

## Issue Submission Form

**REMEMBER**, anyone reading your issue should understand: what is the problem, why it's a problem, and what will fix the problem.

**TITLE:**

**SCOPE:**

**RECOMMENDATION:**

Submitter's name, email & phone number:  
(optional)

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Unit name and telephone number (submitting  
the issue)

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(This information gives us a way to contact you  
for more information or to let you know what  
happened to the issue)

Forward Issues to: Unit Family Readiness  
Support Assistant (FRSA), Unit /BN  
MPOC, Family Readiness Assistant or New  
York National Guard Family Program  
Office

If you have any questions or concerns please  
contact the NYS Family Program Office at  
1-877-715-7817



### Army Family Action Plan

In the 20 years AFAP has been operating:  
589 issues have been adopted into the  
HQDA AFAP and have resulted in the  
following:

- ❖ 95 changes to legislation
- ❖ 137 changes to Army and OSD  
policy
- ❖ 153 improvements to programs and  
services
- ❖ 52% of AFAP issues benefit all of  
DOD

AFAP truly provides the “voice” for the  
Army family to elevate their concerns and  
remains the preeminent means for  
commanders, at all levels, to seek  
solutions to the concerns of their  
communities.



## New York National Guard Army Family Action Plan

- ❖ Is there an issue or problem in  
your State or Unit you think  
leadership is unaware of that  
could be fixed or changed?
- ❖ Are you passionate about  
certain topics to the extent you  
are involved and see issues  
others may not?
- ❖ Do you have a problem that  
could be solved but don't know  
where to go to or who to ask for  
help?

### Don't think you are powerless!

The Army Family Action Plan  
(AFAP) gives you the means to tell  
the New York National Guard what  
your concerns are and what you think  
should be done to address those  
concerns.



## Army Family Action Plan

The AFAP is an Army-wide program that seeks to improve the quality of life for Military Families. Through AFAP, all members of the Army, including Active, National Guard & Reserve Soldiers, Family members, retirees, surviving spouses, Department of the Army Civilians, and military technicians have a forum to voice their concerns to the Army's leadership and make recommendations for change. The Army is the only branch of the Department of Defense that has such a program.

In the late 1970s, Army spouses, passionate about their Families and communities, organized a forum to discuss their concerns, developed suggested resolutions, and volunteered their efforts toward seeking solutions. AFAP was formally adopted at the first Department of the Army planning conference in July 1983 and the first AFAP was published in 1984.

Each Major Command in the Army, including the Army National Guard, collects issues submitted by their constituents. Select delegates are invited to participate in the process of prioritizing issues for submission to the next higher level. The Soldier and Family Support Division, Army National Guard, will participate in this process for the first time in four years and *we need your issues*. The Army National Guard AFAP conference is scheduled to be held the first week of May 2010. The top issues from the May conference will be submitted to NGB for consideration. After

review by Army Guard leadership, select issues will be forwarded to the Department of the Army AFAP Conference in January 2011.

### What is an AFAP Issue?

AFAP issues contain three sections - a title, scope and recommendations. Someone who reads your issue should understand what the problem is, why it's a problem, and what you believe is necessary to fix the problem.

**Title:** The issue title is a summary of the issue, not a sentence or discussion.

Example: "Tuition Assistance for Overseas Spouses" not "Overseas Spouses Have Limited Access to Scholarships".

**Scope:** The Scope is a clear and concise paragraph about the issue. The Scope identifies *one* problem. It is three sentences in length. The first sentence states the problem: the middle sentence provides facts or additional information; and the last sentence states why the issue is important.

**Recommendation:** Recommendations convey what you want to happen but not necessarily how to do. It will identify the end product that will resolve this issue. Each recommendation must relate to the problem identified in the scope. Issues are limited to one or two recommendations. For example, a recommendation should read, "Develop a tuition assistance program for overseas spouses," not "Spouses should get financial aid in areas where they have limited scholarships or employment."

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