

**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)