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COMDTINST 1750.7C  
JUN 27 2006

COMMANDANT INSTRUCTION 1750.7C

Subj: COAST GUARD FAMILY ADVOCACY PROGRAM

- Ref:
- (a) Crime Victims' Bill of Rights, 42 U.S. Code, §10606(b)
  - (b) The Coast Guard Directives System, COMDTINST M5215.6 (series)
  - (c) Mandatory Reporting of Incidents To The Coast Guard Investigative Service and Requesting Investigative Assistance, COMDTINST 5520.5 (series)
  - (d) Coast Guard Special Needs Program, COMDTINST 1754.7 (series)
  - (e) Management of Family Advocacy and Special Needs Cases, COMDTINST 1754.12 (series)
  - (f) Coast Guard Personnel Manual, COMDTINST M1000.6 (series)

1. PURPOSE. The Coast Guard Family Advocacy Program (CGFAP) was developed and implemented in 1982 as the result of a congressional mandate to reduce and prevent family violence through the case management process. The CGFAP shall intervene in all suspicions, suspected and reported incidents of family violence within the Coast Guard and establish family violence preventive resources and services. The CGFAP's intent is to prevent and reduce the incidence of family violence and create an environment of intolerance for such behavior. Education and proper intervention and rehabilitation services result in prevention of the escalation of violence, serious injury and homicide. Successful resolution of family violence cases results in the retention of productive Coast Guard members and successful accomplishment of the Coast Guard mission.
2. ACTION. Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, chief counsel, and special staff offices at headquarters shall require compliance with the provisions of this directive. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Family Advocacy Program, COMDTINST 1750.7B is cancelled.
4. PROGRAM SCOPE AND APPLICATION. Prevention of and intervention in family violence includes incidents of child abuse and neglect, spouse abuse, sibling abuse, parent abuse, and elder abuse and neglect involving Coast Guard members and/or dependents and cohabiting partners. This

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NON-STANDARD DISTRIBUTION:

Instruction applies to all active duty Coast Guard members, Coast Guard Reserve members recalled to active duty and/or under contract and their dependents. This Instruction applies to retired personnel as requested and to the extent resources permit. When a Coast Guard command or Family Advocacy Specialist (FAS) is notified, receives a request for assistance, or becomes aware of a family violence incident involving a member of another uniformed service, the command or FAS shall notify that service. Initial intervention should be provided to the extent necessary to meet emergent needs.

5. DISCUSSION. Family violence is unacceptable and incompatible with the core values of Honor, Respect and Devotion to Duty and the high standards of professional and personal discipline expected and required within the United States Coast Guard. Each active duty and reserve service member and civilian employee has a responsibility to foster an environment which does not excuse, tolerate, or mitigate family violence. Helping service members and their families to confront the reality of family violence is a most difficult challenge faced by commands. The CGFAP exists to help commands effectively confront this challenge. The CGFAP is staffed with civilian personnel, FASs, who work under the direct technical supervision of the Family Advocacy Program Manager (FAPM) and the administrative supervision of the Work-Life Supervisors.
6. POLICY.
  - a. All Coast Guard civilian and military personnel, volunteers and persons under contract with the Coast Guard are required to immediately report any allegations of, reason to believe and/or suspected instances of child abuse and neglect, spouse abuse, sibling abuse, parent abuse, and elder abuse and neglect to the servicing FAS.
  - b. Victims of family violence, child abuse and neglect, spouse abuse, sibling abuse, parent abuse, elder abuse and neglect, and witnesses to such acts are treated in accordance with the applicable provisions of reference (a).
  - c. The Coast Guard FAPM, located at Commandant (CG-1112), is designated as the senior Program expert and authority on all family violence matters.
  - d. FASs are the designated field professionals exclusively responsible for family violence prevention initiatives, intervention strategies and ongoing case management.
  - e. The determination of whether or not abuse and/or neglect are present in a family and the intervention services required is made by the FAS and approved by the FAPM.
  - f. Spouse abuse is non-gender specific. Both men and women abuse their partners. Within the Coast Guard community there are victims and perpetrators of both genders.
  - g. FASs are the designated field professionals exclusively responsible for obtaining domestic violence assessments from external qualified civilian providers approved by the FAPM on all allegations of family violence. Department of Defense (DoD) and Veterans Administration (VA) providers can be used only if there are no qualified civilian providers available due to the remoteness of the area.
  - h. FASs shall work under the direct technical supervision of the FAPM regarding all aspects of the

Family Advocacy Program policy, procedures, assessments, training and case management. Under this arrangement, reports and information from FASs to the FAPM shall not be delayed, edited or changed while being routed through the chain-of-command.

- i. The CGFAP intervention in family violence is a non-punitive process, which identifies victims and perpetrators for the purpose of providing rehabilitation services to prevent escalation of violence, serious injury and homicide. A case status determination of “Substantiated” means that some form of family abuse and neglect has likely occurred and the family is in need of CGFAP services to resolve the situation.
- j. Each suspected case of domestic violence shall be assessed for substance abuse and child abuse when a child is or children are present. While they are both potentially deadly, substance abuse and family violence have very different interventions. In cases of substance abuse requiring inpatient treatment, such care must precede the Domestic Violence Intervention Program (DVIP). The DVIP should commence as soon as the member has completed all prescribed inpatient and/or outpatient/aftercare treatment.
- k. The Employee Assistance Program shall not be used for the purpose of intervention. Spouse abuse occurs because people who batter believe they have the entitlement to do so. Intervention shall be a cognitive/behavioral approach that confronts the perpetrator’s belief system.
- l. In those instances where power and control issues are present, the FAS shall not recommend an intervention which includes participation in either couples or family therapy until the perpetrator has completed a minimum of 3-4 months of domestic violence intervention, remains in domestic violence intervention, accepts responsibility for their abusive behavior and the family has been free of emotional and physical violence for at least three months. The domestic violence intervention provider must also be in agreement that the perpetrator is ready to enter into negotiation of the marriage/family contract.
- m. All allegations and reason to believe reports of child abuse and neglect and sibling abuse shall be reported to the local Child Protective Service (CPS) agency for investigation. If CPS refuses to accept an allegation or reason to believe report, the FAS, under the technical supervision of the FAPM, shall conduct an inquiry to determine the victim’s safety and services requirements.
- n. All allegations and reason to believe reports of elder abuse and neglect and parent abuse shall be reported to the local Adult Protective Service (APS) agency for investigation. If APS refuses to accept an allegation or reason to believe report, the FAS, under the technical supervision of the FAPM, shall conduct an inquiry to determine the victim’s safety and services requirements.
- o. All allegations and reason to believe reports of spouse abuse shall be referred by the FAS to a qualified civilian provider for initial assessment and recommendations for rehabilitative services. DoD/VA providers can only be used if there are no qualified civilian providers available due to the remoteness of the area.
- p. Prevention services shall be provided to members and families identified as high risk for abuse and neglect, such as children and spouses with special needs. According to national research,

abuse and neglect can occur quickly and seriously in these situations. FASs are responsible for case managing high risk special needs cases in order to identify the indicators of abuse and neglect in these families and to act immediately to divert behavior that could be abusive.

