



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5000

MCBO P1752.2A  
B 012  
7 Oct 96

MARINE CORPS BASE ORDER P1752.2A w/ ch 1, ch 2

From: Commanding General  
To: Distribution List

Subj: FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

Ref: (a) DoDDir 6400.1-M (NOTAL)  
(b) SECNAVINST 1752.3  
(c) MCO 1752.3B  
(d) CMC ltr 1752 MHF-20 of 5 Aug 94 (NOTAL)  
(e) Coordinated Community Response (CCR) to Spouse Abuse:  
Intervention Manual (3/95) (NOTAL)  
(f) USMC CCR to Spouse Abuse: Victim Advocacy Manual (3/94)  
(NOTAL)  
(g) USMC CCR to Spouse Abuse: Commanders Handbook (5/94)  
(NOTAL)  
(h) MCBO 11101.3  
(i) MCBO P1710.2  
(j) MCBO 5370.1  
(k) CMC White Letter 15-92, Financial Support for Dependents  
(l) MCO P5800.8C, Chapter 8

Encl: (1) LOCATOR SHEET

1. Purpose. To publish policies, procedures, and guidance for the administration of a proactive Family Advocacy Program (FAP) per the references; and to combat domestic violence through a coordinated community response designed to prevent child and spouse maltreatment, protect victims, and hold offenders accountable.

2. Cancellation. MCBO 1752.2.

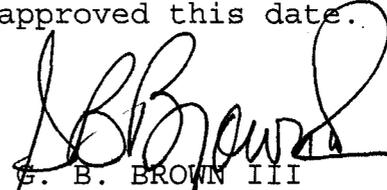
3. Summary of Revision. This revision has been reformatted and contains a significant number of changes and should be reviewed in its entirety.

4. Recommendations. Recommendations for the FAP Procedures and Guidelines are invited. Forward such recommendations to the CG MCB (B 012) via the appropriate chain of command.

5. Applicability. This Manual is applicable to all active duty members and reservists serving on active duty assigned aboard or resident on MCB, Quantico, to include all tenant activities, and family members of the same.

MCBO P1752.2A  
7 Oct 96

6. Certification. Reviewed and approved this date.



E. B. BROWN III  
Chief of Staff

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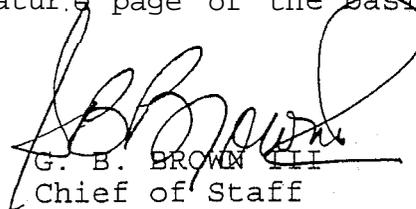
MARINE CORPS BASE ORDER P1752.2A Ch 1

From: Commanding General  
To: Distribution List

SUBJ: FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

Encl: (1) New page inserts to MCBO P1752.2A

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present pages 2-3 and 2-4 and replace with corresponding pages contained in the enclosure hereto.
3. Change Notation. Paragraphs denoted by a asterisk (\*) symbol contain changes not previously published.
4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

  
G. B. BROWN III  
Chief of Staff

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MARINE CORPS BASE  
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MCBO P1752.2A Ch 2  
B 012  
10 OCT 2002

MARINE CORPS BASE ORDER P1752.2A ch 2

From: Commanding General, Marine Corps Base  
To: Distribution List

Subj: FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

Encl: (1) Revised Table of Contents  
(2) Appendix A

1. Purpose. To transmit a new page insert to the basic order.
2. Action. Remove page iii of the basic order and replace with the corresponding page contained in enclosure (1). Page 1-5, paragraph 1c, add " See Appendix A for child supervision and babysitting guidelines." Add Appendix A (enclosure (2)) to the document.
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic order.

D. L. WRIGHT  
Chief of Staff

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MCBO P1752.2A  
7 Oct 96

LOCATOR SHEET

Subj: FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

Location: \_\_\_\_\_  
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ENCLOSURE (1)



FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

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CHAPTER 1

GENERAL INFORMATION

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# FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

## CHAPTER 1

### GENERAL INFORMATION

#### 1000. BACKGROUND

1. In 1976, the Child Advocacy Program for dependent children who were abused, neglected, or abandoned was established within the Navy Bureau of Medicine and Surgery (BUMED). This program was expanded in 1979 to include victims of spouse abuse, incest, and adult sexual assault, and was redesignated as the Family Advocacy Program (FAP). In 1987, treatment of rape and other sexual assault of adults was removed from the auspices of the FAP because the intent and rationale of the FAP was to deal only with family matters. With the publication of MCO 1752.3, FAP will provide treatment and assistance to adult victims of spouse abuse, rape and sexual assault, and juvenile victims of abuse/neglect.

2. Effective 1 October 1991, functional control for the Marine Corps Family Advocacy Program shifted from BUMED to the Marine Corps. This Base's program, formerly centered in the Naval Medical Clinic (NMCL) and jointly managed by the Health Care Advisor, NMCL, and MCB, Quantico, Family Service Center (FSC), is now centered in and managed by the FSC. This Manual reflects consequent changes in policy, guidance, and division of responsibilities.

3. MCO 1752.3 directs establishment of a coordinated community response which prevents family violence whenever possible, affords victims a safe environment, and holds offenders accountable for their actions. This Installation's FAP is designed to ensure cooperation and coordination among all agencies and individuals involved in the prevention, identification, investigation, assessment, treatment, and management of spouse/child abuse and neglect cases.

#### 1001. DISCUSSION

1. Child abuse/neglect, spouse abuse, rape, and sexual assault detract from military performance, negatively impact the efficient functioning and morale of the military unit, and diminish the reputation and prestige of the Installation in the civilian community. Such acts are incompatible with the high standards of professional and personal discipline required of servicemembers and will not be tolerated.

2. Rape and sexual assault are violent criminal acts. Victims of rape and sexual assault must be treated with respect and in a manner which protects their dignity. Their privacy must be maintained as much as possible. All victims of rape or sexual assault who are military family members are entitled to FAP counseling and assistance, regardless of whether the offense was committed by a family member.

3. To realize the goals set forth in this Manual, the following assumptions are made:

a. This program will receive command emphasis and support at all levels throughout the Base.

b. The three components for changing unacceptable behavior regarding domestic violence will be educational programs, command monitoring; and a strictly defined policy of reinforcement.

c. The implementation of this program will require a closely coordinated effort between: All commanding officers; representatives from the Provost Marshal's Office, the Office of the Staff Judge Advocate, the FSC, the Naval Criminal Investigative Service, the NMCL; and outside civilian agencies (law enforcement, child protective services, courts, etc.).

d. The elements of a successful FAP include, but are not limited to, the following:

(1) Establishing and implementing consistent arrest/detainment policies.

(2) Establishing a consistent reinforcement and punishment policy pursuant to the Rules for Courts-Martial (R.C.M.) 306 of the Manual for Courts-Martial (MCM) and pages 1-4, 1-5, and 2-10 through 2-12 of MCO 1752.3B.

(3) Creating an atmosphere which encourages victims of abuse to come forward and seek help.

(4) Establishing a proactive professional military education (PME) program dealing with spouse/child abuse prevention.

(5) Incorporating a spouse/child abuse educational program (for all grades) into the mandatory PME program for all units and tenant activities aboard MCB, Quantico.

e. The primary goal of this program is to prevent spouse and child abuse. The preservation of the marriage and family are secondary to victim safety and will not be used to determine the success of the FAP.

f. Confidentiality. Access to records regarding allegations of abuse, neglect, or sexual assault is on a strict need-to-know basis. Information concerning persons in or being considered for FAP treatment, allegations of offenses committed and nature and extent of treatment, short of judicial conviction or administrative action incident to separation from military service, must be treated with the highest degree of sensitivity. Commanding officers will ensure appropriate confidentiality in all cases. Any servicemember

knowingly providing false information, or making what is known to be a false statement or allegation concerning matters under the FAP purview shall be subject to appropriate administrative or disciplinary action by the commander. Current versions of 5 U.S.C. §552a (The Privacy Act), and Department of the Navy and Marine Corps implementing regulations apply.

