



## UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF  
UNIT 35801  
FPO AP 96602-5801

DivO 1752.1B  
G-1  
17 Mar 93

### DIVISION ORDER 1752.1B

From: Commanding General  
To: Distribution List

Subj: FAMILY ADVOCACY PROGRAM

Ref: (a) MCO 1752.3A  
(b) MARCORBASESJAPANO 1752.2  
(c) MARCORBASESJAPANO 5800.2A  
(d) MCO P1900.16D  
(e) DivO P5040.3C  
(f) SECNAVINST 1730.7

Encl: (1) Preventive Programs  
(2) Administrative Readiness Evaluation Checklist

1. Purpose. To publish policy and procedures for the conduct of the Division Family Advocacy Program.

2. Cancellation. DivO 1752.1A

3. Background

a. The Marine Corps Family Advocacy Program (FAP) is described in reference (a) which states, "Acts of child neglect, child abuse, and spouse abuse...are incompatible with the high standards of professional and personal discipline required by members of the United States Marine Corps."

b. The Marine Corps Bases Japan Family Advocacy Program is described in reference (b). Reference (c) is the Marine Corps Bases Japan directive concerning unattended children. The 3d Marine Division will participate in the Marine Corps Bases Japan Family Advocacy Program.

c. Enclosure (1) is a listing of preventive programs available on Okinawa. Enclosure (2) is an Administrative Readiness Evaluation (ARE) Checklist.

4. Summary of Revision: This Order contains a number of changes. The following is a concise listing of these changes:

a. Requires FAO's to familiarize themselves with Marine Corps Bases Japan directive concerning unattended children.

b. Changes addresses, location and phone numbers for Family Advocacy Program Manager and Family Advocacy Representatives.

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c. Deletes requirement for FAO's to attend bi-monthly meetings

d. Requires information concerning sexual assault and rape awareness and prevention be included in the annual training program.

e. Changes requirement to maintain case files from one year to six months after an individual transfers.

## 5. Policy

a. Acts of child neglect, child abuse, and spouse abuse will not be tolerated in the 3d Marine Division.

b. Commanders at all levels will take steps to stop child and spouse abuse by preventive education, identification, and appropriate rehabilitation and/or disciplinary action.

c. All units of the 3d Marine Division will support and actively participate in the Marine Corps Bases Japan Family Advocacy Program.

## 6. Action

### a. Responsibilities

(1) The Assistant Chief of Staff, G-1 will exercise primary staff cognizance over the Division Family Advocacy Program.

(2) The Division FAO will:

(a) Be thoroughly familiar with the provisions of references (a) through (f) and advise the Commanding General, Chief of Staff, and Assistant Chief of Staff, G-1 on family advocacy matters.

(b) Ensure all regiments, battalions, and regimental headquarters companies/batteries have an officer assigned in writing as the unit FAO. Maintain a current list of their names and phone numbers. Provide an updated list to the FAP Manager at the Navy/Marine Corps Family Service Center monthly.

(c) Provide coordination and assistance to all FAO's in the 3d Marine Division.

(d) Conduct ARE's and Staff Assistance Visits (SAV) as specified by reference (e).

(e) Publish Family Advocacy Advisories detailing schedules of Family Advocacy events and services offered by the Family Service Center.

(f) Attend all Case Review Subcommittee (CRS) meetings involving 3d Marine Division personnel and all Family Advocacy Committee meetings as the 3d Marine Division representative.

(g) Maintain case files on all cases involving 3d Marine Division personnel.

(h) Coordinate with the FAP Manager and the FAP Coordinator as the principal 3d Marine Division point of contact for family advocacy matters.

(3) Commanding Officers will:

(a) Ensure compliance with the contents of this Order and references (a) through (f).

(b) Appoint a FAO in writing at the regimental, battalion, and regimental headquarters company/battery levels.

(c) Ensure that the unit FAO attends the initial FAO training offered by the FAP Manager, and that the FAO is thoroughly familiar with this Order.

(d) Conduct training annually in identification and prevention of child and spouse abuse, sexual assault, and rape awareness and prevention, as part of the troop information program and SNCO and Officer Professional Military Education Programs. Contact the FAP Prevention Specialist, for presentation of this training.

(e) Refer all service members with suspected/alleged abusive or neglectful behavior to the FAP Manager/Representative. Make such referrals within 24 hours.

(f) After carefully considering the recommendations of the CRS, make decisions regarding the disposition of each case.

(g) In cases where substance abuse is a possible factor contributing to abusive behavior, immediately refer the service member to the 3d Marine Division Substance Abuse Center for a substance abuse screening.

