

**Army Regulation 608–48**

**Personal Affairs**

# **Army Family Team Building (AFTB) Program**

**Headquarters  
Department of the Army  
Washington, DC  
20 October 2003**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 608-48

Army Family Team Building (AFTB) Program

This new regulation--

- o Provides guidance for establishing and managing an Army Family Team Building Program.
- o Delineates program responsibility and details the training aspects of the program (chaps 2 and 3).
- o Provides funding and personnel management guidance (chap 4).

Personal Affairs

Army Family Team Building (AFTB) Program

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By order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a new Department of the Army regulation.

**Summary.** This regulation provides guidance for the establishment and administration of an Army Family Team Building Program.

**Applicability.** This regulation applies to the Active Army, the Army National Guard of the United States, the U.S. Army Reserve, retirees, Department of the

Army civilian personnel, and the family members of each group.

**Proponent and exception authority.**

The proponent of this regulation is the Assistant Chief of Staff for Installation Management (ACSIM). The ACSIM has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The ACSIM may delegate this authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated. See appendix B.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Chief of Staff for Installation Management (ATTN: DAIM–ZA), 600 Army Pentagon, Washington, DC 20310–0600.

**Suggested improvements.** Users of

the regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Community and Family Support Center, ATTN: CFSC–FP–T (AFTB), Summit Centre, 4700 King Street, Alexandria, Virginia 22302–4418.

**Committee Continuance Approval.**

The Department of the Army Committee Management Officer concurs in the establishment of the Army Family Team Building Advisory Council as an Intra-Army Committee, 1 July 2002.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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## **Glossary**



## **Chapter 1 Overview**

### **1–1. Purpose**

*a.* The Army Family Team Building (AFTB) is a global educational program whose primary objective is to improve the overall readiness of the force by teaching and promoting personal and family readiness through standardized, progressive, and sequential education of family members; however, the program can be used flexibly to meet the needs of the individual audience. Its purpose is to assist members of the Army in adapting to Army life, manage change, and accept challenges. It is to be implemented at Army installations and Army communities worldwide. It is not intended to displace existing programs for family members that provide mutual support, assistance, and communication but to enhance such programs and materials as Army Community Service (ACS), the Army Family Action Plan (AFAP), mayoral programs, Better Opportunities for Single Soldiers (BOSS), Operation R.E.A.D.Y., and Family Readiness Groups (FRGs) in units.

*b.* The AFTB plays an integral part in the family programs of the Army. Such programs emphasize military and personal preparedness. They outline commanders' responsibilities to ensure assistance in establishing and maintaining the highest possible level of readiness (AR 600–20).

*c.* This regulation addresses the AFTB Program. The intent is to outline policy, responsibilities, and program description.

### **1–2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1–3. Explanation of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

### **1–4. Authority**

*a.* The AFTB program policy memorandum issued on 16 December 1994, signed by the Chief of Staff of the Army (CSA) and the Sergeant Major of the Army (SMA), announced AFTB as an official Army Program. The memorandum is at figure 1–1.



DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF OF STAFF  
200 ARMY PENTAGON  
WASHINGTON DC 20310-0200

REPLY TO  
ATTENTION OF

MEMORANDUM FOR SEE DISTRIBUTION

16 Dec 1994

SUBJECT: Army Family Team Building Program

1. In February 1993, the Army Family Team Building (AFTB) Action Plan addressed the importance of families as all our soldiers, civilians, and family members face the challenges and opportunities of the 21<sup>st</sup> Century. The Action Plan set into motion training initiatives to prepare Army families for their roles in the force projection Army of today and tomorrow. Initiatives fully integrated the National Guard and Army Reserve into training plans.
2. It is official--AFTB training is institutionalized for soldiers and Department of the Army civilians as an official Army training Program. Over 500 family member volunteers and staff completed the AFTB Master Trainer course conducted by the U.S. Army Community and Family Support Center in Washington, D.C. outside continental United States training for family members in Germany, Korea, Japan, and Panama will be completed in 1<sup>st</sup> QTR 1995, resulting in a total of over 650 graduates.
3. As the family member portion of the AFTB program develops and begins implementation, we have received several questions from Commanders and family members in the field. To address these concerns, a list of questions and answers regarding the AFTB program is enclosed pending finalization of formal policy.
4. The AFTB program has already shown tremendous potential. Training is the glue that holds the Army together. We expect that leaders at all levels will support this program. The best way to care for our families is to give them the resources that allow them to enhance their own independence and self-confidence. We must do this while ensuring that they know we will still be there when they need us.