1002. DEFINITIONS. The following terminology is provided. A more exhaustive list of terms is contained in MCO 1752.3.

1. Child Abuse/Neglect. A situation in which any one or a combination of the following categories is present:

a. Physical Abuse

(1) Major injuries such as brain damage, skull or bone fracture, subdural hematoma, sprain, internal injury, poisoning, scalding, severe cut(s), lacerations, bruises, or any combination which constitutes a substantial risk to the life and/or well-being of the child.

(2) Less severe physical injury caused by twisting, shaking, etc., less severe cuts, bruises, and welts or any combination which does not constitute a substantial risk to the life or well-being of the child. The act itself, such as shaking, could cause a major injury with infants, or could result in no visible injury and nonetheless be considered abusive.

b. Sexual Abuse. Involvement of a child in sexual behaviors which constitute an offense; sexually violating or exploiting. Sexual behaviors include, but are not limited to, voyeurism; exhibitionism; fondling of breasts or genitals; oral stimulation of genitals; penetration by digit or object; vaginal or anal intercourse; or involvement with manufacture of pornography.

c. Neglect of a Child (or Deprivation of Necessities) Failing to provide nourishment, clothing, shelter, health care, education, and/or supervision, when having a duty and responsibility to provide for the child.

d. Emotional Abuse/Neglect of a Child. Any act of commission (such as threats of violence or disparaging remarks) or omission (such as passive/aggressive inattention to a child's emotional needs) on the part of the caretaker which causes low self-esteem in the child, undue fear or anxiety, or other damage to the child's emotional well-being.

2. Perpetrator. Also known as abuser, neglecter, or offender. The person directly or indirectly responsible for the resultant abuse

or neglect which befalls an individual. Any person whose act or failure to act, if he/she had the legal duty to act, substantially impairs the health or well-being of the victim. A perpetrator can be any person, civilian or military, related or not related to the victim.

3. Sanctions. Figure 1-1 provides a matrix which defines the levels of abuse and a list of sanctions/rehabilitation programs available for consideration by commanding officers in cases of spouse abuse. Whether or not sanctions are levied is within the purview of the commanding officer. The Case Review Committee (CRC) does not impose sanctions. The goal of sanctions is to prevent recurrence of abuse through appropriate punishments. Servicemembers must understand that domestic violence/abuse will not be tolerated and that offenders will be held accountable for their actions.

4. Spouse Abuse. May consist of physical abuse, sexual abuse, property violence, or psychological violence inflicted on a partner in a lawful marriage when one or both of the partners is a servicemember or affiliated with the DoD. Any spouse under 18 years of age will be treated as an adult under these principles. This definition does not include abuse between cohabiting partners in an intimate relationship, but such abuse must be treated as an assault, battery, and/or rape and counseling and help is available to the military member. Abuse involves the use of actions/behaviors/tactics that establish control over the victim by inflicting fear, as well as the use of physical or sexual force. Figure 1-2 explains the tactics of abuse.

a. Physical. Use of physical force to intimidate control, or force a spouse to do something against his or her will: This includes, but is not limited to, grabbing, pushing, holding, slapping, choking, punching, sitting or standing on, kicking, hitting with objects, and assaults with knives, firearms, or other weapons.

b. Sexual. The forcing of the spouse by the offender to engage in any sexual activity through the use of physical violence, intimidation, the explicit or implicit threat of future violence, or abuse if the offender's advances are refused.

c. Psychological Violence (Emotional Abuse). One or more of the following behaviors: explicit or implicit threats of violence, extreme controlling types of behavior, extreme jealousy, mental degradation (name calling, etc.), isolating behavior and property damage. Isolating behavior includes, but is not limited to, controlling access to military identification card, family, friends, information, base/command functions, telephone, transportation and money. Property damage includes, but is not limited to; the breaking of property, putting a fist or foot through a wall or door, throwing food, breaking dishes, and damaging automobiles. The intent of the abuser is to **control** the victim.

## FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

1. The purpose of the matrix of guidelines is to:
  - a. Provide the CRC with the framework for recommending case dispositions to commanders in substantiated spouse abuse cases.
  - b. Help unit commanders understand the rationale for recommendations and provide them with a tool to use in formulating a case disposition that best meets the Marine Corps objectives of protecting victims, holding offenders accountable, and retaining abusing servicemembers with potential for future useful service by offering them the opportunity for rehabilitation.
  - c. Increase the fairness, objectivity, and openness of the CRC process and the CRC's recommendations regarding spouse abuse cases.
  - d. Achieve greater consistency in case dispositions.
2. The matrix defines five levels of spouse abuse based on severity and other factors, reviews the suggested intent of disposition at each level of abuse, recommends corresponding services (e.g., rehabilitation programs), and command sanctions. The CRC will use these guidelines in developing recommendations for case disposition. After substantiating a case, the CRC will review all the information presented on the incident and ongoing abuse in the relationship and assign the case to one of the five levels of abuse. That classification carries with it certain recommended options that best meet the intent of disposition of a case at that level of abuse.
3. The matrix does not eliminate the need for the CRC and commands to make decisions, after analyzing the facts and circumstances of individual cases in the context of what is known about the patterns and impact of spouse abuse. The matrix is also not intended to limit or replace the discretion and authority of unit commanders to establish case dispositions. Unit commanders should find the matrix a useful tool, both in understanding the recommendations of the CRC and in their own decision-making on case disposition.
4. The matrix, while useful, is a limited tool. Despite the extent of the information the CRC and therefore organizations have available, the private nature of spouse abuse means there is a high probability that the full extent of the violence and other abuse will be under reported. CRC members are likely to encounter cases in which the committee members are suspicious that severe abuse is taking place but do not have hard evidence to support that conclusion, and they will have to assign the offender to a lower level than they might like. In deciding on the level of abuse in the face of incomplete information, the CRC will have to balance the goal of protecting victims on the one hand and the committee's ethical responsibility to make fair and objective judgments on the other.

Figure 1-1.--Matrix of Guidelines for Spouse Abuse Levels and Related Rehabilitation and Sanctions.

LEVELS OF ABUSE	INTENT OF SANCTIONS AND REHABILITATION	LEVELS OF REHABILITATION	LEVELS OF SANCTION OR MARINE'S IMMEDIATE COMMAND INTERVENTIONS
<p>I. LEVEL ONE</p> <p><b>Physical abuse:</b> No pattern of physical force, coercion or intimidation by offender; single incident that is situation-specific with no visible injury to victim.</p> <p><b>Non-physical abuse:</b> No pattern of ongoing attempts by offender to control partner through emotional abuse, isolating tactics, and 6CCnMIC or other restrictions on victim's autonomy.</p> <p>Offender is not minimizing or denying.</p> <p><b>RISK:</b> No identifiable risk to victim of ongoing or increased use of force and/or non-physical abuse.</p>	<p>This level acknowledges that there are: (1) rare cases of substantiated incidents of spouse abuse where the offender acted in a way that is uncharacteristic of his/her general behavior in the relationship and where both partners enjoy relative autonomy and freedom from coercion or threats within the marriage; and (2) cases where the offender in a specific incident is or has been the ongoing victim of violence or threats in the relationship and in this incident used violence that went beyond self-defense. The intent at this level is to assist a Marine with good career potential. The incident is admitted. Rehabilitation can be a good economic investment. A counseling session with immediate USMC supervisor is designed to be supportive to the Marine. Two FAP counseling sessions are intended to deal with situations related to the incident and determine ongoing service needs of family members.</p>	<p>May include one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Two or more individual counseling sessions with the FAP case manager.</li> <li>2. 8-hour anger management class.</li> <li>3. Provide special services to alleviate stress or conflict if needed.</li> </ol>	<p>Counseling session with immediate supervisor. Should be documented by a written entry in a platoon commander's notebook or like document.</p> <p>Non-career-threatening corrective measures.</p>

This matrix is designed to be a guide for the CRC to determine the level of severity of abuse and appropriate rehabilitation and sanctions to be recommended to unit commanders. Unit commanders retain the ultimate responsibility and command prerogative in all cases.

