

CLOSEOUT REPORT OF SUSPECTED CHILD SEXUAL ABUSE IN DOD OPERATED OR SPONSORED ACTIVITIES

SECTION A - ADMINISTRATIVE INFORMATION

1. NAME OF INSTALLATION		2. STATE/COUNTRY
3. POINT OF CONTACT		
a. NAME <i>(Last, First, Middle Initial)</i>	b. POSITION	
c. CONTACT INFORMATION		
(1) DSN TELEPHONE NUMBER	(2) COMMERCIAL TELEPHONE NUMBER <i>(Include Area Code)</i>	(3) FAX NUMBERS <i>(DSN and Commercial)</i>
(4) E-MAIL ADDRESS		
4. ACTIVITY WHERE SUSPECTED ABUSE OCCURRED		5. DATE OF INITIAL REPORT TO DUSD(P&R) <i>(MM/DD/YYYY)</i>
6. PUBLICITY <i>(X all that apply)</i>		
<input type="checkbox"/> a. INSTALLATION "TOWN MEETING" <input type="checkbox"/> c. MILITARY PUBLIC AFFAIRS: <input type="checkbox"/> AUTHORIZED PUBLICATIONS <input type="checkbox"/> AFN	<input type="checkbox"/>	b. REPORTED IN CIVILIAN MEDIA (1) LOCAL: <input type="checkbox"/> PRINT <input type="checkbox"/> BROADCAST (2) NATIONAL: <input type="checkbox"/> PRINT <input type="checkbox"/> BROADCAST

SECTION B - VICTIM INFORMATION

7. INITIAL POTENTIAL VICTIM POOL <i>(Enter numbers)</i> a. POTENTIAL VICTIMS NOT CONTACTED: _____ b. POTENTIAL VICTIMS WHO DECLINED SCREENING: _____ c. POTENTIAL VICTIMS SCREENED: _____	8. TOTAL POTENTIAL VICTIMS SCREENED AND NEEDING FORENSIC INTERVIEWS: <i>(Enter numbers)</i> a. POSSIBLE VICTIMS NOT INTERVIEWED: _____ b. POSSIBLE VICTIMS INTERVIEWED: _____
9. TOTAL PROBABLE VICTIMS <i>(Enter numbers)</i> a. SEX OF PROBABLE VICTIMS: MALE _____ FEMALE _____ b. AGE RANGE OF PROBABLE VICTIMS: FROM _____ TO _____	
10. SPONSORS OF PROBABLE VICTIMS <i>(Enter numbers)</i> ARMY _____ NAVY _____ MARINE CORPS _____ AIR FORCE _____ DEFENSE AGENCY _____ UNAFFILIATED _____	

SECTION C - INVESTIGATIVE SUMMARY

11. INVESTIGATIVE ASSISTANCE FROM:

FACAT SERVICE RAPID RESPONSE TEAM

12. RECOMMENDATIONS TO IMPROVE INVESTIGATION OF SIMILAR INCIDENTS *(If additional space is needed, continue on separate sheet.)*

13. INFORMATION ON THE SUBJECT OF THE ALLEGATION *(If additional information is needed, continue on separate sheet.)*

a. CURRENT SUBJECT STATUS IN ACTIVITY

- (1) ON LEAVE; ADMINISTRATIVE OR CONTRACT ACTION PENDING
- (2) REASSIGNED AWAY FROM CONTACT WITH CHILDREN/YOUTH
- (3) PERMANENTLY LEFT POSITION
- (4) REMAINS IN POSITION

b. CURRENT LEGAL STATUS

- (1) TRIAL/ADJUDICATION PENDING
- (2) FUGITIVE
- (3) GUILTY PLEA OR NO CONTEST PLEA
- (4) CHARGES DISMISSED
- (5) CLOSED INVESTIGATION ONLY

SECTION D - LEADERSHIP

14. LESSONS LEARNED, INCLUDING RECOMMENDATIONS FOR CHANGES IN POLICIES AND PROCEDURES *(If additional space is needed, continue on separate sheet.)*

15. CORRECTIVE ACTIONS TAKEN *(If additional space is needed, continue on separate sheet.)*

16. CORRECTIVE ACTIONS PLANNED *(If additional space is needed, continue on separate sheet.)*

**INSTRUCTIONS FOR COMPLETING CLOSEOUT REPORT OF SUSPECTED CHILD SEXUAL ABUSE
IN DOD OPERATED OR SPONSORED ACTIVITIES**

GENERAL.

