AFAP Issue Development

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Title

Scope

Recommendation

Avoid re-writes by following the rules!

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Army Purview

Sorry, these issues are not in the Army's purview, therefore they cannot be worked through AFAP!

Status of Forces Agreement (SOFA) Issues: Framework under which U.S. military personnel operate in a foreign country and how domestic laws of the foreign jurisdiction apply toward U.S. personnel in that country.

Sister Services Issues: Changes to Air Force or Navy uniforms and/or naming conventions for all services.

Sister Secretariat Issues: Changes to Veterans Affairs medical appointment policies and/or Department of Homeland Security immigration polices.

States Rights Issues: State-driven documents (driver's license, voting procedures) and/or education (transcripts, graduation requirements, Impact Aid).

Veteran's Affairs Issues: Health care for military non-retirees and/or Veteran's benefits.

Homeland Security Issues: Immigration procedures and/or Passports.

Command Local Issues: Issues that can be resolved by your command and do not need HQDA resolution.

USDA Issues: Eligibility for school lunch vouchers.

Submit these issues through your Civilian Aide to the Secretary of the Army (CASA). CASAs are business and community leaders appointed by the Secretary to advise and support Army leaders across the country.

MILITARY STATE POLICY SOURCE

The Defense-State Liaison Office provides state policymakers with expert insight on priorities affecting military Families and their quality of life.

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AFAP Impact

POSITIVE IMPACT TO MILITARY FAMILIES

TRICARE Reimbursement for Behavioral Health

Two-Year Remote and Isolated Duty Assignment

Remote Access to Behavioral Health Care for Soldiers and Families

Distributed Soldier Montgomery GI Bill benefits to Dependents

Exceptional Family Member Program Enrollment Eligibility for Reserve Component Soldiers

Remarried Surviving Spouses Retain SBP

Chiropractic treatment for AD Soldiers

AGR Housing

Army Emergency Relief (AER) for Reserve Components

Availability of Child Care for DA Civilians
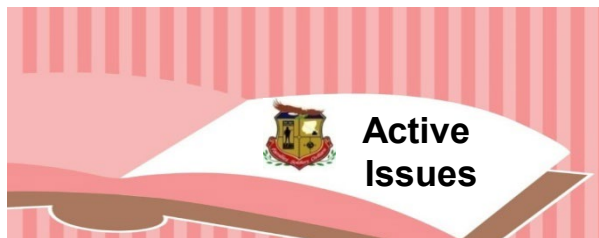
Spouse Professional Weight Allowance

Benefits for Family Members when RC Soldiers Disabled in Line of Duty

AFAP Issue Update Books

Issue Update Books

Located on the Army Family Web Portal at:

https://www.armyfamilywebportal.com/

Active Issues

Completed & Unattainable

Prevents development of issues that duplicate active issues

Provides wording suggestions

Issue 660: Supplemental Mission Funds for Reserve Component Family Readiness Groups

EXAMPLE

a. Status. Completed

b. Entered. AFAP XXVI, Jan 10

c. Final action. AFAP XXVI, Jun 10

d**. Scope.** Reserve Component Family Readiness Groups (FRGs) are not authorized Supplemental Mission Funds. Reserve Component FRGs are expected to perform the same functions as Active Component FRGs with less funding. Supplemental Mission Funds will permit the Reserve Component to accept and manage donations from outside sources. Supplemental Mission Funds augment FRG Informal Funds, reducing the stress of additional fundraising. Supplemental Mission Funds will allow Reserve Component FRGs to further connect Families and focus on their Mission.

e. Conference **Recommendation**. Authorize Supplemental Mission Funds for Reserve Component Family Readiness Groups (FRGs).

f. Progress:

(1) In April 2010, coordinated a meeting with FMWRC Operations Directorate to review AR 215-1. The following questions were posed for consideration for USAR: Do you want to establish a formal NAFI or do you want to establish an account.

(2) In April 2010, ACSIM POC indicated that Commander, FMWRC has the authority to approve change to AR 215-1 and approval authority for the establishment of a formal NAFI.

(3) On 15 April 2010, memorandum forwarded to USAR POC regarding clarifications on the establishment of a formal NAFI or an NAFI Account. Awaiting response from USAR POC.

(4) At the Apr 10 AFAP issue review with ACSIM, a recommendation was made to close the issue. In communication with USAR, it was determined that the issue is not about the ability to establish a NAFI rather to establish a process in which to accept donations.

g. Resolution. The Jun 10 GOSC declared the issue complete. Guidance was provided to the Army Reserve Command on how to establish accounts that allow Army Reserve Family Readiness Groups to receive donations.

h. Lead agency. OACSIM-IS

i. Support agency. FMWRC-FP

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AFAP Issue Title

The Title

- Summarizes the issue.

- Is short -- but not so short that the content is not defined.