Figure 1-1. Matrix of Guidelines for Spouse Abuse Levels and Related Rehabilitation and Sanctions--Continued.

LEVEL OF ABUSE	INTENT OF SANCTIONS AND REHABILITATION	LEVELS OF REHABILITATION	LEVELS OF SANCTION OR MARINES'S IMMEDIATE COMMAND INTERVENTION
<p>I. LEML TWO</p> <p>Pattern of abuse by offender at <u>low</u> levels.</p> <p>Second offense, low level, no rehabilitation previously offered.</p> <p>Physical abuse:</p> <ul style="list-style-type: none"> <li>. Grsbbing, shoving, restraining, slapping.</li> <li>. One or more incidents involving minor injury (i.e. soreness, swelling, minor bruising).</li> </ul> <p>Non-physical abuse:</p> <ul style="list-style-type: none"> <li>. Pattern Of verbal intimidation (instilling fear).</li> <li>. Pattern of isolation and/or economic restrictions (discourages victim's autonomy).</li> <li>. Pattern of emotional and psychological put-downs/insults (erodes victim's dignity/self-esteem).</li> <li>. Discourages victim's autonomy.</li> </ul> <p>Sporadic insults, emotional abuse.</p> <p>Offender (1) has not previously attended or failed to attend a batterer's rehabilitation program, (2) does not have a history of more extreme abuse in previous intimate relationships, and (3) is amenable to rehabilitation.</p> <p>RISK: Risk to victim of possible increase in use of force &amp; non-physical abuse without intervention.</p>	<p>At this level the violence could escalate if offender does not make an honest effort in a rehabilitation program. Sanctions should be non-career threatening for those who fully participate in a rehabilitation program. The intent at this level is to assist a Marine with good career potential. The incident is admitted. Rehabilitation can be a good economic investment. Rehabilitation is geared toward correcting the offender's developing pattern of abuse.</p>	<p>Participation in an intensive short-term rehabilitation program.</p> <p style="text-align: center;">OR</p> <p>Participation in a two-stage 16-session program (note: an offender resistant to rehabilitation may take longer to complete the program). Phase one of the program is designed to allow most participants to move to phase two in the fourth or fifth week. Phase two is 12 weeks. Command will be notified in week five if service member fails to complete phase one in four weeks.</p>	<ul style="list-style-type: none"> <li>• Sanctions parallel Level I.</li> <li>• Case file remains open for 1 year following completion of rehabilitation program: 90 day follow-ups with victim to determine if there is a re-offense.</li> <li>• Immediate supervisor monitors offender's progress every 30 days for one year.</li> <li>• If offender fails to complete stage one in four weeks or falls/h dropped from the stage two 1 P-week program, immediate supervisor should counsel service member. Suggest a page 11 entry/NJP as the command deems appropriate.</li> </ul>

Figure 1-1.--Matrix of Guidelines for Spouse Abuse Levels and Related Rehabilitation and Sanctions--Continued.

Figure 1-1.--Matrix of Guidelines for Spouse Abuse Levels and Related Rehabilitation and Sanctions--Continued.

LEVEL OF ABUSE	INTENT OF SANCTIONS AND REHABILITATION	LEVELS OF REHABILITATION	LEVELS OF SANCTION OR MARINES'S IMMEDIATE COMMAND INTERVENTION
<p>III. LEVEL THREE</p> <p><b>Pattern of medium-level physical and/or non-physical abuse, a repeat offense involving any level of violence by an offender who has a previously substantiated case (by the military or by civilian courts) and who had been offered/attended a rehabilitation program (military or civilian).</b></p> <p><b>Physical abuse: Repeated use of physically coercive and intimidating actions such as pushing, shoving, restraining, grabbing. A n assault resulting in injury to the victim: threats to harm victim or victim's family/friends; pressure to engage in unwanted sexual activity. Physically abusing a spouse when pregnant.</b></p> <p><b>Non-physical abuse: Placing the victim in fear for her/his own physical safety. Pattern of isolating, emotionally abusing and/or economically controlling victim, i.e., limiting access to phone, transportation, child care, base services, and imposing a limited say about family economics. Frequent use of insults and put-downs, criticism. Reprisals for reporting or seeking help.</b></p> <p><b>A repeat offender using any level of violence who had a previously substantiated case and had been offered/attended a rehabilitation program (civilian or military).</b></p> <p><b>RISK: Ongoing risk to victim, family members, future partners of this offender.</b></p>	<p><b>At this level offender has crossed a threshold, and a combination of sanctions that constitute a punishment and rehabilitation is the best deterrent. Two critical tasks are to assess the danger to the victim and to determine whether the Marine has further career potential and whether the increased investment in rehabilitation is warranted.</b></p> <p><b>Incident may be a red flag that Marine is a danger to his family. A close examination of all supporting FAP, PMO, MTF, and other documents as well as SRB is warranted.</b></p> <p><b>At this level there will typically be an entry into the Marine's record.</b></p> <p><b>There is a tacit assumption that an offender at this level who continues to use abusive tactics will warrant separation if not receptive to rehabilitation.</b></p>	<p><b>16-session rehabilitation group.</b></p> <p><b>In addition to 16 sessions, participation in intensive short-term program if offender abuses 1-3 months following the 16-session program.</b></p>	<p><b>*MPO to ensure protection measures for victim, which may include restraining offender from contact with victim.</b></p> <p><b>* Case file remains open for one year following completion of rehabilitation, with 30-day FAP follow-ups with victim to determine if there is a re-offense.</b></p> <p><b>*Immediate supervisor monitor offender's progress every 15 days for one year.</b></p> <p><b>Company/battalion, summary court martial, NJP, adverse fitness report; wide latitude of NJP can accommodate varying degrees of assessed abuse.</b></p>

