

Volunteer Description
USARC AFAP Virtual Focus Group Member

Position Title	Army Family Action Plan (AFAP) Army Reserve Command Virtual Focus Group Member
Purpose	To serve as a virtual Army Reserve Command Focus Group member to review and prioritize issues already vetted by Headquarters, Department of Army (HQDA) Staff, to determine their importance to the Army Reserve and the Global Army Family.
Duties	<ul style="list-style-type: none"> • Participate in mandatory virtual focus group orientation to understand mission requirements and resources. • Complete pre and post surveys addressing work group processes and improvements. • Review Army Staff pre-written quality of life issue information papers and prioritize top issues for inclusion in the HQDA AFAP. • Complete and submit required prioritization documents per assigned protocol. • If applicable, report volunteer hours as instructed by the Geographic and Functional Commands (GFC) POC.
Qualification/Skills Needed	<ul style="list-style-type: none"> • Selection by GFC representatives (Family Programs Directors/Coordinators/Command POCs). • Ability to review issues from a global perspective • Responsiveness and ability to work independently to complete requirements. • Prior knowledge of AFAP process is helpful, but not mandatory.
Supervision	Communicates with the Family Program Director, Family Program Coordinator, or designated Command Point of Contact.
Length of Appointment	Time limited to include completion of orientation, prioritization of issues, and pre and post AFAP surveys.
Time Commitment	Approximately 45 hrs during the 12 month commitment

I understand the responsibilities and qualification of this volunteer position and agree to fulfill them to the best of my ability

Print Name

Signature

Date