- q. The rights of the perpetrator shall be respected while providing adequate protection for the victim.
  - r. Information regarding a member's involvement in a family violence situation shall be maintained only in the official family advocacy case record and shall not be made part of the member's service record or any local unit files or records.
  - s. CGFAP Quality Improvement Reviews (QIRs) shall be conducted of all FASs by the FAPM every two years. If deficiencies are found, re-reviews shall be conducted every four months until the deficiencies are completely corrected.
  - t. In accordance with reference (b), local Family Advocacy Instructions are not authorized. This Instruction shall be used as the only Instruction regarding the CGFAP.
  - u. The FAS Position Description issued by Commandant (CG-111) shall be strictly adhered to and shall not be changed or altered in any manner locally.
  - v. Attendance at the annual Commandant (CG-1112) sponsored specialty training is mandatory for all FASs.
  - w. Nothing in this Instruction precludes, prevents or obviates requirements in reference (c) to report criminal matters to the Coast Guard Investigative Service.
7. **KEY DUTIES AND RESPONSIBILITIES.** Implementation of the CGFAP requires the proactive execution of duties and responsibilities assigned to the officials as detailed below.
- a. Commandant (CG-111) shall:
    - (1) Develop policy and procedures for the CGFAP.
    - (2) Collaborate closely with the maintenance and logistics commanders, commanding officers of Integrated Support Commands (ISCs), commanding officer of Headquarters Support command, and Work-Life Supervisors to gain compliance with the policy and procedures as described herein.
    - (3) Make appropriate resources available to the CGFAP and FAPM.
    - (4) Approve and sign all CGFAP QIRs and forward to the respective ISC commanding officer.
  - b. The FAPM (CG-1112) shall:
    - (1) Coordinate and manage the CGFAP service-wide.

- (2) Initiate and develop policy, procedures, processes, revisions and guidance concerning the CGFAP.
- (3) Provide direct technical expertise to FASs regarding CGFAP policy, procedures, processes, training and case management.
- (4) Provide CGFAP policy clarification to ISC Commanding Officers, other Work-Life staff members and field commands as requested.
- (5) Represent the Coast Guard at Federal and National Family Advocacy Meetings.
- (6) Exercise final review authority regarding all family advocacy case decisions.
- (7) Respond to all appeals from members regarding substantiated final case status determinations.
- (8) Provide input to the annual performance appraisals of the FASs to the Work-Life Supervisors regarding training provided, use of sound professional judgment and best practice, intervention and ongoing services plans, prevention initiatives and management of family advocacy and high risk special needs cases.
- (9) Provide annual professional training to FASs and Work-Life Supervisors on revisions involving the CGFAP processes and procedures, new legislative initiatives, Coast Guard trends and national research and trends.
- (10) Track National, Federal and DoD family advocacy statistics and trends and assess impact with regard to CGFAP policy, processes and procedures.
- (11) Maintain statistical data on CGFAP cases, intervention practices and prevention initiatives.
- (12) Provide reports and statistics regarding the CGFAP as directed by Commandant (CG-11) and other Federal government agencies on a need to know basis.
- (13) Conduct QIRs of all family advocacy and high risk special needs cases under the management of the FASs every two years. If deficiencies are found, re-reviews shall be conducted every four months until the deficiencies are completely corrected.
- (14) Establish family advocacy training requirements for CO/XO/OINC/XPO annual conferences conducted by the ISCs.
- (15) Approve all service providers used by the FASs for assessments and intervention and approve funding for these providers.
- (16) Coordinate and provide support, assistance and guidance through the FASs to Coast Guard personnel for all family violence cases.

- (17) Maintain a Central Registry on all substantiated family violence cases for the purpose of identification of high risk groups/areas, tracking of substantiated cases, coordination of transfers, and providing accurate statistical reports.
  - (18) Make entries into the Central Registry only upon the basis of allegations substantiated by a proper assessment and inquiry into the facts of the situation, and only after the alleged perpetrator has had an opportunity to rebut those allegations as provided herein.
  - (19) Participate in Work-Life field interviews of all prospective FASs for evaluation and recommendations to ISC commands and Work-Life Supervisors regarding the family advocacy technical merit of the applicants.
  - (20) Review all family violence cases, to verify that decisions are consistent with Coast Guard policy, and make case recommendations as necessary.
  - (21) Be on-call for all Headquarters and field personnel regarding family violence emergencies and/or case consultations.
- c. Commanders, Maintenance and Logistics Commands shall ensure implementation of policies and procedures as described herein by appropriate subordinate commands (e.g., ISCs/HSC).
- d. ISC/HSC Commanding Officers shall:
- (1) Require Work-Life Supervisors to strictly implement the policies and procedures described herein.
  - (2) Ensure required family violence training for all commands in their geographic areas of responsibility is conducted as prescribed by Commandant (CG-1112).
  - (3) In consultation with the Coast Guard Personnel Command, ensure members who are under investigation for family abuse and/or neglect are not transferred until the investigation is complete and the case is properly resolved.
  - (4) Ensure immediate reporting of all allegations and substantiated family abuse/neglect incidents to the servicing FAS. Require that the servicing FAS further reports all allegations and substantiated family violence involving major physical injury or sexual abuse, or assault, rape and/or sexual exploitation to the Coast Guard Investigative Service (CGIS), as prescribed in reference (c).
- e. Work-Life Supervisors of FASs shall:
- (1) Directly supervise and provide administrative support to the FAS.
  - (2) Establish that the primary responsibility of the FAS is the management of family advocacy and high risk special needs cases.