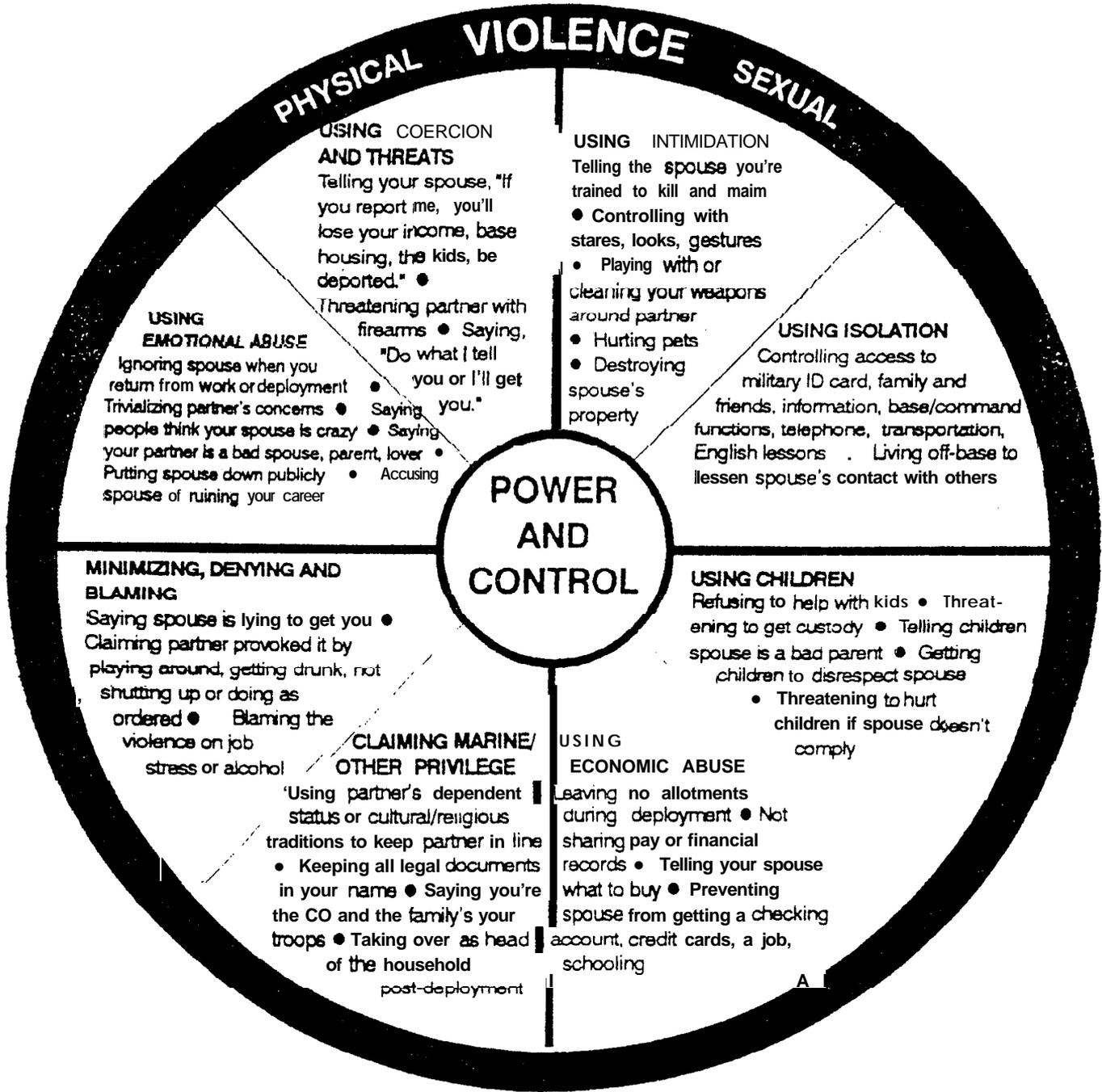
LEVELS OF ABUSE	INTENT OF SANCTIONS AND REHABILITATION	LEVELS OF REHABILITATION	LEVELS OF SANCTION OR COMMAND INTERVENTION
<p>V. LEVEL FOUR</p> <p><b>Physical abuse:</b> A serious assault by offender.</p> <ul style="list-style-type: none"> <li>. Use of dangerous weapon</li> <li>. Harm to pregnant spouse and fetus</li> <li>. Assault with serious injury such as broken bone, severe lacerations, bruising, trauma, head injury, internal injury.</li> <li>. Pattern of abuse at high levels by offender, involving one or more incidents of abuse that caused injury to victim or w/ victim at risk of serious injury; stalking the victim; coercion or force to engage in unwanted sexual activity; actions to keep victim in state of fear of punishment; threats to kill, maim, or injure victim or family members.</li> </ul> <p><b>Non-physical abuse:</b> High level of isolation, economic control, emotional abuse.</p> <p><b>RISK:</b> Victim and others (i.e., children, family members) at high risk of ongoing abuse and severe injury.</p> <p>offender may or may not be amenable to treatment. <b>Amenability</b> to treatment does not reduce need for increased sanctions at this level.</p>	<p>Risk of attacks involving serious harm to spouse increases dramatically at this level. Whether the Marine has further potential for useful service in the Corps is a serious question. Sanctions are needed to deter further abuse; they also reflect USMC intent to protect victim and other family member*.</p>	<ul style="list-style-type: none"> <li>. 16-session rehabilitation program possibly followed by intensive program.</li> <li>. Case manager special sessions every 30 days.</li> <li>. Civilian agency or FAP may need to offer extended programs.</li> </ul>	<ol style="list-style-type: none"> <li>1. Entry into record.</li> <li>2. Formal letter of reprimand.</li> <li>3. Suggest battalion-level NJP/court martial.</li> <li>4. Administrative separation.</li> <li>5. Prosecution.</li> <li>6. Issuance of an MPO to enhance protective measures toward the victim and at-risk family members. Risk of attacks involving serious harm to spouse increases dramatically at this level. Question of further potential useful service of Marine to the Corps is an issue. Sanctions reflect USMC intent to protect victim and other family members.</li> <li>7. Immediate supervisor monitors offender's progress weekly for one year.</li> </ol>

Figure 1-1. Matrix of Guidelines for Spouse Abuse Levels and Related Rehabilitation and Sanctions--Continued.

	LEVELS OF SANCTIONS AND REHABILITATION	LEVELS OF REHABILITATION	LEVELS OF SANCTION or MARINE'S IMMEDIATE COMMAND INTERVENTIONS
<p>V. LEVEL FIVE</p> <p>Physical abuse: Attempts to inflict serious injury; severe attacks against family. High level of intimidation and/or physical violence. Killing or maiming of pets. Rape. Stalking.</p> <p>Non-physical abuse: Extreme economic or psychological abuse.</p> <p>RISK: Lethality very high. Increasing risk to others, such as children, family members, intervenors.</p>	<p>Risk to victim is very high. Command actions should look to punish and probably separate service member while simultaneously protecting victim, who will be vulnerable to ongoing abuse.</p>	<p>NONE</p>	<ol style="list-style-type: none"> <li>1. Prosecution under civilian and/or military court system.</li> <li>2. Pretrial detention.</li> <li>3. Issue an MPO.</li> </ol>

Figure 1-1.--Matrix of Guidelines for Spouse Abuse Levels and Related Rehabilitation and Sanctions--Continued.

# POWER AND CONTROL WHEEL



Adapted from Domestic Abuse Intervention Project  
 206 West Fourth Street  
 Duluth Minnesota 55806

Figure 1-2. --Power and Control Wheel.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

CHAPTER 2

PROGRAM GUIDANCE

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# FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

## CHAPTER 2

### PROGRAM GUIDANCE

2000. ORGANIZATIONAL STRUCTURE. The Family Advocacy Program (FAP) is a command managed program with the following core implementing elements: the Family Advocacy Program Officer (FAPO) the Family Advocacy Program Manager (FAPM), the Family Advocacy Committee (FAC), and the Case Review Committee (CRC).

#### 2001. FAMILY ADVOCACY PROGRAM OFFICER

1. Installation Family Advocacy Program Officer. A field grade officer who acts as the CG MCB representative on issues of child and spouse maltreatment; domestic violence, and related issues. Ensures implementation of and accountability for the FAP per this Manual and MCO 1752.3B.

2. Unit Family Advocacy Program Officer. An officer/senior staff noncommissioned officer appointed by the unit commanding officer to act as a liaison to the FAP. Responsibilities are outlined at figure 2-1.

2002. FAMILY ADVOCACY PROGRAM MANAGER. The FAPM serves as the CG MCB expert concerning identification, treatment, and intervention matters pertaining to the FAP. The FAPM will recruit and maintain properly trained and credentialed FAP staff to include social workers, prevention specialists, victim advocates, and administrative personnel sufficient to meet the needs of the installation.

#### 2003. FAMILY ADVOCACY COMMITTEE

1. The purpose of the FAC is to provide oversight for the procedures and policies which govern the FAP. The FAC will serve in an advisory role to the CG MCB on policy matters; establish a coordinated community response directed toward the prevention of and intervention in family maltreatment; ensure the planning, resource management, monitoring, problem-solving, and marketing of the FAP; provide the evaluation and needs assessment necessary for implementation and ongoing maintenance of an effective program; and provide oversight and policy guidance to the CRC.

2. The FAC will consist of the FAPO as chair, the FAPM, the Base Sergeant Major or his designated representative, and the following activity heads (with a designated representative assigned to serve in their absence): Staff Judge Advocate (SJA), Provost Marshal's Office (PMO), Naval Medical Clinic (NMCL), Naval Criminal Investigative Service (NCIS), Base Inspector, and Base Chaplain.

"3. The FAC will meet semiannually, or on an as needed/on call basis as determined by the Base FAPO, and may invite representatives from the following in a consulting capacity: Victim Advocacy, Child Development Services, Consolidated Substance Abuse Counseling Center (CSACC), Marine New Parent Support Program (MNPSP), Dental Clinic, Quantico Dependent School System (QDSS), Family Housing, tenant activities, Public Affairs Office, and Morale, Welfare and Recreation Division. Off-base representation may include civilian law enforcement, Child Protective Services (CPS), domestic violence shelters, and similar entities.