Signed

Signed

Richard A. Kidd  
Sergeant Major of the Army

Gordon R. Sullivan  
General, United States Army  
Chief of Staff

Encl

Figure 1-1. Army Family Team Building Memorandum

*b.* In a memorandum dated 17 April 1996, the CSA endorsed AFTB as the primary Army program promoting self-reliance through education. This memorandum is at figure 1-2.



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## UNITED STATES ARMY

THE CHIEF OF STAFF

April 17, 1996

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reshaping Family Program for the 21<sup>st</sup> Century

1. As the Army prepares to enter the 21<sup>st</sup> century, our world has changed. The "peace dividends" reaped after winning the Cold War have been consumed through budget and manpower reductions. Deployments and other operations increased in response to a more complex and diverse strategic environment. Considering that the force is now 75 percent continental United States (CONUS) based, 65 percent married and 54 percent with a working spouse, it is people—our most important resource—that must respond to the increased demands placed on them. Just as missions change in response to the environment, so must family programs.
2. In 1983, the Army published the first white paper on families, thus focusing senior leadership attention to QOL. Army leaders proclaimed 1984 the Year of the Army Family to underscore importance of this bold first step. Since the content of the white paper defined family to mean our global Army family, the impact of the Year of the Army Family touched all of the components which comprise America's army. The genius of the original white paper lay in its simplicity, relying on the principles of partnership, wellness and a sense of community. The overall concept established reciprocal caring between the leadership and the components of America's Army along with the responsibility to work together for a common good.
3. The family programs that exist today have served the Army well. They embody the Equal Opportunity program with their strong emphasis on fairness and remain a good base upon which to build for the future. As we look to that future, we must determine if the principles of partnership, wellness, and sense of community, contained in the original Army Family white paper, still provide the foundation required. Our experience and research tell us the basic tents remain sound but need to be augmented for the future. We must go farther than merely providing programs to support families; we must teach soldiers and families to care for themselves using these programs. We must round out the original principles with a fourth—self-reliance. Self-reliant members of America's Army help themselves by using the tools provided and skills taught.
4. Future family programs must be reshaped to assist in creating self-reliance in our people. This institutionalization must be founded on four basic pillars:
  - a. **EDUCATION:** promoting self-reliance by educating America's Army. Army Family Team Building (AFTB) will be the primary program that provides our Army with the information, knowledge, and skills to gain self-reliance and to use the community support programs provided to assist them. This program is offered in the U.S. Army Training and Doctrine (TRADOC) school system, in the civilian career development program, and at the installation for family members. Now that the program is institutionalized in Army schools, our challenge is to reach the Army's young family member with this critical information.

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Figure 1-2. Reshaping Family Programs for the 21<sup>st</sup> Century Memorandum

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SUBJECT: Reshaping Family Program for the 21<sup>st</sup> Century

- b. FEEDBACK: providing timely feedback on family and single soldier issues. The Army Family Action Planning process, including Better Opportunities for Single Soldiers (BOSS) input, will serve as the primary formal mechanism to identify, surface, and fix family, single soldier and other issues. This formal process will be augmented by senior leadership focus groups and special team visits to sense changes to these issues. Frequent formal and informal and informal feedback will allow timely application of available resources to the programs that provide the greatest value added.
- c. UNIT INVOLVEMENT: getting the unit more involved as a source of assistance for family/QOL problems. Family support group provide unit support to advise and assist soldiers and families when they need help. These groups forge unit cohesion at the family level and, along with the rear detachment commander, give manual support during spouse deployments and provide wise counsel to family members in need.
- d. COMMUNITY SUPPORT: maintaining needed community/family support programs. While we shift the focus to building a self-reliant lifestyle, we must not lose sight of the fact that many of the programs in place today were added because they provided services, information and/or skills that were absent a decade ago. Morale, Welfare and Recreation (MWR), Army Community Service (ACS), medical treatment facilities, and Army community schools provide the services that improve readiness, encourage soldiers and families to reenlist improve fitness and wellness, and provide direct command support for drug, alcohol, family violence and youth problems. These programs offer healthy recreational opportunities to fill leisure time. They provide opportunities for personal skill building whether it be formal education, pursuing a new hobby, or improving life skills. For the future, the scope and magnitude of these programs must be determined based on the needs of the patron base. We must make the difficult decisions to eliminate or modify programs that no longer provide needed services.
- e. To operate effectively, we must tie all of our programs- -AFAP; AFTB; Boss; ACS; MWR plus many others – into a closely coordinated year around campaign plan to ensure our families have a predicable and adequate quality of life, given the resources available. The four pillars serve as a good base upon which to forge self-reliance throughout America's Army. I need your help and the help of commanders at every level to ensure the pillars are well founded in leadership concern and involvement.