- (3) Ensure that the FAS operates in strict compliance with this Instruction, references (d) and (e), and within their scope of responsibility.
- (4) Ensure that all technical and policy questions regarding the CGFAP and case management are directed to the FAPM.
- (5) Ensure the FAS collaborates with the FAPM in making sound professional judgment and best practice for quality performance.
- (6) Ensure family advocacy case files are properly secured and that the FAS has a confidential office to conduct business. At a minimum, this includes providing a private locked office with walls from ceiling to floor for private communications and lockable file cabinets for the physical security of case files.
- (7) Ensure family advocacy case files are not removed from the locked office of the FAS except when forwarding to Commandant (CG-1112) or, in the case of detached personnel, to their local Work-Life office for transfer or closure, upon request by the FAPM or, during a QIR by the FAPM. When sending case files for transfer/closure, the files shall be sealed in an envelope labeled "For Eyes Only" and then placed into another envelope for mailing. Under no circumstances shall family advocacy case files be taken to the home of the FAS, to field units during staff visits or trainings, or to any other location outside of the FAS's office.
- (8) Ensure the FAS conducts annual CGFAP training at CO/XO/OINC/XPO conferences within their specific ISC's Area of Responsibility (AOR). This training shall be conducted in accordance with the training requirements as prescribed by Commandant (CG-1112).
- (9) Ensure the FAS conducts unit trainings within the ISC's AOR on the CGFAP and identification of child, spouse, sibling, parent and elder abuse and neglect every 2-3 years.
- (10) Ensure the FAS introduces family violence prevention initiatives throughout the ISC's AOR as budget and workload permit.
- (11) Obtain technical input from the FAPM and use applicable QIR reports provided by Commandant (CG-111) when rating the performance of the FAS in relation to family advocacy and high risk special needs cases and issues.
- (12) Include the FAPM during the interview process of all prospective FASs for evaluation and recommendations regarding the family advocacy technical merit of the applicants.

f. FASs shall:

- (1) Administer the CGFAP in strict accordance with this Instruction, references (d) and (e), and within their scope of responsibility.
- (2) Report all allegations, suspicions, and substantiated incidents of family violence in accordance with Federal, state and local laws and this Instruction.

- (3) Report all allegations, actual incidents of child abuse and/or neglect and situations, when such abuse and/or neglect of a child appears to be imminent, to state CPS agencies. The FAS does not need to have absolute certainty of abuse and/or neglect prior to reporting.
- (4) Assertively manage all suspected and substantiated cases of family violence and high risk special needs cases in order to minimize the burden on the command and to maximize the readiness of each Coast Guard member.
- (5) Manage high risk special needs cases in order to identify the indicators of abuse and neglect in these families and to immediately divert behavior that could be abusive.
- (6) Report all actual incidents, allegations, or imminent cases of abuse or neglect of an elderly person to state APS agencies. The FAS does not need to have absolute certainty of abuse and/or neglect prior to reporting.
- (7) Immediately notify the involved member's command of any suspected or substantiated family violence incidents and maintain regular communications regarding intervention, treatment and/or follow-up recommended or required by law. Continue to update the command on progress/problems for the duration of the case.
- (8) Contact the FAPM for a check of the Central Registry on all new allegations to verify past substantiated incidents of family violence.
- (9) Establish procedures for commands to coordinate the immediate protection of victims of reported family abuse and neglect. This may include, but is not limited to, ordering a member to refrain from contacting the alleged victim(s), restraining the member, the use of civilian shelters or safe houses, and the use of medical facilities. Because the legality of an order to refrain from contacting victims who are family members involves delicate questions of military and constitutional law, Commanding Officers should consult with their legal representative prior to issuing such an order, unless delay resulting from such consultation is unreasonable because of imminent harm to a victim or potential victim. In particular, the Commanding Officer shall verify that any proposed actions are in compliance with law and policy; they do not interfere with the responsibilities of a convening authority or civil authorities, and do not lead to unwarranted intrusions into domestic affairs or family privacy.
- (10) Report all allegations to the FAPM on CG-5488 without identifying sponsor, victim or alleged perpetrator data. There should be one CG form per incident. These reports may be faxed to the FAPM's secure fax machine at (202)-267-4474.
- (11) Immediately notify the FAPM and CGIS of cases involving serious injury, sexual abuse, death, arrest, media attention, the placement of Coast Guard children in state custody, and the alleged abuse/neglect of a Coast Guard child in a Coast Guard Child Development Center (CGCDC) or Family Child Care Home (FCCH).
- (12) Make a final case status determination of substantiated or unsubstantiated within 12 weeks of the date of the initial report. If an extension to this time period is required, send an e-mail to



the FAPM requesting an extension. Indicate the FY# and state the reason for the delay in reaching a final case status determination and how long of a delay is anticipated.

- (13) Forward the final CG-5488, after signature by the FAS, to the involved command for signature indicating acknowledgement of the final case status determination and concurrence or non-concurrence with the Case Management Plan.
- (14) Send the final CG-5488, after signature by the command, via mail or fax to the FAPM identifying the case as either:
  - (a) Unsubstantiated; include no identifying information regarding the sponsor, victim and alleged perpetrator, and destroy the case; or
  - (b) Substantiated; include all identifying information regarding the sponsor, victim and alleged perpetrator, and continue to manage the case until there is successful resolution or the case is closed as unresolved.
- (15) Maintain the case file in accordance with reference (e). This includes, but is not limited to, case documentation that clearly reflects the allegations, investigative actions and results, related information and whether or not the allegations were determined to be substantiated or unsubstantiated within 12 weeks from the date of the initial report.
- (16) Create a Case Management Plan and promptly provide active duty members and family members with the appropriate methods of intervention and treatment based on human services research and best practice. FASs shall obtain family violence assessments immediately upon receipt of allegations from civilian providers as approved by the FAPM.
- (17) Maintain a list of all assessment providers approved by the FAPM.
- (18) Assess and reassess the effectiveness of the Case Management Plan by maintaining direct and regular communication with all service providers, victim(s), offenders(s) and involved commands and coordinate all civilian and military services. Adjust the Case Management Plan, as necessary, to resolve the situation successfully and in a timely manner.
- (19) Ensure confidentiality as defined in enclosure (1) and disclose case information in accordance with the following guidelines:
  - (a) Internal disclosure to Coast Guard personnel who have a need to know case file information in the performance of their official duties.
  - (b) External disclosure to the Coast Guard in compliance with the routine use of records published in the system of records notice. Specifically, this pertains to:
    1. Federal, state and local government or private agency for coordination of family advocacy programs, medical care, mental health treatment, civil or criminal law enforcement and research into the causes and prevention of family violence.

