

US Army Garrison Alaska

ARMY FAMILY ACTION PLAN (AFAP) ISSUE SUBMISSION FORM

Please print clearly. See back for guidance on completing this form.

1. Issue Title:
2. Date: (MM/DD/YYYY)
3. Whom does the issue affect? <input type="checkbox"/> Soldiers; <input type="checkbox"/> Family Members; <input type="checkbox"/> Civilians; <input type="checkbox"/> Retirees; <input type="checkbox"/> Veterans
4. Issue Scope:
5. Recommendations:
6. Point of Contact Name and Number (Your name and contact information): <i>Contact information is voluntary.</i> Full Name: Home Phone: Work/Cell Phone: Email:
7. Demographic Data: <i>(check the box that applies to you)</i> <input type="checkbox"/> Active Duty (AD) <input type="checkbox"/> Spouse of AD <input type="checkbox"/> National Guard (NG) <input type="checkbox"/> Veteran <input type="checkbox"/> Reserve Component (RC) <input type="checkbox"/> Other Service <input type="checkbox"/> DoD Civilian (CIV) <input type="checkbox"/> Surviving Spouse <input type="checkbox"/> Civilian Contractor <input type="checkbox"/> Teen
8. Marital Status: <input type="checkbox"/> Single; <input type="checkbox"/> Married

Please send completed form to usarmy.wainwright.id-pacific.list.afap@mail.mil or submit your issue to the Issue Management System located at www.myarmyonesource.com

AFAP ISSUE SUBMISSION FORM

(continued)

This form is used to submit an issue for review to the Army Family Action Plan. The issue can involve a matter at the local level or can be something that has Army-wide impact. All issues submitted are considered and worked until resolution, unless they are deemed unattainable. Keep in mind that it may take some time for the results of your issue to be seen.

** A separate sheet must be completed for each issue.

ISSUE TITLE

- This should be a brief summary of the issue or problem, not a sentence.
- Be specific – the title should tell the reader what the issue is all about.
- *Example: “Tuition Assistance for Overseas Spouses”*

ISSUE SCOPE

- This is a clear and concise statement describing the issue, why it’s a problem and whom it affects.
- The scope should be written in paragraph form (usually about 3-4 sentences long): The first sentence should state the problem; the middle sentences should provide facts or additional information; and the last sentence says why the issue is important.
- Remember that the scope should identify one problem, not several.

RECOMMENDATION(S)

- List what you want to happen to “fix” the issue or problem identified in the scope.
- Use strong action verbs (e.g. Provide, Conduct, Develop, Fund, Build).
- There is a limit of three or fewer recommendations per issue.
- Recommendations must be practical!
- *Example: “Develop a tuition assistance program for overseas spouses”*

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Thank you for making a difference!!