The FAPM shall submit a closeout report through Service or Defense Agency Family Advocacy Program (FAP) channels to the Deputy Under Secretary of Defense (DUSD(P&R)), or designee, by fax to: (703) 602-4983 (DSN 332-4983) or electronically, after all investigations have been completed but before all related disciplinary and administrative actions are completed.

Section A - Administrative Information.

1. Name of Installation. Enter the name of the installation submitting the "Initial Report".
2. State/Country. Enter the name of the state or country in which the installation is located.
3. Point of Contact. Enter the name, official position, DSN and commercial voice telephone numbers, DSN and commercial fax telephone numbers, and electronic mail address of the person submitting the "Initial Report".
4. Activity Where Suspected Abuse Occurred. Enter the name of the out-of-home care activity, such as child development center, family home care, youth program, chapel program, DoD Dependents Schools System school, DoD Elementary and Secondary School, etc., in which the incident allegedly occurred.
5. Date of Initial Report to DUSD(P&R). Date of initial report to the Principal Deputy Under Secretary of Defense (Personnel and Readiness).
6. Publicity. Mark (X) the box for each applicable level of publicity concerning the allegation(s).

Section B - Victim Information.

7. Initial Victim Pool. Enter the number of estimated potential children or youth who may be victims, including those already identified as probable victims, because the care provider who is the subject of the investigation had significant opportunities for access to them in a DoD operated or sponsored out-of-home care activities at the installation.
 - a. Potential Victims Not Contacted. Enter the number of potential victims in the initial victim pool who were not contacted.
 - b. Potential Victims Who Declined Screening. Enter the number of potential victims who were contacted but whose parents or legal guardian declined to have them screened to ascertain whether they were possible victims of the suspected incident.
 - c. Potential Victims Screened. Enter the number of potential victims who were screened in interviews to ascertain whether they were possible victims of the suspected incident.
8. Total Potential Victims Screened and Needing Forensic Interviews. Enter the number of potential victims from screening interviews who were ascertained to be possible victims of the suspected incident and required a forensic interview from a representative of a law enforcement agency.
 - a. Possible Victims Not Interviewed. Enter the number of possible victims after screening who required a forensic interview but who were not interviewed.

8. Total Potential Victims Screened and Needing Forensic Interviews (Continued).

- b. Possible Victims Interviewed. Enter the number of possible victims after screening interviews who were interviewed.

9. Total Probable Victims. Enter the number of possible victims who underwent a forensic interview by a representative of a law enforcement agency and are considered probable victims of the suspected incident.

- a. Sex of Probable Victims. Enter the numbers of probable victims who are males and who are females.

- b. Age Range of Probable Victims. Enter the age of the youngest child and the age of the oldest child in the out-of-home activities who are considered probable victims.

10. Sponsors of Probable Victims. Enter the total of the sponsors in each Service and combined Defense Agency of all children or youth who have been considered as probable victims. Enter the total of "Unaffiliated" children who do not have a military sponsor.

Section C - Investigative Summary.

11. Investigative Assistance From. Mark the appropriate box if the incident received investigative assistance from a Family Advocacy Command Assistance Team (FACAT) or from a Service Rapid Response Team.
12. Recommendations to Improve Investigation of Similar Incidents. Enter any recommendations that would improve the investigation of a similar incident at any installation. If additional space is needed, continue on a separate sheet.
13. Subject Status. Mark the appropriate box for the current status within the out-of-home care activity on the installation of the care provider who is the subject of the investigation and for the current legal status of the allegations against the subject.

Section D - Leadership.

14. Lessons Learned, Including Recommendations for Changes in Policies and Procedures. Describe the lessons learned by the out-of-home care activity, the installation, and by the response team and recommendations that may prevent a similar incident from occurring or improve the response by the installation, major command, and Service or Defense Agency headquarters to a similar incident. If additional space is needed, continue on a separate sheet.
15. Corrective Actions Taken. Describe the corrective actions taken by the out-of-home care activity, the installation, major command, and Service or Defense Agency headquarters that may prevent a similar incident from occurring or improve the response to a similar incident. If additional space is needed, continue on a separate sheet.
16. Corrective Actions Planned. Describe the corrective actions planned by the out-of-home care activity, the installation, major command, and Service or Defense Agency headquarters that may prevent a similar incident from occurring or improve the response to a similar incident. If additional space is needed, continue on a separate sheet.