2. Individuals or organizations providing CGFAP care under contract to the Federal government.
- (20) Convene a Family Advocacy Case Review Committee (FACRC), as necessary and at the FAS's discretion, for professional opinions regarding family advocacy and high risk special needs cases.
- (21) Advise the involved member, before making a final case status determination, of the following:
  - (a) That they have the right to submit a written rebuttal within 15 calendar days to the FAPM via their chain of command.
  - (b) That if the case is substantiated, the member's name will be entered into the Central Registry.
  - (c) That while the member may appeal such a finding, entry into the Central Registry will not be delayed pending the results of the appeal.
  - (d) That if the substantiation is overturned to unsubstantiated by the FAPM, the member's name will be purged from the Central Registry.
- (22) Provide annual family violence training to Coast Guard Child Development Center (CGCDC) and Family Child Care Home providers or approve a trainer with a demonstrated expertise in family violence.
- (23) Have unrestricted access to the CGCDC to conduct unannounced visits to observe and assess the personnel and environment for potential signs of child abuse and neglect, if the FAS is assigned to an ISC or HSC with a CGCDC.
- (24) Establish liaison with local CPS agencies, law enforcement agencies and victim shelters to facilitate timely intervention in emergency situations.
- (25) Establish a file of local and state intervention referral resources for family violence within their geographic AOR.
- (26) Close/transfer family advocacy and high risk special needs cases within fifteen days of the member's transfer/discharge date and send the case to the FAPM.
- (27) Conduct CGFAP annual training to COs/XOs/OINCs/XPOs, once within their tour of duty, within their respective AOR. Conduct this training in accordance with the training requirements as prescribed by the FAPM at Commandant (CG-1112).
- (28) Conduct unit trainings and provide educational materials on the CGFAP policy and procedures and the identification of child, spouse, sibling, parent and elder abuse and neglect, as often as budget and workload permit.

- (29) Initiate family violence prevention initiatives throughout their respective AOR, as budget and workload permit.
  - (30) Attend the annual FAS training sponsored by Commandant (CG-1112).
  - (31) Disclose case information to agencies outside the Department of Homeland Security, as required and approved by the FAPM. The name and address of the agency, name of the agency representative, date and purpose for the disclosure must be recorded in the family advocacy case file.
  - (32) Provide, upon written request by CGIS special agents, a copy of the family advocacy case file for their review as part of criminal investigative action.
  - (33) Direct individuals requesting access to CGFAP case files to: Commandant (CG-611), USCG, 2100 2<sup>nd</sup> St., S.W., Washington, D.C. 20593-0001. Only the Commandant can disclose case information or provide copies of case files to private individuals.
  - (34) Administer and positively market the CGFAP within their respective AOR. This includes, but is not limited to, family advocacy intervention, prevention, case management and management of high risk special needs cases.
- g. Unit Commanding Officers and Officers-in-Charge shall:
- (1) Adhere to the policies and procedures as described herein.
  - (2) Report all allegations, suspicions or substantiated family violence incidents in accordance with state and local laws, reference (c) and this Instruction.
  - (3) Notify the appropriate FAS of all allegations, suspicions or substantiated family violence incidents and, based on the FAS's recommendations, take appropriate action.
  - (4) Acknowledge a family advocacy case finding of substantiated or unsubstantiated, and indicate concurrence or non-concurrence with the case management plan by signing the final CG-5488 form.
  - (5) Follow procedures established by the FAS to immediately protect victims of family violence. This may include, but is not limited to, ordering a member to refrain from contacting alleged victims, restraining the member, and/or using civilian shelters or safe houses and medical facilities. Commands shall generally consult with legal and personnel staff to verify that proposed actions comply with law and policy, do not interfere with the responsibilities of a convening authority or civil authorities, or lead to unwarranted intrusions into domestic affairs or family privacy. However, legal consultation shall not unreasonably delay the command from taking immediate action to protect the victim or potential victim.
  - (6) Require members to cooperate with the case management plan, as appropriate and as authorized.

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- (7) Document the failure of a member to cooperate with the case management plan and/or when abuse recurs and consider appropriate administrative or disciplinary action in accordance with reference (f).
- (8) Maintain no family advocacy correspondence and/or case information at the unit level and/or in the member's personnel record. All family advocacy related correspondence and information shall be forwarded to the respective ISC FAS.
- (9) Attend family advocacy and special needs training as provided by the respective ISC FAS once within their tour of duty.
- (10) Ensure that their Executive Officer, Deputy Sector Commander, Deputy Group Commander and Logistics Officer attend CGFAP training once within their tour of duty.

h. Coast Guard Child Development Center Directors, Family Child Care Home Providers, and Family Resource Specialists shall:

- (1) Immediately report all allegations, suspicions and substantiated incidents of child abuse and neglect by a CGCDC staff member in writing to CPS, the respective ISC FAS, the local command and the Commandant (CG-1112) Dependent Care Program Manager.
- (2) Immediately report all allegations, suspicions and substantiated incidents of family violence to the involved member's command and the respective ISC FAS.
- (3) Schedule and attend annual family violence training with the respective ISC FAS.

i. Ombudsman shall:

- (1) Immediately report all allegations, suspicions and substantiated incidents of family violence, along with any pertinent information, to the unit commanding officer or officer in charge and the respective ISC FAS.
- (2) Schedule and attend/participate in annual family violence training with the respective ISC FAS.

8. DEFINITIONS. Terms used in this Instruction are defined in enclosure (1).

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

10. REPORTS AND FORMS REQUIRED. Family Advocacy Report, DHS, USCG, CG-5488 (03-05) (RCN-1750-1) replaces Child/Spouse Incident Report, DOT, USCG, CG-5488 (11-88)

(RCN-1750-1). FASs shall keep the original of the Family Advocacy Report, CG-5488, with a copy to the FAPM for inclusion in the Coast Guard Family Advocacy Central Registry. No security classification shall be given to this form. This form can be found at the following websites:

<http://cgweb2.comdt.uscg.mil/CGForms/Welcome.htm> and

<http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>

PAUL J. HIGGINS /s/  
Director of Health and Safety

Encl: (1) Definitions  
(2) Family Advocacy Report, CG-5488  
(3) Instructions for Completing CG-5488



## DEFINITIONS

1. Coast Guard Family Advocacy Program. A non-punitive program designed to address all aspects of prevention and intervention in situations of family violence involving active duty and reserves on active duty, and retired to the extent feasible, military personnel and/or their dependents. Family violence includes child abuse and neglect, spouse/partner abuse, sibling abuse, parental abuse and elder abuse.
2. Allegation. Statements, not proven, which describe behaviors, actions or inactions causing physical, emotional, psychological and/or sexual maltreatment.
3. Alleged Perpetrator. Any person who allegedly caused the abuse and/or neglect of a family member, may be suspected of having knowingly allowed such abuse and/or neglect to occur, or whose alleged act, or failure to act, impaired the health or well-being of the abuse/neglect victim.
4. Case. All substantiated incidents concerning one particular member.
5. Case Management. The professional review, assessment, maintenance, and coordination of intervention and prevention services for all family violence incidents and special needs situations as outlined in this COMDTINST and reference (d). The intent is to protect victims and high-risk groups, while ensuring that sound case judgments, decisions and recommendations are made on behalf of Coast Guard personnel and families.
6. Case Management Plan. Systematic actions to provide perpetrator, victim and family members with the services and resources necessary to achieve rehabilitation and a violence free home environment.
7. Case Status. Determination by the FAS regarding whether or not a family is in need of family advocacy services. An initial determination can be "Suspected" but cannot exceed 12 weeks. Final determinations can be "Substantiated" or "Unsubstantiated".
  - a. Suspected: Allegations have been made and the case is pending assessment by a civilian family violence expert, CPS, and/or APS. If CPS/APS refuses to investigate, an inquiry by the FAS shall be conducted. Duration for a "suspected" case is not to exceed 12 weeks.
  - b. Substantiated: The conclusion of an assessment/inquiry that indicates abuse and/or neglect is/are present in the family and that the family is in need of CGFAP services. The case shall be properly assessed by a civilian family violence expert, CPS, and/or APS. If CPS/APS refuses to investigate, an inquiry by the FAS shall be conducted.
  - c. Unsubstantiated: The conclusion of an assessment/inquiry that indicates abuse and/or neglect is/are not present in the family and that the family is not in need of CGFAP services. The case shall be properly assessed by a civilian family violence expert, CPS, and/or APS. If CPS/APS refuses to investigate, an inquiry by the FAS shall be conducted.
8. Child. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is responsible. The term "child" means a biological child, adopted child, stepchild, foster child or

