

## AFAP – What is it?

The Army Family Action Plan (AFAP) is input from the people of the Army to Army leadership. It's a process that lets Soldiers and Families say what's working, and what isn't – AND what they think will fix it. It alerts Commanders and Army leaders to areas of concern that need their attention, and it gives them the opportunity to quickly put plans into place to work toward resolving the issues.

Gives Commanders a gauge to validate concerns and measure satisfaction.

Helps retain the best and brightest.

Results in legislation, policies, programs and services that strengthen readiness and retention.

## Some AFAP Success Stories

A Military Savings Plan was authorized.

Basic Allowance for Housing increased by 11% - - part of a plan to eliminate out-of-pocket housing cost by 2005.

## Issue Criteria:

- Issues contribute positively to the Army goal of readiness and retention of quality Soldiers.
- Issue has community-wide impact requiring action that addresses the total Army Family.
- Issue is judged reasonable with consideration of fiscal and manpower requirements against current available resources.
- Issue recommendation has measurable objectives with an identified end product.

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Return To:

Army Community Service  
Attn: AFAP Program Manager  
1231 Mahone Avenue, Bldg.9023  
Fax 804-734-6383

or

Issue boxes can be located through out the community.

For additional information,  
call 734-6388.

# AFAP

## Army Family Action Plan

### Annual Conference



*“Your Voice  
=  
Your Future!”*



**Army Community Service**  
**"Putting Soldiers  
and Families First!"**

## Issue Paper Guidelines

## Issue Paper Fort Lee Army Family Action Plan (AFAP) Conference

For program use only:  
Issue number: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Agency: \_\_\_\_\_

**AFAP issues contain three sections: a title, scope and recommendations. Someone reading your issue should understand what is the problem, why it's a problem and what will fix the problem.**

**Title:** The issue title is a short summary of the issue. It is not a sentence. Example: "Tuition Assistance for Overseas Spouses" not "Spouses Overseas Have Limited Access to Scholarships"

**Scope:** The Scope is a clear and concise paragraph about the issue. The Scope identifies one problem, not several. It is three or four sentences in length. The first sentence states the problem; the middle sentences provide facts or additional information; and the last sentence says why the issue is important.

**Recommendation:** Recommendations tell what you want to happen – the end product that will resolve this issue. Recommendations always start with a strong action verb (e.g., Strong verbs: provide, conduct, develop, build, fund; Weak verbs: consider, seek, ensure) Each recommendation must relate to the problem identified in the Scope. If recommendations address a different topic, then submit another issue paper. Issues are limited to 3 or fewer recommendations. Example: "Develop a tuition assistance program for overseas spouses." not "Spouses should get financial aid in areas where they have limited scholarships or employment."

**Issue title:** (Tell us **what** the problem/issue/concern is - a few words to describe it)

**Recommendation(s):** (Tell us **what** we should do to fix it)

**Scope:** (Tell us **about** the issue; **why** it's a problem; **who** it affects)

**Submitter's name and phone number: (optional)**

[This information gives us a way to contact you for more information or to let you know what happened to the issue.]