4. The FAC, with approval of the CG MCB, should establish a Memoranda of Understanding (MOU) between military and civilian authorities to resolve possible overlaps in the handling of family advocacy cases.

#### 2004. CASE REVIEW COMMITTEE

1. The purpose of the CRC is to ensure timely review and evaluation of all reported incidents of alleged child and spouse abuse, and to make status determinations and disposition recommendations to the commander. Status determinations are based upon information presented from medical documentation, the investigation conducted by law enforcement, the FAP assessment interviews, and other information from committee members.

2. Each CRC shall be chaired by the FAPM/Clinical Supervisor. The permanent (voting) membership shall consist of the FAPM/Clinical Supervisor, the Installation Appointee, and one representative from each of the following: PMO, SJA, CSACC, and the NMCL. The Health Care Advisor, NMCL will appoint medical officers from Pediatrics and Family Practice to attend the child and spouse CRC's, respectively. The installation FAPO may also attend, and may chair and vote in the absence of the FAPM. The FAPM will ensure that appointment letters are issued for all permanent members and alternates in the event that the permanent member is unable to attend..

3. The unit FAPO from the servicemember's organization may be present for, but shall not vote on that servicemember's case. A representative of the servicemember's organization (CO, XO, Plt Cmdr, 1stSgt, etc.), who is familiar with the servicemember being discussed, must attend and provide their input.

4. Local CPS representatives will be invited to attend all meetings dealing with child abuse or neglect in their jurisdiction. The assigned CPS representative will be a permanent voting member of the child CRC.

5. The victim advocate and the counselor assigned to the particular case under consideration will be present. After consensus is reached or voting has been completed they will be excused.

6. Optional representatives from other disciplines, such as the Inspector's Office; the Child Development Center; the MNPS; the QDSS; the community health nurse; the Dental Clinic; the Head, Family Housing Branch, Facilities Division; Social Work Services; and the Mental Health Clinic may also be invited to attend in a consulting capacity, to assist with a particular case. They will not be present for other cases and they do not have decision-making (voting) privileges in the case.

7. The individuals involved in each case will not appear before the CRC. They will be given the opportunity to prepare a brief statement to be read to the CRC by their counselor or Base representative.

8. The CRC will determine if abuse is substantiated, the level of abuse, and whether or not the family members are at risk. If abuse is substantiated, the CRC shall identify appropriate treatment options for the commander's consideration.

a. In the case of alleged military offenders, the facts upon which the CRC's recommendations are made, and the basis for those recommendations, will be provided in writing for the servicemember's commanding officer when the case is initially presented. These recommendations are advisory. The final decision regarding appropriate treatment and administrative or disciplinary action remains a Base function.

b. If the offender is a family member, notice will go to the commanding officer of the offender's military sponsor.

c. The counselor assigned to the case will notify the victim and other family members.

9. Open cases will be reviewed at least once every 3 months to evaluate progress made toward criteria established for case closure. A progress report and additional treatment recommendations will be provided for the commanding officer, via the unit FAPO, at that time. Figure 2-2 will be used for that purpose.

## FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

1. Attends the CRC meetings and ensures organizational representatives are present who can provide the committee with the following information about the servicemember:
  - a. Work performance history - promotion/leadership potential.
  - b. Ability to relate to superiors and peers.
  - c. Time in service, time in grade, EAS.
  - d. Deployment history - future PCS.
  - e. Prior/pending disciplinary or administrative actions.
  - f. Other incidents of violent behavior.
  - g. Unit activities/deployments that may affect availability to participate in disposition plan.
  - h. Work or family stressors that may increase the risk of further violence.
2. Serves as the link between the organization and Family Advocacy.
3. Serves as a source of information for the organization.
4. Supports the enforcement of CRC recommendations endorsed by the CG MCB.
5. Supports implementation of the Coordinated Community Response to family maltreatment and ensures organizational support for the FAP.
6. Coordinates annual PME on family violence.
7. Maintains individual unit case files.

Figure 2-1. --Responsibilities of Unit Family Advocacy Program Officers.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

1752  
B 012

From: Family Advocacy Program Manager, Marine Corps Base,  
Quantico, VA  
To: Commanding Officer, \_\_\_\_\_  
Via: (1) Family Advocacy Program Officer, Marine Corps Base,  
Quantico, VA  
(2) \_\_\_\_\_

Subj: FAMILY ADVOCACY CASE REVIEW COMMITTEE (CRC) MINUTES OF \_\_\_\_\_

1. Background Information: Case Status: Review

Sponsor: \_\_\_\_\_ SSN: \_\_\_\_\_ Age: \_\_\_\_\_

Spouse: \_\_\_\_\_ SSN : \_\_\_\_\_ Age: \_\_\_\_\_

Child(ren): \_\_\_\_\_ SSN : \_\_\_\_\_ Age: \_\_\_\_\_

(Month of original and subsequent CRC's, type of abusesubstantiated, perpetrator, brief description of abuse):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Previous CRC Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Update on Recommendations and Treatment Progress: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. New CRC Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Counselor: \_\_\_\_\_ Review Date: \_\_\_\_\_

\_\_\_\_\_

(Base Representative)

\_\_\_\_\_

(FAPM Signature)

Figure 2-2. --Sample Family Advocacy Case Review Committee Minutes.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

CHAPTER 3

RESPONSIBILITIES

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FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

CHAPTER 3

RESPONSIBILITIES

3000. COMMANDING OFFICERS. Commanding officers of battalion and squadron size units and above will:

1. Appoint an officer or senior SNCO, in writing, to act as the Family Advocacy Program Officer (FAPO), and forward a copy of said appointment to the Family Advocacy Program Manager (FAPM) .
2. Obtain a Family Advocacy Program (FAP) brief from the FAPM within 45 days of assuming command and attend spouse and child abuse education programs designed for commanders.
3. Direct the unit FAPO and appropriate unit leaders to attend all meetings of the Case Review Committee (CRC) when a case pertaining to a servicemember within their organization is being reviewed.
4. Utilize Military Protection Orders (MPO) and Child Removal Orders when appropriate and as required. When there is a civilian Temporary Restraining Order (TRO), ask the victim to provide copies to FAPO, PMO, and the organizational commander. The issuance of a TRO does not preclude the commanding officer issuing an MPO if he/she feels additional safety measures are required. When the victim advocate or FAP counselor learns of a civilian TRO, a recommendation for an MPO will be made to the CRC. Guidance is provided in figure 3-1.
5. In the event a servicemember is removed from government or civilian quarters, based on a family altercation (either verbal or physical), take the appropriate actions listed below:
  - a. Ensure the servicemember remains out of quarters and is separated from the spouse and children, until all of the following actions take place:
    - (1) The servicemember reports to the FAPO for initial intake and assessment within 24 hours or the next working day following the incident.
    - (2) The FAP counselor has talked to both the servicemember and spouse or children, and has telephonically briefed either the unit FAPO, commanding officer, or the commanding officer's representative of the results of the initial inquiry and any pertinent recommendations.
    - (3) Keep the servicemember and spouse/children separated until PMO/Criminal Investigative Division (CID)/Naval Criminal Investigative Service (NCIS) has completed the initial interviews.

b. If the abuse is substantiated on the scene by PMO, the commanding officer, in addition to those sanctions listed in figure 1-1, has the following options:

(1) In cases where the incident occurs outside of normal working hours, notify PMO immediately.

(2) Restriction and/or confinement of the servicemember as dictated by circumstances. Commanders will be guided by Rules for Courts-Martial 304-305, Manual for Courts-Martial (MCM) in determining the necessity for pretrial confinement/restriction.

(3) An MPO may be issued to the servicemember to assure the safety of family members. This MPO may include conditions on liberty of the servicemember such as an order to remain away from family quarters unless accompanied by a command representative, and to refrain from contacting victims at any location. Barring a servicemember from government family quarters for longer than 30 days **may** result in termination of eligibility for government quarters.

