# DEPARTMENT OF DEFENSE

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MANUAL
FOR
CHILD MALTREATMENT AND DOMESTIC ABUSE
INCIDENT REPORTING SYSTEM

July 2005

Under Secretary of Defense for

Personnel and Readiness

Office of the Under Secretary of Defense for
Personnel and Readiness

# FOREWORD

This Manual is issued under the Authority of DoD Directive 6400.1, "Family Advocacy Program," August 23, 2004. It prescribes procedures for completion and submission of information about substantiated and unsubstantiated reports of child maltreatment and domestic abuse incidents. It applies to the Office of the Secretary of Defense (OSD), the Military Departments, and the Defense Agencies, hereafter referred to collectively as "the DoD Components." The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

This Manual standardizes data submissions for all incidents of child maltreatment and domestic abuse among the Military Services. It supersedes Assistant Secretary of Defense Memorandum, "Child and Spouse Abuse Report," August 22, 1997. The Manual expands spouse abuse reporting requirements to encompass not only spouses, but also former spouses, a person of the opposite sex with whom the abuser shares a child in common, or a current or former intimate partner of the opposite sex with whom the abuser shares or has shared a common domicile. The Manual eliminates the reporting requirement for incidents of child maltreatment and domestic abuse in the Coast Guard. The Coast Guard is an agency within the Department of Homeland Security and has its own family advocacy program, separate from the Department of Defense. The file formats specified in this Manual are intended to satisfy DoD policy and budgetary requirements.

This Manual is effective immediately, and is mandated for use by all DoD Components. The DoD Components may issue supplementary instructions with the understanding that DoD-wide standardization precludes the development of unique definitions and procedures. Send recommended changes to the Manual to the Office of the Deputy Under Secretary of Defense (MC&FP/FAP), Crystal Square #4, Suite 302, 241 18th Street South, Arlington, VA 22202-3424.

The DoD Components may obtain copies of this publication through their own publication channels. Approved for public release: distribution unlimited.

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## REFERENCES

(a) DoD Directive 6400.1, "Family Advocacy Program (FAP)," August 23, 2004
(b) Assistant Secretary of Defense Memorandum, "Child and Spouse Abuse Report," August 22, 1997 (hereby canceled)
(c) DoD Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," January 19, 1993
(d) DoD Directive 5400.11, "Department of Defense Privacy Program," December 13, 1999
(e) DoD Directive 8320.2, "Data Sharing in a Net-Centric Department of Defense," December 2, 2004

## ACRONYMS

| | |
|---|---|
| CRC | Case Review Committee |
| DMDC | Defense Manpower Data Center |
| FAP | Family Advocacy Program |
| FAPM | Family Advocacy Program Manager |
| FTP | File Transfer Protocol |

# INTRODUCTION

In May 1981, The Department of Defense published Directive 6400.1, "Family Advocacy Program," reference (a), which officially established the Department of Defense Family Advocacy Program (FAP). The Directive also published a set of common definitions, and required each of the Services to establish a broad-based family advocacy program providing for the prevention, identification, reporting, treatment, and follow-up of child and spouse abuse. In October 1981, Congress appropriated funding for the program, and mandated comprehensive child and spouse abuse incident reporting and DoD accountability for developing, managing, and monitoring a family advocacy program.

As a result, DoD Instruction 6400.2, "Child and Spouse Abuse Report," reference (b), was issued on July 10, 1987. This Instruction required each of the Services to report suspected child abuse and neglect, suspected spouse abuse, and suspected child sexual abuse in out-of-home care using the data on DD Form 2486. Then, each of the Services maintained a central registry of reports, using the data submitted by installations on the DD Form 2486. The Service Headquarters compiled the installation data from the Form 2486 to submit aggregate data to the Department of Defense semi-annually on DD Form 2404.

In 1997, the DoD central registry was changed from a victim-based reporting system to an "incident-based reporting system" within the Defense Manpower Data Center (DMDC), and was automated. This revision was made to address significant problems with data collection and reporting using DD Form 2486. In addition, many of the data fields on the form were not used by the DoD FAP Office for policy analysis or budget requirements, and were not necessary for a DoD central registry. Finally, the lack of a DoD-wide automated, incident-based central registry made it difficult to track substantiated cases across Services, which is of critical importance in conducting background criminal and suitability checks for those providing services to military families.

The present DoD central registry, managed within DMDC, has information on (1) unsubstantiated reports not linked to an identifiable individual and (2) information on substantiated reports linked to identifiable active duty and retired Service members, Department of Defense civilian employees, contractors, and their family members.

The present automated, incident-based reporting system, in contrast to the pre-1997 case-based reporting system, has the following additional advantages:

a. It provides unduplicated counts of the number of reports the installation FAP responds to ("cases to be worked").

b. It permits differential classifications/status determinations based on available evidence.

c. It serves as the basis for FAP workload analysis and permits calculations leading to empirically based budget projections.

d. It replaces DD Forms 2486 and 2404 with electronic submissions, and reduces the number of data elements required by the Department of Defense and the Services.

# C1. CHAPTER 1

# GENERAL INFORMATION

## C1.1. PURPOSE

C1.1.1. This Manual replaces reference (b) by updating the assignment of responsibilities and the reporting requirements associated with child maltreatment and domestic abuse in the Department of Defense.

C1.1.2. This information collection has been assigned Report Control Symbol DD-P&R(Q)2052.

## C1.2. POLICY

It is Department of Defense policy that a central child maltreatment and domestic abuse database be maintained to:

C1.2.1. Analyze the scope of child maltreatment and domestic abuse, types of maltreatment, and information about victims and offenders to analyze the effectiveness of the FAP, and develop changes in policy to address child maltreatment and domestic abuse.

C1.2.2. Support the requirements of DoD Instruction 1402.5, reference (c).

C1.2.3. Support the replies to public, congressional, and other governmental inquiries.

C1.2.4. Support budget requirements for child maltreatment and domestic abuse program funding.

## C1.3. RESPONSIBILITIES

C1.3.1. The Under Secretary of Defense (Personnel and Readiness (USD(P&R)), or designee, shall:

C1.3.1.1. Review information collected, analyzed, and reported by the Military Departments and the DoD Components on child maltreatment and domestic abuse under this Manual.

C1.3.1.2. Evaluate, in accordance with DoD guidance and performance measures, the performance of FAP operations in achieving the outcomes of reduced frequency, severity, and recidivism of child maltreatment and domestic abuse.

C1.3.1.3. Ensure compliance with this Manual is timely and thorough.

C1.3.1.4. Provide advice to the DoD Components on implementation of this Manual.

C1.3.2. The Secretaries of the Military Departments and the Heads of Other DoD Components, or designees, shall:

C1.3.2.1. Issue policies and procedures in accordance with reference (a) and this Manual providing for the prompt, thorough, and accurate reporting of child maltreatment and domestic abuse incident data.

C1.3.2.2. Issue policies and procedures in accordance with reference (a) for an installation case review committee (CRC) to determine the clinical status of a reported incident.

C1.3.2.3. Issue policies and procedures for review of the incident status of a report as determined by an installation CRC when such incident status is contested, or for correction of such CRC incident status clinical determinations.

C1.3.2.4. Issue policies and procedures for the correction of errors in the recording of child maltreatment and domestic abuse information.

C1.3.2.5. Ensure information about reports of alleged child maltreatment and domestic abuse is managed in accordance with DoD Directive 5400.11, reference (d), and this Manual, and issue policies and procedures for the circumstances and procedures for the FAP to disclose information about one or more incidents of alleged child maltreatment or domestic abuse accordingly.

C1.3.3. The Director of the Defense Manpower Data Center (DMDC), or designee, under the USD(P&R) shall:

C1.3.3.1. Receive child maltreatment and domestic abuse incident data from the Family Advocacy Program Managers (FAPMs) of the DoD Components, or designees, and maintain it in a database in accordance with reference (e) and this Manual.

C1.3.3.2. Assist the FAPMs of the USD(P&R) and the DoD Components, or designees, in creating statistical reports of child maltreatment and domestic abuse incidents by providing requested data.

C1.3.3.3. Assist the FAPMs of the DoD Components, or designees, in conducting background checks required by reference (b) for individuals in DoD-sanctioned child care services, and applicants for Nonappropriated Fund or other positions on the installation who may have contact with children and youth.

# C2. CHAPTER 2

## RECORD FILE FORMAT

This chapter presents the record file format for entering information about an alleged incident, and the military sponsor, victim, and alleged offender associated with the incident. Descriptions of required data fields for an alleged incident (C2.1.), the military sponsor (C2.2.), the victim (C2.3.), and the alleged offender (C2.4.) are included. Figures C2.F1. through C2.F4. present the required data field numbers; field names; domains; coding instructions and remarks; record positions; and size for information on the alleged incident, and the associated sponsor, victim, and alleged offender.

### C2.1. ALLEGED INCIDENT INFORMATION.

C2.1.1. Data to complete fields 1 through 15 shall be submitted for each alleged incident of child maltreatment and domestic abuse involving a member of a DoD Component and reported to a family advocacy program of the Armed Services.

C2.1.2. Field 1, Situation Identifier. An eight-digit number assigned to each reported alleged incident of child maltreatment or domestic abuse. The first four digits refer to the fiscal year and the second four digits are taken from a unique subset of numbers assigned to each family advocacy program (FAP) by each Service Family Advocacy Program Manager (also known as "Incident Number.") Incidents of alleged child maltreatment in which two or more children were the alleged victims shall be recorded as separate incidents for each child.

C2.1.3. Field 2, FAP Unit Identification Code (U.I.C.). The unique alphanumeric code identifying the FAP where the incident was reported. (Also known as the "Geographical or Unit I.D.")

C2.1.4. Field 3, US State Alpha Code. A two-digit alphabetical abbreviation designating the State in which an incident was reported. (Also known as "State Code.")

C2.1.5. Field 4, Country Code. A two-digit alphabetical abbreviation designating the country in which an incident was reported. (Also known as "Country Code.") If there is a US State code, leave the Country code blank.

C2.1.6. Field 5, Incident Report Date. The calendar year date the incident was reported to the FAP.

C2.1.7. Field 6, Military Service Organization Code. The designation describing the military service (Army, Navy, Marine Corps, or Air Force) that received the report of an alleged incident for assessment, and is submitting the report.

C2.1.8. Field 7, Organization Name Text. Completed when the Defense Logistics Agency or the National Security Agency received the alleged report.

C2.1.9. Field 8, Victim Type Code. The designation of whether a victim of an alleged incident is a child or an adult. (Also known as "Type of Victim.")

C2.1.10. Field 9, Legal Event Context Code. The designation of the category of alleged maltreatment reported as "Physical Abuse," "Sexual Abuse," "Emotional Maltreatment," and/or "Neglect." (Also known as "Type of Alleged Maltreatment.") See Appendix 1, Definitions.

C2.1.11. Field 10, Person Status Code. The designation of a child or an adult victim as alive or deceased as a result of the incident. (Also known as "Fatality Occurred.") If no death occurred, designate "Alive Person." If a death occurred, designate "Deceased Person."

C2.1.12. Field 11, Alleged Victim Previously Known to the DoD Central Registry. A designation that the alleged victim in the incident had or had not been previously reported to the DoD Central Registry as a victim of a previous incident of maltreatment with the same or different alleged offender. APPLIES ONLY WHEN THE VICTIM DIES AS A RESULT OF THE ABUSIVE INCIDENT. CHILD AND ADULT VICTIM FATALITIES ARE REPORTABLE TO THE DoD CENTRAL REGISTRY AS INCIDENTS. Field 11 assists the Office of the Secretary of Defense FAP in the fatality review process.

C2.1.13. Field 12, Alleged Offender Previously Known to the DoD Central Registry. A designation that the alleged offender in the incident had or had not been previously reported to the DoD Central Registry as an alleged offender with the same or different victim. An alleged offender is an individual who allegedly abused, maltreated, or neglected his/her child, current or former spouse, a person with whom the alleged offender shares a child in common, or a current or former intimate partner with whom the alleged abuser shares or had shared a common domicile. In a child maltreatment incident with more than one alleged offender, the person allegedly responsible for the most severe maltreatment shall be deemed the alleged offender. If the person allegedly responsible for the most severe maltreatment cannot be determined and the victim's sponsor is an alleged offender, the sponsor shall be deemed to be the alleged offender. APPLIES ONLY WHEN THE VICTIM DIES AS A RESULT OF THE ABUSIVE INCIDENT. The purpose of this field is the same as in field 11.

C2.1.14. Field 13A, Situation Findings Date. The date the CRC determines, for clinical purposes, whether an alleged incident of child maltreatment or domestic abuse occurred. (Also known as "Incident Report Status Date.")

C2.1.14.1. Field 13B, Situation - Incident Unsubstantiated, Unresolved. A designation indicating the CRC determined, for clinical purposes, that the preponderance of the available information to support an alleged incident is of the same weight or equally convincing as the information that the alleged incident of abuse or maltreatment did not occur.

C2.1.14.2. Field 13C, Situation - Incident Unsubstantiated, Did Not Occur. A designation indicating an alleged incident has been determined by the CRC to be without merit or foundation for clinical purposes. An "Unsubstantiated - Situation Did Not Occur" determination means the preponderance of available information indicating maltreatment or

abuse did not occur is of greater weight or more convincing than the information indicating abuse or maltreatment occurred.

C2.1.14.3. Field 13D, Situation – Unsubstantiated, Referred for Services. A designation indicating the incident was presented to the CRC for determination and although some form of maltreatment may have occurred, either (1) the incident did not meet the criteria for an appropriate referral to FAP and was referred to another agency for appropriate intervention services, such as an incident of child maltreatment allegedly committed by someone outside the family who was not in a caregiving relationship, or when either the victim or alleged offender is a non-beneficiary, or (2) although it met the criteria for an appropriate referral to FAP, the resulting harm was assessed to be moderately low or lower in severity level, the likelihood of recurrence was assessed to be moderately low or lower in risk level, and intervention services were only recommended.

C2.1.14.4. Field 13E, Situation - Incident Substantiated. A designation indicating an alleged incident has been determined by the CRC to be merited or founded for clinical purposes. A "Substantiated" determination means the preponderance of available information indicating abuse or maltreatment occurred is of greater weight or more convincing clinically than the information indicating abuse or maltreatment did not occur.

C2.1.14.5. Field 13F, Situation - Incident Transferred In Date. The calendar date on which a FAP received an incident file already clinically determined as "Substantiated" from a FAP of the same or different Military Service. Case Review Committee accepts the previous Case Review Committee's determination.

C2.1.14.6. Field 13G, Situation - Incident Transferred Out Date. The calendar date on which a FAP sent an incident file reporting its CRC had clinically determined as "Substantiated" to a FAP of the same or different Military Service.

C2.1.14.7. Field 13H, Situation - Substantiated Incident Closed Date. The date a "Substantiated" incident was closed by the FAP because (1) the CRC determined intervention and/or treatment was no longer needed or possible, (2) the risk of maltreatment was considered minimal, (3) the sponsor and family members were no longer eligible for care, (4) the victim had died, or (5) because the alleged offender refused treatment. Examples of when intervention and/or treatment was no longer possible would include situations in which the victim doesn't progress in treatment or the alleged offender is a treatment failure or refuses treatment. (Also known as "Incident Closed Date.")

C2.1.15. Field 14, Person Association Reason Code. A designation of the alleged offender's relationship to the victim as being "Intrafamilial," or "Extrafamilial." (Also known as "Relationship of Alleged Offender to Victim.")

C2.1.15.1. Intrafamilial. A designation of a current familial relationship created by birth, law, or marriage between the alleged offender and victim, such as a parent, sibling, spouse, or other family member.

C2.1.15.1.1. Parent. A designation identifying an alleged offender as the biological, step-, adoptive, or foster parent of a child.

C2.1.15.1.2. Spouse. A designation identifying an alleged offender as married to the victim. This includes a marriage to an individual who is under 18 years of age.

C2.1.15.1.3. Sibling. A designation to identify an alleged offender in a child maltreatment case who is the child victim's sister, brother, stepsister, stepbrother, or foster sister or brother AND who was providing care to the child.

C2.1.15.1.4. Other Family Member. A designation to identify an alleged offender in a child maltreatment case who was providing care to the child and who is related by blood, law, or marriage to the child victim.

C2.1.15.2. Extrafamilial. A designation classifying the alleged offender as unrelated to the victim by blood, law, or marriage (i.e., as being outside the victim's family).

C2.1.15.2.1. Extrafamilial Caregiver. The classification of an alleged offender who is an employee (including janitors, bus drivers, etc.), independent contractor, or volunteer in a military-sanctioned or military-sponsored program providing care for and supervision of a child by agreement with the child's parent, guardian, or foster parent. The program includes non-certified temporary babysitters in the home. Such care and supervision may be provided in the child's home, in a military-sanctioned caregiver's home, at a military-sponsored or military-sanctioned out-of-home care facility, residential facility or school, or in military-sponsored or military-sanctioned activity conducted at various locations.

C2.1.15.2.2. Extrafamilial Non-Caregiver, Acquaintance. Someone known to the victim's family but outside the victim's family who is NOT in a caregiving role, and is NOT an employee, independent contractor, or volunteer in a military-sanctioned or military-sponsored program providing care for and supervision of a child by agreement with the child's parent, guardian, or foster parent.

C2.1.15.2.3. Extrafamilial Non-Caregiver, Stranger. Someone previously unknown to the victim's family and outside the victim's family who is NOT in a caregiving role, and is NOT an employee, independent contractor, or volunteer in a military-sanctioned or military-sponsored program providing care for and supervision of a child by agreement with the child's parent, guardian, or foster parent.

C2.1.15.2.4. Former Spouse. A person of the opposite sex who was once married to the victim, but is legally divorced from the victim.

C2.1.15.2.5. Intimate Partner. A person of the opposite sex with whom the victim shares a child in common, or a person with whom the victim shares or has shared a common domicile.

C2.1.15.2.6. Relationship Unknown. The designation for an alleged offender who is unknown because the victim is physically or psychologically unable or unwilling to identify the alleged offender. Includes instances in which the victim is deceased or too young.

C2.1.16. Field 15, Extrafamilial Caregiver Type Code. The classification of an alleged extrafamilial caregiver offender as follows:

C2.1.16.1. Military Child Care Center Personnel. A staff member or volunteer in a military-sanctioned or military-sponsored child development or child care program directly caring for and supervising children. Examples include personnel in programs such as nursery schools, pre-schools, Sure Start programs, or parent co-operatives providing services in a centralized facility. This designation does not include home-based child care.

C2.1.16.2. Military Family Child Care Personnel. A certified provider, family member of a certified provider over the age of 12, or other person living in a military-sanctioned family childcare home. Military home-based child care is provided on a regular or daily basis (10 hours per week or more) for compensation in a provider's Government quarters with the approval and certification of the commanding officer. This designation does not include random or temporary baby-sitting services.

C2.1.16.3. Military Youth Program Personnel. A staff member or volunteer in a military-sanctioned or sponsored program, service, or activity focusing on youth, including recreation programs, camps, scouting, clubs, and educational classes.

C2.1.16.4. Teacher/Other DoD School Personnel. A staff member or volunteer in a military-sanctioned or sponsored school or kindergarten, through grade 12. It includes staff members and volunteers in schools administered by the Department of Defense Educational Activity. It does not include staff or volunteers in civilian schools located outside the military installation, unless the program, service, or activity is military-sponsored or sanctioned.

C2.1.16.5. Other DoD Sanctioned Caregiver. A staff member or volunteer of any military-sponsored or sanctioned program, service, or activity responsible for the child that is not a child care center, family child care program, youth program, or DoD school. Examples include the chaplaincy, medical staff, civil air patrol, and YMCA.

C2.1.16.6. Non-DoD-Sanctioned Caregiver. A caregiver who is not sponsored or sanctioned by the Department of Defense. It includes nannies, temporary babysitters certified by the Red Cross, and temporary babysitters in the home, and other family members.

Figure C2.F1. Alleged Incident Information

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| *1 | Situation Identifier | YYYYNNNN<br>YYYY is the **Fiscal Year** of the incident and NNNN is a sequential number from 0001 to 9999. Each Service will assign a unique subset of numbers to each Family Advocacy Program (FAP).<br><br>(Also known as Incident Number) | 001 | 8 |
| *2 | FAP Unit Identification Code (UIC) | The UIC of the FAP that received the allegation of child maltreatment or domestic abuse.<br><br>Army:<br>WPPPDDZZ<br>W is the Service designator.<br>PPP is the Parent Unit Designator.<br>DD is the descriptive designator.<br>ZZ is the Major Command (or MUSARC) for the reserves<br><br>Navy:<br>NnnnnXCC<br>N is the Service designator.<br>nnnn is a numeric code.<br>X is an alphanumeric code.<br>CC is the command code.<br><br>Marine Corps:<br>RrrrrCCC<br>Rrrrr is the reporting unit code.<br>CCC is the monitored command code.<br>The Marine Corps UIC is called RUC. | 009 | 8 |

* Record Field 1 (Situation Identifier and Record Field 2 (FAP UIC) form a key for each unique incident report.

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| | FAP Unit Identification Code (UIC) (Continued) | Air Force:<br>BBCCXXXX<br>BB is the consolidated base Personnel office (CBPO).<br>CC is the command code.<br>XXXX is an alphanumeric code.<br>The Air Force UIC is called PAS.<br><br>(Also known as Geographical I.D. or Unit Identification Code (UIC).) | | |
| 3 | U.S. State Alpha Code | Designates the State in which an alleged incident is reported.<br><br>(Also known as State code.) | 017 | 2 |
| 4 | Country Code | Designates the country in which an incident is reported. | 019 | 2 |
| 5 | Incident Report Date | YYYYMMDD<br>The earlier of two dates: (1) the date the alleged incident was reported to the FAP or (2) the date the alleged incident was reported to a member of the Case Review Committee (CRC). | 021 | 8 |
| 6 | Military Service Organization Code | Applicable only if one of the following Military Services has received and is submitting the report of alleged child maltreatment or domestic abuse:<br>A=Army<br>N=Navy<br>M=Marine Corps<br>F=Air Force | 029 | 1 |
| 7 | Organization Name Text | Applicable only if one of the following DoD Components received the report:<br>DLA=Defense Logistics Agency<br>NSA=National Security Agency | 030 | 3 |
| 8 | Victim Type Code | C=Child<br>A=Adult<br><br>(Also known as Type of Victim) | 033 | 1 |

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 9 | Legal Event Context Code | C=Emotional Maltreatment<br>H=Neglect<br>I=Physical Abuse<br>J=Sexual Abuse<br><br>(Also known as Type of Alleged Abuse/ Maltreatment.) | 034<br>035<br>036<br>037 | 1<br>1<br>1<br>1 |
| 10 | Person Status Code | A=Alive Person<br>B=Deceased Person<br><br>(Also known as Fatality Occurred.) | 038 | 1 |
| 11 | Victim Previously Known to the DoD Central Registry | Applicable only if Person Status Code (FIELD NUM 10) = B (deceased person).<br>N=No<br>Y=Yes | 039 | 1 |
| 12 | Alleged Offender Previously Known to the DoD Central Registry | Applicable only if Person Status Code (FIELD NUM 10) = B (deceased person).<br>N=No<br>Y=Yes | 040 | 1 |
| 13A | Situation Findings Date | YYYYMMDD<br>The date the CRC makes a determination the alleged incident is "unsubstantiated –unresolved" or "unsubstantiated – did not occur" or "unsubstantiated – referred for services" or the alleged incident is "substantiated." | 041 | 8 |
| 13B | Situation - Unsubstantiated, Unresolved | N=No<br>Y=Yes | 049 | 1 |
| 13C | Situation - Unsubstantiated, Did Not Occur | N=No<br>Y=Yes | 050 | 1 |

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 13D | Situation – Unsubstantiated, Referred for Services | N=No<br>Y=Yes | 051 | 1 |
| 13E | Situation – Substantiated | N=No<br>Y=Yes | 052 | 1 |
| 13F | Situation – Substantiated Incident - Date Transferred IN | YYYYMMDD<br>The date the incident is Transferred IN. (Applicable only if REC POS 052 = Y.) | 053 | 8 |
| 13G | Situation – Substantiated Incident - Date Transferred OUT | YYYYMMDD<br>The date the incident is Transferred OUT. (Applicable only if REC POS 052 = Y.) | 061 | 8 |
| 13H | Situation – Substantiated Incident – Closed Date | YYYYMMDD<br>The date the "substantiated" incident is closed. Applicable only if Situation – Substantiated (REC POS 052) = Y.<br><br>(Also known as Incident Closed Date.)<br>(Also known as Incident Report Status Date.) | 069 | 8 |
| 14 | Person Association Reason Code | Intrafamilial<br>AD=Parent<br>AA=Spouse<br>AC=Sibling<br>BN=Other Family Member<br><br>Extrafamilial<br>CA=Extrafamilial Caregiver<br>BC=Non-Caregiver Acquaintance<br>BX=Non-Caregiver Stranger<br>BH=Former spouse<br>BE=Intimate Partner<br>CC=Relationship Unknown<br>(Also known as Relationship of Alleged Offender to Victim.) | 077 | 2 |

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 15 | Extrafamilial Caregiver Type Code | Applicable only if Person Association Reason Code (Record Field 14) = CA<br>A=Military Child Care Center Personnel<br>B=Military Family Child Care Personnel<br>C=Military Youth Program Personnel<br>D=DoD Teacher/Other DoD School Personnel<br>E=Other DoD Sanctioned Caregiver<br>F=Non-DoD Sanctioned Caregiver | 079 | 1 |

C2.2. SPONSOR INFORMATION.

C2.2.1. Data completing fields 16 through 23 shall also be submitted for each substantiated incident involving a member of a DoD Component and reported to a Family Advocacy Program.

C2.2.2. Field 16, Person Name Text. The last name, first name, middle initial, and cadency name (e.g., "Jr." or "III") of the sponsor in a "Substantiated" incident.

C2.2.3. Field 17, Person Identifier. The nine-digit number assigned by the Social Security Administration of the sponsor in a "Substantiated" incident. (Also known as a "Social Security Number.")

C2.2.4. Field 18, Personnel Resource Type Code. A code designating the sponsor as a Federal civil servant, a member of a Military Service, or a civilian who is eligible for authorized care through DoD medical treatment programs. (Applicable only to "Substantiated" incidents.)

C2.2.4.1. Federal Civil Servant. The designation of a sponsor as a civilian employee of the Federal Government who is paid from appropriated or non-appropriated funds, and who is entitled to care in a military medical treatment program.

C2.2.4.2. Military Service Member. The designation of a sponsor as an enlisted member, commissioned officer, or warrant officer of the United States Army, United States Navy, United States Air Force, or the United States Marine Corps.

C2.2.4.3. Civilian. The designation of a sponsor as a civilian who is entitled to care in a military medical treatment program, such as a retired member of the Military Services or his/her spouse, or a contract employee, when applicable.

C2.2.5. Field 19, Military Service Organization Code. The affiliation of the sponsor with a Military Service in a "Substantiated" incident.

C2.2.6. Field 20, Military Service Organization Component Type Code. The organizational component with which the sponsor is affiliated. (Applicable only to "Substantiated" incidents.)

C2.2.6.1. Guard. The designation of a sponsor as a military member of the Inactive National Guard, a subcategory of the Ready Reserve, on active duty.

C2.2.6.2. Regular. The designation of a sponsor as an active-duty member of a Military Service.

C2.2.6.3. Reserve. The designation of a sponsor as a military member of the Selected Reserve or the Individual Ready Reserve, a subcategory of the Ready Reserve, on active duty.

C2.2.7. Field 21, Pay Plan Code. The two-digit alphabetical abbreviation applying to the sponsor's DoD personnel resource pay plan ("Enlisted," "Commissioned Officer," "Warrant Officer," "Wage Grade Personnel," "General Schedule Personnel," "Performance Management and Recognition System Personnel," and "Senior Executive Service Personnel.")

C2.2.8. Field 22, Pay Plan Grade Ordinal Identifier. A two-digit numerical code (01-15) designating the military rank or Federal civil servant level of pay of the sponsor.

C2.2.9. Field 23, Person-Situation Role Code. The designation of the sponsor as the victim, alleged offender, or neither victim or alleged offender, in a "Substantiated" incident.

Figure C2.F2. Sponsor Information

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 16 | Person Name Text | Last Name<br>First Name<br>Middle Name<br>Cadency Name | 080<br>101<br>115<br>129 | 21<br>14<br>14<br>4 |
| 17 | Person Identifier | 999999999<br>(Also known as Social Security Number (SSN)) | 133 | 9 |
| 18 | Personnel Resource Type Code | C=Federal Civil Servant<br>U=Military Service Member<br>Z=Civilian/Retired/Government Contractor | 142 | 1 |

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 20 | Military Service Organization Component Type Code | Applicable only if Personnel Resource Type Code (FIELD NUM 18) = U<br>G=Guard<br>R=Regular<br>V=Reserve | 144 | 1 |
| 21 | Pay Plan Code | EM=Enlisted<br>OM=Commissioned Officer<br>WM=Warrant Officer<br>WG=Wage Grade<br>GS=General Schedule<br>GM=Performance Mgmt/Recognition System<br>ES=Senior Executive Service | 145 | 2 |
| 22 | Pay Plan Grade Ordinal Identifier | The two-digit numerical code designating rank or civilian pay grade, such as 01 through 15. | 147 | 2 |
| 23 | Person-Situation Role Code | Sponsor is:<br>H=Victim<br>E=Alleged Offender<br>Z=Neither | 149 | 1 |

C2.3. VICTIM INFORMATION.

C2.3.1. Data completing fields 24 through 30 shall also be submitted for each substantiated incident involving a member of a DoD Component and reported to a family advocacy program.

C2.3.2. Field 24, Person Name Text. The last name, first name, middle initial, and cadency name (e.g., "Jr." or "III") of the victim in a "Substantiated" incident. )

C2.3.3. Field 25, Person Identifier. The victim's nine-digit number assigned by the Social Security Administration. (Also known as a "Social Security Number (SSN).") (Applicable in only a "Substantiated" incident.

C2.3.4. Field 26, Person Birth Date. The date of birth of the victim in a "Substantiated" incident.

C2.3.5. Field 27, Sex Category Code. The sex of the victim, as "Male" or "Female," in a "Substantiated" incident.

C2.3.6. Field 28, Substance Involvement

C2.3.6.1. Beverage Category Code. This designation indicates evidence was present in the assessment that the victim allegedly ingested an alcohol beverage(s) within 2 hours before a

"Substantiated" incident occurred. An example of evidence might be an admission by the victim, law enforcement personnel smelling alcohol on the victim's breath, or the results of a blood alcohol test or breathalyzer test.

C2.3.6.2. Consumable Materiel Item Type Code. The designation evidence was presented in the assessment that a drug was allegedly ingested, inhaled, or injected by the victim within 12 hours before a "Substantiated" incident occurred.

C2.3.6.3. Substance Involvement Unknown. The designation used when it is unknown whether the victim consumed an alcoholic beverage within 2 hours before the incident occurred or ingested, inhaled, or injected a drug within 12 hours before the incident occurred.

C2.3.6.4. No Substance Involved. A designation used when there is no evidence the victim consumed an alcoholic beverage within 2 hours before the incident occurred or ingested, inhaled, or injected a drug within 12 hours before the incident occurred.

C2.3.7. Field 29, Severity Codes. The designation of the level of severity of abuse or maltreatment inflicted upon the alleged victim, as follows:

C2.3.7.1. Field 29A, Emotional Maltreatment Severity Level Code

C2.3.7.1.1. Mild. Exposure to potentially harmful behavior on one or two occasions, but there is no readily apparent physical or emotional harm.

C2.3.7.1.2. Moderate. Exposure to repeated instances of emotionally abusive behavior with physical or emotional effects. One time medical or short-term mental health treatment may be indicated.

C2.3.7.1.3. Severe. Exposure to chronic pattern of emotionally abusive behavior with physical or emotional effects requiring hospitalization or long-term mental health treatment. In a spouse emotional abuse incident, this designation requires an alternative environment to protect the physical safety of the spouse.

C2.3.7.2. Field 29B, Neglect Severity Level Code

C2.3.7.2.1. Mild. Exposure to potentially harmful neglecting behavior on one or two occasions, but there is no readily apparent physical or emotional harm.

C2.3.7.2.2. Moderate. Exposure to repeated instances of neglecting behavior with physical, emotional, or educational effects. One-time medical treatment or short-term mental health treatment or short-term special educational services may be indicated.

C2.3.7.2.3. Severe. Exposure to a chronic pattern of neglecting behavior with physical, emotional, or educational effects requiring hospitalization, long-term mental health treatment, or long-term special education services. May require placement in an alternative environment to protect the physical safety or other welfare of the victim.

C2.3.7.3. Field 29C, Physical Abuse/Maltreatment Severity Level Code

C2.3.7.3.1. Mild. Minor physical injury, but no readily apparent physical or emotional harm. Outpatient medical examination and/or mental health assessment may be indicated but no treatment is required.

C2.3.7.3.2. Moderate. Minor or moderate physical injury requiring one or more outpatient visits for treatment. Minor or moderate emotional effects requiring short-term mental health treatment may be indicated.

C2.3.7.3.3. Severe. Major physical injury requiring inpatient medical treatment or causing temporary or permanent disability or disfigurement. Moderate or severe emotional effects requiring long-term mental health treatment. May require placement in an alternative environment to protect the physical safety or other welfare of the victim.

C2.3.7.4. Field 29D, Sexual Abuse/Maltreatment Severity Level Code

C2.3.7.4.1. Mild. No physical contact and no readily apparent physical or emotional harm. Outpatient mental health assessment may be indicated but no treatment is required.

C2.3.7.4.2. Moderate. Physical contact not involving oral, vaginal, or anal penetration and does not result in injury. One or more outpatient visits may be required for medical treatment. Minor or moderate emotional effects requiring short-term mental health treatment may be indicated.

C2.3.7.4.3. Severe. Physical contact involving oral, vaginal, or anal penetration that may or may not require one or more outpatient visits for medical treatment. May be accompanied by injury requiring inpatient medical treatment or causing temporary or permanent disability or disfigurement. Moderate or severe emotional effects requiring long-term mental health treatment. May require placement in an alternative environment to protect the physical safety or welfare of the victim.

C2.3.8. Field 30, Clinical Intervention Provided By. The designation of the type of program providing intensive counseling, psychotherapy, or other type of behavior management, in an individual and/or group setting, for the victim in a "Substantiated" incident.

C2.3.8.1. FAP Personnel. A designation that the clinical intervention was provided to the victim by full- or part-time Military Service members, Federal civil servants, and/or contract employees who are assigned to the FAP.

C2.3.8.2. Other DoD-Funded Program/Individual. A designation that the clinical intervention was provided to the victim by a DoD-funded program other than a FAP. Clinical intervention provided through Tricare should be included in this category.

C2.3.8.3. Non-DoD Funded Program/Individual. A designation that the clinical intervention was provided to the victim but not funded by the DoD.

C2.3.8.4. No Treatment Provided. A designation that no clinical intervention was provided to the victim.

Figure 2.F3. Victim Information

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 24 | Person Name Text | Last Name<br>First Name<br>Middle Name<br>Cadency Name | 150<br>171<br>185<br>199 | 21<br>14<br>14<br>4 |
| 25 | Person Identifier | 999999999<br>(Also known as Social Security Number (SSN)) | 203 | 9 |
| 26 | Person Birth Date | YYYYMMDD | 212 | 8 |
| 27 | Sex Category Code | M=Male<br>F=Female | 220 | 1 |
| 28 | Substance Involvement | Select code(s) as appropriate:<br><br>A=Alcohol<br>D=Drug<br>U=Substance Involvement Unknown<br>Z=No Substance Involved | 221 | 2 |
| 29 | Severity Codes | 1=Mild<br>2=Moderate<br>3=Severe<br><br>Level of severity of maltreatment inflicted on victim. Select an above code for each type of maltreatment, as appropriate: | | |
| 29A | | Emotional Abuse | 223 | 1 |
| 29B | | Neglect | 224 | 1 |
| 29C | | Physical Abuse | 225 | 1 |
| 29D | | Sexual Abuse | 226 | 1 |
| | | At least one of the fields in 29A through 29D should be coded. | | |
| 30 | Clinical Intervention Provided By: | Select code(s) as appropriate:<br><br>K=FAP Personnel<br>Y=Other DoD-Funded Program/Individual<br>X=Non DoD-Funded Program/Individual<br>Z=No Treatment Provided | 227 | 3 |

C2.4. ALLEGED OFFENDER INFORMATION.

C2.4.1. Data completing fields 30 through 43 shall also be submitted for each substantiated incident involving a member of a DoD Component and reported to a Family Advocacy Program.

C2.4.2. Field 31, Person Name Text. The last name, first name, middle initial, and cadency name (e.g., "Jr." or "III") of the alleged offender in a "Substantiated" incident.

C2.4.3. Field 32, Person Identifier. The alleged offender's nine-digit number assigned by the Social Security Administration. (Also known as a "Social Security Number.") (Applicable only in a "Substantiated" incident.)

C2.4.4. Field 33, Person Birth Date. The date of birth of the alleged offender in a "Substantiated" incident.

C2.4.5. Field 34, Sex Category Code. The sex of the alleged offender, as "Male" or "Female," in a "Substantiated" incident.

C2.4.6. Field 35, Personnel Resource Type Code. A code designating the alleged offender as a Federal civil servant, a member of a Military Service, or a civilian. (Applicable only to "Substantiated" incidents.)

C2.4.6.1. Federal Civil Servant. The designation of an alleged offender as a civilian employee of the Federal Government who is entitled to care in a military medical treatment program.

C2.4.6.2. Military Service Member. The designation of an alleged offender as an enlisted member, officer, or warrant officer of the United States Army, United States Navy, United States Air Force, or United States Marine Corps.

C2.4.6.3. Civilian. The designation of an alleged offender as a civilian who is entitled to care in a military medical treatment program, such as a retired member of the Military Services or his/her spouse or a contract employee, when applicable.

C2.4.7. Field 36, Military Service Organizational Code. The affiliation of an alleged offender with a Military Service in a "Substantiated" incident.

C2.4.8. Field 37, Military Service Organization Component Type Code. The organizational component with which the alleged offender is affiliated. (Applicable only to "Substantiated" incidents.)

C2.4.8.1. Guard. The designation of an alleged offender as a military member of the Inactive National Guard, a subcategory of the Ready Reserve, on active duty.

C2.4.8.2. Regular. The designation of an alleged offender as an active duty member of a Military Service.

C2.4.8.3. Reserve. The designation of an alleged offender as a military member of the Selected Reserve or the Individual Ready Reserve, a subcategory of the Ready Reserve, on active duty.

C2.4.9. Field 38, Pay Plan Code. The two-digit alphabetical abbreviation applying to the alleged offender's DoD personnel resource pay plan ("Enlisted," "Commissioned Officer," "Warrant Officer," "Wage Grade Personnel," "General Schedule Personnel," "Performance Management and Recognition System Personnel," and "Senior Executive Service Personnel.") (Applicable only to "Substantiated" incidents.)

C2.4.10. Field 39, Pay Plan Grade Ordinal Identifier. A two-digit numerical code (01-15) designating the military rank or Federal civil servant level of pay of the alleged offender.

C2.4.11. Field 40, Person Marital Status Code. The current status of an alleged offender in a "Substantiated" incident.

C2.4.11.1. Divorced. The designation of an alleged offender when his/her marriage has been legally ended by divorce.

C2.4.11.2. Married. The designation of an alleged offender who is in the legal union of a man and woman as husband and wife. A married alleged offender shall be deemed married until such time as he/she becomes legally divorced or his/her spouse dies.

C2.4.11.3. Never Married. The designation of an alleged offender who has never married.

C2.4.11.4. Widowed. The designation of an alleged offender whose marriage has been legally ended through the death of the spouse.

C2.4.12. Field 41, Dual Military Marriage. A legal marriage of an alleged offender in a "Substantiated" incident who is a "Regular," "Reserve," or "Guard" Military Service member to another Military Service member who is "Regular," "Reserve," or "Guard."

C2.4.13. Field 42, Substance Involvement

C2.4.13.1. Beverage Category Code. This designation indicates evidence was present in the assessment that the alleged offender allegedly ingested an alcohol beverage(s) within 2 hours before a "Substantiated" incident occurred. An example of evidence might be an admission by the offender, law enforcement personnel smelling alcohol on the victim's breath, or the results of a blood alcohol test or breathalyzer test.

C2.4.13.2. Consumable Materiel Item Type Code. The designation that evidence was presented in the assessment that a drug was allegedly ingested, inhaled, or injected by the alleged offender within 12 hours before a "Substantiated" incident of abuse or maltreatment.

C2.4.13.3. Substance Involvement Unknown. The designation used when it is unknown whether the alleged offender consumed an alcoholic beverage within 2 hours before the incident occurred or ingested, inhaled, or injected a drug within 12 hours before the incident occurred.

C2.4.13.4. No Substance Involved. A designation used when there is no evidence the alleged offender consumed an alcoholic beverage within 2 hours before the incident occurred or ingested, inhaled, or injected a drug within 12 hours before the incident occurred.

C2.4.14. Field 43, Clinical Intervention Provided By. The designation of the type of program that provided intensive counseling, psychotherapy, or other type of behavior management, in an individual and/or group setting, in a "Substantiated" incident.

C2.4.14.1. FAP Personnel. A designation that clinical intervention was provided to the alleged offender by full- or part-time Military Service members, Federal civil servants, and/or contract employees who are assigned to the FAP.

C2.4.14.2. Other DoD-Funded Program/Individual. A designation that the clinical intervention was provided to the alleged offender from DoD-funded programs, other than a FAP. Clinical intervention provided through Tricare should be included in this category.

C2.4.14.3. Non-DoD Funded Program/Individual. A designation that the clinical intervention was provided to the alleged offender but not funded by the Department of Defense.

C2.4.14.4. No Treatment Provided. A designation that no clinical intervention was provided.

C2.4.15. Field 44, Additional Alleged Offender(s). A designation, in child maltreatment or child neglect incidents, of the number of additional alleged offenders. (Applicable only in "Substantiated" incidents.)

C2.4.16. Field 45, Person Identifier of Additional Alleged Offender(s). The nine-digit number Social Security Number assigned to each additional alleged offender(s). Applicable only in "Substantiated" incidents.)

Figure C2.F4. Alleged Offender Information

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 31 | Person Name Text | Last Name<br>First Name<br>Middle Name<br>Cadency Name | 230<br>251<br>265<br>279 | 21<br>14<br>14<br>4 |
| 32 | Person Identifier | 999999999<br><br>(Also known as Social Security Number) | 283 | 9 |
| 33 | Person Birth Date | YYYYMMDD | 292 | 8 |
| 34 | Sex Category Code | M=Male<br>F=Female | 300 | 1 |
| 35 | Personnnel Resource Type Code | C=Federal Civil Servant<br>U=Military Service Member<br>Z=Civilian/Retired/ Government Contractor | 301 | 1 |
| 36 | Military Service Organizational Code | Applicable only if Personnel Type Code (Record Field 35)=U<br>A=Army<br>N=Navy<br>M=Marine Corps<br>F=Air Force | 302 | 1 |
| 37 | Military Service Organizational Component Type Code | Applicable only if Personnel Resource Type Code (FIELD NUM 34)=U.<br>G=Guard<br>R=Regular<br>V=Reserve | 303 | 1 |
| 38 | Pay Plan Code | EM=Enlisted<br>OM=Commissioned Officer<br>WM=Warrant Officer<br>WG=Wage Grade<br>GS=General Schedule<br>GM=Performance Mgmt Recognition System<br>ES=Senior Executive Service | 304 | 2 |

| FIELD NUM | FIELD NAME | DOMAIN, CODING INSTRUCTIONS, AND REMARKS | REC POS | SIZE |
|---|---|---|---|---|
| 39 | Pay Plan Grade Ordinal Identifier | The 2-digit numerical code designating rank or pay level, such as 01 through 15. | 306 | 2 |
| 40 | Person Marital Status Code | D=Divorced<br>M=Married/Separated<br>N=Never Married<br>W=Widowed<br><br>Also known as Marital Status | 308 | 1 |
| 42 | Substance Involvement | Select codes(s) as appropriate:<br>A=Alcohol<br>D-Drug<br>U=Substance Involvement Unknown<br>Z=No Substance Involved | 310 | 2 |
| 43 | Clinical Intervention Provided By | Select code(s) as appropriate:<br>K=FAP Personnel<br>Y=Other DoD-funded Program/Individual<br>X=Non- DoD-funded Program/Individual<br>Z=No Treatment Provided | 312 | 3 |
| 44 | Additional Alleged Offender | List the Number of Additional Alleged Offenders up to a maximum of five (0-5) | 315 | 1 |
| 45 | Person Identifier of Alleged Offenders | List Person Identifier of the Additional Alleged Offenders | 316 | 45 |

# C3. CHAPTER 3

# DATA SUBMISSION PROCEDURES

## C3.1. EDIT STANDARDS

C3.1.1 Each Service is responsible for the quality of the child maltreatment and domestic abuse data sent to DMDC to be incorporated into the DoD Child Maltreatment and Domestic Abuse Central Registry.

C3.1.2. Before sending to DMDC, ensure all data has been checked and meets the standards listed in Appendix 2.

## C3.2. DATA SPECIFICATIONS

C3.2.1. Use blanks for non-applicable or non-available data.

C3.2.2. Alpha and alphanumeric data shall be left-justified with trailing blanks.

C3.2.3. Alpha and alphanumeric data shall be in upper case.

C3.2.4. Numeric data shall be right-justified with leading zeroes.

C3.2.5. Records shall be sorted in sequence by incident number (*situation identifier.)*

C3.2.6. Data shall be submitted in its entirety to the DMDC not later than twenty (20) days after the end of each calendar year quarter. The DMDC will use new submissions to replace existing data files.

C3.2.7. The DMDC will return submissions containing errors with appropriate error notification to the submitting agency. The submitting agency will make the appropriate corrections and resubmit the information.

## C3.3. FILE TRANSFER PROTOCOL (FTP).

C3.3.1. The FAPM shall establish contact with the DMDC point of contact who will oversee the data relationship. The DMDC contact will assign each FAPM an account number and a password.

C3.3.2. The DMDC supports the standard FTP software on IBM mainframes. The DMDC contact will inform the FAPM of other system specifications.

C3.3.3. All data submissions shall include the total record counts for each file submitted.

C3.3.4. The DMDC contact should be notified by e-mail of all data submissions.

C3.3.5. The DMDC contact information is:

Defense Manpower Data Center
ATTN: DoD Child and Spouse Abuse Central Registry File Manager
DMDC-Monterey Bay
400 Gigling Road
Seaside, CA 93955-6771

# C4. CHAPTER 4

## RELEASE OF INFORMATION AND RECORD RETENTION

### C4.1. AUTHORIZED RELEASE OF INDIVIDUAL INFORMATION

C4.1.1. Requests from individuals for information about themselves will be processed under the Privacy Act procedure (reference (d)).

C4.1.2. All other requests for information about individuals, to include those contained in reference (c), will be forwarded for action to the individual's sponsoring DoD Component. DoD Component access to information containing personal identifiers shall be limited solely to the DMDC's use for official statistical analysis and record verification.

C4.1.3. Requests for information about individuals for use in determining suitability for special assignments, promotions, and select positions such as drill sergeants and recruiters is not authorized.

### C4.2. AUTHORIZED RELEASE OF STATISTICAL INFORMATION.

The DMDC shall extract statistical information upon request from a DoD Component. The DMDC shall also extract child maltreatment and domestic abuse incident data annually for OSD. Personal identifiers or any information identifiable by circumstance shall not be released as a part of the extract. In the case of a request not from a DoD Component for statistical information, DMDC shall contact the OSD FAPM for authorization before release of data.

### C4.3. RECORD FILE RETENTION.

C4.4.1. Information identifying the victim, the victim's sponsor, and the alleged offender in a substantiated incident of child maltreatment or domestic abuse is kept indefinitely to conduct background criminal and suitability checks for those providing services to military families.

# AP1. APPENDIX 1

## DEFINITIONS

AP1.1. Abandonment. A type of child neglect in which the caregiver is absent and does not intend to return or is away from home for more than 24 hours without having arranged for an appropriate surrogate caregiver.

AP1.2. Alleged Offender. An individual who allegedly physically or sexually abused, emotionally maltreated, or neglected his or her child or sibling, a current or former spouse or intimate partner of the opposite sex with whom the individual has shared a domicile, or an intrafamilial or extrafamilial caregiver who allegedly physically or sexually abused, emotionally maltreated, or neglected a child in his or her care.

AP1.3. Case. One or more alleged or substantiated incidents of child maltreatment or domestic abuse pertaining to the same victim.

AP1.4. Case Review Committee (CRC). A multidisciplinary team of designated individuals working at the installation level, tasked with the clinical evaluation and determination for clinical purposes of all incidents of child maltreatment or domestic abuse reported to the family advocacy program and the development and coordination of treatment and disposition recommendations for substantiated incidents.

AP1.5. Child. For the purposes of this Manual and the FAP, a "child" is an unmarried person under 18 years of age eligible for care through a DoD medical treatment program, and for whom a parent, guardian, foster parent, caregiver, employee of a residential facility, or any staff person providing out-of-home care is legally 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 DoD medical treatment program is authorized.

AP1.6. Child Maltreatment. The physical or sexual abuse, emotionally maltreatment, or neglect of a child by a parent, guardian, foster parent, or by a caregiver, whether the caregiver is intrafamilial or extrafamilial, under circumstances indicating the child's welfare is harmed or threatened. Such acts by a sibling, other family member, or other person shall be deemed to be child maltreatment only when the individual is providing care under express or implied agreement with the parent, guardian, or foster parent.

AP1.7. Child Maltreatment and Domestic Abuse Incident Report. An electronic submission of data concerning each incident of child maltreatment or domestic abuse reported to the FAP.

AP1.8. Deprivation of Necessities. A type of child neglect including the failure to provide appropriate nourishment, shelter, and clothing.

AP1.9. DoD Civilian Employee. A permanent employee of the Department of Defense who is a U.S. citizen and who is paid from appropriated or nonappropriated funds.

AP1.10. Domestic Abuse. (1) domestic violence or (2) a pattern of behavior resulting in emotional/psychological abuse, economic control, and/or interference with personal liberty when such violence or abuse is directed toward a person of the opposite sex who is: (a) A current or former spouse; (b) A person with whom the abuser shares a child in common; or (c) A current or former intimate partner with whom the abuser shares or has shared a common domicile.

AP1.11. Domestic Violence. An offense under the United States Code, the Uniform Code of Military Justice, or State law involving the use, attempted use, or threatened use of force or violence against a person of the opposite sex, or the violation of a lawful order issued for the protection of a person of the opposite sex, who is: (a) A current or former spouse; (b) A person with whom the abuser shares a child in common, or (c) A current or former intimate partner with whom the abuser shares or has shared a common domicile.

AP1.12. Educational Neglect. A type of child neglect including knowingly allowing the child to have extended or frequent absences from school, neglecting to enroll a child in school, or preventing the child from attending school for other than justified reasons.

AP1.13. Emotional Maltreatment of a Child. A type of child maltreatment including acts or a pattern of acts, omissions or a pattern of omissions, or passive or passive-aggressive inattention to a child's emotional needs resulting in an adverse affect upon the child's psychological well-being. Emotional maltreatment includes intentional berating, disparaging or other verbally abusive behavior toward the child, and violent acts that may not cause observable physical injury.

AP1.14. Emotional Maltreatment of a Spouse or Intimate Partner. A type of domestic abuse including acts or threats adversely affecting the psychological well-being of a current or former spouse or intimate partner, including those intended to intimidate, coerce, or terrorize the spouse. Such acts and threats include those presenting likely physical injury, property damage or loss, or economic injury.

AP1.15. Exploitation. A type of child sexual abuse in which the child is made to participate in the sexual gratification of another person without direct physical contact between them. Exploitation includes forcing or encouraging a child to do any of the following: to expose the child's genitals or (if female) breasts, to look at another individual's genitals or (if female) breasts, to observe another's masturbatory activities, to view pornographic photographs or read pornographic literature, to hear sexually explicit speech, or to participate in sexual activity with another person, such as in pornography or prostitution, in which the alleged offender does not have direct physical contact with the child.

AP1.16. Family Advocacy Program (FAP). A program designed to address prevention, reporting, identification, evaluation, treatment, rehabilitation, and follow-up of child maltreatment and domestic abuse.

AP1.17. Family Advocacy Program Manager (FAPM). An individual designated by the Secretary of the Military Department or the head of another DoD Component to manage, monitor, and coordinate the FAP at the headquarters level.

AP1.18. Family Members. Includes those individuals for whom the Service member provides medical, financial, and logistical (for example, housing, food, clothing) support. This includes the spouse, children under the age of 18, elderly adults, and persons with disabilities.

AP1.19. Incident. A single allegation of one or more acts of child maltreatment or domestic abuse that occurred in a short period of time. An incident shall refer only to one victim, but may include more than one alleged offender.

AP1.20. Incident Data. Information about a reported incident of child maltreatment or domestic abuse. Incident data in an unsubstantiated incident does not contain any information specifically identifying the alleged victim, the sponsor of the alleged victim, or the alleged offender. In substantiated incidents the data includes identifying information about the victim, the victim's sponsor, and the alleged offender.

AP1.21. Incident Status. The status of the reported incident for clinical purposes as determined by the CRC. Includes "unsubstantiated - unresolved," "unsubstantiated - did not occur," "unsubstantiated – referred for services," or "substantiated."

AP 1.22. Intimate Partner. A person of the opposite sex with whom the victim shares a child in common, or a person with whom the victim shares or has shared a common domicile.

AP1.23. Lack of Supervision. A type of child neglect characterized by the absence or inattention of the parent, guardian, foster parent, or other caregiver resulting in injury to the child, in the child being unable to care for himself or herself, or in injury or serious threat of injury to another person because the child's behavior was not properly monitored.

AP1.24. Medical Neglect. A type of child neglect in which a parent or guardian refuses or fails to provide appropriate, medically necessary health care (medical, mental health, dental) for the child although the parent is financially able to do so or was offered other means to do so. The term does not include the failure to provide treatment (other than appropriate nutrition, hydration, or medication) to a child when, in the treating physician's or physicians' reasonable medical judgment:

AP1.24.1. The child is chronically and irreversibly comatose;

AP1.24.2. The provision of such treatment would merely prolong dying, not be effective in ameliorating or correcting all of the child's life-threatening conditions, or otherwise be futile in terms of the survival of the child, or the provision of such treatment would be virtually futile in terms of the survival of the child and the treatment itself under such circumstances would be inhumane.

AP1.25. Molestation. A type of child sexual abuse involving fondling or stroking a child's breasts or genitals, oral sex, or attempted penetration of the child's vagina or rectum.

AP1.26. Neglect. The negligent treatment of a person through acts or omissions by an individual responsible for the victim's welfare under circumstances indicating the victim's welfare is harmed or threatened.

AP1.27.1 Child Neglect. The negligent treatment of a child through acts or omissions by an individual responsible for the child's welfare under circumstances indicating the child's welfare is harmed or threatened. Includes "Abandonment," "Deprivation of Necessities," "Educational Neglect," "Lack of Supervision," "Medical Neglect," and/or "Non-Organic Failure to Thrive."

AP1.27.2. Spousal Neglect. A type of domestic abuse in which an adult fails to provide necessary care or assistance for his or her spouse who is incapable of self-care physically, emotionally, or culturally.

AP1.28. Non-Beneficiary. A person who is not eligible to receive medical treatment in a military medical program.

AP1.29. Non-Organic Failure to Thrive. A type of child neglect which manifests itself in an infant's or young child's failure to adequately grow and develop when no organic basis for this deviation is found. Usually such children register below the third percentile in height and weight.

AP1.30. Out-of-Home Care. The responsibility of care for and/or supervision of a child in a setting outside the child's home by an individual placed in a caretaker role sanctioned by a Military Service or Defense Agency or authorized by the Service or Defense Agency as a provider of care, such as care in a child development center, school, recreation program, or family child care.

AP1.31. Physical Abuse. Acts such as grabbing, pushing, holding, slapping, choking, punching, kicking, sitting or standing upon, lifting and throwing, burning, immersing in hot liquids or pouring hot liquids upon, hitting with an object (such as a belt or electrical cord), and assaulting with a knife, firearm, or other weapon that caused or may cause bodily injuries. Such injuries include brain damage or skull fracture, subdural hemorrhage or hematoma, bone fracture, dislocations or sprains, internal injury, poisoning, burns or scalds, severe cuts, lacerations, bruises or welts. An injury does not have to be visible for physical abuse to have occurred.

AP1.31.1. Physical Abuse of a Child. A type of child maltreatment involving physical abuse. In infants and toddlers, it includes acts of shaking or twisting the child, which may cause brain damage, subdural hemorrhage, and hematoma. It does not include discipline administered by a parent or legal guardian to his or her child provided it is reasonable in manner, and moderate in degree and otherwise does not constitute cruelty.

AP1.31.2. Physical Abuse of a Spouse or Intimate Partner. Acts of domestic violence.

AP1.32. Rape or Intercourse with a Child. A type of child sexual abuse involving the penetration of the vagina, however slight, by means of physical force, from emotionally manipulating the child, or by taking advantage of a child's naiveté.

AP1.33. Rape of a Spouse or Intimate Partner. A type of domestic violence involving the penetration of the vagina, however slight, by means of physical force.

AP1.34. Reasonable Medical Judgment. A medical judgment made by a reasonably prudent physician knowledgeable about the case and the treatment possibilities for the medical conditions involved.

AP1.35. Sexual Abuse. Illegal sexual activity with a child, spouse, or intimate partner.

AP1.35.1. Child Sexual Abuse. Sexual activity with a child for the purpose of sexual gratification of the alleged offender or some other individual. Includes "Child Exploitation," "Molestation," "Rape/Intercourse of a Child," and "Sodomy."

AP1.35.2. Sexual Abuse of a Spouse or Intimate Partner. Acts of domestic abuse or domestic violence to coerce the spouse or intimate partner to engage in any sexual activity. It includes "Rape/Intercourse," "Sodomy," and coercing the spouse to participate in sexual activity with another person, as in pornography or prostitution.

AP1.36. Sodomy of a Child. A type of child sexual abuse involving the penetration of the mouth or rectum, however slight, by means of physical force, from emotionally manipulating the child, or by taking advantage of a child's naiveté.

AP1.37. Sodomy of a Spouse or Intimate Partner. A type of domestic violence involving the penetration of the mouth or rectum, however slight, by means of physical force.

AP1.38. Spouse. A married individual who is either (1) a Service member; (2) employed by the Department of Defense and eligible for care through DoD medical treatment programs, or (3) a civilian who is eligible for care through DoD medical treatment programs because of marriage to a Service member, or to an employee of the Department of Defense who is eligible for care through DoD medical treatment programs. This includes a married individual who is under 18 years of age.

AP1.39. Victim. A child or current or former spouse or intimate partner of the opposite sex who is the subject of an alleged incident of child maltreatment or domestic abuse because he/she was allegedly maltreated by the alleged abuser.

# AP2. APPENDIX 2

## EDIT STANDARDS

## ALLEGED INCIDENT INFORMATION

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| Field 1 | Situation Identifier | Should be all numeric and no duplicates. |
| Field 2 | FAP UIC | Match to set of valid FAP UIC Codes |
| Field 3 | State | State Code Only |
| Field 4 | Country | If there is a US State code, this field should be blank. The total blank codes for State and the total blank codes for Country should represent the total record count. |
| Field 5 | Incident Report Date | Check the first 4 positions for correct year, position 5 & 6 should be in a range of 01 – 12, position 7 & 8 should be in a range of 01 – 31. |
| Field 6 | Military Service Organization Code | Submitting Service Code |
| Field 7 | Organization Name Text | Only DLA or NSA |
| Field 8 | Abused Victim Type Code | Total of code "C" and code "A" should represent the total record count. |
| Field 9 | Legal Event Context Code | Can have 1-4 fields completed, but not all four can be blank. |
| Field 10 | Person Status Code | Total of code "A" and code "B" should represent the total record count. |
| Field 11 | Victim Previously Known to the DoD Central Registry | Total of code "N" and code "Y" should represent the total |

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| | | record count. The count of code "Y" should match the count of code "B" in Field #10. |
| Field 12 | Alleged Offender Previously Known to the DoD Central Registry | Total of code "N" and code "Y" should represent the total record count. The count of code "Y" should match the count of code "B" in Field #10. |
| Field 13A | Situation Findings Date | See edit for Field #5 |
| Field 13B | Situation Unsubstantiated, Unresolved | Code "Y" and code "N" should represent the total record count |
| Field #13C | Situation Unsubstantiated, Did Not Occur | Code "Y" and code "N" should represent the total record count |
| Field #13D | Situation Unsubstantiated, Referred for Services | Code "Y" and code "N" should represent the total record count |
| Field #13E | Situation Substantiated | Code "Y" and code "N" should represent the total record count. The total of code "Y" in Field #13B, 13C, 13D, 13E and 13F should represent the total record count. |
| Field #13F | Situation Substantiated Incident Date Transferred IN | See edit for Field #5 |
| Field #13G | Situation Substantiated Incident Date Transferred OUT | See edit for Field #5 |
| Field #13H | Situation Substantiated Incident Date CLOSED | See edit for Field #5 |

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| Field #14 | Person Association Reason Code | Check for valid code, blanks are valid if Offender is unknown. |
| Field #15 | Extrafamilial Caregiver Type Code | Check for valid code The total in Field #15 should equal the count of "CA" in Field #14. |

## SPONSOR INFORMATION

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| Field #16 | Sponsor Name | Blanks are invalid for last name. |
| Field #17 | Sponsor Person Identifier | Blanks are invalid |
| Field #18 | Personnel Resource Type Code | Check for valid code |
| Field #19 | Military Service Organization Code | Check for valid code |
| Field #20 | Military Service Organization Component Type Code | Check for valid code |
| Field #21 | Pay Plan Code | Check for valid code |
| Field # 22 | Pay Plan Grade Ordinal Identifier | Check for a valid range 01-15<br><br>Ensure Field #18 code "C" is reflected in Field #21 codes "GS, GM, ES"<br><br>Ensure Field #18 code "U" is reflected in Field #19, 20, 21, and 22.<br><br>Ensure Field #18 code "Z" is not reflected in Field # 19, 20, 21, and 22.<br><br>Ensure the total count in Field |

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| | | #19 is reflected in Field #18 code "U", 20, 21, and 22. |
| Field #23 | Sponsor is | Never blank<br><br>If Field #17 equals Field #25 then Field #23 should be coded "H".<br><br>If Field #17 equals Field #32 then Field #23 should be coded "E".<br><br>Else Field #23 should be coded "Z". |

## VICTIM INFORMATION

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| Field #24 | Victim Name | Blanks are invalid for Last Name. |
| Field #25 | Victim Person Identifier | Blanks are invalid. |
| Field #26 | Person Birth Date | Blanks are invalid. See edit Field #5. |
| Field #27 | Sex Category Code | Check for valid code and no Blanks. |
| Field #28 | Substance Involvement Codes | Check for valid code and no Blanks.<br><br>If "U or Z" coded then codes "A or D" cannot apply. |
| Fields #29A-29D | Level of Severity for:<br><br>Emotional Abuse<br><br>Neglect<br><br>Physical Abuse | Code with the substantiated level of severity of maltreatment inflicted on victim. Cannot have all four fields blank. |

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| | Sexual Abuse | |
| Field #30 | Clinical Intervention Provided By | Check for valid code and no blanks. If "Z" coded then codes "K, Y, X" cannot apply. |

## ALLEGED OFFENDER INFORMATION

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| Field #31 | Alleged Offender Name | This field can be blank only if Offender is unknown. |
| Field #32 | Alleged Offender Person Identifier | This field can be blank only if Offender is unknown. |
| Field #33 | Person Birth Date | This field can be blank only if Offender is unknown. |
| Field #34 | Sex Category Code | This field can be blank only if Offender is unknown. |
| Field #35 | Personnel Resource Type Code | Check for valid code. Can be blank only if Offender is unknown. |
| Field #36 | Military Service Organization Code | Check for valid code. Completed only if field #35=U |
| Field#37 | Military Service Organizational Component Type Code | Check for valid code. Completed only if field #35=U |
| Field #38 | Pay Plan Code | Check for valid code. Can be blank only if Offender is unknown. |
| Field # 39 | Pay Plan Grade Ordinal Identifier | Check for a valid range 01-15.<br><br>Can be blank only if Offender is unknown.<br><br>Ensure Field #35 code "C" is reflected in Field #38 code "GS, GM, ES." |

| FIELD NUMBER | FIELD NAME | EDIT STANDARD |
|---|---|---|
| | | Ensure Field #35 code "U" is reflected in Field #36, 37, 38 and 39. Ensure Field #35 code "Z" is not reflected in Field #36, 37, 38 and 39. Ensure the total count in Field #36 is reflected in Field #35 code "U", 37, 38 and 39. |
| Field #40 | Person Marital Status Code | Blanks are invalid. |
| Field #41 | Dual Military Marriage | Blanks are invalid. |
| Field #42 | Substance Involvement Codes | Check for valid codes. If "U or Z" coded then codes "A or D" cannot apply. |
| Field#43 | Clinical Intervention Provided By | Check for valid code. If "Z" coded then codes "K, Y, X" cannot apply. |
| Field #44 | Additional Alleged Offenders | The number of additional alleged offenders should not exceed 5 |
| Field #45 | Person Identifier of Alleged Offenders | This field should reflect the SSNs for those reported in Field #44. |