding Officer,

Subj: ASSIGNMENT TO FAMILY ADVOCACY PROGRAM

Ref: (a) CO XXXXXXXX ltr 1752 Ser FAP/XXXX of DD MON YR

1. I have received and acknowledge reference (a).  
Understanding the meaning and effect, I will abide by the order  
until the order is canceled by you or higher authority.

---

(Signature)

MAY 31 1996

DATE: \_\_\_\_\_

FAMILY ADVOCACY PROGRAM RECORDS PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, 10 U.S.C. 5132 and 44 U.S.C. 3101

Principal purpose for which information is intended to be used:

To identify, record, and disseminate to authorized officials, information on incidents of spouse and child abuse or neglect, and provide protection and medical treatment to military members and their families.

Routine uses: To collect and disseminate to authorized officials, information pertaining to the identification, evaluation, intervention, treatment, prevention and follow-up of victims and perpetrators of abuse and neglect.

Disclosure: Voluntary, however, failure to provide information may delay the provision of appropriate services.

Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be provided to you.

Signature of individual:

\_\_\_\_\_

NAME (Last, First, MI)	SSN	Status
		USN (R) /AD

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ON COMMAND LETTERHEAD

5800  
Ser FAP/

From: Commanding Officer,  
To: , USN, (SSN)  
Subj: MILITARY PROTECTION ORDER (MPO)  
Ref: (a) SECNAVINST 1752.3

1. You are hereby directed to abide by the following Military Protection Order issued under reference (a). You are required to obey this order whether you receive it orally or in writing. Violation of this order may result in administrative or disciplinary action including possible trial by court martial.
2. This order is an administrative action to ensure the safety and security of the person(s) listed below. It is also intended to protect you from further allegations concerning family abuse while the order is in effect. The issuance of this order is not the beginning of disciplinary action against you, nor does it mean that you can not be punished for any actions taken before or after this order.
3. This order is issued concerning your association and contact with the following person(s):
4. You are directed to refrain from contact, of any type, with the above mentioned person(s).
5. In addition, you are restricted from entering or being within 500 yards of the following residence(s), or spouses place of employment:
6. This order shall remain in effect until canceled by me, or by higher authority.

By Direction

Copy to:  
Legal (Original)  
Command FAP Coordinator  
CDO Notebook  
Division Officer

Encl (7)

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MEMORANDUM

Date:

From: \_\_\_\_\_, USN, (SSN)

To: Commanding Officer,

Subj: ACKNOWLEDGEMENT OF MILITARY PROTECTION ORDER (MPO)

Ref: (a) CO XXXXXXXX ltr 1752 Ser FAP/XXXX of DD MON YR

1. I have received and acknowledge reference (a). Understanding the meaning and effect, I will abide by the order until the order is canceled by you or higher authority.

\_\_\_\_\_  
(Signature)

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**ON COMMAND LETTERHEAD**

5800  
Ser FAP/

From: Commanding Officer,  
To: , USN, (SSN)

Subj: CANCELLATION OF MILITARY PROTECTION ORDER (MPO) ICO  
XXXXXXXXXXXX, USN, (SSN)

Ref: (a) CO XXXXXXXX ltr 5800 Ser FAP/XXX of DD MON YR

1. The protection order issued to you in reference (a) is no longer required and is hereby canceled.
2. You are advised that if you are involved in any further incidents of domestic violence this order will be immediately reinstated and you will be subject to administrative or disciplinary action(s).

By Direction

ADMINISTRATIVE REMARKS  
NAVPERS 1070/613 (REV 10-81)  
S/N 0100-LF-010-6990

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**SHIP OR STATION**

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1. You are being retained in the Naval Service, however, you are advised that any further deficiencies in your performance and/or conduct will terminate the reasonable period of time for rehabilitation that this counseling/warning entry affords, and may result in disciplinary action and/or processing for administrative separation. All deficiencies previously cited and/or misconduct during your current enlistment, both subsequent violation(s) of the UCMJ or conduct resulting in civilian conviction could result in an administrative separation under other than honorable conditions.

2. As per SECNAVINST 1752.3, I acknowledge and understand the Family Advocacy Program (FAP) standards of treatment, and requirements for retention, and agree to:

- a. Participate in the prescribed treatment programs recommended by the Case Review Subcommittee(s).
- b. Maintain consistent attendance at therapy sessions.
- c. Have satisfactory rehabilitation progress as defined by the therapist.
- d. Have no disciplinary problems while in treatment.
- e. Maintain a level of performance as defined by the Commanding Officer.
- f. Complete this program of rehabilitation/aftercare as prescribed by the Case Review Subcommittee(s).

3. I understand that follow-up reports will be submitted which outline my progress in individual therapy, attendance at outreach, self-help meetings, professional performance and a recommendation for continued treatment and/or removal from the program. These reports will be submitted through the Command Family Advocacy Program Coordinator. Any unexcused absence from prescribed therapy, failure to make satisfactory progress in treatment, or any involvement with either Military or Civilian authorities of a disciplinary nature, may result in disciplinary/administrative action, including a possible recommendation for administrative separation processing.

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NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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**ADMINISTRATIVE REMARKS**  
NAVPERS 1070/613 (REV 10-81)  
S/N 0100-LF-010-6990

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**SHIP OR STATION**

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4. This counseling/warning entry is made to afford you an opportunity to undertake the recommended corrective action(s). Any failure to adhere to the guidelines cited above, which is reflected in your present or future performance and/or conduct, including declining rehabilitation, will make you eligible for disciplinary or administrative action, which could include separation processing.

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5. I hereby certify that I have read and understand the above counseling/warning entry.

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Date

Witnessed By:

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NAME (Last, First, Middle)	SSN	BRANCH AND CLASS

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**ON COMMAND LETTERHEAD**

1752  
Ser

From: Commanding Officer,  
To: , USN, (SSN)

Subj: DESIGNATION AS COMMAND FAMILY ADVOCACY PROGRAM COORDINATOR

Ref: (a) NTCGLAKESINST 1752.2B

1. Per reference (a), you are hereby designated as the Command Family Advocacy Program Coordinator.
2. You are to thoroughly familiarize yourself with reference (a) and conduct yourself, and all business relating to the Family Advocacy Program, in a professional manner.

Commanding Officer

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(06)

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NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 1752.2B

From: Commander, Naval Training Center, Great Lakes

Subj: FAMILY ADVOCACY PROGRAM

Ref: (a) DoDINST 6400.1  
(b) SECNAVINST 1752.3A  
(c) OPNAVINST 1752.2  
(d) NAVMEDCOMINST 6320.22  
(e) The Navy Family Advocacy Program, Commander's Briefing Book  
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