ward. The term also includes an individual of any age who is incapable of self-support because of a mental or physical incapacity and for whom treatment in a Military Treatment Facility is authorized.

9. Child Abuse. Any act, or failure to act, on the part of a parent, or any person responsible for the care of the child, which results in imminent risk of serious harm, death or physical, emotional and/or sexual maltreatment.
  - a. Major Physical Injury. This category includes brain damage, skull fracture, subdural hemorrhage or hematoma, bone fracture, dislocation, sprain, internal injury, poisoning, burn, scald, severe cut, laceration, bruise, welt, or any combination thereof, which constitutes a substantial risk to the life or well-being of the child.
    - (1) Brain damage/Skull Fracture. The child has experienced a severe injury resulting in the fracture of the skull and/or damage to the brain.
    - (2) Subdural Hemorrhage or Hematoma. Bleeding or a blood clot occurring under the outer covering of the brain.
    - (3) Bone Fracture. Any breaking or cracking of a bone; does not include skull fracture. All bone fractures are considered major physical injuries.
    - (4) Dislocation/Sprain. Any displacement of bone at a joint; injuries to tendons, ligaments, or muscles.
    - (5) Internal Injury. Injury to the organs within the body, not including brain damage.
    - (6) Poisoning. The willful oral or injected administration of a substance that is known to cause harm or ingestion of a poisonous substance due to negligence by a parent or caretaker.
    - (7) Burn/Scald. Injury or damage by excessive heat due to flame, steam, liquid, cigarette, cigarette lighter, etc.
    - (8) Severe Cut/Laceration/Bruise. Damage to the skin, including stabbing or slashing of the skin, resulting in excessive bleeding or damage to the blood vessels directly underneath the skin as a result of a blow or sharp instrument.
    - (9) Other Major Physical Injury. Any other physical injury not listed above that seriously impairs the health or physical well-being of the child.
  - b. Minor Physical Injury. This includes injuries from twisting and shaking, minor cut, bruise, welt or any combination thereof, which do not constitute a substantial risk to the life or well-being of the child.
    - (1) Minor Cut/Bruise/Welt. Minor damage to the skin or to the blood vessels directly underneath the skin caused by a blow or a cut which does not involve extensive bleeding.
    - (2) Twisting/Shaking. Twisting of a limb or shaking of the individual, as by the shoulders, which does not result in a sprain, fracture or Shaken Baby Syndrome.



- (3) Other Minor Injury. Any other physical injury that does not pose serious risk to the health or physical well-being of the child.
- c. Child Sexual Abuse. Includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct), or the rape, molestation, prostitution, or other such form of sexual exploitation of children, or incest with children. All sexual activity between a perpetrator and a child, when the perpetrator is in a position of power over the child, is considered sexual abuse.
- (1) Exploitation. Forcing a child to look at the perpetrator's genitals, forcing a child to observe a perpetrator's masturbatory activities, exposure of a child's genitals, talking to a child in a sexually explicit manner, peeping at a child while undressed, or involving a child in sexual or depraved activity such as pornography, prostitution and trafficking for sexual purposes. Exposing a child to sexually explicit material.
- (2) Rape/Intercourse. Sexual intercourse with a child involving penetration of the child's vagina and/or rectum, however slight or brief.
- (3) Molestation. Fondling or stroking of breasts or genitals, oral sex or attempted penile and/or digital penetration of the child's vagina and/or rectum. Forcing a child to perform the aforementioned activities on the perpetrator.
- (4) Incest. Sexually explicit activity as identified above between a child and a parent, a sibling or other relative too closely related to be permitted by law to marry.
- (5) Other Sexual Maltreatment. Any sexual activity with a child.
- d. Child Neglect. Neglect is failure on the part of parents and/or caretakers to provide for a child's basic needs.
- (1) Failure to Provide Nutrition. Failure to provide adequate or proper food, which results in a malnourished condition for the victim.
- (2) Failure to Provide Shelter. Failure to provide a living environment which is free of overcrowding, unsanitary conditions, structural hazards and provides proper protection against the elements. Considered in this category should be a child's sleeping arrangements, exposure to fire and electrical hazards, exposure to chemicals, alcohol and drugs and exposure to excessive hot or ice cold water temperatures.
- (3) Failure to Provide Clothing. Failure to provide adequate or proper clothing suitable for the weather, cleanliness, or custom and culture of the area.
- (4) Failure to Provide Personal Hygiene. Failure to bathe the child and practice proper dental care regularly. This category includes a child who smells of urine, feces and strong body odor and having unkempt hair. An ongoing lice problem could indicate neglect.
- (5) Failure to Provide Health Care. Failure to provide for proper medical and/or dental care that affects adversely or might affect adversely the physical, mental and/or psychological well-being of the child.

