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DEPARTMENT OF THE AIR FORCE  
51 MISSION SUPPORT GROUP  
OSAN AFB, Korea

03 September 2007

MEMORANDUM FOR FAMILY MEMBER PROGRAMS FLIGHT STAFF

FROM: 51 SVS/SVY

SUBJECT: Child Abuse Reporting Procedures

1. Your first avenue of reporting is through your chain of command. Procedures are as follows:
  - a. All staff members of the Family Member Programs Flight are legally bound to report any suspicions of child abuse.
  - b. All suspicions must be reported immediately to the director/coordinator/ or supervisor on duty both verbally and by completing an AF form 1187.
  - c. The person receiving the report must report telephonically and in writing, using the Family Member Programs Flight Child Abuse Report Form, any suspected child abuse within 24 hours to the Chief of Family Member Programs Flight. The chief will in turn notify 51SVS/CC, the FAO and PACAF.
  
2. There is a Department of Defense national hotline for individuals to report suspected child abuse at military Child Development Centers, Family Child Care Homes, and programs for Youth. The hotline is housed in the Office of the Deputy Assistant Secretary of Defense (Family Support, Education, and Safety), Office of Family Policy and Support. The telephone number is 1-800-336-4592. The hotline call is then passed down through channels to the Chief, Family Member Programs to obtain information. Local phone numbers to report child abuse are: Family Advocacy Program 784-5010 and Safety Officer 784-1824
  
3. Child Abuse Reporting is an important part of your position.

All accusations must be kept confidential between the person reporting and the person accepting the report. Discussion between staff members or parents can create problems for the investigating individual and is not in the best interest of the parents, child, or the accused. Disciplinary action may result from any intentional negligence or false accusations of child abuse or inappropriate discussions by employees.

Daniel Strine, YC-02  
Chief, Family Member Programs Flight

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Coaches' Signature

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Date

