



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
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FORT KNOX, KENTUCKY 40121-5256

AMIM-KNW-A (100)

30 June 2021

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 06 – Fort Knox Family Advocacy Program (FAP)

1. References.

- a. Army Regulation (AR) 608-1, (Army Community Service (ACS)), 19 October 2017.
- b. AR 608-18, (The Army FAP), 30 October 2007, (RAR 13 September 2011).
- c. Department of Defense Instruction (DoDI) 6400.01, (FAP), 22 July 2019.
- d. DoDI 6400.05, (New Parent Support Program (NPSP)), 15 April 2020.
- e. National Defense Authorization Act (NDAA) for FY 2017 (Public Law 114-328), Section 575, 130 Stat. 2142–2143, (“Reporting on Allegations of Child Abuse in Military Families and Homes”), 23 December 2016.
- f. Army Directive 2019-13, (Response to Major Juvenile Misconduct and Referral of ~~Civilian~~ Criminal Offenses to Civilian Authorities), 21 March 2019.
- g. Army Directive 2019-24, (Reporting Responsibilities of Commanders and Covered Professionals for Child Abuse and Neglect), 11 July 2019.

2. Purpose. To define Fort Knox policy concerning FAP procedures for responding to child abuse, spouse abuse, major juvenile misconduct, and juvenile-on-juvenile problematic sexual behavior and to direct the involvement of the chain of command.

3. Policy. The Fort Knox FAP is a commander’s program designed to prevent spouse and child abuse, encourage the reporting of all instances of abuse, ensure the prompt assessment and investigation of abuse cases, protect victims of abuse, and to treat all Family members affected by or involved in abuse. The goal of the Fort Knox FAP is to break the cycle of abuse by actively engaging in preventive strategies, encouraging early identification, and promoting effective treatment of abuse for Soldiers and affected Family members.

a. All Soldiers, employees, and civilian members of the military community are encouraged to report information about known or suspected incidents of child abuse, spouse abuse, major juvenile misconduct, and juvenile problematic sexual behavior to the Fort Knox Military Police (MP) at (502-624-2111 or e-mail usarmy.knox.imcom.atlantic.list.des-mp-desk-sergeant@mail.mil).

b. In accordance with (IAW) references above, individuals within the chain of command of a service member and all Department of Defense (DOD) personnel who are considered “covered professionals are required to report any information that gives reason to suspect that a child in the family or home of the service member has suffered an incident of child abuse. Covered professionals include FAP staff, Military law enforcement and Criminal Investigative personnel, medical personnel, Department of Defense Educational Activity(DODEA) personnel, those engaged in providing child and youth services, and anyone else who may serve in a caregiving role for children.

c. As required by law, when a covered professional learns of facts that give reason to suspect that a child in the Family or home of a member of the Armed Forces has suffered an incident of child abuse, regardless of whether the alleged incident occurred on or off the installation, the covered professional “shall as soon as possible make a report of the suspected abuse to the local Child Protective Services (CPS) agency”. Hardin County Department of Community Based Services (DCBS) is the designated CPS agency for the Fort Knox community.

d. Individuals within the chain of command and all covered professionals will report suspected incidents of child abuse/neglect to DCBS by using one of the following methods: telephone: (270) 765-5088; Hotline number: (877) 597-2331; e-mail: intake.srtrs@ky.gov or web based link: <https://prd.webapps.chfs.ky.gov/reportabuse>. In addition to DCBS, all reports must be made to the Fort Knox Military Police (MP) by calling (502) 624-2111 or e-mail: usarmy.knox.imcom-atlantic.list.des-mp-desk-sergeant@mail.mil.

(1) When making a report via e-mail, an automated confirmation of thereceived report will be provided. Child abuse allegations will be investigated by the Hardin County DCBS and appropriate law enforcement authorities.

(2) FAP works in collaboration with DCBS to ensure the safety of the child and to provide treatment and resources as appropriate. Commanders will be notified when their Soldiers are involved in spouse/partner abuse, child abuse, or child neglect.

e. Family violence, including child and spouse, as well as, violence perpetrated by a single Soldier against partners, adversely impacts morale, welfare, and mission readiness. Because of this impact, commanders are the responsible individuals to take immediate steps to alleviate family violence.

