



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE-NATIONAL CAPITAL REGION
8901 WISCONSIN AVENUE
BETHESDA, MD 20889-5600

REPLY TO
ATTENTION OF:
MCAT-WTB-CDR

10 June 2014

MEMORANDUM FOR Warrior Transition Brigade-National Capital Region

SUBJECT: Warrior Transition Brigade-National Capital Region (WTB-NCR) Army Family
Action Plan (AFAP) Program Charter

1. REFERENCE: AR 608-47, Army Family Action Plan (AFAP) Program.
2. PURPOSE: This Charter is in accordance with Army Regulation 608-47 and will serve as the primary source of input and/or feedback from stakeholders to the WTB-NCR Commander to improve Soldiers in Transition and their families quality of life while attached or assigned to the WTB-NCR.
3. APPLICABILITY: This Charter applies to Soldiers and their families assigned/attached to the WTB-NCR(at Bethesda, Ft Belvoir and Ft Meade WTUs) to include the Community Care Unit at Ft Belvoir.
4. MISSION: The WTB-NCR AFAP Group is chartered to provide a means for Army constituents to address and report issues of well-being concerns to leadership at regular intervals. The WTB-NCR further establishes a protocol to manage the issues and report their progress to leadership until resolved.
 - a) The WTB-NCR AFAP Group will query the WTU Soldiers and family members for issues of concern.
 - b) Initiate a AFAP Issue Solicitation Form (Attachment)
5. ORGANIZATION AND MANAGEMENT. The AFAP Group is composed of WTU representatives, NSA-B installation representatives, Medical Treatment subject matter experts, and other disciplines as needed. (See attached appendix for specific AFAP attendee as referenced in 5 (a)).
 - a) Chair. The WTB Commander will chair the AFAP Group. The commander may designate a deputy to chair the group. The Commander will appoint membership and representation to the AFAP Group via a written document.
 - b) Recorder. Will be appointed by the Chair (S1)
 - c) Representative. NMA Coordinator
 - d) Representative. 1 Family Member from each Company
 - e) Representative. 1 Soldier in Transition from each Company
 - f) Representative. Family Readiness Support Assistant (Ms Rasnake)
 - g) Representative. Brigade Surgeon

- h) Representative. NSA-B Installation
- i) Representative. Battalion Commander
- j) Representative. Alpha Company Commander
- k) Representative. Other local officials as required
- l) Representative. WTU Detachment Commander
- m) Representative. 1 Platoon Sergeant; 1 Squad Leader
- n) Ad hoc members. As required

6. AUTHORITIES:

- a) Tasking authority is the Chair of the AFAP Group and may establish standing or ad hoc sub groups as deemed necessary.
- b) Budgeting Authority. None.

7. ADMINISTRATION:

- a) Meeting Frequency. Meetings will be conducted monthly and on an ad hoc basis if deemed necessary by the Chairperson. The location will be in Bldg 62 or the USO.
- b) Decision-Making Methodology. The AFAP Group will develop COAs for issues that impact patient support within the WTU. Recommended COAs are discussed in meeting and will be summarized by the Chairperson to be submitted along with a consensus recommendation.
- c) Status Reporting. The Chair will report the status of issues/resolutions in a report to be shared at quarterly town hall meetings.
- d) Problem/Issue Escalation and Resolution Processes. Conflicts between competing priorities will be adjudicated by the Chair. When an issue is applicable outside of the bounds of the local unit, the Chair will forward to the appropriate agency (NRMC, WTC or NCR-MD).
- e) The AFAP Group reviews issues, provides guidance and direction, and approves or disapproves closing issues as completed (resolved) or unattainable (unable to resolve due to cost, manpower, and so forth). Before an issue is declared unattainable, the lead agency must show that all attempts to resolve the issue have been unsuccessful.

8. RELEASABILITY. UNLIMITED. This Charter is approved for public release and is available on the WTB-NCR website.

2 Attachments:

- 1. AFAP Issue Solicitation Form
- 2. Attendee Matrix


DANA S. TANKINS
Colonel, U.S. Army
Commanding

AFAP Issue Solicitation Form Attachment 1



Army Family Action Plan Issue Solicitation Form



ISSUE: (What is the issue/problem)

Example: Basic Allowance for Housing (BAH) is too low.

SCOPE: (Why is this an issue/problem?)

Example: Authorized days for Temporary Lodging Expenses (TLE) do not allow time for Soldier's relocation process. The 10 day limitation is inadequate to familiarize with the local area, evaluate schools, and secure adequate housing. This time limitation causes hurried decisions and financial hardships for Army families.

RECOMMENDATION: (Possible solutions?)

Example: Increase authorized days of TLE entitlements. Authorize Commanders to extend TLE up to 30 days.

POINT OF CONTACT: (Optional)

To submit form:

Return form by e-mail:.....(Gloria.j.twilley.civ@health.mil)