(4) For cases of spouse/child abuse which occur off-base, and the servicemember is the alleged offender, the commanding officer has the discretion to immediately order that servicemember to the barracks.

6. Prior to allowing the servicemember offender to return to quarters (government or civilian), direct the unit FAPO to contact the spouse and to notify them that the servicemember will be allowed to return to quarters at the end of the work day.

7. Ensure that all cases of suspected spouse/child abuse, regardless of the level of command at which the problem is identified are reported, up the chain of command. Report suspected spouse/child abuse within the organization to PMO. Provide all information relevant to those investigating the report, including information obtained from law enforcement agencies and the CPS.

8. Direct the unit FAPO to maintain a file of all documentation concerning each case. Documents in that file will include, but are not limited to, those listed in figure 3-1.

9. Establish internal procedures to closely monitor those individuals assigned to the program for progress and compliance with the scheduled attendance requirements.

a. A continuing dialogue should be maintained between the FAP counselor and the respective unit representative at all times for coordination and to ensure the best interests of all concerned.

b. If the servicemember offender is not progressing satisfactorily in treatment, the unit FAPO, the servicemember, and

the FAP counselor will meet to discuss what the servicemember must do in order to continue in the program.

10. Direct all servicemembers ordered to attend a counseling program to complete mandated treatment before being assigned to TAD/Fleet Assistance Program, or on Unit Deployment or issued PCS Order, which would prevent them from completing said treatment. A servicemember could be sent TAD or assigned under the Fleet Assistance Program or PCS if the new duty allows the completion of the required treatment and is concurred with by the receiving unit. Exceptions to this provision must be addressed in writing, via the Base FAPO, to the CG MCB.

11. Utilize figure 1-1 as a guideline when reviewing and adjudicating a servicemember's case prior to taking administrative/legal action. Report the final disposition of all administrative and/or disciplinary actions taken for a case of spouse/child abuse to the CRC for record purposes, utilizing figure 3-2.

12. Notify the Base FAPM when orders are issued reassigning servicemembers involved in Family Advocacy or when family members who are involved in treatment are transferred.

13. Screen Family Advocacy records, along with required medical and dental records, of all servicemembers receiving overseas PCS orders to ensure qualification for assignment overseas.

14. Prior to transfer of a servicemember with a FAP case, send the unit FAP file, via registered mail, to the receiving unit. Regardless of pay grade, no servicemember shall be allowed to hand carry his/her FAP case file to the next duty station.

15. Incorporate spouse/child abuse prevention education within your unit's Professional Military Education Program. All servicemembers will receive spouse/child abuse prevention training on an annual basis. Schedule time for servicemembers to attend troop awareness briefings concerning FAP matters.

16. Make all servicemembers and their spouses aware that when counseled by a chaplain, the right to privileged communications, as governed by section V of the Military Rules of Evidence, MCM remains intact.

17. In cases where a servicemember is separated for abuse or neglectful behavior, refer the family to the FAP for assistance and possible referral to protect victims and promote family recovery.

18. Incorporate this Manual into all Officer-of-the-Day (OOD), Staff Duty NCO (SDNCO), and Duty NCO turnover folders. Reference this Manual in all OOD/SDNCO/DNCO orders, as appropriate.

3001. DIRECTOR, MANPOWER DIVISION. Assume staff cognizance over the FAP and brief the CG MCB on the status of the program at least annually.

1. Director, Family Service Center

a. Conduct FAP operations per the guidance provided by the references and this Order.

b. Ensure counselors conduct interviews with both the alleged victim and offender by close of business the next working day following the incident.

2. Consolidated Substance Abuse Control Officer

a. Train substance abuse counselors in recognizing abuse/neglect cases and make them aware of reporting procedures and requirements.

b. Appoint a representative and alternate to the Child and Spouse CRC's.

c. Intervene in and evaluate any family advocacy cases where drug or alcohol abuse is identified.

3. Director, Child Development Services

a. Provide and document annual training to any personnel involved with the Child Development Center and Family Child Care Program to recognize and immediately report suspected victims of child abuse/neglect per MCO 1752.3 and this Manual.

b. Screen Family Child Care Program and Child Development Center employees and employee records for a history of spouse abuse, child abuse/neglect, and any other criminal activity which would preclude work in this area. Document this screening once completed.

3002. HEALTH CARE ADVISOR. Serve as representative to the Family Advocacy Committee (FAC). Assign, in writing, an alternate to perform these duties when you are unavailable.

1. Provide initial and follow-up medical treatment for cases of spouse/child abuse, as required.

2. Appoint officers to serve as primary and alternate members of the spouse and child CRC's and assure their availability to attend meetings.

3. Provide and document annual training for Naval Medical Clinic (NMCL) personnel to recognize and report suspected child/spouse abuse/neglect.

4. Report suspected cases of abuse/neglect to PMO.
5. Incorporate this Manual into the procedures at the NMCL for those personnel standing duty.

3003. COMMANDING OFFICER, SECURITY BATTALION (PROVOST MARSHAL).  
Serve as a representative to the FAC. Assign, in writing, an alternate to perform these duties when you are unavailable.

1. Appoint officers or SNCO's to serve as members and alternates of the CRC, as appropriate.
2. Respond to all reported incidents of spouse/child abuse or neglect and cross-report/make notifications per figure 3-3. When warranted by the situation, complete the Request for Command Victim Safety Action, figure 3-4.
3. Send completed reports to the commanding officer of the servicemember involved.
4. Provide a copy of the Military Police Domestic Incident Report and the Request for Command Victim Safety Action (figure 3-4), to the FAP by 1300 the next working day.
5. Evaluate each reported incident of child/spouse abuse or neglect and initiate investigations as deemed necessary. Refer to NCIS and notify Child Protective Services (CPS), as appropriate.
6. Notify duty photographer to visually document abuse/neglect when necessary. File one copy of the photograph(s) with the investigation report and send one copy to the FAP.
7. Provide a copy of the Request for Command Victim Safety Action (figure 3-4), to both the FAP and the unit FAPO or commanding officer, as soon as possible. Forward Incident Complaint Reports and Reports of Investigations when completed.
8. Provide training to key personnel to recognize and handle family violence situations. Make all personnel aware of reporting procedures and requirements.
9. Incorporate this Manual into procedures for all military police and CID personnel.

3004. SUPERINTENDENT, QUANTICO DEPENDENTS SCHOOL SYSTEM (ODSS)

1. Provide annual training for key QDSS personnel on recognizing child abuse/neglect.
2. Make all personnel aware of abuse/neglect reporting procedures and requirements.

3005 FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

3005. INSPECTOR. Serve as representative to the FAC. Assign, in writing, an alternate to perform these duties when you are unavailable.

1. Coordinate with the Staff Judge Advocate to provide feedback to the Chief of Staff, MCB, regarding those cases where disciplinary action is required.
2. Coordinate with the FAPO to arrange for an augmentee inspector to conduct unit inspections per MCO 1752.3 and this Manual.

3006. STAFF JUDGE ADVOCATE. Serve as representative to the FAC. Assign, in writing, an alternate to perform these duties when you are unavailable.

1. Advise on and assist in establishing and maintaining the MOU between local County CPS, law enforcement, and other appropriate state and local agencies, and MCB, Quantico.
2. Assist commanding officers in evaluating cases of child/spouse abuse for elements of offenses under the UCMJ, as well as appropriate cases for administrative discharge and other administrative actions per this Manual.
3. Coordinate with the Inspector to provide feedback to the Chief of Staff, MCB, regarding those cases where disciplinary action is required.
4. Appoint officers to serve as primary and alternate members of the CRC.
5. Ensure annual staff training in the dynamics of spouse and child abuse and Family Advocacy procedures.
6. Provide the FAPM with information on sanctions taken in Family Advocacy cases sufficient to complete figure 3-5.

3007. BASE CHAPLAIN. Serve as representative to the FAC. Assign, in writing, an alternate to perform these duties when you are unavailable.

1. Ensure annual training for key personnel in the Chaplain's Department on recognizing abuse/neglect.
2. Provide training to key personnel involved with the Command Religious Program Child Care Service to recognize suspected victims of child abuse/neglect.

3008. RESIDENT AGENT IN CHARGE, NAVAL CRIMINAL INVESTIGATIVE

SERVICE. Serve as representative to the FAC. Assign, in writing, an alternate to perform these duties when you are unavailable.

1. Provide training to key personnel to recognize and handle child sexual abuse investigations and related incidents within your purview. Make all personnel aware of reporting procedures and requirements.
2. Respond to all referred incidents of child sexual abuse and make notifications per figure 3-3.

## FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

1. The CG MCB is responsible for the security and safety of servicemembers under his command, as well as other individuals within areas for which he is responsible. The CG MCB has the inherent authority to take reasonable actions commensurate with that responsibility, and must be prepared to act decisively in cases involving alleged child and spouse abuse.
2. The CG MCB is specifically authorized to issue MPO's and CRO's to ensure the safety and security of persons within the MCB, Quantico. The CG MCB may delegate this authority to the commanders. The format set forth herein is suggested, not required, since similar actions could be taken without specific authorization. The original CRO is to be given to the individual who had been custodian of the child(ren), with copies to others who may have custodial interest in the child(ren). A copy of each MPO and CRO issued is to be given to the PMO and the FAPM.
3. MPO's may be directed to servicemembers and may be broad in scope since servicemembers are subject to military orders. For the CG MCB, directives to civilians are limited to orders commensurate with the commander's authority to maintain security and control over the activities of employees, residents, and guests on the Base. These include debarment orders, employer directives, and housing area directives.
4. MPO's and CRO's are similar to civilian temporary restraining orders. They may be ex parte (issued after hearing only one side of the story) if the CG MCB considers it necessary to ensure the safety and security of persons for whom he is responsible. Ex parte MPO's and CRO's should have as short a duration as possible, normally not more than 10 days, to allow opponents a right to be heard. If the CG MCB desires to keep the order in effect for a longer period of time, opponents should be given an opportunity to be heard and to respond to allegations. In cases not requiring ex parte hearings, opponents should be given the opportunity to respond and be heard before the MPO or CRO is issued. Formal hearings are not required.
5. MPO's and CRO's are based upon a balancing of interests. The greater the crisis and the need to protect, the greater the need to move quickly and to focus on the safety of the person(s) needing protection. As the crisis abates and long term solutions are considered and put into effect, the need for an MPO or CRO diminishes.
6. MPO's and CRO's are administrative in nature, and are not to be confused with actions of prearrest and pretrial restraint, which can be taken under the UCMJ. Use of an MPO does not preclude simultaneous or subsequent action under the UCMJ.

Figure 3-1. --Military Protection Orders and Child Removal Orders.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

7. MPO's directed to servicemembers may include, but are not limited to:

a. Direction to refrain from contacting, harassing, or touching certain named persons;

b. Direction to remain away from certain specified areas, such as the home, schools, and Child Development Centers; or

c. Direction to do, or refrain from doing, certain acts or activities.

a. The order should specify its duration, the factors permitting the lifting of the order, or the fact that it is in effect until further notice by the issuing authority or designee.

9. Issuing authorities should seek the advice and assistance of family advocacy team members since family violence ignores traditional professional borders. Health care professionals, social workers, law enforcement personnel, and attorneys will all play a significant role. Early intervention and cooperation are essential to ensure maximum success.

10. An order designed to protect one individual by limiting the activity of another need not be in writing. To avoid confusion and misinterpretation, however, written orders are recommended. Issuing authorities may use the following format for drafting orders. The actual MPO should not be placed in personnel service records, although information concerning the underlying event should be placed in the record.

11. The CG MCB, victim advocate/FAP counselor, and Military Justice/Legal Assistance Officer should coordinate the MPO and CRO with civilian protective orders.

Figure 3-1. --Military Protection Orders and Child Removal Orders--Continued.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

SAMPLE MILITARY PROTECTION ORDER

From:  
To:

Subj: MILITARY PROTECTION ORDER ISSUED TO \_\_\_\_\_  
CONCERNING ALLEGATIONS OF CHILD/SPOUSE ABUSE

Ref: (a) SECNAVINST 1752.3  
(b) MCO 1752.3B

1. You are hereby directed to abide by the following Military Protection Order issued per the references. 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 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 cannot 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):

\_\_\_\_ Your spouse \_\_\_\_\_

child(ren) \_\_\_\_\_

\_\_\_\_ Other person(s) \_\_\_\_\_

4. You are directed to:

\_\_\_\_ Remain (200/500/1,000/\_\_\_\_\_ ft) from the person(s) listed in paragraph 3 above at all times.

\_\_\_\_ Remain (200/500/1,000/\_\_\_\_\_ ft) from your spouse's residence at \_\_\_\_\_  
\_\_\_\_\_  
(street address!)

\_\_\_\_ Remain 200 ft from the following vehicle(s) : \_\_\_\_\_  
\_\_\_\_\_  
(year, make, license #)

\_\_\_\_ Remain (200/500/1,000\_\_\_\_\_ ft) from your spouse's place of employment at: \_\_\_\_\_  
\_\_\_\_\_  
(Employer Name/Address)

Figure 3-1. --Military Protection Orders and child Removal Orders--Continued.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

\_\_\_\_\_ Remain 200 ft from school(s) of children listed in paragraph 3 above: \_\_\_\_\_

\_\_\_\_\_  
(Name of Schools)

\_\_\_\_\_ Make no contact through phone, mail or third party (other than through the command) with the person(s) listed in paragraph 3 above.

\_\_\_\_\_ Report all contacts/attempts at contact initiated by the person(s) named in paragraph 3 above.

5. This order shall remain in effect until \_\_\_\_\_ unless sooner cancelled by me or by higher authority.

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

copy to:  
PMO  
FAPO

Figure 3-1.--Military Protection Orders and Child Removal Orders--Continued.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

SAMPLE MILITARY CHILD REMOVAL ORDER

From:  
To:  
Via:

Subj: MILITARY CHILD REMOVAL ORDER IN THE CASE OF \_\_\_\_\_  
\_\_\_\_\_

Ref: (a) SECNAVINST 1752.3  
(b) MCO 1752.3B

1. You are hereby directed to remove \_\_\_\_\_,  
son(s)/daughter(s) of \_\_\_\_\_ (and  
\_\_\_\_\_), from (the family home at  
\_\_\_\_\_ or other location -  
\_\_\_\_\_). Unless otherwise directed by me or my  
designee, the above child(ren) will be returned to the home not later  
than \_\_\_\_\_ 19\_\_\_\_.

2. I am directing this action because I have substantial reason to  
believe that an emergency situation exists and that the above  
child(ren) may be in imminent danger of serious mental, emotional, or  
physical harm.

3. You are directed to ensure that during the period of removal the  
above child(ren) is(are) placed in the care of persons who are  
reliable and trustworthy and can provide a safe and secure  
environment throughout the removal period.

4. You are directed to:

5. This order shall remain in effect until \_\_\_\_\_  
unless sooner cancelled by me or by higher authority.

\_\_\_\_\_  
Signature

copy to:  
PMO  
FAPO

Figure 3-1. --Military Protection Orders and Child Removal  
Orders--Continued.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

1752  
B 012

From: Commanding Officer, \_\_\_\_\_  
To: Family Advocacy Program Officer, MCB, Quantico  
Subj: COMMANDING OFFICER'S REPORT OF FINAL CASE ADJUDICATION  
REGARDING \_\_\_\_\_

1. The following action was taken on servicemember (Discuss all corrective, administrative and/or punitive action taken. Include dates.) :

\_\_\_\_\_  
(Commanding Officer)

copy to:  
Unit FAPO

Figure 3-2.--Sample Commanding Officer's Report of Final  
Case Adjudication.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

1. The following instructions are provided for a Coordinated Community Response to domestic violence at MCB, Quantico. This figure provides flowcharts and procedures which will be followed in all cases of abuse. The lists at the top of each flowchart are not all inclusive, but show common sources of initial reporting to the military police.

a. The PMO/CRO will make notification to the responsible commander. Notification will be made to the commander of his/her representative at the earliest convenience.

b. PMO/CID investigators will contact the Family Advocacy Victim Advocate for victim advocate services and counseling. The victim advocate will respond at the earliest convenience. He/she will in no way interfere in the investigative process and will inform PMO/CID of any disclosures of pertinent information. The victim advocate will contact the OSJA (Legal Assistance Section) within 24 hours, or the next working day, if the situation warrants and the victim is agreeable. The FAPM will provide duty rosters to PMO/CID as well as to the officer on duty at the Naval Medical Clinic.

c. Child Protective Services notification will be effected per the internal procedures of all reporting activities and per paragraph 2001.2a(1) of this Manual.