(1) Leaders at all levels must be alert for evidence of domestic violence, report it,

and react promptly. Commanders must take appropriate action to protect victims of abuse from further harm. Applicable rights of alleged victims and offenders will be ensured. If an active duty Soldier is identified as the alleged offender, commanders will order the offender into government billeting. The Soldier-offender will have no contact with the home/quarters or victim for a minimum of 72 hours. If an Emergency Protective Order (EPO) or Domestic Violence Order (DVO) is in place, commanders will monitor the Soldier-offender's compliance with the order(s) and complete the Domestic Violence Checklist, FK Form 5068-E, October 2005, (enclosure 1), and the Emergency Protection Order Checklist, FK Form 50678-E, April 2010, (enclosure 2). When the civilian spouse is the offender, commanders will make every effort to ensure the safety of the Soldier. Safety measures will include offering the Soldier-victim temporary living space in the unit's assigned billets or ensuring other suitable arrangements.

(2) FAP clinical personnel will provide treatment for Soldiers and family members experiencing family violence and will be responsible for incident assessment, notification to commanders, coordination and supervision of the Case Review Committee (CRC), establishment of treatment plans on substantiated cases, and provision of progress reports to the command. Army Community Service (ACS) offers victim advocacy services and can assist in addressing victim safety issues. ACS FAP Victim Advocates can be contacted at (502) 624-6291 during regular duty hours, Monday-Friday, 0730-1600. Victim advocacy services are available 24/7 by contacting the Domestic Violence Call center at 1-855-827-0400, the National Domestic Violence Hotline (1-800-799-SAFE) or Military One Source 1-800-342-9647 or www.militaryonesource.com.

(3) As mandated by AR 608-18, each unit/company commander will coordinate with the FAP manager at ACS to obtain domestic violence and child abuse briefings designed for unit commanders within 45 days of assuming command. Commanders can also schedule time for Soldiers to attend annual troop awareness briefings presented by FAP personnel.

(4) Unit commanders will attend Case Review Committee (CRC) meetings when a case involving one of their Soldiers or Family members is presented. FAP clinical personnel will notify unit commanders of the scheduled CRC.

(5) Commanders will ensure that Soldiers involved in family violence attend (immediate and uninterrupted) recommended treatment. The Soldier's place of duty will include scheduled appointments until treatment is completed. When ACS/FAP New Parent Support Program (NPSP) and Home Visitation program is recommended participation of fathers/stepfathers will have significant impact and should be encouraged by commanders.

(6) FAP clinical personnel will provide updates to commanders of their Soldiers who are enrolled in FAP. Soldiers assessed as high risk will not be considered deployable while enrolled in treatment. If the unit mission requires high risk Soldiers to deploy, approval by the Brigade Commander must be obtained.

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(7) Mandated treatment does not preclude disciplinary and administrative actions against offenders in appropriate cases. Commanders should consult with their assigned Staff Judge Advocate (SJA) point of contact (POC) regarding applicability of the Lautenberg Amendment and when considering administrative and disciplinary action. Commanders are responsible for taking action they deem appropriate IAW the Uniform Code of Military Justice (UCMJ).

f. IAW reference f above, juvenile-on-juvenile problematic sexual behavior is defined as behaviors initiated by children and youth under the age of 18 that involve sexual body parts in a manner that deviates from normal/typical sexual behavior and are developmentally inappropriate and/or potentially harmful to the individual initiating the behavior on others. Cases involving juvenile-on-juvenile problematic sexual behavior will be reported to the Fort Knox MP and referred promptly to FAP. FAP clinical personnel will conduct assessment and provide treatment for military families impacted by juvenile-on-juvenile problematic sexual behavior and coordinate referrals to additional resources such as victim assistance and advocacy services as needed.