- It is not a sentence and contains no verbs.

- Does <u>not</u> place a "value" on the subject.

- Includes demographic group, if appropriate.

Note:

You don't have to write the Title first!

What's the issue about?

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Sample Issue Titles

Sample Issue Titles

"Financial Counseling for Survivors"

"Social Security Numbers on Dependent ID Cards"

"Minimum Disability Retirement Pay for Medically Retired Wounded Warriors"

"Allowing use of Thrift Savings Plan (TSP) for Family members of a deceased Soldier"

"Inconsistent TRICARE Coverage and Entitlements by Regions"

"Soldier's Extended Family Members"

Issue Build – Title

Title: Soldier Voluntary Leave Transfer Program

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AFAP Issue Scope

The Scope

A paragraph with at least three sentences but no more than ten:

1. Statement of the problem

2. Validation -- facts or information

3. Impact Statement -- why it's important

- First and last sentences repeat the <u>topic</u> and <u>demographic group.</u>

- Identifies <u>one</u> <u>valid</u> problem.

- **Is understandable to an outsider.**

- Is NEVER one sentence long and no more than ten sentences long!

Note:

Get to the point

Keep it emotion-free

Provide the exact verbiage from policy/regulation – not your perception

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Common Mistakes

The Scope's Impact Statement

(the last sentence in the scope)

Factual vs. perception in Scope.

Providing a tax exemption for deployed DoD civilians would enhance the retention of these valued employees. *(Does it?)*

Excessive emotion statement in the impact sentence.

Survivors of a deceased Soldier who served our country with pride must receive full survivor benefits from the military. *(Overly emotional)*

Over-exaggeration or excessive emotion in the impact sentence.
Excessive childcare costs adversely impact morale, retention and productivity while creating financial hardships. *(over-exaggeration)*

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Common Mistakes

Cont…

Invalid or over-exaggeration of the "statement of the problem"
Example: "On average, Soldiers are deployed for twelve months, which is often extended by four to six months."
Example: "A large number of Soldier cannot afford . . .

Assuming the reader knows what you know
Example: "The application process for dependency determination is cumbersome and unresponsive to the needs of Soldiers. There is a lack of guidance on submission procedures and no visibility of packet status through completion."

Issue Build - Scope

Title: Soldier Voluntary Leave Transfer Program

Scope: A Soldier cannot voluntarily transfer leave to another Soldier who has a personal or Family medical emergency and has exhausted their leave. Under the U.S. Office of Personnel Management Voluntary Leave Transfer Program, a Department of the Army Civilians (DAC) may donate annual leave directly to another DAC who has a personal or Family medical emergency and has exhausted their paid leave. Authorizing a Soldier the same ability to voluntarily transfer leave to another Soldier who has a personal or Family medical emergency provides an opportunity for fellow Soldiers to reduce a comrade's stress during a time of personal crisis such as bereavement.

The Recommendation

- Start with a <u>robust and descriptive verb</u>; finish with a measurable end- product.

- Identify <u>demographic groups</u> and repeat the <u>topic.</u>

- Only **one** recommendation is authorized.

- Consider writing the recommendation first.

NOTE:

Explanations belong in the Scope, not the recommendation!

AFAP Issue Recommendation

Which column lists the "strong action verbs"?

Create	**Monitor**
Provide	**Encourage**
Authorize	**Survey**
Assign	**Review**
Develop	**Seek**
Prepare	**Consult**
Publish	**Coordinate**
Require	**Explore**
Eliminate	**Request**

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AFAP Issue Recommendation

Cont..

- The recommendation **<u>must</u>** fall under one proponent agency under the Director of the Army Staff (DAS) tasking authority.

- Be clear.

- Focus on <u>one topic</u> – resolvable by one lead agency.

- Tell <u>what</u> you want – not how to make it happen.

AFAP Issue Recommendation

Tell <u>what</u> you want – not how, not why!

All mandatory deductions from a Soldier's paycheck should be prorated payments not lump sum deductions unless leaving the Army. *("Should"? What is the end product you want?)*

Relook barracks occupancy calculation. *(What do you want?)*

Amend Title 5, United States Code, Subsection 8904 to add dental and vision coverage benefit options. *(Say what you want, not how to do it.)*

Establish a secure, customer-oriented online payment method for payment of childcare fees. *(Clearly identifies the end product.)*

Issue Build - Recommendation

Title: Soldier Voluntary Leave Transfer Program

Scope: A Soldier cannot voluntarily transfer leave to another Soldier who has a personal or Family medical emergency and has exhausted their leave. Under the U.S. Office of Personnel Management Voluntary Leave Transfer Program, a Department of the Army Civilians (DAC) may donate annual leave directly to another DAC who has a personal or Family medical emergency and has exhausted their paid leave. Authorizing a Soldier the same ability to voluntarily transfer leave to another Soldier who has a personal or Family medical emergency provides an opportunity for fellow Soldiers to reduce a comrade's stress during a time of personal crisis such as bereavement.

