

ARMY FAMILY ACTION PLAN (AFAP) PROGRAM

For use of this form, see AR 608-1; the proponent agency is ACSIM.

*(NOTE: Pre-site materials are annotated with an asterisk *)*

10000.1 An annual installation AFAP Training and Planning Conference is conducted that includes a general demographic cross-section of local community Soldiers, retirees, DA civilians, family members and tenant organizations who convene at one location to evaluate, prioritize and report to leadership issues of well-being concern that have been solicited from the community. CAT 2 (5 points)

- *Review DA Form 7255 (AFAP Program Management Report) and conference after-action report to determine that an AFAP conference is conducted annually. (2 points)
- Review DA Form 7255 and conference after-action report to determine that delegates represent a general cross-section of the community:
 - Military members and spouses comprise the greatest portion of delegates, unless there is a compelling demographic reason otherwise (state reason).
 - Military member and spouse conferees do not greatly out number one another.
 - There are more enlisted military members and spouses than officers and officer spouses.
 - Married and single Soldiers are represented.
 - Active Army, National Guard, Reserve Component, Retirees, Youth, and DA civilians are represented.
 - Dual military parents, sole parents, and surviving spouses are represented.
 - Tenant organizations are represented. (2 points)
- *Review DA Form 7255 and conference after-action report to determine that senior installation, unit commanders and/or garrison command staff are involved in the AFAP forum process. (1 point)

10000.2 Issues are solicited year round for the annual AFAP Planning and Training Conference. CAT 2 (5 points).

- Review issue files/archives. (2 points)
- Review solicitation material. (1 point)
- *Review local SOP. (2 points)

10000.3 Facilitators, recorders, transcribers, and issue support persons (FRTIs) and delegates are trained on conference process and issue development. CAT 2 (5 points)

- Review lesson plans/training materials. (2 points)
- Review evaluations from training sessions. (2 points)
- Review group session logs. (1 point)

10000.4 A Garrison Commander's AFAP Steering Committee that mirrors the HQDA AFAP General Officer Steering Committee is established to monitor, guide, direct and support the progress of local issues -- convenes at least semi-annually. CAT 2 (5 points)

- Review Commander's AFAP Steering Committee minutes to validate
 - Semi-annual meetings. (1 point)
 - Discussion and resolution of AFAP issues. (2 points)
 - Garrison commander signature on minutes. (2 points)

10000.5 AFAP has established a command information and feedback mechanism. CAT 2 (5 points)

- Verify an installation AFAP Issue Update Book is written and distributed to the community. (3 points)
- Review documents and other verification of feedback to the community on status/progress. (2 points)

10000.6 An AFAP Conference Committee has been established to provide oversight of the local conference requirements. CAT 2 (5 points)

- Review membership roster. (1 point)
- Review meeting minutes. (1 point)
- Review local SOP outlining committee specifics. (1 point)
- Review conference report out results. (2 points)