- (6) Failure to Thrive. A condition of a child indicated by an inadequate physical growth pattern diagnosed by observation of growth over time using a standard growth chart. This condition includes height below the third percentile for the age, low weight and/or developmental retardation associated with a dysfunctional mother-child relationship. The child can appear emaciated, apathetic and avoids personal contact.
  - (7) Lack of Supervision. Inattention on the part of, or absence of, the parent or caretaker that results in injury to the child and/or that leaves the child unable to care for himself/herself, or the omission to have the child's behavior monitored to avoid the possibility of injuring self or others.
  - (8) Educational Neglect. Parents and/or caretakers permit extended or frequent absences from school, neglect to enroll the child in school, or prevent the child from attending school.
  - (9) Abandonment: The absence of a parent and/or caretaker when the parent and/or caretaker does not intend to return or is away from home for an extended period without arranging for an appropriate child care plan. This category includes children thrown out of their homes, refused entry to the home and/or locked out of their homes by parents and/or caretakers.
- e. Child Emotional Abuse and Neglect. A pattern of active and/or passive behavior on the part of the parent and/or caretaker that impairs the child's emotional/psychological development and/or self esteem. This category also includes children when they are exposed to domestic violence and/or substance abuse.
- (1) Emotional Abuse. Active, intentional berating, constant criticism, threats, rejection, and/or other abusive behavior toward the child that adversely affects the emotional/psychological well-being of the child.
  - (2) Emotional Neglect. Passive or passive-aggressive inattention to the child's emotional needs, nurturing or psychological well-being. Withholding love, support and/or guidance.
  - (3) Exposure to Domestic Violence. A child is a victim of exposure to domestic violence when domestic violence occurs in the home where the child resides. The child does not have to physically witness the violence nor be the intended victim of the violence.
  - (4) Exposure to Substance Abuse. A child is a victim of exposure to substance abuse when a parent/caretaker chronically abuses alcohol and/or controlled substances to the degree they are physical and/or mentally unable to guarantee the well-being of the child.
10. Coast Guard Investigative Service (CGIS). The criminal investigative arm of the U.S. Coast Guard, responsible for conducting investigations into alleged, suspected or actual felony violations of the Uniform Code of Military Justice (UCMJ) as well as violations of federal laws and statutes under the maritime jurisdiction of the U.S. Coast Guard. The Coast Guard Investigative Service is a federal law enforcement agency whose law enforcement authority is derived from 14 U.S.C. 95. This authority provides for Coast Guard special agents to conduct investigations of actual, alleged or suspected criminal activity; carry firearms; execute and serve warrants; and make arrests within their jurisdiction as defined in the statute.

11. Confidential. CGFAP case information shall only be disseminated by the most secure methods, i.e., in person or in writing assuring access only by the person to whom it is directed. E-mail, unless password encrypted, shall not be used to transfer case information or provide discussion of any CGFAP cases or situations. Only those personnel with a need-to-know in the performance of their official duties will be allowed case information.
12. Confidentiality. CGFAP case information will not be disclosed other than to those persons who have a need-to-know in the performance of their official duties. As used in this Instruction, the term confidentiality in no way creates any legal privilege not otherwise provided by law.
13. Domestic Violence. Domestic violence is abuse that occurs with the context of an intimate relationship. Abuse is a pattern of coercive control directed toward a victim. Abusive behavior can cause and be responsible for physical/medical harm, arouse fear and prevent a victim from acting independently and/or making decisions in the best self-interest. Perpetrators abuse victims to achieve and maintain absolute power. Abuse is deliberate. Perpetrators select the targets of their abuse. They frequently choose the circumstances of the violence, including the acute awareness of the degree required to bring about the desired reaction. There is no behavior on the part of the victim which in any way is the cause or excuse for abuse. Substance abuse and/or psychopathology do not in any way diminish the perpetrators total responsibility for the violence. Abuse may consist of one or more of the following behaviors:
  - a. Physical Assault.
  - b. Verbal and Emotional Forms of Assault and Control. Includes behaviors such as intimidation, coercion, threats, active intentional berating, and chronic derogatory criticism.
  - c. Isolation and/or Degradation.
  - d. Economic Forms of Control. Includes behaviors such as withholding access to money or other basic resources, and sabotaging employment, housing and/or educational opportunities.
  - e. Sexual Control. Includes behaviors such as sexual assault, coercion and the withholding of intimacy for the purpose of control.
  - f. Social Isolation. Includes behaviors such as possessiveness, extreme jealousy, interfering with communications with friends, family, and resources for help, prohibiting access to transportation, and refusing access to a telephone or other forms of communication.
  - g. Citizenship Forms of Control. Includes behaviors such as failure to comply with immigration requirements, making the alien spouse ineligible to find work or vulnerable to deportation and loss of child custody.
14. Elder Abuse and Neglect. An act or omission by one having the care, custody or responsibility of an elderly person which results in harm or threatened harm. The types of elder abuse and neglect are as follows:
  - a. Physical Abuse. Inflicting, or the threat to inflict, physical pain or injury by the caretaker.
  - b. Neglect. The caretaker's refusal or failure to provide food, shelter, health care, personal hygiene and protection from the elements.

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- c. Emotional Abuse. The actions and/or inactions of the caretaker result in mental pain, anguish and/or distress. This can include isolation, degradation and intentional berating.
  - d. Sexual Abuse. Non-consensual sexual contact of any kind.
  - e. Exploitation. Illegally acquiring, misusing or concealing funds, property or assets.
  - f. Abandonment. Desertion of an elderly person, who cannot perform self care, by a caretaker responsible for the care and custody of that elderly person.
15. Extra familial. Term used to describe a child abuse/neglect case in which the perpetrators relationship to the child victim is outside of the family. This category ranges from known individuals who are unrelated to the victim to individuals unknown to the victim.
16. Family Advocacy Case Review Committee. A multidisciplinary team coordinated by the FAS. The FACRC is advisory only to the FAS and has no authority to make a case status determination. The FACRC is convened at the discretion of the FAS.
17. Family Advocacy Central Registry (FACRC). A centralized tracking system maintained by the FAPM. Only cases that have been substantiated are entered into the Central Registry. Closed records are retained for 5 years from case closure or date of last action. At the end of 5 years the record will be destroyed, except for information concerning certain minor Coast Guard dependents who were victims or suspected victims of child abuse, neglect or sexual abuse. Such records will be retained until the dependent attains majority. This Registry can only be accessed by the CGFAPM and the Special Needs Program Manager.
18. Family Advocacy Specialist (FAS). A civilian Human Services professional with specific training in all forms of family violence, suicide, rape, sexual assault and high risk special needs situations. FASs are located at HSC, each ISC, San Juan, Cape May and Staten Island. Their primary job responsibility is to intervene in and prevent family violence through the case management system.
19. Family Violence. Physical abuse/neglect, sexual abuse, psychological/emotional abuse/neglect occurring within the family. Victimization takes the following forms: Child abuse and neglect, spouse abuse, sibling abuse, parent abuse, and elder abuse. Included under child/elder abuse and neglect is abuse and neglect of a child or an elderly person by any person who is responsible for their care and custody.
20. Fatality. The victim died as the result of the abuse, maltreatment and/or neglect.
21. Incident. An occurrence that may include one or more types of abuse and neglect. Involves one victim and one occurrence. CG-5488 is completed on each incident.
22. Inquiry. An inquiry is defined as a collection of all available facts through interviews, collaboration with internal and external professionals/agencies and assessments by qualified service providers. Inquiries are conducted by FASs under the technical supervision of the FAPM.
23. Interfamilial. Term used to describe a child abuse/neglect case in which the perpetrator is related to the victim by blood or marriage.
24. Parent Abuse. Abuse of a parent by a child under the age of majority.

