

**Functional Command/Mission Support Command/Readiness Division
Submission Format (Sample Template)
USARC Army Family Action Plan (AFAP) Submission**

AFAP Issue: [Issue Title from Issue Paper]

Scope: [Scope from Issue Paper]

Recommendation: [Recommendation from Issue Paper]

**Staff Discussion from the Functional Command/Mission Support
Command/Readiness Division Perspective:**

a. Facts: [Information related to the Scope and Recommendation that provides supporting data that address the issue (statutes, regulations, policies or research to include any internal or external studies).]

b. How many affected: [Identify the demographic (i.e., AR, RC, Soldiers, DA Civilians, Families) and estimated number affected by the issue?]

c. How often and/or when issue occurs: [When is the issue likely to occur and under what circumstances (during deployment, during PCS, following an injury, etc.,).]

d. Cost Benefit Analysis: [What is the approximate cost to resolve issue? Is it a one-time cost; reoccurring cost, or a savings.] Can also cite “undetermined.”

Staff Recommendation:

a. Merit of the Issue: [Command SME’s analysis of how the issue recommendation will solve the issue. What causes this to be a problem (i.e., a gap, inequality, policy). Why does the current law or policy not work?]

b. Proposed Solution: [SME’s recommended course(s) of action to resolve the issue.]

c. Elevation Justification: [Explain why the issue cannot be resolved at your command level.]

Staff Coordination, Point of Contact, Email and Phone: [Name, position title/office, email and phone number of SME who prepared this paper.]

Approval Line: Name and position of commander (local commander or General Officer/ General Officer equivalent) who approved submission of issue.

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