4. Expiration. This Command Policy Memorandum will remain in effect until superseded or rescinded.

5. The point of contact for this policy is the ACS FAP manager at (502) 624-6291.

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LANCE A. O'BRYAN
COL, FA
Commanding

EMERGENCY PROTECTION ORDER CHECKLIST

For use of this form, see ARs 608-1 and 608-18

DATE OF INCIDENT: _____

ANY TIME A SOLDIER IS THE SUBJECT OF AN EMERGENCY PROTECTION ORDER (EPO) ISSUED BY ANY COURT, COMMANDERS WILL IMMEDIATELY TAKE THE FOLLOWING STEPS:

1. Upon notification by the Provost Marshal's Office (PMO) that an EPO has been received, the Soldier will be escorted by a member of the chain of command, in the grade of E-8 or higher, to the PMO and served the EPO. If a commander escorts the Soldier to the PMO, the commander will issue a Military Protective Order (MPO) (DD Form 2873) to the Soldier, which will be in effect for the duration of the EPO, or longer if the commander determines it is necessary. A copy of the EPO and MPO will be provided to the trial counsel.
2. Contact the unit trial counsel for legal guidance.
3. After an EPO is served to the Soldier, he/she will be immediately escorted back to the commander. The commander will review the EPO, consult with trial counsel, and explain its contents to the Soldier to ensure he/she fully understands the restrictions of the EPO and penalties for failure to obey it. The commander will also issue an MPO for the duration of the EPO. If, after advising the Soldier of his/her Article 31, UCMJ, rights, the Soldier waives these rights, the commander will question the Soldier to ascertain the facts and potential for harm to self and/or others. A copy of the EPO and MPO will be provided to the trial counsel.
4. Prior to releasing the Soldier from the mandatory 72-hour MPO, the commander must contact Family Advocacy Program (FAP), Fort Knox Ireland Army Community Hospital, to schedule an appointment, if appropriate, in accordance with (IAW) AR 608-18. An AFAP clinical social worker will provide the command feedback and recommendations for follow-up services at (502) 626-6170/6181/6172. Also, IAW AR 608-18, the commander is required to attend the Case Review Committee (CRC) meeting to discuss the case status and treatment plan recommendations. The command will receive written notification of the CRC meeting dates and time. Commanders DO NOT need to provide command referral paperwork for Soldiers involved in domestic violence (child and spouse abuse) incidents. These referrals are considered emergencies that require "Risk Assessment" and are not considered routine mental health evaluations.
5. Provide alternate billeting; order the Soldier to move into the alternate billeting for a minimum of 72 hours. If the 72-hour period ends on a weekend or holiday, the Soldier will continue to stay in alternate billeting until the first duty day.
6. Contact the victim of the domestic violence named in the EPO to ascertain the facts and identify any immediate safety concerns.
7. Make contact with the Victim Advocate Coordinator, 624-6291. The Fort Knox Family Advocacy Victim Advocate Program will work in close coordination with the command, as well as on- and off-post agencies, to ensure that safety measures are in place for providing advocacy assistance and support to victims of domestic violence. Victim participation in the program is voluntary.
8. Consult with trial counsel and, if warranted, withdraw the Soldier's pass privileges for a minimum of 72 hours. Give the Soldier an MPO. Should the EPO become a DVO, reissue an MPO for the duration of the DVO.
9. The unit commander or civilian supervisor equivalent of the Soldier involved in the incident is required to attend the CRC meeting, concur/nonconcur with CRC findings, and ensure the Soldier complies with the assessment process and treatment recommendations. In the absence of the commander or civilian supervisor, a senior enlisted supervisor is authorized to attend. This command representative must have the authority to concur or nonconcur with CRC recommendations. All individuals who attend CRC are required to take the DTA online training at <http://www.edis.army.mil/decision%20tree/launch.htm> and provide a certificate of completion to the CRC chairperson.
10. Take any other additional measures the commander deems necessary to prevent further incidents of domestic abuse, injury, or death. Indicate below what other measures, if any, were taken.