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(h) In cases of financial indebtedness or other dysfunction within the family, refer the service member to the appropriate agency for assistance.

(i) In cases of possible abuse, take immediate action to prevent further abuse (to possibly include temporarily ordering the individual to remain in the barracks and/or coordinating with the FAP Manager to effect removal of the victim from the home through voluntary foster care, involuntary foster care, or admission to the spouse abuse shelter or hospital).

(j) Apply disciplinary or administrative sanctions for acts of abuse when appropriate (refer to reference (a) paragraph 4f or paragraph 6d of this Order for guidance on when such actions are appropriate).

(k) Safeguard personal information in all family advocacy cases.

(l) In coordination with the FAR, establish procedures to closely monitor those individuals assigned to counseling or educational programs for attendance and progress.

(m) Establish a procedure for reporting abuse and ensure that all personnel are familiar with it.

(n) Keep the 3d Marine Division FAO informed of all Family Advocacy incidents/matters.

(o) Ensure that the unit FAO attends CRS meetings concerning unit personnel.

(p) Ensure that the unit FAO maintains adequate and properly secured case files on all family advocacy cases.

(q) Ensure that the FAO maintains a turnover folder with the following minimum information:

- Manager:
- 1 Points of contact (3d MarDiv FAO, FAP
  - 2 3d Marine Division Family Advocacy Advisories.
  - 3 Most recent ARE/SAV report
  - 4 Attendance roster for most recent prevention/identification training.
  - 5 References (a), (b) and (c) of this Order.

b. Reporting Abuse. Personnel reporting cases of abuse or suspected abuse should be encouraged to contact the military police. Reference (b) requires that all cases of child or spouse abuse be reported to the FAP Manager. Report all suspected incidents of abuse directly to the FAR at 645-7805/7806. After normal working hours, report incidents requiring immediate attention to the duty FAR via the USNH, Okinawa OOD or the military police. Victims of abuse can receive immediate after hours help by reporting to the USNH emergency room or by calling the spouse abuse shelter or military police.

c. CRS Evaluation. The CRSs review each case, make formal findings, and make recommendations to the individual's commanding officer by letter via the chain of command. CRS meetings are held at the Family Advocacy Office located in the Family Service Center onboard Camp Lester.

d. Administrative and Disciplinary Actions

(1) A Marine's or Sailor's entry into the Family Advocacy Program is not in and of itself a basis for punitive action or revocation of security clearance.

(2) Failure to cooperate, progress, or satisfactorily complete treatment, or a repetition of the offense may result in disciplinary action under Article 92 of the UCMJ or administrative action such as official counseling, page 11 entries, or administrative separation.

(3) Disciplinary or administrative action is most appropriate when:

(a) The offender fails to acknowledge or assume responsibility for the behavior.

(b) Behavior of the offender is compulsive, repeated, and represents a specific danger.

(c) The victim has suffered serious injury.

(d) There is sufficient evidence for conviction and testifying in court is in the best interest of the victim.

(4) A Marine who has been determined to be unresponsive or not amenable to treatment should, as a minimum, have a page 11 counseling entry entered into the Service Record Book per reference (d) paragraph 6105. Any further incidents of substantiated abuse will be grounds for administrative separation.

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e. Rehabilitation

(1) Rehabilitation programs are conducted by the Family Service Center during normal working hours. The programs are conducted in a group setting and provide professional instruction in problem solving, communication, stress management, conflict resolution, understanding feelings and needs, and modifying belief systems. Participants will complete homework assignments. The objective of the program is to have each member of the family understand and accept personal responsibility for his or her own actions and needs, to prevent a recurrence of abusive behavior, and to return the family to a functional state.

(2) Commanders will assign, in writing, those military members they determine will benefit from an appropriate rehabilitation program as recommended by the FAP Manager and FAPC. Dependents will be encouraged to attend such courses.

f. Assignment of Chaplains as Unit FAO's. There is a potential conflict between the confidentiality that chaplains are expected to maintain and the requirement for unit FAO's to report all known or suspected abuse. Reference (f) prohibits the assignment of chaplains to collateral duties that conflict with their roles as chaplains. Because of these conflicting roles, chaplains will not be assigned as FAO's.