25. Perpetrator. The person directly or indirectly responsible for the resulting abuse and/or neglect which occurs to an individual. Any person whose act, or failure to act, impaired the health or well-being of the victim.
26. Prevention. Any action designed to reduce or eliminate the incidence and prevalence of spouse, sibling, parental abuse and child and elder abuse and neglect.
27. Qualified Provider. A qualified provider must:
  - a. Education and License. Hold a Masters/Doctorate Degree in a behavioral science and be licensed to practice by the State of residence or in accordance with DOD/VA regulations.
  - b. Training and Experience. Be thoroughly trained and experienced in assessing family violence and adhere to a cognitive/behavioral approach that confronts the perpetrator's belief system.
  - c. Assessment. Agree to undertake the assessment with the safety of the alleged victim as a priority concern and, with the assistance of the FAS, attempt to interview the victim ahead of the alleged perpetrator.
28. Sibling Abuse. Physical and/or sexual abuse occurring between siblings. Sexual acts between siblings when the aggressor is significantly older than the victim is considered sexual abuse.
29. Spouse. A partner in a marriage or cohabitating relationship. A spouse under 18 years of age shall be treated in this category.
30. Spouse Abuse. See the definition of Domestic Violence in this enclosure.
31. Suspicion. To surmise abuse and/or neglect is probable based on identified patterns of injuries, tense relationships, frequent arguments, isolation, and power and control indicators.
32. Victim. An individual, including the active duty member, who is the subject of abuse and/or neglect, or whose welfare is harmed or threatened by acts of omission or commission by another individual. When a child is the victim, the non-abusive parent and siblings are considered to be victims.



<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b> U.S. COAST GUARD CG-5488 Rev. (04-06)	<h2 style="margin: 0;">FAMILY ADVOCACY REPORT</h2>	REPORT CONTROL NUMBER RCN-1750-1
<b>PRIVACY ACT STATEMENT</b>		
Collection of information to identify and record incidents of family violence and provide protection and rehabilitation services to military members and their families is authorized by 42 U.S.C. 5101 et. Seq.; 14 U.S.C. 632 and E.O. 9397. Information concerning family member abuse and neglect is provided to the Department of Health and Human Services and is used for rehabilitation of individuals, and in cases involving minors, may be provided to other agencies for law enforcement purposes. Furnishing information is voluntary; however, failure to provide the information may delay receipt of services.		
1. Allegation Number (FY#)	2. Reporting FAS	3. Date of Alleged Family Abuse/Neglect (MM/DD/YY)
4. 12 Week Determination Date (MM/DD/YY)	5. Name of Unit	6. Date CG Central Registry Checked (MM/DD/YY)
<b>7. SOURCE OF INITIAL REFERRAL TO FAMILY ADVOCACY SERVICES (x as applicable)</b>		
a. MILITARY <input type="checkbox"/> Law Enforcement <input type="checkbox"/> CG Medical/Dental <input type="checkbox"/> DOD Facility (NAME: _____ ) <input type="checkbox"/> Child Care/School/Recreation Center <input type="checkbox"/> Command <input type="checkbox"/> Chaplain <input type="checkbox"/> Other (Specify) _____	b. CIVILIAN <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Social Services <input type="checkbox"/> Child Care/School/Recreation Center <input type="checkbox"/> Clergy <input type="checkbox"/> Other (Specify) _____	c. NON-AFFILIATED <input type="checkbox"/> Neighbor/Friend/Relative <input type="checkbox"/> Self-Referral, Victim <input type="checkbox"/> Self-Referral, Offender <input type="checkbox"/> Other (Specify) _____ _____ _____
<b>8. TYPE OF ALLEGATION (x one)</b> <input type="checkbox"/> Child Abuse <input type="checkbox"/> Child Neglect <input type="checkbox"/> Parent Abuse <input type="checkbox"/> Spouse Abuse <input type="checkbox"/> Cohabiting Partner Abuse <input type="checkbox"/> Sibling Abuse <input type="checkbox"/> Elder Abuse <input type="checkbox"/> Elder Neglect		<b>9. NOTIFICATION FORWARDED TO CHILD PROTECTIVE SERVICES (x one)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Agency _____ Date of Notification _____
<b>10. TYPE OF REPORT TO REGISTRY (x as applicable)</b> <input type="checkbox"/> Initial <input type="checkbox"/> Extension Request <input type="checkbox"/> Final Case Status Determination		<b>11. CASE STATUS (x one)</b> <input type="checkbox"/> Suspected – Assessment in Progress <input type="checkbox"/> Substantiated – Family In Need of FAP Services <input type="checkbox"/> Unsubstantiated – No FAP Services Required
<b>12. SPONSOR DATA (If sponsor is offender, x <input type="checkbox"/> this box and go to item 15.)</b>		
a. NAME (Last, First, Middle Initial)		b. MILITARY STATUS <input type="checkbox"/> Active Duty Coast Guard <input type="checkbox"/> Retired Coast Guard <input type="checkbox"/> Reserve Coast Guard
c. SOCIAL SECURITY NUMBER		d. PAY GRADE/RATE/RANK
<b>13. TYPE OF MALTREATMENT (x as applicable)</b> <input type="checkbox"/> Major Physical Injury <input type="checkbox"/> Deprivation of Necessities <input type="checkbox"/> Sexual Maltreatment <input type="checkbox"/> Minor Physical Injury <input type="checkbox"/> Emotional Maltreatment <input type="checkbox"/> Fatality <input type="checkbox"/> Child(ren) are secondary victim(s) to Domestic Violence		
<b>14. VICTIM DATA</b>		
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER (if available)
c. SEX		
d. DATE OF BIRTH (MM/DD/YY)	e. SUBSTANCE INVOLVEMENT <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol and Drugs <input type="checkbox"/> Unknown <input type="checkbox"/> No Involvement	f. VICTIM RESIDES (x one) <input type="checkbox"/> CG Owned Housing <input type="checkbox"/> CG Leased Housing <input type="checkbox"/> Civilian Community <input type="checkbox"/> DOD Housing
h. # OF CHILDREN IN HOME	g. INCIDENT OCCURRED (x one) <input type="checkbox"/> CG Owned Housing <input type="checkbox"/> CG Leased Housing <input type="checkbox"/> Civilian Community <input type="checkbox"/> DOD Housing	