2. Commanders will ensure compliance with the contents of this Manual and effect distribution to all appropriate personnel.

Figure 3-3. --Protocol for the Response to Spouse/Child Abuse.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

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SUSPECT'S	NAME/GRADE	SSN
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UNIT

AS A RESULT OF AN INCIDENT INVOLVING DOMESTIC VIOLENCE, AN ASSESSMENT OF THE POTENTIAL RISK TO THE VICTIM(S) INDICATES A NEED FOR COMMAND ACTION.

**FACTS OF THE CASE.** See attached reports/statements. (Summarize facts pertinent to the case - who, what, where, when, why, how - that are not covered in attached documents.)

**ASSESSMENT OF RISK.** Based on my personal knowledge of the facts and a review of available documents, the following factors should be considered regarding the risk in this situation:

\_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Past History Threats of \_\_\_\_\_ No  
Injury Injury of Violence Violence Violence

**ACTIONS ALREADY TAKEN TO PROTECT VICTIM(S)**

\_\_\_\_\_ Family members admitted to shelter: \_\_\_\_\_  
\_\_\_\_\_ Family members admitted to hospital: \_\_\_\_\_  
\_\_\_\_\_ Child (ren) removed by Child Protective Services: \_\_\_\_\_  
\_\_\_\_\_

Grade/Name \_\_\_\_\_  
Title \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date/Time \_\_\_\_\_

Figure 3-4. --Request for Command Victim Safety Action.

# MARINE CORPS BASE' QUANTICO FAMILY'ADVOCACY STATISTICS REPORT LEVELS OF SPOUSE ABUSE FOR FY

	TOTAL CASES	HUSBAND OFFENDER	WIFE OFFENDER	MUTUAL ABUSE
Level I				
Level II				
Level III				
Level IV				
Level V				
Total:				

Figure 3-5. Sample Family Report Levels of Spouse Abuse.

**FAMILY ADVOCACY  
SANCTIONS TAKEN BY COMMANDERS**

COMMAND	NUMBER OF CASES BY ABUSE LEVEL			
	I	II	III	IV
<b>SANCTION TAKEN</b>				
COURTS MARTIAL				
DISCHARGED				
BARRED FROM BASE				
<b>SANCTIONS BY %</b>				
<b>TOTAL SUBSTANTIATED CASES:</b>				
<b>TOTAL SANCTIONS TAKEN (&amp; %):</b>				

Figure 3-5.--Sample Family Report Levels of Spouse Abuse--Continued.

**MARINE CORPS BASE QUANTICO  
FAMILY ADVOCACY PROGRAM  
SPOUSE ABUSE STATISTICS  
FY \_\_\_\_**

Substantiated Cases:

Level I

Level II

Level III

Level IV

Level V

Total

Unsubstantiated/Unresolved Cases:

Unsubstantiated/Did-Not-Occur Cases:

Total Cases Referred:

**REFERRAL SOURCES**

Command	Spouse
Self	MNPSP
PMO	Chaplain
FSC	NMCL
CPS	Local Police
Neighbors	Key Volunteers

Figure 3-5.-- Sample Family Report Levels of Spouse Abuse-- Continued.

**MARINE CORPS BASE QUANTICO  
FAMILY ADVOCACY PROGRAM  
CHILD ABUSE STATISTICS  
FY**

Substantiated Cases:

Servicemember Offender

Spouse Offender

Both Offenders

Other Offender

Offender Unknown

Total

Unsubstantiated/Unresolved Cases:

Unsubstantiated/Did-Not-Occur Cases:

Total Cases Referred:

**REFERRAL SOURCES**

Command

Spouse

Self

PMO

Chaplain

School

N-MC-L

Child Protective Services

Police

Child Development Center

Neighbors

Family Service Center

Figure 3-5. --Sample Family Report Levels of Spouse Abuse-- Continued.

FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

APPENDIX A

CHILD SUPERVISION AND BABYSITTING GUIDELINES

1. Physical neglect includes, but is not limited to the following:

a. The child is left alone and/or with an inadequate plan for his/her safety needs in situations inappropriate to his/her chronological age, social maturity or judgment, or physical capabilities.

b. The child is responsible for sibling(s) or other children in situations inappropriate to his/her chronological age, social maturity or judgment, or physical capabilities.

c. Minimal care and supervision which may result in placing the child in jeopardy of or at risk of sexual or other exploitation, physical injury, or results in status offenses, criminal acts by the child, or alcoholism or drug abuse.

2. There are several factors to consider in determining whether or not children are mature enough to be left unsupervised or capable of providing care for other children. Prior to being left alone a child should exhibit signs of accepting responsibilities which include the ability to make decisions independently, being able to consider alternatives, and completing household chores and homework assignments with minimal to no supervision. Children usually begin to exhibit these signs between 10-12 years of age; however, bear in mind that children develop and mature at different rates. Other factors to be considered include, but are not limited to, the child's age and maturity level, special medical needs of the child, circumstances under which the child is left alone, a child's behavioral and emotional stability, how secure the child feels in its neighborhood, and skills received through self-care training. Self-care training focuses on development of skills such as: knowledge of how to deal with various emergencies, conflict with friends and siblings, handling loneliness and boredom, personal safety, simple first aid, and handling fear. It is of utmost importance that the supervision plan includes knowledge of telephone numbers to where to reach parents or another responsible adult, fire, rescue, police and other emergency response centers, and a developed emergency plan that the child can readily implement.

a. Children under the age of 9 may not be left unsupervised.

b. Children 9-11 years shall not be left alone for more than 1 ½ daylight hours during any given day. Children must be trained in self-care as defined above.

## FAMILY ADVOCACY PROGRAM PROCEDURES AND GUIDELINES

- c. Children 12-15 years may be left alone all day if they have been trained in self-care as defined above
- d. Children 16-17 years may be left alone all night or over the weekend if they have been trained in self-care as defined above.

**3.** In making judgments regarding the age of children babysitting, the above shall be followed. The young babysitter must exhibit signs of accepting responsibilities prior to being entrusted with the care of other children. Factors to consider include: the age difference between the sitter and the child, the length of time involved, and the sitter's comfort in being a sitter and being responsible for other children. The following will be considered in determining an appropriate childcare plan. There may be situations when it is not safe to leave a child under the care of a babysitter whose age may fall within these guidelines, i.e. developmental stage of the child, the caregiver's ability to provide undistracted care for the child, the time the child will be providing the care, and caregiver's familiarity with the child and the environment in which the care is being provided. Parents are ultimately responsible for making decisions regarding the care and safety of their children.

- a. Children under the age of 12 are not permitted to provide care for another child or an adult who is mentally or physically incapable of providing self-care.
- b. Children 12-13 years may babysit siblings or other children up to 4 hours, if the sitter has been trained in self-care as defined in paragraph two.
- c. Children 14-15 years may babysit siblings or other children over 4 hours but not for overnight or weekends, if the sitter has been trained in self-care as defined in paragraph two.
- d. Children 16-17 years may babysit siblings or other children overnight or over the weekend, if the sitter has been trained in self-care as defined in paragraph two.