

WHAT HAPPENS TO ISSUES AFTER SUBMISSION?

Issues are researched to determine if they are an active issue or have already been addressed/resolved.

Local command conducts issue review to determine if the issue is resolvable at the local level.

Local Commander makes decision to elevate to a higher level (Department of the Army) if unable to resolve at the local level.

Focus assigned and all issued, elevated to DA level are reviewed for entry into the AFAP Senior Leader Review Process.

Thank you for taking the time to share your concerns with Army Leadership

Please provide us with your contact information so that we may reach out to you in the event more information regarding your concern is required.

Suggestor's Name

Phone Number

Email Address

Identifier: please circle one

Soldier Family Member

Retiree Survivor Civilian

The Army can't fix what they don't know is broken. Fill out and submit your AFAP issue form today and be part of improving your Army's future.

For additional information on AFAP, or to be a part of this important process, contact your local AFAP Office:

Army Community Service/AFAP
Building 3225
Picatinny Arsenal
973-724-7247
usarmy.tyad.usamc.mbx.acs@army.mil

Picatinny Arsenal



ARMY FAMILY ACTION PLAN (AFAP) ISSUE GUIDELINES 2024



An AFAP issue is any problem or concern you have regarding the Quality of Life within the Army. An issue can be one that will affect only the Picatinny Arsenal community or one that affects Army-wide. It must contribute **positively** to the Army goal of readiness and retention and must be something that can be judged as attainable.

Delegates, comprising of Soldiers (both single and married), DA Civilians, Retirees, their Family members and Surviving Family members will review every issue and prioritize the ones that they believe would make the greatest impact in improving the Quality of Life in the Total Army Force.

Delegates reviewing an issue should be able to understand the problem/issue, understand why it is an issue and understand how the issue could be resolved. This mainly depends on how the issue is written. The better an issue is written, the better the chance it has of being prioritized. A well written issue must contain a title, a scope and a recommendation for resolution. If you have more than one issue, please complete an issue submission form for each. An AFAP issue submission is a powerful tool when utilized.

Because of people, like you, AFAP issued have resulted in 129 Legislative changes, 197 DoD/Army policy/regulatory changes and improved 216 programs or services, including funding.

TITLE: Should be short, clear, concise and identify your concern or issue regarding the quality of Army life. Should be understandable to anyone who reads it but not be a complete sentence. Title should include demographic group if appropriate.

SCOPE: What is this about? Explain your concern, why it is a problem and who it affects. Statement of the problem validate with facts and information and explain the impact. Minimum 3 maximum 10 sentences.

RECOMMENDATION: How you believe this issue can be resolved. Recommendation should have one measurable end product. The recommendation must fall under one proponent agency that is under the tasking authority of the Director of the Army Staff (DAS).