Recommendation: Authorize a Soldier to voluntarily transfer leave to another Soldier.

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AFAP Issue Submission Checklists

Title
• Does the Title tell the reader what the issue is about?
• Does the Title summarize the issue, not the recommendation?
- *Caution: Titles do not start with or contain verbs. You want a Title, not a sentence.*
• Is the Title brief?
• Does the Title contain judgment words like "inadequate, inferior, or inefficient"?
- *Caution: Keep judgments for the Scope!*

Scope
• Is the Scope detailed enough to validate the problem -- a paragraph with at least three sentences?
- *Caution: A Scope is NEVER one sentence long and no more than ten sentences.*
• *The introductory sentence states the current situation. It is a problem statement.*
• *The middle sentences provide facts or details.*
• *The concluding sentence states the impact -- why the issue is essential.*
• Will someone who was never in your workgroup understand your issue?
- *Caution: Don't abuse buzzwords such as "readiness," "retention," and "esprit."*
- *Caution: Avoid long descriptions, big words, and irrelevant details.*
- *Caution: **Is your issue factually correct?***
• Does the Scope state one problem, not several related issues?
- *Caution: Prioritize issues rather than "lumping" issues into one big issue.*

RECOMMENDATION
• Does the recommendation start with a strong action verb?
• Does the recommendation relate to the problem identified in the Scope?
• Have you identified **ONE recommendation**?
• Does the recommendation identify a specific end product?
• The recommendation tells the reader what you want to happen.
     - *Caution: Don't identify how to make it happen.*

Does the issue meet the issue criteria?

✓ *Issue has a broad impact*

✓ *Issue is attainable after considering current political and resource environments.*

✓ *Issue has a specific, measurable end product (recommendation).*

✓ *Issue does not duplicate an active AFAP issue or one addressed in the past three years.*

✓ Is the issue limited to one topic?

✓ Does the issue identify a specific demographic group impacted by the issue? *(examples include Reserve Component, Department of the Army Civilians, or Survivors)*

✓ Is the issue scope at least three sentences but no longer than ten?

✓ Does the issue have one recommendation?

✓ Does the issue address a measurable end product?

✓ Is the issue within the Department of the Army Staff tasking authority to resolve or DHA, DoD, or Legislative change sphere of influence and collaboration?

✓ Does the issue require a single functional proponent for resolution?

✓ Does the issue recommendation duplicate existing programs, services, policies, or legislation that address the issue?

✓ Does the issue duplicate an active HQDA AFAP issue, an HQDA AFAP issue that closed in the past three years, or pending legislation or policy from the past three years?

*Make sure the demographic is in the Title, Scope **and** recommendation!*

AFAP Issue Checklist

ARMY FAMILY ACTION PLAN (AFAP)
ISSUE SUBMISSION CHECKLIST

Issue Title:_____|_____
_____

Garrison and unit submitting the issue:_____

How was the issue created (Town hall, Forum, Focus group, AFAP conference, Facebook submission, Issue Management System, etc.) _____
_____

Name/email/phone of garrison or unit AFAP contact to answer Army Staff questions or concerns:
_____
_____

Approving official's name and position:_____
_____

A. For an issue to meet issue criteria questions 1-7 below must be "yes" and 8-9 must be "no."

☐ Y ☐ N   1. Is the issue limited to one topic?
☐ Y ☐ N   2. Does the issue identify a specific demographic group impacted by the issue?
☐ Y ☐ N   3. Is the issue scope a minimum of three sentences but no longer than ten sentences?
☐ Y ☐ N   4. Does the issue have one recommendation?
☐ Y ☐ N   5. Does the issue address a measurable end product?
☐ Y ☐ N   6. Is the issue within Army authority to resolve and/or potential DHA, DoD, Legislation changes?
☐ Y ☐ N   7. Does the issue require a single functional proponent for resolution?
☐ Y ☐ N   8. Does the issue recommendation duplicate existing programs, services, policies or legislation that address the issue?
☐ Y ☐ N   9. Does the issue duplicate an active HQDA AFAP issue, HQDA AFAP issue that closed in the past three years, or pending or passed legislation or policy from the past three years?

B. What demographic group does this issue impact? (Select all that apply.)

☐ Active Duty Only
☐ Reserve Component Only
☐ Active Duty and Reserve Component
☐ Department of the Army Civilians
☐ Survivors
☐ Retirees
☐ Family Members

C. What would happen if the issue was not resolved?
_____
_____
_____

D. What would be the cost to the Army if the issue is resolved?

☐   One time cost to the Army   ☐   Recurring cost to the Army   ☐   Cost avoidance for the Army

Note:
Ensure a good POC is provided on the submission form.