

**COORDINATION PROTOCOLS FOR VICTIMS OF ABUSE
MEMORANDUM OF UNDERSTANDING
BETWEEN
56th FIGHTER WING (AETC)
AND
GLENDALE FAMILY ADVOCACY CENTER**

A2.1. BACKGROUND: This Memorandum of Understanding (MOU) does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties. This MOU provides guidance and documents an agreement for general support between 56th Fighter Wing and Glendale Family Advocacy Center.

A2.2. PURPOSE: To establish a written agreement between 56th Fighter Wing and Glendale Family Advocacy Center defining procedures for the coordination of medical services, support, and referral services for victims of domestic violence who are eligible for military medical treatment.

A2.3. UNDERSTANDING OF THE PARTIES:

A2.3.1. The 56th Fighter Wing agrees to the following provisions:

A2.3.1.1. When responding to or investigating domestic violence cases or providing medical or other services for domestic violence victims, personnel from Security Forces Squadron (SFS), Air Force Office of Special Investigations (AFOSI) Detachment, Family Advocacy Program (FAP) personnel, and military treatment facility (MTF) personnel shall provide victims of domestic violence with basic referral information for Glendale Family Advocacy Center, including telephone hotline number and a general description of the support and victim advocacy services offered by that organization.

A2.3.1.2. 56th Fighter Wing will work with the FAP to publicize resources available through the Glendale Family Advocacy Center and how victims can access those services.

A2.3.1.3. The FAP will provide training to Glendale Family Advocacy Center staff, as needed, on the resources available to victims of domestic violence through the FAP and through other programs and agencies located on 56th Fighter Wing.

A2.3.1.4. Access will be provided to 56th Fighter Wing for Glendale Family Advocacy Center staff providing services to military victims of domestic violence.

A2.3.2. The Glendale Family Advocacy Center agrees to the following provisions:

A2.3.2.1. When Glendale Family Advocacy Center receives a referral from 56th Fighter Wing at the request of a victim, or when Glendale Family Advocacy Center identifies a victim of domestic violence as an individual eligible for military medical treatment, Glendale Family Advocacy Center will provide the same services to that victim as it provides to all other clients. Services provided by Glendale Family Advocacy Center are as reflected in their services brochure and website.

A2.3.2.2. When Glendale Family Advocacy Center receives a referral from 56th Fighter Wing or when Glendale Family Advocacy Center identifies a victim of domestic violence as an individual eligible for military medical treatment, Glendale Family Advocacy Center staff shall provide that victim with information regarding the FAP and other resources available to victims of domestic violence on 56th Fighter Wing.

A2.3.2.3. Glendale Family Advocacy Center staff will work with the FAP to train base staff, including, but not limited to, personnel from the SFS, AFOSI, FAP, Special Victims' Counsel (SVC), and MTF, on resources available through the Glendale Family Advocacy Center and how victims can access those services.

A2.3.3. Privacy Interests:

A2.3.3.1. Victim's information will be maintained IAW the Privacy Act Title 5 United States Code 552a(k)(2) and (5).

A2.3.3.2. The Glendale Family Advocacy Center shall not disclose the victim's identity and/or specifics about the victim's circumstances to 56th Fighter Wing personnel, including, but not limited to, the FAP staff, SFS, or AFOSI Detachment without the written consent of the victim, unless otherwise required to do so by state or federal law. A victim must sign an authorization for the Release of Information prior to the exchange of any information regarding that victim. Once the "Release of Information Form" has been signed, information shall be exchanged for the purposes of referral, treatment, and intervention planning and coordination efforts.

A2.3.3.3. The victim's identity and/or specifics about the victim's circumstances shall not be disclosed by 56th Fighter Wing personnel, including, but not limited to, the FAP staff, SFS, or to the Glendale Family Advocacy Center without the written consent of the victim, unless otherwise required to do so by state or federal law. A victim must sign a "Release of Information Form" prior to the exchange of any information regarding that victim. Once the "Release of Information Form" has been signed, information shall be exchanged for the purposes of referral, treatment and intervention planning and coordination efforts.

A2.3.3.4. Copies of original signed "Release of Information Forms" shall be kept on file with the initiating organization and a copy will be transmitted to the receiving party.

A2.3.3.5. Personnel from the 56th Fighter Wing and Glendale Family Advocacy Center shall meet, as necessary and appropriate, to share information regarding individual cases after having received signed "Release of Information Forms" from the victims and to generally discuss and review quality of services provided to victims.

A2.4. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel.

A2.5. GENERAL PROVISIONS:

A2.5.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this MOU. Each Party may change its point of contact upon reasonable notice to the other Party.

A2.5.1.1. For the FAP

A2.5.1.1.1. Primary: Capt Vanessa Robinson (Family Advocacy Officer (FAO)), or FAO assigned, 623-856-7579, vanessa.l.robinson20.mil@health.mil

A2.5.1.1.2. Secondary: Mr. Anthony Francis, or primary provider assigned to family, 623-856-4183, anthony.d.francis.civ@health.mil

A2.5.1.2. For the Glendale Family Advocacy Center

A2.5.1.2.1. Primary: Melissa Brickhouse –Thomas, 623-930-3724, mthomas@glendaleaz.com

A2.5.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOU will be addressed, if to the 56th Fighter Wing, to:

A2.5.2.1. 56th Fighter Wing MTF: 7219 North Litchfield Road, Luke AFB, AZ 85309 Bldg 1130 Room 2328

A2.5.2.2. Glendale Family Advocacy Center: 6830 North 57th Drive, Glendale, AZ 85301

A2.6. FUNDS AND MANPOWER: This MOU does not document nor provide for the exchange of funds or manpower between the Parties nor does it make any commitment of funds resources.

A2.7. MODIFICATION OF MOU: This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representatives. This MOU will be reviewed annually on or around the anniversary of its effective date, and triennially in its entirety.

A2.8. DISPUTES: Any disputes relating to this MOU will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the Parties or IAW AFI 25-201, *Intra- Service, Intra-Agency, and Inter-Agency Support Agreement Procedures*.

A2.9. TERMINATION OF UNDERSTANDING: This MOU may be terminated in writing at will by either Party.

A2.10. TRANSFERABILITY: This MOU is transferable except with the written consent of the Parties.

A2.11. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter.

A2.12. EFFECTIVE DATE: This MOU takes effect beginning on the day after the last Party signs.

A2.13. EXPIRATION DATE: This MOU expires on **30 December 2028**.

A2.14. CANCELLATION OF PREVIOUS MOU: This MOU cancels and supersedes the previously signed MOU between the same parties effective date of final signature.

A2.15. NO THIRD PARTY BENEFICIARIES: Nothing on this MOU, express or implied, is intended to give to, or will be construed to confer upon, any person not a party any remedy or claim under or by reason of this MOU and this MOU will be for the sole and exclusive benefit of the Parties.

A2.16. APPROVED: In witness whereof, the parties hereto have executed this MOU on the date written below:

L. LEILANI RILEY, Col, USAF, BSC
Commander, 56th Medical Group
Luke Air Force Base, Arizona

Colby Brandt
Interim Police Chief

Date

Date

ATTEST:

Julie K. Bower, City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey, City Attorney