

## AFAP ISSUE CRITERIA

- Is the issue factual or resolved/completed?
- Does the issue duplicate an active AFAP issue?
- Does the issue duplicate an AFAP issue deemed unattainable in the past 3 years?
- Can the issue be resolved at the local level?
- Does the issue address one topic and require a single functional proponent for resolution?
- Is the issue within the ability of Army Reserve, HQDA, or DoD to resolve?

*Note: States rights or issues that fall under the purview of agencies such as the VA or Department of Homeland Security do not meet AFAP criteria.*

AFAP issues contain three sections: a title, scope, and recommendation. Someone reading your issue should understand the problem, why it's a problem, and what will fix the problem.

**Title:** The issue title is a short summary of the issue. It is not a sentence. Example: "Tuition Assistance for Overseas Spouses" not "Spouses Overseas Have Limited Access to Scholarships"

**Scope:** The Scope is a clear and concise paragraph about the issue. The Scope identifies one problem, not several. It is three or four sentences in length. The first sentence states the problem; the middle sentences provide facts or additional information; and the last sentence says why the issue is important.

**Recommendation:** The recommendation tells what you want to happen – the end product that will resolve this issue. Recommendation always start with a strong action verb (e.g., Strong verbs: provide, conduct, develop, build, fund; Weak verbs: consider, seek, ensure) each recommendation must relate to the problem identified in the Scope. Issues are limited to one recommendation. Example: "Develop a tuition assistance program for overseas spouses." Not "Spouses should get financial aid in areas where they have limited scholarships or employment."

**Submission Direction:** Return completed Issue Solicitation Form to the Family Programs Office.

## AFAP Issue Solicitation Form

**TITLE:** (Tell us **WHAT** the problem/issue/concern... a few words to describe it)

**SCOPE:** (Tell us **ABOUT** the issue; **WHY** it's a problem; **WHO** it affects)

**RECOMMENDATION:** (Tell **WHAT** you want to happen to resolve issue, not how to resolve it)

### **SUBMITTER INFORMATION**

This information gives us a way to contact you for more information and provide you with updates on the issue.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Personal or work email:** \_\_\_\_\_

**Name of Unit/Supporting Command:** \_\_\_\_\_

Enclosure 1 (Back)