7. Information

a. Program Definitions. See enclosure (1 of reference (a)

b. Involuntary Foster Care. The Commander, Marine Corps Bases, Japan and the Commanding General, Marine Corps Base, Camp Smedley D. Butler or their designated representatives can order involuntary foster care of dependent children. Dependent children will be placed into foster care or protective custody against the wishes of their parent(s) for the minimal time required either to return the family to CONUS or to establish the home as a safe environment. Detailed information and procedures regarding involuntary foster care are contained in enclosure (5) of reference (b). 3d Marine Division personnel need only to insure that the FAR has all available information on a case. If involuntary foster care is necessary, the FAR will request permission for involuntary foster care from the Chief of Staff, Marine Corps Base, Camp Smedley D. Butler.

c. Early Return of Dependents/Curtailment of Tour. Families requiring assistance beyond the capabilities of local military medical, counseling, or legal resources will be recommended for early return of dependents or curtailment of tour. Early return of dependents results in the service member remaining on Okinawa. Curtailment of tour results in the entire family returning to CONUS.

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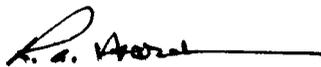
The CRS will recommend early return or curtailment of tour as appropriate. The recommendation will be forwarded to the individual's commanding officer via the chain of command. The commanding officer will indicate his/her agreement or disagreement with the recommendations by return endorsement and will forward this to the Commanding General (AC/S, G-1) via the chain of command. The USNH and the Family Service Center will provide appropriate psychotherapy/counseling for the family until transfer to the United States.

d. Joint Service Shelter for Abused Spouses. The Family Service Center operates a shelter for the protection of abused spouses. The shelter can be contacted and more information obtained by calling the shelter administrative line (634-0684). Shelter staff will pick up clients and transfer them to the shelter. The shelter also offers supportive counseling and referrals.

e. Crisis Line. The Joint Services Shelter for Abused Spouses maintains the Crisis Line to provide immediate emotional support to any individual experiencing a crisis. Particular emphasis is to the provision of immediate assistance to battered spouses and children. All calls are answered immediately and are handled according to established procedures. The Crisis Line telephone numbers are:

- (1) Spouse Abuse Crisis Line, 634-3123
- (2) Help Line, 634-4357, (634-HELP).
- (3) Teen Care Line, 634-2273.
- (4) For calls from off base, 938-0992.

8. Records Disposition. Family Advocacy case files will be maintained for six months after the individual's transfer from 3d Marine Division and will then be destroyed by shredding.



R. A. HORD  
Chief of Staff

DISTRIBUTION: A/F

Copy to: Division Chaplain

PREVENTIVE PROGRAMS

1. Spouse Abuse Shelter. Safe home for abused children and women, (open to all services).
2. Crisis Line. Provides 24 hour assistance and support
3. Couples Communication. Six week marriage workshop which teaches communication skills, listening skills, problem solving skills, and identifying feelings. Usually reserved for couples who have completed FITS and/or Active Parenting, (open to professional referrals only).
4. Individual, Marriage, and Family Counseling. Available to help screen and identify issues and resolve conflicts before violence begins.
5. Women's Counseling Group. Women's issues, including incest survival, family violence, military life, etc., (open to counseling referrals only).
6. Men's Counseling Group. Men's issues, including violence, anger control, stress management, separation from family, etc. (open to counseling referrals only).
7. Stress Management. A two hour workshop to identify stress and offer ways to release and to cope with stress, (open to the public).

ENCLOSURE (1)

ADMINISTRATIVE READINESS EVALUATION CHECKLIST

SAT                      UNSAT

1. FAO appointed in writing by Commanding Officer. (DivO 1752.1B par 6.a(3)(b))
2. FAO has attended the initial training. (DivO 1752.1B par 6.a(3)(c))
3. Annual training has been conducted for troops, SNCO and Officers. (DivO 1752.1B par 6.a(3)(d))
4. In cases where substance abuse was a possible factor, Marines were immediately referred to the Division Substance Abuse Center for a substance abuse screening. (DivO 1752.1B par 6.a(3)(g))
5. The FAO is familiar with the immediate action that can be taken by the CO to prevent further abuse. (DivO 1752.1B par 6.a(3)(i))
6. The FAO is familiar with the guidelines for applying disciplinary and administrative sanctions. (DivO 1752.1B par 6.a(3)(j) and par 6.d)
7. Adequate provisions have been made to safeguard personal information. (DivO 1752.1B par 6.a(3)(k) and par 6.a(3)(p))
8. Individuals assigned to rehab/counseling programs were assigned in writing and adequate procedures have been established to monitor the attendance and progress of individuals. (DivO 1752.1B par 6.a(3)(l) and 6.a(2))
9. A procedure for reporting abuse has been established and all personnel are familiar with the procedure. (DivO 1752.1B par 6.a(3)(m))
10. The FAO has informed the Division FAO of all Family Advocacy incidents/matters. (DivO 1752.1B par 6.a(3)(n))

ENCLOSURE (2)