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<b>15. PERPETRATOR DATA</b>				
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER	c. DATE OF BIRTH (YYMMDD)	d. SEX
e. STATUS <input type="checkbox"/> Active Duty Coast Guard <input type="checkbox"/> Reserve Coast Guard <input type="checkbox"/> Retired Coast Guard <input type="checkbox"/> Coast Guard Dependent <input type="checkbox"/> Civilian/Other <input type="checkbox"/> USPHS			f. NUMBER OF SECONDARY OFFENDERS IN THIS CASE	
			g. PAY GRADE	h. RATE/RANK
i. RELATIONSHIP TO VICTIM (x one) Interfamilial <input type="checkbox"/> Natural Parent <input type="checkbox"/> Step/Adoptive Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Other (Specify) _____ Extra familial <input type="checkbox"/> Neighbor/Friend/ Acquaintance <input type="checkbox"/> Teacher <input type="checkbox"/> Military Child Care <input type="checkbox"/> Other Child Care <input type="checkbox"/> Other (Specify) _____		j. HISTORY OF VIOLENCE AND/OR ABUSE (x as applicable) <input type="checkbox"/> Has been referred to an alcohol rehabilitation program <input type="checkbox"/> Has been referred to a drug rehabilitation program <input type="checkbox"/> Involvement in previous established case of child abuse <input type="checkbox"/> Involvement in previous established case of spouse abuse <input type="checkbox"/> Offender was abused as a child <input type="checkbox"/> Previous abuse history unknown <input type="checkbox"/> No previous record of abuse		
k. MARITAL STATUS (x one) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Widowed		l. SUBSTANCE INVOLVEMENT (x one) <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Alcohol and Drugs <input type="checkbox"/> Unknown <input type="checkbox"/> No Involvement		
<b>16. ACTIONS INVOLVED IN CASE TO DATE (x as applicable)</b>				
a. MILITARY <input type="checkbox"/> Medical <input type="checkbox"/> UCMJ Action <input type="checkbox"/> CGIS Investigation <input type="checkbox"/> Administrative Action <input type="checkbox"/> Command Investigation		b. CIVILIAN <input type="checkbox"/> Medical <input type="checkbox"/> Police Investigation <input type="checkbox"/> Social Services <input type="checkbox"/> Court Involvement		
17. DOES SPONSOR HAVE A SPECIAL NEEDS FAMILY MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, has Member enrolled in the Special Needs Program? <input type="checkbox"/> YES <input type="checkbox"/> NO				
18. BASIS FOR: SUBSTANTIATION <input type="checkbox"/> UNSUBSTANTIATION <input type="checkbox"/>				
<b>19. CASE MANAGEMENT PLAN (If additional space is needed, continue on plain paper)</b>				
<b>20. FAMILY ADVOCACY SPECIALIST (Signature authenticates finding made in Block #11)</b>				
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE		c. DATE SIGNED
d. NAME OF ISC		e. TELEPHONE NUMBER		
<b>21. COMMAND SIGNATURE (Signing acknowledges notification of final case status determination and Case Management Plan)</b>				
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE		c. DATE SIGNED
d. NAME OF UNIT		e. TELEPHONE NUMBER		
f. Command Concurs with Case Management Plan <input type="checkbox"/>		g. Command Does Not Concur with Case Management Plan <input type="checkbox"/>		

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Terms and Instructions For  
Completing CG-Form 5488  
Family Advocacy Report

1. Case Number: FY--, #1, etc.
2. Reporting FAS: Typed name of the FAS reporting to the Central Registry.
3. Date of Alleged Family Violence/Neglect: The month, day and year the case was reported to the FAS.
4. Twelve Week Determination Date: The month, day and year the final case status determination is due. This date is 12 weeks from the date of the allegation.
5. Name of Unit: Name of the unit the involved member is attached.
6. Date CG Central Registry Checked: The month, day and year the FAS called the FAPM to have the Central Registry checked for past history of abuse/neglect.
7. Source of Initial Referral: Initial source who reported the allegation. The source can be Military, Civilian, or Non-Affiliated.
8. Type of Allegation: Indicate if the allegation is child abuse, child neglect, parent abuse, spouse abuse, cohabitating partner abuse, sibling abuse, elder abuse or elder neglect.
9. Notification Forwarded to Child Protective Services (CPS): Indicate whether or not a report was made to CPS and provide the name of the CPS Agency and date of notification.
10. Type of Report to Registry: Indicate type of report.
  - a. Initial: This is the first report made to Commandant (CG-1112) that allegations have been made. No identifying data will be included. All other information will be entered. Initial reports of allegations are made only to Commandant (CG-1112) to statistically track the number of reports per fiscal year Coast Guard-wide.
  - b. Extension Request: If the final case status determination will not be made in the 12 week period, the FAS will send in a second Form 5488 requesting an extension. Block # 19 must contain the written explanation for why the extension is necessary.
  - c. Final Case Status Determination: This is the final report to Commandant (CG-1112) specifying whether the allegations are substantiated or unsubstantiated. If the allegations are substantiated, all identifying information must be contained in the report. If the allegations are unsubstantiated, no identifying data will be included.
11. Case Status: The status of the case at the time of the report to the CG Family Advocacy Central Registry. A case can be Suspected, Substantiated or Unsubstantiated.

12. Sponsor Data: The sponsor is the active duty, reserve or retired Coast Guard member.
13. Type of Abuse/Neglect: The form of abuse, neglect or maltreatment experienced by the individual.
14. Victim Data: The victim is the individual who is the subject of abuse, neglect or maltreatment.
15. Perpetrator Data: The perpetrator is any person who caused the abuse, neglect or maltreatment of a child, spouse, parent, sibling or elder person, or knowingly allowed abuse or neglect to occur.
16. Actions Involved in Case to Date: Indicate which military and civilian actions have been initiated.
17. Does Sponsor Have a Special Needs Family Member?: Indicate whether or not the Sponsor has a dependent with special needs and, if yes, indicate enrollment in the Special Needs Program.
18. Basis for Substantiation or Unsubstantiation: In summary form, provide the facts and behavioral dynamics that caused the FAS to substantiate or unsubstantiated the allegations.
19. Case Management Plan: Provide the plan for services. Indicate the provider(s) being used and describe the programs the victim and offender will be utilizing.
20. Authenticating Official: Incident reports are prepared by the FAS and signed by the FAS. By signing this report, the FAS is making a determination of suspected, substantiated or unsubstantiated. If the finding is substantiated, the FAS has determined abuse, neglect and/or maltreatment is/are present and the family is in need of CGFAP services.
21. Command Signature: The substantiated incident report is forwarded to the involved member's command for the purpose of command notification of the finding and recommended Case Management Plan. Signature by the command indicates the appropriate official is aware of the finding and the recommended Case Management Plan. The Command can concur or not concur with the Case Management Plan.