

## Solicitation for Army Family Action Plan (AFAP) Issues

US Army Cadet Command will conduct a scheduled AFAP symposium in March 2004. Guidelines for the AFAP process are attached.

TRADOC will conduct their first AFAP conference in 2004. We would like to gather AFAP issues for submission through Accessions Command to the TRADOC POC.

### What is AFAP?

- The AFAP is a grassroots level process that identifies issues of concern of the global Army Family. The AFAP is a program that gives everyone in the Army the opportunity to influence his/her own quality of life and standard of living.

Please use the following guidelines when preparing your submission. Remember: submit only (1) issue per form. There are no limitations to the number of issues you may submit for consideration. Use the form enclosed as a guideline, or as the actual form on which you write your issue. The document should be emailed to the HQ Cadet Command POC, and no more than one page in length. Write a brief statement summarizing the Issue. Please describe the problem or concern in paragraph form. Include enough information to ensure the Issue will be understood by all who read or review it.

Reference any laws, regulations, or policies that impact on the issue. Recommendation(s) should be clear and specific. Prioritize recommendations if you are submitting more than one with each issue paper. Before finalizing your issue paper, we suggest that you review it to ensure that the following questions have been addressed:

- What am I trying to change?
- What approach should be use?
- How much time will it take?
- What is the best possible method?
- What are some alternative methods?
- How many people are needed?
- How much money or resources will it require?

If you don't have answers to the above, we understand. We hope that you will share with us what knowledge of the subject matter you do have. Please email your Issue papers to your HQ Cadet Command POC, LTC Peter Formica . email address [Peter.Formica@monroe.army.mil](mailto:Peter.Formica@monroe.army.mil).

### FYI Examples of successful AFAP

- (a) Increased dental benefits for both the active and Reserve components, and expanded dental insurance for Reservists -- Effective in February 01, Reservists may enroll in the TRICARE Dental Plan.
- (b) Thrift Savings Plan for soldiers
- (c) Stabilization for soldiers with family members who are high school students

ISSUE PAPER FORMAT

The following information is used for administrative purposes only. It will confirm receipt of your issue, obtain clarification if necessary, and provide after-action feedback.

Issue Submitter's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Issue (A few words summarizing the problem or concern) \_\_\_\_\_

Scope: (Describe one specific problem of concern in a paragraph form. Reference any laws, policies that impact on the issue.)

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\_\_\_\_\_  
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Recommendation: (Include only three (3) specific recommendations related to the single issue described.)

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\_\_\_\_\_

Send Issues to:

HQ US Army Cadet Command

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