Other measures (if applicable):

NAME/RANK SOLDIER: _____	COMMANDER: _____
UNIT: _____	DATE FORWARDED TO TRIAL COUNSEL: _____

DOMESTIC VIOLENCE CHECKLIST

For use of this form, see AR 608-1

UPON NOTIFICATION OR DISCOVERY OF ANY INCIDENT OR CREDIBLE REPORT OF DOMESTIC VIOLENCE, COMMANDERS OF ALLEGED SOLDIER OFFENDERS WILL IMMEDIATELY TAKE THE FOLLOWING STEPS:

1. Contact the unit trial counsel for legal guidance.	<input type="checkbox"/>
2. Report the incident to the military police desk sergeant at 624-2111.	<input type="checkbox"/>
3. Advise the Soldier suspected of domestic violence of his/her Article 31, UCMJ, rights and, if he/she waives these rights, question the Soldier to ascertain the facts and potential for harm to self and/or others. Issue a Military Protective Order (DD Form 2873) (MPO) for the Soldier to have no contact with the victim(s) of domestic violence for 72 hours. If the 72-hour period ends on a weekend or holiday, Soldier will be ordered to have no contact until the first duty day.	<input type="checkbox"/>
4. Contact victim of the domestic violence to ascertain the facts and identify any immediate safety concerns.	<input type="checkbox"/>
5. Make contact with the Victim Advocate Coordinator, 624-6291. The Fort Knox Family Advocacy Victim Advocate Program will work in close coordination with the command, as well as on- and off-post agencies, to ensure that safety measures are in place for providing advocacy assistance and support to victims of domestic violence. Victim participation in the program is voluntary.	<input type="checkbox"/>
6. Provide billeting and order the offender Soldier to move into alternate billeting for a minimum of 72 hours. If the 72-hour period ends on a weekend or holiday, the Soldier will continue to stay in alternate billeting until the first duty day.	<input type="checkbox"/>
7. Prior to releasing the Soldier from the mandatory 72-hour MPO, the commander must contact the Family Advocacy Program (FAP), Fort Knox Ireland Army Community Hospital, to schedule an appointment, if appropriate, in accordance with (IAW) AR 608-18. A FAP clinical social worker will provide the command feedback and recommendations for follow-up services at (502) 626-6170/6181/6172. Also, IAW AR 608-18, the commander is required to attend the Case Review Committee (CRC) meeting to discuss the case status and treatment plan recommendations. The command will receive written notification of the CRC meeting dates and time. Commanders DO NOT need to provide command referral paperwork for Soldiers involved in domestic violence (child and spouse abuse) incidents. These referrals are considered emergencies that require "Risk Assessment" and are not considered routine mental health evaluations.	<input type="checkbox"/>
8. Order the offender Soldier to immediately turn in all privately owned firearms to the unit's arms room. Send an NCO in the grade of E6 or higher to the Soldier's home to retrieve any firearms. Order the Soldier to have no contact with firearms unless in the course of normal duty.	<input type="checkbox"/>
9. Reassess the situation at the end of the 72-hour period and determine if the above MPO or restrictions should be modified, continued, or canceled.	<input type="checkbox"/>
10. The unit commander or civilian supervisor equivalent of the Soldier involved in the incident is required to attend the CRC meeting, Concur or nonconcur with CRC findings, and ensure the Soldier complies with the assessment process and treatment recommendations. In the absence of the commander or civilian supervisor, a senior enlisted supervisor is authorized to attend. This command representative must have the authority to concur or nonconcur with CRC recommendations. All individuals who attend CRC are required to take the DTA online training at http://www.edis.army.mil/decision%20tree/launch.htm and provide a certificate of completion to the CRC chairperson.	<input type="checkbox"/>
11. Consider referring the Soldier for a mental health evaluation at the Department of Behavioral Health, USA MEDDAC, Fort Knox (624-9960) (emergency room during non-duty hours). Soldier must be advised of certain rights before being command-referred for a mental health evaluation. Consult with trial counsel prior to referral. FK Form 4388-E will be used to make the referral (download from http://www.knox.army.mil/garrison/dhr/asd/forms.asp).	<input type="checkbox"/>
12. Take any other additional measure the commander deems necessary to prevent further incidents of domestic abuse, injury, or death. Indicate below what other measures, if any, were taken.	<input type="checkbox"/>
Other Measures (if applicable):	
NAME/RANK OF SOLDIER:	COMMANDER:
UNIT:	DATE FORWARDED TO TRIAL COUNSEL: