



Department of Defense MANUAL

NUMBER 6400.01, Volume 2
August 11, 2016

USD(P&R)

SUBJECT: Family Advocacy Program (FAP): Child Abuse and Domestic Abuse Incident Reporting System

References: See Enclosure 1

1. PURPOSE

a. Manual. This manual is composed of several volumes, each containing its own purpose. The purpose of the overall manual, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)) and DoD Instruction (DoDI) 6400.01 (Reference (b)), is to implement policy, assign responsibilities, and provide procedures for addressing child abuse and domestic abuse in military communities.

b. Volume. This volume reissues DoD 6400.1-M-1 (Reference (c)) and prescribes procedures for completion and submission of information on reported incidents of child abuse and domestic abuse.

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. In accordance with Reference (b), it is DoD policy to:

a. Develop uniform program standards and critical procedures for DoD-wide implementation of the FAP that reflect, to the maximum extent practicable, a coordinated community response to child abuse and domestic abuse.

b. Maintain a central child abuse and domestic abuse database to:

(1) Analyze the scope of child abuse and domestic abuse, types of abuse, and information about victims and alleged abusers to identify emerging trends, and develop changes in policy to address child abuse and domestic abuse.

(2) Meet the requirements of DoDI 1402.5 (Reference (d)).

(3) Respond to public, congressional, and other government inquiries.

(4) Determine budget requirements for child abuse and domestic abuse program funding.

c. Protect personally identifiable information (PII) that is collected and used in the execution of this volume, as required by DoDD 5400.11 (Reference (e)), DoD 5400.11-R (Reference (f)), and DoD 6025.18-R (Reference (g)). In accordance with Reference (e), if PII is collected in a system where records are retrieved by personal identifiers, the provisions for establishing and publishing a System of Record Notice in the Federal Register must be followed.

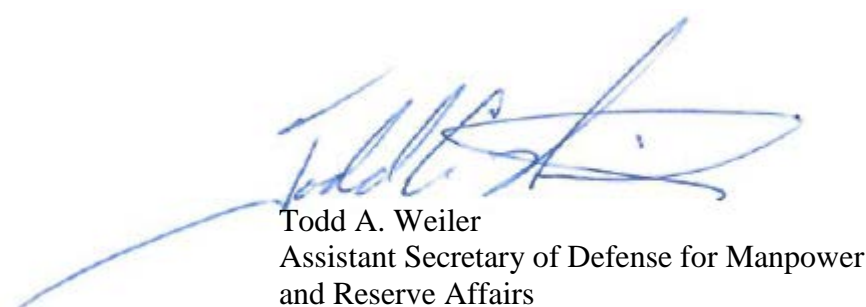
4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. Procedures to complete and submit information on reports of incidents of child abuse and domestic abuse are in Enclosure 3.

6. INFORMATION COLLECTION REQUIREMENTS. The child abuse and domestic abuse reports, referred to in this volume of this manual, do not require licensing with a report control symbol in accordance with paragraph 1b(8) in Enclosure 3 of Volume 1 of DoD Manual 8910.01 (Reference (h)).

7. RELEASABILITY. **Cleared for public release.** This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This volume is effective August 11, 2016.



Todd A. Weiler
Assistant Secretary of Defense for Manpower
and Reserve Affairs

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....5
ENCLOSURE 2: RESPONSIBILITIES.....6

DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY
AND FAMILY POLICY (DASD(MC&FP))6
DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY
(DoDHRA).....6
SECRETARIES OF THE MILITARY DEPARTMENTS.....6

ENCLOSURE 3: PROCEDURES8

RECORD FILE FORMAT8
 Alleged Incident Information.....8
 Sponsor Information16
 Victim Information20
 Alleged Abuser Information23
DATA SUBMISSION28
 Edit Standards28
 Data Specifications28
 Secure File Transfer Protocol (FTP).....29
RELEASE OF INFORMATION AND RECORD RETENTION.....29
 Authorized Release of Individual Information29
 Authorized Release of Statistical Information30
 Record File Retention30

GLOSSARY31

PART I: ABBREVIATIONS AND ACRONYMS31
PART II: DEFINITIONS.....31

TABLES

1. Alleged Incident Information.....13
2. Sponsor Information18
3. Victim Information22
4. Alleged Abuser Information26

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 6400.01, "Family Advocacy Program (FAP)," February 13, 2015
- (c) DoD 6400.1-M-1, "Manual for Child Maltreatment and Domestic Abuse Incident Reporting System," July 15, 2005, as amended (hereby cancelled)
- (d) DoD Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," January 19, 1993 (currently being updated)
- (e) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014
- (f) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (g) DoD 6025.18-R, "DoD Health Information Privacy Regulation," January 24, 2003
- (h) DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014
- (i) DoD Instruction 8320.02, "Sharing Data, Information, and Information Technology (IT) Services in the Department of Defense," August 5, 2013
- (j) DoD Instruction 5015.02, "DoD Records Management Program," February 24, 2015
- (k) Administrative Instruction 15, "OSD Records and Information Management Program," May 3, 2013
- (l) DoD Instruction 6400.03, "Family Advocacy Command Assistance Team (FACAT)," April 25, 2014
- (m) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition
- (n) DoD Instruction 6400.06, "Domestic Abuse Involving DoD Military and Certain Affiliated Personnel," August 21, 2007, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY (DASD(MC&FP)). Under the authority, direction and control of the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)), the DASD(MC&FP):

a. Reviews and tracks trends related to child abuse and neglect and domestic abuse, as reported by the Military Departments and other DoD Components on child abuse and domestic abuse in accordance with this volume.

b. Evaluates, in accordance with DoD guidance and performance measures, the performance of FAP operations in achieving the outcomes of reduced frequency and severity of child abuse and domestic abuse and reduced recidivism among alleged abusers.

c. Ensures that compliance with this volume is timely and thorough.

d. Provides guidance to the DoD Components on implementation of this volume.

2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Director, DoDHRA, through the Director, Defense Manpower Data Center:

a. Receives child abuse and domestic abuse incident data from the Service Family Advocacy Program managers (FAPMs) of the Secretaries of the Military Departments, and maintains such data in a database in accordance with DoDI 8320.02 (Reference (i)) and this volume.

b. Provides necessary data to the DASD(MC&FP) and the DoD Component heads to create statistical reports of child abuse and domestic abuse incidents.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Develop policies and procedures for:

(1) The prompt, thorough, and accurate reporting of child abuse and domestic abuse incident data, in accordance with Reference (b).

(2) An installation incident determination committee (IDC) to determine whether reports of alleged child abuse and domestic abuse made to the FAP meet the relevant criteria for entry

into the Service FAP central registry of child abuse and domestic abuse reports, in accordance with FAP-published guidance.

(3) Review of the incident status determination of a report, as determined by an installation IDC, when an incident status determination is contested, and the correction of an IDC incident status determination when appropriate.

(4) The correction of errors in the recording of child abuse and domestic abuse information in the Service FAP central registry.

b. Ensure information about reports of alleged child abuse and domestic abuse is managed in accordance with References (e), (f), and (g) and this volume. Develop policies and procedures for the circumstances and procedures by which the FAPs transmit or disclose information about one or more incidents of alleged child abuse or domestic abuse as appropriate.

ENCLOSURE 3

PROCEDURES

1. RECORD FILE FORMAT. This enclosure presents the record file format for entering information about an alleged incident, and the military sponsor, victim, and alleged abuser associated with the incident. Tables 1 through 4 display the required format for each data field: numbers, field names, domains, coding instructions and remarks, record positions, and size for information.

a. Alleged Incident Information. Data to complete fields 1 through 15 of alleged incident information must be submitted for each alleged incident of child abuse and domestic abuse involving a member of a DoD Component and reported to a FAP of the Military Services. See Table 1 for formats of alleged abuser incident data fields.

(1) Field 1, Situation Identifier. An eight-digit number assigned to each reported incident alleging child abuse 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 FAP by each Service FAPM. Incidents of alleged child abuse in which two or more children were the victims must be recorded as separate incidents for each child. This field is also known as “incident number.”

(2) Field 2, FAP Unit Identification Code (UIC). The unique alphanumeric code identifying the FAP where the incident was reported. This field is also known as the “geographical or unit identification (ID)”

(3) Field 3, U.S. State Alpha Code. A two-character alphabetical abbreviation designating the State in which an incident was reported. This field is also known as “State code.”

(4) Field 4, Country Code. A two-character alphabetical abbreviation designating the country in which an incident was reported. If there is a U.S. State code, leave the country code blank.

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

(6) 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 through the incident reporting system.

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

(8) Field 8, Victim Type Code. The designation of whether a victim of an alleged incident is a child or an adult. This field is also known as “type of victim.”

(9) Field 9, Alleged Abuse Code. The designation of the category of alleged abuse reported as “emotional abuse,” “neglect,” “physical abuse,” or “sexual abuse.” This field is also known as “type of alleged abuse.”

(10) Field 10, Person Status Code. The designation of a child or an adult victim as alive or deceased because of the incident. This field is also known as “fatality occurred.” If no death occurred, designate “alive person.” If a death occurred, designate “deceased person.”

(11) Field 11, Deceased Victim Previously Known to the DoD Central Registry. A designation that the victim in the incident had or had not been previously reported to the DoD Central Registry as a victim of a previous incident of abuse with the same or different alleged abuser. 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.

(12) Field 12, Alleged Abuser of Decedent Previously Known to the DoD Central Registry. A designation that the alleged abuser in the incident had or had not been previously reported to the DoD Central Registry as an alleged abuser with the same or different victim. Information on additional alleged abusers in fatalities is captured in fields 45 and 46 and is not entered as a separate incident involving the same victim. If the person allegedly responsible for the most severe abuse cannot be determined and the victim’s sponsor is an alleged abuser, the sponsor must be considered to be the alleged abuser. 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 12 assists the Office of the Secretary of Defense FAP in the fatality review process.

(13) Field 13

(a) Field 13A, Situation Findings Date. The date the IDC determined whether an alleged incident of child abuse or domestic abuse met the relevant criteria for child abuse or domestic abuse for entry into the Service FAP central registry of child abuse and domestic abuse reports. This field is also known as “incident report status date.”

(b) Field 13B, Alleged Abuser Previously Known to the Submitting Service Central Registry. A designation that the alleged abuser in the incident that met criteria had or had not been previously reported to the submitting Service central registry as an alleged abuser in a met criteria incident with the same or different victim.

(c) Field 13C, Situation - Incident Did Not Meet Criteria for Abuse. This field was formerly known as “situation-incident unsubstantiated did not occur.” A designation by determination of the IDC indicating an alleged incident failed to meet the criteria for child abuse or domestic abuse for entry into the Service FAP central registry of child abuse and domestic abuse reports.

(d) Field 13D, Situation – Incident Did Not Meet Criteria for Abuse, Referred for Services. A designation indicating the incident was presented to the IDC for determination and did not meet criteria for abuse, but the clinical case staff meeting recommended voluntary prevention and intervention services in response to identified risk factors.

(e) Field 13E, Situation - Incident Met Criteria for Abuse. This field was formerly known as “incident substantiated.” A designation by determination of the IDC indicating an alleged incident has been determined by the IDC to meet the relevant criteria for child abuse or domestic abuse for entry into the Service FAP central registry of child abuse and domestic abuse reports.

(f) Field 13F, Situation - Incident Transferred In Date. The calendar date on which a FAP received an incident file already determined as “met criteria” from a FAP of the same or different Military Service. The receiving FAP will accept the previous installation IDC’s incident status determination.

(g) Field 13G, Situation - Incident Transferred Out Date. The calendar date on which a FAP sent an incident file reporting its IDC had determined the incident as “met criteria” to a FAP of the same or different Military Service.

(h) Field 13H, Situation - Incident Closed Date. The date a “met criteria” incident was closed by the FAP in accordance with Reference (b) and DoD Component policies implementing FAP standards for case closure. This field is also known as “incident closed date.”

(14) Field 14, Person Association Reason Code. A designation of the alleged abuser’s relationship to the victim as being “intrafamilial,” or “extrafamilial,” or “relationship unknown.” This field is also known as “relationship of alleged abuser to victim.”

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

1. Parent. For the purposes of this volume, a designation identifying an alleged abuser as the biological, step-, adoptive, or foster parent, or legal guardian of a child.

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

3. Sibling. A designation identifying an alleged abuser in a child abuse case as the child victim’s sister or brother, stepsister or stepbrother, half-brother or half-sister, or foster sister or foster brother, **and** who was providing care to the child.

4. Other Family Member. A designation identifying an alleged abuser in a child abuse case, as related by blood, law, or marriage to the child victim (but not the child victim’s parent or sibling), who was providing care to the child in the child’s home.

(b) Extrafamilial. A designation identifying the alleged abuser as unrelated to the victim by blood, law, or marriage (i.e., as being outside the victim's family).

1. Extrafamilial Caregiver. In child abuse incidents, a designation identifying an alleged abuser who is an employee (e.g., janitor, bus driver, teacher), 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 classification includes non-certified temporary babysitters and intimate partner caregivers. Such care and supervision may be provided in the caregiver's home, 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.

2. Former Spouse. In domestic abuse incidents only, a person who was once married to the victim, but is legally divorced from the victim. In child abuse incidents, former spouses of a child victim's parent, to whom the child is unrelated, are entered as extrafamilial caregivers, non-DoD sanctioned.

3. Intimate Partner. In domestic abuse incidents only, a person with whom the victim shares a child in common, or a person with whom the victim shares or has shared a common domicile. In child abuse incidents, intimate partner caregivers to whom the child is not related by birth or law are entered as extrafamilial caregivers, non-DoD sanctioned.

(c) Relationship Unknown. The designation identifying an alleged abuser in a child abuse incident, who is unknown because the victim is physically or psychologically unable or unwilling to identify the alleged abuser. Includes instances in which the victim is deceased or too young to make an identification. Does not apply to domestic abuse incidents.

(15) Field 15, Extrafamilial Caregiver Type Code. The classifications of an alleged extrafamilial caregiver abuser are:

(a) Military Child Care Center Personnel. A staff member or volunteer in a military-sanctioned or military-sponsored child development or childcare 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 childcare.

(b) Military Family Child Care Personnel. A certified or registered provider, family member of a certified or registered provider over the age of 12, or other person living in a military-sanctioned family childcare home, either on or off the installation. Military home-based childcare 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 babysitting services.

(c) 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.

(d) DoD Teacher or 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 DoD Educational Activity. It does not include staff or volunteers in non-DoD schools located outside the military installation, unless the program, service, or activity is military-sponsored or -sanctioned.

(e) 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 the Young Men's Christian Association (YMCA) when military-sponsored or -sanctioned.

(f) Non-DoD-Sanctioned Caregiver. A caregiver who is not sponsored or sanctioned by the DoD. It includes nannies, temporary babysitters certified by the Red Cross, intimate partner caregivers, former spouses unrelated to the child victim, and temporary babysitters in the home.

Table 1. Alleged Incident Information

Field Num	Field Name	Domain, Coding Instructions, And Remarks	Rec Pos	Size	Edit Standard
* Record Field 1 (Situation Identifier and Record Field 2 (FAP UIC) form a key for each unique incident report.)					
*1	Situation Identifier	YYYYNNNN 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 FAP. (Also known as “incident number”)	001	8	Must be all numeric and no duplicates.
*2	FAP UIC	The UIC of the FAP that received the allegation of child abuse or domestic abuse. Army: WPPDDZZ W is the Service designator. PPP is the Parent Unit Designator. DD is the descriptive designator. ZZ is the Major Command (or Major United States Army Reserve Command) for the reserves. Navy: NnnnXCC N is the Service designator. nnnn is a numeric code. X is an alphanumeric code. CC is the command code. Marine Corps: RrrrCCC Rrrr is the reporting unit code. CCC is the monitored command code. The Marine Corps UIC is called RUC. Air Force: BBCCXXXX BB is the Consolidated Base Personnel Office. CC is the command code. XXXX is an alphanumeric code. The Air Force UIC is called PAS. (Also known as “geographical or unit ID”)	009	8	Match to set of valid FAP UIC codes.

Table 1. Alleged Incident Information, Continued

Field Num	Field Name	Domain, Coding Instructions, And Remarks	Rec Pos	Size	Edit Standard
3	U.S. State Alpha Code	Designates the State in which an alleged incident is reported. (Also known as "State Code.")	017	2	State Code only.
4	Country Code	Designates the country in which an incident is reported.	019	2	If there is a U.S. 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.
5	Incident Report Date	YYYYMMDD The date the alleged incident was reported to the FAP.	021	8	Check the first 4 positions for correct year, position 5 and 6 should be in a range of 01 – 12 (month), position 7 and 8 should be in a range of 01 – 31 (day).
6	Military Service Organization Code	Applicable only if one of the following Military Services has received and is submitting the report: A=Army N=Navy M=Marine Corps F=Air Force	029	1	Submitting Service Code.
7	Organization Name Text	Applicable only if one of the following DoD Components has received and is submitting the report: DLA=Defense Logistics Agency NSA=National Security Agency	030	3	Only DLA or NSA.
8	Victim Type Code	C=Child A=Adult (Also known as "type of victim.")	033	1	Total of code "C" and code "A" should represent the total record count. A should equal total of BE/BH/AA in field 14.
9	Alleged Abuse Code	C=Emotional Abuse H=Neglect I=Physical Abuse J=Sexual Abuse (Also known as "type of alleged abuse.")	034 035 036 037	1 1 1 1	Should never be blank. One type of abuse must be coded for each incident and if more than one applies, all applicable types should be coded.
10	Person Status Code	A=Alive Person B=Deceased Person (Also known as "fatality occurred.")	038	1	Total of code "A" and code "B" should represent the total record count.
11	Deceased Victim Previously Known to the DoD Central Registry	Applicable only if Person Status Code (FIELD NUM 10) = B (deceased person). N=No Y=Yes	039	1	Total of code "N" and code "Y" should represent the total record count of deceased persons and should match the count of code "B" in field 10.

Table 1. Alleged Incident Information, Continued

Field Num	Field Name	Domain, Coding Instructions, And Remarks	Rec Pos	Size	Edit Standard
12	Alleged Abuser of Decedent Previously Known to the DoD Central Registry	Applicable only if Person Status Code (FIELD NUM 10) = B (deceased person). N=No Y=Yes	040	1	Total of code "N" and code "Y" should represent the total record count of deceased persons and should match the count of code "B" in field 10.
13A	Situation – Incident Findings Date	YYYYMMDD The date the IDC makes a determination the alleged incident "did not meet criteria for abuse," "did not meet criteria for abuse, referred for services," or "met criteria for abuse." (Also known as "incident report status date.")	041	8	Check the first 4 positions for correct year, position 5 and 6 should be in a range of 01 – 12 (month), position 7 and 8 should be in a range of 01 – 31 (day).
13B	Alleged Abuser Previously Known to the Submitting Service Central Registry	Applicable only if Situation – Incident Met Criteria for Abuse (field 13D) = Y. N=No Y=Yes	049	1	This field can be blank only if alleged abuser is unknown.
13C	Situation – Incident Did Not Meet Criteria for Abuse	N=No Y=Yes	050	1	Code "Y" and code "N" should represent the total record count.
13D	Situation – Incident Did Not Meet Criteria for Abuse, Referred for Services	N=No Y=Yes	051	1	Code "Y" and code "N" should represent the total record count.
13E	Situation – Incident Met Criteria for Abuse	N=No Y=Yes	052	1	Code "Y" and code "N" should represent the total record count. The total of code "Y" in field 13B, 13C, 13D, and 13E should represent the total record count.
13F	Situation – Incident Met Criteria - Date Transferred IN	YYYYMMDD The date the incident is transferred in . (Applicable only if REC POS 052 = Y.)	053	8	Check the first 4 positions for correct year, position 5 and 6 should be in a range of 01 – 12 (month), position 7 and 8 should be in a range of 01 – 31 (day).
13G	Situation – Incident	YYYYMMDD The date the incident is transferred out .	061	8	Check the first 4 positions for correct year, position 5 and 6

Table 1. Alleged Incident Information, Continued

Field Num	Field Name	Domain, Coding Instructions, And Remarks	Rec Pos	Size	Edit Standard
13H	Met Criteria - Date Transferred OUT Situation – Incident Met Criteria – closed Date	(Applicable only if REC POS 052 = Y.) YYYYMMDD The date the incident is closed. Applicable only if “Situation – Incident Met Criteria” (REC POS 052) = Y. (Also known as “incident closed date.”)	69	8	should be in a range of 01 – 12 (month), position 7 and 8 should be in a range of 01 – 31 (day). Check the first 4 positions for correct year, position 5 and 6 should be in a range of 01 – 12 (month), position 7 and 8 should be in a range of 01 – 31 (day).
14	Person Association Reason Code	Intrafamilial AD=Parent AA=Spouse AC=Sibling BN=Other Family Member Extrafamilial CA=Extrafamilial Caregiver BH=Former spouse BE=Intimate Partner CC=Relationship Unknown (Also known as “relationship of alleged abuser to victim.”)	077	2	Check for valid code. Blanks are invalid.
15	Extrafamilial Caregiver Type Code	Applicable only if Person Association Reason Code (Record Field 14) = CA. A=Military Child Care Center Personnel B=Military Family Child Care Personnel C=Military Youth Program Personnel D=DoD Teacher/Other DoD School Personnel E=Other DoD Sanctioned Caregiver F=Non-DoD Sanctioned Caregiver	079	1	Check for valid code. The total in field 15 should equal the count of “CA” in field 14.

b. Sponsor Information. Data completed in fields 16 through 23 will also be submitted for each “met criteria” incident involving a member of a DoD Component and reported to a FAP. See Table 2 for format of sponsor data fields.

(1) Field 16, Person Name Text. The last name, first name, middle name, and cadency name (e.g., “Jr.” or “III”) of the sponsor in a “met criteria” incident.

(2) Field 17, Person Identifier. The nine-digit number assigned by the Social Security Administration (also known as a social security number (SSN), individual tax identification

number (ITIN) or the foreign identification number (FIN) of the sponsor in a “met criteria” incident).

(3) Field 18, Personnel Resource Type Code. A code designating the sponsor as a federal civil servant, a Service member, or a civilian who is eligible for authorized care through DoD medical treatment programs. This field is applicable only to “met criteria” incidents.

(a) DoD Civilian. Federal civilian employee of the DoD directly hired and paid from appropriated or non-appropriated funds, under permanent or temporary appointment. Specifically excluded are contractors and foreign host nationals, as well as third country civilians.

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

(c) 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 a contract employee, when applicable. Does not include DoD civilian employees.

(4) Field 19, Military Service Organization Code. The affiliation of the sponsor with a Military Service in a “met criteria” incident.

(5) Field 20, Military Service Organization Component Type Code. The organizational component with which the sponsor is affiliated. This field is applicable only to “met criteria” incidents.

(a) Guard. The designation of a sponsor as a Service member of the National Guard, a subcategory of the Ready Reserve, on active duty.

(b) Regular. The designation of a sponsor as an active duty member of a Military Service.

(c) Reserve. The designation of a sponsor as a Service member of the Selected Reserve or the Individual Ready Reserve, a subcategory of the Ready Reserve, on active duty.

(6) Field 21, Pay Plan Code. The two-character alphabetical abbreviation applying to the sponsor’s DoD personnel resource pay plan (“enlisted,” “commissioned officer,” “warrant officer,” “wage grade personnel,” “General Schedule personnel or equivalent,” “Senior Executive Service personnel or equivalent,” and “non-appropriated funded”).

(7) Field 22, Pay Plan Ordinal Identifier. A two-digit numerical code (01-15) designating the sponsor’s military rank or DoD civilian level of pay under “wage grade personnel,” “General Schedule personnel or equivalent,” “non-appropriated funded,” or “Senior Executive Service personnel or equivalent.”

(8) Field 23, Person-Situation Role Code. The designation of the sponsor as the victim, alleged abuser, or neither victim or alleged abuser, in a “met criteria” incident.

(a) In a domestic abuse incident:

1. If the victim is a Service member on active duty, the victim must be considered the sponsor.

2. If the victim is not a Service member on active duty, but the alleged abuser is, the alleged abuser must be considered the sponsor.

3. If neither the victim nor the alleged abuser is a Service member on active duty, but the victim otherwise qualifies as a sponsor, the victim must be considered the sponsor.

4. If neither the victim nor the alleged abuser is a Service member on active duty and the victim does not qualify as a sponsor, but the alleged abuser does, the alleged abuser must be considered the sponsor.

(b) In a child abuse incident:

1. The child’s parent or guardian must be considered the sponsor if the parent or guardian is a Service member on active duty or otherwise qualifies as the child’s sponsor.

2. If neither of the child’s parents qualifies as a sponsor and the alleged offender is a Service member on active duty who provided care to the child, the alleged abuser must be considered the sponsor.

Table 2. Sponsor Information

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
16	Person Name Text	Last Name First Name Middle Name Cadency	080 101 115 129	21 14 14 4	Blanks are invalid.
17	Person Identifier	999999999 (Also known as SSN, ITIN, or FIN.)	133	9	Blanks are invalid.
18	Personnel Resource Type Code	Sponsor is: C=DoD Civilian U= Service Member Z=Civilian/Retired/Government Contractor	142	1	Check for valid code.

Table 2. Sponsor Information, Continued

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
19	Military Service Organization Code	Applicable only if Personnel Resource Type Code (FIELD NUM 18) = U. A=Army N=Navy M=Marine Corps F=Air Force	143	1	Check for valid code.
20	Military Service Organization Component Type Code	Applicable only if Personnel Resource Type Code (FIELD NUM 18) = U. G=Guard R=Regular V=Reserve	144	1	Check for valid code.
21	Pay Plan Code	EM=Enlisted OM=Commissioned Officer WM=Warrant Officer WG=Wage Grade GS=General Schedule or equivalent ES=Senior Executive Service or equivalent NF=Non Appropriated Fund		2	Check for valid code.
22	Pay Plan Ordinal Identifier	A two-digit numerical code (01-15), designating military rank or civilian pay grade. EM=Enlisted OM=Commissioned Officer WM=Warrant Officer WG=Wage Grade GS=General Schedule or equivalent ES=Senior Executive Service or equivalent NF=Non Appropriated Fund	147	2	Check for a valid range 01-15 Ensure field 18 code "C" is reflected in field 21 and 22 codes "GS, GM, ES, and NS" Ensure field 18 code "U" is reflected in field 19, 20, 21, and 22. Ensure field 18 code "Z" is not reflected in field 19, 20, 21, and 22. Ensure the total count in field 19 is reflected in field 18 code "U," 20, 21, and 22.

Table 2. Sponsor Information, Continued

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
23	Person-Situation Role Code	Sponsor is: H=Victim E=Alleged Abuser Z=Neither	149	1	Never blank. If field 17 equals field 25, then field 23 should be coded "H". If field 17 equals field 33, then field 23 should be coded "E". If field 17 does not equal field 25, field 33, or first entry into field 46, field 23 should be coded "Z". In any other situation, field 23 should be coded "Z."

c. Victim Information. Data in fields 24 through 31 must also be submitted for each "met criteria" incident involving a member of a DoD Component and reported to a FAP. See Table 3 for formats of victim data fields.

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

(2) Field 25, Person Identifier. The nine-digit number assigned by the Social Security Administration (also known as an SSN, FIN, temporary identification number (TIN), or individual tax identification number (ITIN)) of the victim in a "met criteria" incident. If the victim is a non-beneficiary intimate partner, every digit must be coded "7" regardless whether the SSN, FIN, TIN, or ITIN is known or unknown before submitting data to DMDC. If the victim is a beneficiary intimate partner, the SSN, FIN, TIN, or ITIN is entered. If this number is unknown, every digit will be coded "9."

(3) Field 26, Person Birth Date. The date of birth of the victim in a "met criteria" incident.

(4) Field 27, Sex Category Code. The sex of the victim, as "male" or "female," in a "met criteria" incident.

(5) Field 28, Personnel Resource Type Code. A code designating the victim as a family member, a Service member, a DoD civilian, a civilian, or a non-beneficiary in a "met criteria" incident.

(a) Family Member. The designation of a victim as an individual who is entitled to care in a military medical treatment program for whom the sponsor provides medical, financial,

and logistical (e.g., housing, food, clothing) support. This includes the spouse, a child under the age of 18, a family member who is a senior citizen or parent being cared for, and any person with a disability.

(b) Service Member. The designation of a victim 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.

(c) DoD Civilian. Federal civilian employee of the DoD directly hired and paid from appropriated or non-appropriated funds, under permanent or temporary appointment. Specifically excluded are contractors and foreign host nationals, as well as third country civilians. If the victim is a DoD civilian and also a family member, the personnel resource type code is “family member” and not “DoD civilian.”

(d) Civilian. The designation of a victim as a civilian who is entitled to care in a military medical treatment program, such as a retired Service member or his or her spouse or a contract employee, when applicable. If the victim is a civilian and also a family member, the personnel resource type code is “family member.”

(e) Non-Beneficiary. The designation of a victim as a person who is not eligible to receive medical treatment in a military medical program.

(6) Field 29, Substance Involvement

(a) Alcohol. The designation used when information was presented during the assessment that the victim allegedly consumed an alcoholic beverage(s) within 2 hours before a “met criteria” incident occurred.

(b) Drug. The designation used when information was presented during the assessment that a drug was allegedly ingested, inhaled, or injected by the victim within 12 hours before a “met criteria” incident occurred.

(c) Substance Involvement Unknown. The designation used when it is unknown whether the victim consumed an alcoholic beverage within 2 hours before a “met criteria” incident occurred or ingested, inhaled, or injected a drug within 12 hours before a “met criteria” incident occurred.

(d) No Substance Involved. The designation used when information presented during the assessment indicates that the victim did not consume an alcoholic beverage within 2 hours before a “met criteria” incident occurred or ingested, inhaled, or injected a drug within 12 hours before a “met criteria” incident occurred.

(7) Field 30, Severity Codes. In an incident that met criteria for abuse, a clinical designation indicating the level of physical or psychological impact on the victim, or the level of threat of potential physical or psychological impact on the victim. Includes consideration of the extent of physical injury, psychological harm, fear reaction, psychological distress, and stress-

related somatic symptoms. For the purposes of this volume, severity is assessed as 1-mild, 2-moderate, 3-severe using the Family Advocacy Incident Severity Scale

- (a) Field 30A, Emotional Abuse Severity Level Code.
- (b) Field 30B, Neglect Severity Level Code.
- (c) Field 30C, Physical Abuse Severity Level Code.
- (d) Field 30D, Sexual Abuse Severity Level Code.

(8) Field 31, Clinical Intervention Provided By. At case closure, the designation of the type of program providing intensive counseling, psychotherapy, or other type of behavior management, in an individual or group setting, for the victim in an incident that met criteria for abuse.

(a) FAP Personnel. A designation that the clinical intervention was provided to the victim by full- or part-time Service members, DoD civilian employees, or contract employees who are assigned to the FAP.

(b) Other DoD-funded Program or 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.

(c) Non-DoD Funded Program or Individual. A designation that the clinical intervention was provided to the victim, but is not funded by the DoD.

(d) No Treatment Provided. A designation that no clinical intervention was provided to the victim.

Table 3. Victim Information

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
24	Person Name Text	Last Name First Name Middle Name Cadency	150 171 185 199	21 14 14 4	Blanks are invalid for last name.
25	Person Identifier	999999999 (Unknown) 77777777 (Non-Beneficiary Intimate Partner) (Also known as SSN, FIN, TIN, or ITIN.)	203	9	Blanks are invalid. If the victim is a non-beneficiary intimate partner, this field must be coded as all 7s before submitting to DMDC.

Table 3. Victim Information, Continued

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
26	Person Birth Date	YYYYMMDD	212	8	Blanks are invalid. Check the first 4 positions for correct year, position 5 and 6 should be in a range of 01 – 12 (month), position 7 and 8 should be in a range of 01 – 31 (day).
27	Sex Category Code	M=Male F=Female	220	1	Check for valid code and no blanks.
28	Personnel Resource Type Code	Victim is: F=Family Member U= Service Member C=DoD Civilian Z=Civilian/Retired/Government/ Contractor N=Non-Beneficiary	221	1	Check for valid code. Should never be blank.
29	Substance Involvement	Select code(s) as appropriate: A=Alcohol D=Drug U=Substance Involvement Unknown Z=No Substance Involved	222	2	Check for valid code and no blanks. If “U” or “Z” coded then codes “A or D” cannot apply.
30	Severity Codes	1=Mild 2=Moderate 3=Severe Level of severity of abuse inflicted on victim or level of threat of potential abuse. Select an above code for each type of abuse, as appropriate:			Code with the level of severity of abuse or threat of potential abuse inflicted on victim in the incident. At least one of the fields in 30A through 30D must be coded.
30A		Emotional Abuse	224	1	
30B		Neglect	225	1	
30C		Physical Abuse	226	1	
30D		Sexual Abuse	227	1	
31	At Case Closure, Clinical Intervention Provided By:	Select code(s) as appropriate: K=FAP Personnel Y=Other DoD-Funded Program/Individual X=Non DoD-Funded Program/Individual Z=No Treatment Provided	228	3	Check for valid code and no blanks if there is an incident closure date. If “Z” coded then codes “K, Y, X” cannot apply. This field applies only to closed cases and incidents.

d. Alleged Abuser Information. Data completed in fields 32 through 46 must also be submitted for each “met criteria” incident involving a member of a DoD Component and reported to a FAP. See Table 4 for formats of alleged abuser data fields.

(1) Field 32, Person Name Text. The last name, first name, middle name, and cadency (e.g., “Jr.” or “III”) of the alleged abuser in a “met criteria” incident.

(2) Field 33, Person Identifier. The nine-digit number assigned by the Social Security Administration (also known as a SSN), FIN, TIN, or ITIN of the alleged abuser in a “met criteria” incident. If the alleged abuser is a non-beneficiary intimate partner, every digit must be coded “7,” regardless if the SSN, FIN, TIN, or ITIN is known or unknown before submitting data to DMDC. If the offender is an eligible beneficiary, the SSN, FIN, TIN, or ITIN is entered. If this number is unknown, every digit will be coded “9.”

(3) Field 34, Person Birth Date. The date of birth of the alleged abuser in a “met criteria” incident.

(4) Field 35, Sex Category Code. The sex of the alleged abuser, as “male” or “female,” in a “met criteria” incident.

(5) Field 36, Personnel Resource Type Code. A code designating the alleged abuser as a family member, a Service member, a DoD civilian, a civilian, or a non-beneficiary. This field is only applicable to “met criteria” incidents.

(a) Family Member. The designation of an alleged abuser as an individual who is entitled to care in a military medical treatment program for whom the sponsor provides medical, financial, and logistical (e.g., housing, food, clothing) support. This includes the spouse, a child under the age of 18, a family member who is a senior citizen or parent being cared for, and any person with a disability.

(b) Service Member. The designation of an alleged abuser 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.

(c) DoD Civilian. Federal civilian employee of the DoD who is directly hired and paid from appropriated or non-appropriated funds, under permanent or temporary appointment. Specifically excluded are contractors and foreign host nationals, as well as third country civilians. If the alleged abuser is a DoD civilian employee and a family member, the personnel resource type code is family member.

(d) Civilian. The designation of an alleged abuser as a civilian who is entitled to care in a military medical treatment program, such as a retired Service member or his or her spouse, or a contract employee, when applicable. If the alleged abuser is a civilian and also a family member, the personnel resource type code is family member.

(e) Non-Beneficiary. The designation of an alleged abuser as a person who is not eligible to receive medical treatment in a military medical program.

(6) Field 37, Military Service Organizational Code. The affiliation of an alleged abuser with a Military Service in a “met criteria” incident.

(7) Field 38, Military Service Organization Component Type Code. The organizational component with which the alleged abuser is affiliated. This field is only applicable to “met criteria” incidents.

(a) Guard. The designation of an alleged abuser as a Service member of the National Guard, a subcategory of the Ready Reserve, on active duty.

(b) Regular. The designation of an alleged abuser as an active duty Service member.

(c) Reserve. The designation of an alleged abuser as a Service member of the Selected Reserve or the Individual Ready Reserve, a subcategory of the Ready Reserve, on active duty.

(8) Field 39, Pay Plan Code. The two-character alphabetical abbreviation applying to the alleged abuser’s DoD personnel resource pay plan (“enlisted,” “commissioned officer,” “warrant officer,” “wage grade personnel,” “General Schedule or equivalent personnel,” “Senior Executive Service or equivalent personnel,” and “non-appropriated funded.”) This field is only applicable to “met criteria” incidents.

(9) Field 40, Pay Plan Ordinal Identifier. A two-digit numerical code (01-15) designating the alleged abuser’s military rank or DoD civilian level of pay of under the “wage grade personnel,” “General Schedule personnel or equivalent,” “non-appropriated funded,” or “Senior Executive Service personnel or equivalent.”

(10) Field 41, Blank. This field is obsolete and should be left blank.

(11) Field 42, Blank. This field is obsolete and should be left blank.

(12) Field 43, Substance Involvement

(a) Alcohol. The designation used when information was presented during the assessment that the alleged abuser allegedly consumed an alcoholic beverage(s) within 2 hours before a “met criteria” incident occurred.

(b) Drug. The designation used when information was presented during the assessment that a drug was allegedly ingested, inhaled, or injected by the alleged abuser within 12 hours before a “met criteria” incident of abuse or abuse.

(c) Substance Involvement Unknown. The designation used when it is unknown whether the alleged abuser consumed an alcoholic beverage within 2 hours before a “met criteria” incident occurred or ingested, inhaled, or injected a drug within 12 hours before a “met criteria” incident occurred.

(d) No Substance Involved. The designation used when information presented during the assessment indicates that the alleged offender did not consume an alcoholic beverage

within 2 hours before a “met criteria” incident occurred or ingested, inhaled, or injected a drug within 12 hours before a “met criteria” incident occurred.

(13) Field 44, Clinical Intervention Provided By. At case closure, the designation of the type of program that provided intensive counseling, psychotherapy, or other type of behavior management, in an individual or group setting, in a “met criteria” incident.

(a) FAP Personnel. A designation that clinical intervention was provided to the alleged abuser by full- or part-time Service members, DoD civilian employees, or contract employees who are assigned to the FAP.

(b) Other DoD-funded Program or Individual. A designation that the clinical intervention was provided to the alleged abuser from DoD-funded programs, other than a FAP. Clinical intervention provided through TRICARE should be included in this category.

(c) Non-DoD Funded Program or Individual. A designation that the clinical intervention was provided to the alleged abuser, but it was not funded by the DoD.

(d) No Treatment Provided. A designation that no clinical intervention was provided.

(14) Field 45, Additional Alleged Abuser(s). A designation, in child abuse or child neglect incidents, of the number of additional alleged abusers. This field is only applicable in “met criteria” incidents.

(15) Field 46, Person Identifier of Additional Alleged Abuser(s). The nine-digit number assigned by the Social Security Administration (also known as the SSN), FIN, TIN, or ITIN assigned to each additional alleged abuser(s). This field is only applicable in “met criteria” incidents. If the alleged abuser is a non-beneficiary intimate partner, every digit must be coded “7” before submitting data to DMDC.

Table 4. Alleged Abuser Information

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
32	Person Name Text	Last Name First Name Middle Name Cadency	231 252 266 280	21 14 14 4	This field can be blank only if alleged abuser is unknown.
33	Person Identifier	999999999 (Unknown) 777777777 (Known or Unknown Non-Beneficiary Intimate Partner) (Also known as SSN, FIN, TIN, or ITIN.)	284	9	This field can be blank only if alleged abuser is unknown. If the alleged abuser is a non-beneficiary intimate partner, this field must be coded as all 7s before submitting to DMDC.
34	Person Birth Date	YYYYMMDD	293	8	This field can be blank only if alleged abuser is unknown.

Table 4. Alleged Abuser Information, Continued

Field Num	Field Name	Domain, Coding Instructions, and Remarks	Rec Pos	Size	Edit Standard
35	Sex Category Code	M=Male F=Female	301	1	This field can be blank only if alleged abuser is unknown.
36	Personnel Resource Type Code	Alleged Abuser is: F=Family Member U= Service Member C=DoD Civilian Z=Civilian/Retired/Government/ Contractor N=Non-Beneficiary	302	1	Check for valid code. This field can be blank only if alleged abuser is unknown.
37	Military Service Organization Code	Applicable only if Personnel Type Code (FIELD NUM 36)=U. A=Army N=Navy M=Marine Corps F=Air Force	303	1	Check for valid code. Completed only if field 36=U
38	Military Service Organization Component Type Code	Applicable only if Personnel Resource Type Code (FIELD NUM 36)=U. G=Guard R=Regular V=Reserve	304	1	Check for valid code. Completed only if field 36=U
39	Pay Plan Code	EM=Enlisted OM=Commissioned Officer WM=Warrant Officer WG=Wage Grade GS=General Schedule or equivalent ES=Senior Executive Service or equivalent NF=Non Appropriated Funded	305	2	Check for valid code. This field can be blank only if alleged abuser is unknown.
40	Pay Plan Ordinal Identifier	A two-digit numerical code (01-15), designating military rank or civilian pay grade. EM=Enlisted OM=Commissioned Officer WM=Warrant Officer WG=Wage Grade GS=General Schedule or equivalent ES=Senior Executive Service or equivalent NF=Non-Appropriated Funded	307	2	Check for a valid range 01-15. This field can be blank only if alleged abuser is unknown. Ensure field 36 code "C" is reflected in Field 39 code "GS, GM, ES, NS." Ensure field 36 code "U" is reflected in field 37, 38, 39 and 40. Ensure field 36 code "Z" is not reflected in field 37, 38, 39, and 40. Ensure the total count in field 37 is reflected in field 36 code "U", 38, 39, and 40.
41	Blank	Obsolete	309	1	Always blank.
42	Blank	Obsolete	310	1	Always blank.

Table 4. Alleged Abuser Information, Continued

43	Substance Involvement	Select codes(s) as appropriate: A=Alcohol D=Drug U=Substance Involvement Unknown Z=No Substance Involved	311	2	Check for valid codes. If "U or Z" coded then codes "A or D" cannot apply. This field can be blank only if alleged abuser is unknown.
44	At Case Closure, Clinical Intervention Provided By	Select code(s) as appropriate: K=FAP Personnel Y=Other DoD-funded program or individual X=Non- DoD-funded program or individual Z=No Treatment Provided	313	3	Check for valid code. If "Z" coded then codes "K, Y, X" cannot apply. This field can be blank only if alleged abuser is unknown or there is no incident closure date. This field applies only to closed cases.
45	Blank	Obsolete	316	1	Always blank
46	Blank	Obsolete	317	45	Always blank

2. DATA SUBMISSION

a. Edit Standards

(1) Each Military Service is responsible for the quality of the child abuse and domestic abuse data sent to DMDC to be incorporated into the DoD Child Abuse and Domestic Abuse Central Registry.

(2) Before sending to DMDC, the Service FAPM must ensure all data has been checked and meets the edit standards corresponding to each field as outlined in Tables 1 through 4 of this volume.

b. Data Specifications

- (1) Use blanks for non-applicable or non-available data.
- (2) Alpha and alphanumeric data must be left-justified with trailing blanks.
- (3) Alpha and alphanumeric data must be in upper case.
- (4) Numeric data must be right-justified with leading zeroes.
- (5) Records must be sorted in sequence by incident number (situation identifier).

(6) Data must be submitted in its entirety to the DMDC not later than 20 days after the end of each calendar year quarter. The DMDC will use new submissions to replace existing data files. Data must be submitted in accordance with References (e) and (f).

(7) The DMDC will return reports with appropriate error notifications to the submitting agency. The submitting agency will make the appropriate corrections and resubmit the information.

c. Secure File Transfer Protocol (FTP)

(1) The Service FAPM will establish contact with DMDC point of contact who will oversee the data relationship. DMDC contact will assign each Service FAPM an account number and a password.

(2) DMDC supports secure FTP software. DMDC contact will inform the Service FAPM of other system specifications.

(3) All data submissions must include the total record counts for each file submitted.

(4) DMDC contact must be notified by e-mail of all data submissions.

(5) DMDC contact information is:

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

3. RELEASE OF INFORMATION AND RECORD RETENTION

a. Authorized Release of Individual Information

(1) Requests from individuals for information about themselves will be processed by the individual's sponsoring DoD Component in accordance with the procedures in References (e) and (f).

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

(3) Requests for information from DoD Component central registries about individuals for use in determining suitability for special assignments, promotions, and select positions, such as drill sergeants and recruiters, will not be approved.

b. Authorized Release of Statistical Information. The DMDC will extract statistical information upon request from a DoD Component. The DMDC will also extract child abuse and domestic abuse incident data annually for OSD. Personal identifiers or any information

identifiable by circumstance must not be released as a part of the extract. In the case of a request not from a DoD Component for statistical information, DMDC must contact the OSD FAP for authorization before release of data.

c. Record File Retention. Information identifying the victim, the victim's sponsor, and the alleged abuser in "met criteria" incidents of child abuse or domestic abuse is kept indefinitely to conduct background criminal and suitability checks for those providing services to military families. These records will be identified, maintained, and disposed of in accordance with the National Archives and Records Administration requirements, DoDI 5015.02 (Reference (j)), and Administrative Instruction 15 (Reference (k)).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DASD(MC&FP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DoDHRA	Department of Defense Human Resources Activity
DoDD	DoD Directive
DoDI	DoD Instruction
FAP	Family Advocacy Program
FAPM	Family Advocacy Program Manager
FIN	foreign identification number
FTP	file transfer protocol
ID	identification
IDC	incident determination committee
ITIN	individual tax identification number
PII	personally identifiable information
SSN	social security number
TIN	temporary identification number
UIC	unit identification code
YMCA	Young Men's Christian Association

PART II. DEFINITIONS

Unless otherwise noted, the following terms and their definitions are for the purposes of this volume.

alleged abuser. Defined in Reference (b).

case. Defined in Volume 1 of this manual.

child. Defined in Reference (b).

child abuse. Defined in DoDI 6400.03 (Reference (1)).

child abuse and domestic abuse incident report. An electronic submission of data concerning each incident of child abuse or domestic abuse reported to the FAP.

DoD civilian. Defined in Joint Publication 1-02 (Reference (m)).

domestic abuse. Defined in DoDI 6400.06 (Reference (n)).

FAP. Defined in Reference (b).

FAPM. Defined Reference (b).

IDC. Defined in Reference (b).

incident. A single allegation of one or more acts of child abuse or domestic abuse that occurred in a short period of time, including any death in connection with one or more acts of child abuse or domestic abuse. An incident refers only to one victim, but may include more than one alleged abuser.

incident data. Information about a reported incident of child abuse or domestic abuse. Incident data in an incident that did not meet criteria for entry into the DoD and Service central registries does not contain any information specifically identifying the victim, the sponsor of the victim, or the alleged abuser. In incidents that met criteria for entry into the DoD and Service central registries, the data includes identifying information about the victim, the victim's sponsor, and the alleged abuser.

incident status determination. Defined in Reference (b).

intimate partner. A person with whom the victim shares a child in common or with whom the victim shares or has shared a common domicile.

non-beneficiary. A person who is not eligible to receive medical treatment in a military medical program.

(Term not in this Manual).

severity level. In an incident that met criteria for abuse, a clinical designation indicating level of physical or psychological impact on the victim, or the threat of potential physical or psychological impact on the victim. Includes consideration of physical injury, psychological harm, fear reaction, psychological distress, and stress-related somatic symptoms. For the purposes of this volume, severity is assessed as 1-Mild, 2-Moderate, 3-Severe using the Family Advocacy Program Incident Severity Scale..

spouse. A married individual who is either a Service member; employed by the DoD and eligible for care through DoD medical treatment programs; or 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 DoD who is eligible for care through DoD medical treatment programs. This includes a married individual who is under 18 years of age.

victim. A child who is the subject of an alleged incident of child abuse; or a person who is the subject of an alleged incident of domestic abuse by a person who is the current or former spouse or with whom the alleged abuser shares a child in common, or is a current or former intimate partner with whom the abuser shares or has shared a common domicile.