
What happens to Issues after submission?

- Issues are researched to determine if it is an active issue or has already been addressed/resolved.
- Local command conducts issue review to determine if resolvable at that level.
- Local Commander makes decision to elevate to a higher level (Department of the Army) if unable to resolve.
- Focus group is assigned and all issues, 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 contact you in the event more information, regarding your concern, is needed.

Suggestor's Name:

Phone Number:

Email:



Tobyhanna Army
Depot

**ARMY FAMILY ACTION
PLAN (AFAP) ISSUE
GUIDELINES**

2017



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 Tobyhanna Army Depot community or one that will be effective 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 or 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 chance it has of being prioritized. A well written issue must contain a title, a scope and a recommendation. If you have more than one issue, please complete an issue submission form for each. An AFAP issue is a powerful tool when utilized. Because of people like you, AFAP issues have resulted in 128 Legislative changes, 184 DoD or Army policy/regulatory changes and improved 210 programs or services/funding.

The Army can't fix what they don't know is broken. Write up and submit your AFAP issue today and be a 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 337

Tobyhanna Army Depot

570-615-8374

Check one:

Retired

Active Duty

Guard/Reserve

TITLE: Should be short, clear, concise and identify your concern or problem regarding the quality of Army life. Should be understandable to anyone who reads it but not be a complete sentence. Should identify the issue, not give a detailed description.

SCOPE: Explain your concern, why it is a problem and who it affects.

RECOMMENDATION: How you believe this issue can be resolved.