Signed

Encl  
"Pillars of Self- Reliance"

DENNIS J. REIMER  
General, United States Army  
Chief of Staff

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Figure 1–2. Reshaping Family Programs for the 21<sup>st</sup> Century Memorandum—Continued

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c. To date, there are no legislative directives for the AFTB Program.

### **1–5. Mission**

The AFTB mission is to educate and empower members of the military community to develop skills and encourage behaviors that strengthen self-reliance, promote retention, and enhance readiness.

### **1–6. Background**

a. The AFTB is a direct result of lessons learned from Operation Desert Shield and Desert Storm. A brief chronological history is located on the AFTB Web site, [www.aftb.org](http://www.aftb.org).

b. The principles of partnership, wellness, and a sense of community (as identified by the CSA in the White paper, “The Army Family,” on 15 August 1983) have been the hallmarks in the relationship of the Army with its families.

c. There was a need for education promoting self-reliance for all the Army that reaches young Army spouses, spouses new to the Army, as well as those with experience in the Army lifestyle.

d. The AFTB was developed and has evolved as the Army’s primary program to meet the educational needs of Army spouses and family members, and provide them with the skills and knowledge to enhance family readiness.

e. The basic philosophy of AFTB is the belief that individuals can function at a high level in any situation with minimal outside support when they have been appropriately trained. The training will be conducted by trained AFTB volunteers.

### **1–7. Eligibility**

a. Family members of the Active Army, the Army National Guard (ARNG), the United States Army Reserve (USAR), the Department of Army civilians (DACs), and retirees are eligible to participate in the AFTB Program. Family members are the primary target audience.

b. Soldiers of the Active Army, ARNG, USAR and retirees are eligible to participate in the AFTB Program.

c. Department of Army Civilians (DACs) and other paid AFTB Program personnel (to include contractors) are eligible to participate in the AFTB Program.

d. ID card holders of other military services are eligible to participate on a space available service-funded basis.

### **1–8. Army Family Team Building Day**

The AFTB Program is a valuable asset in providing support to the Army and its families and enhancing unit combat readiness. To heighten program awareness, encourage command support, and recognize the outstanding contributions of its volunteers, the Chief of Staff, Army and Sergeant Major of the Army designated 16 December 1994 as the official “Army Family Team Building Day.” The AFTB Day Proclamation and Logo are at figure 1–3.



Legend for Figure 1-3;

The three people represent the millions of people in the Army—comprised of soldiers (Active, USAR, and ARNG), Army civilians, retirees and all their family members. These people stand in the shadow of the American flag expressing their willingness to serve the Nation. The bald eagle, symbol of the United States of America and its Army, serves as the focal point of the logo. The eagle pauses in its flight for freedom to offer all the golden key to unit/agency and family readiness: Army Family Team Building. The double bands encircling the logo depict unity of family. The scroll grasped by the eagles' claws symbolizes the themes of commitment, support, and service of the Army family. The golden wreath represents excellence in all achievements by the Army.

Figure 1-3. AFTB Proclamation and Logo

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## Chapter 2 Oversight

### Section I Responsibilities

#### 2-1. The Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management (ACSIM) will serve as the proponent of the AFTB Program.

#### 2-2. The Chief, National Guard Bureau

The Chief, National Guard Bureau (NGB) will—

- a. Provide policy, guidance, technical assistance, and consultation for the development and implementation of the National Guard Family Program within each State Area Regional Command (STARC). Please refer to NGR 600-12/ANGR 211-1.
- b. Ensure AFTB is an integral and viable part of the NGB Family Program.
- c. Determine and develop desired training for individuals responsible for the execution of family programs.

### **2-3. The Chief, Army Reserve**

The Chief, Army Reserve (CAR) will—

- a.* Provide policy, guidance, technical assistance, and consultation for the successful development, implementation, and maintenance of the USAR Family Readiness Program (AR 600-20).
- b.* Ensure AFTB is an integral and viable part of the USAR Family Readiness Program.
- c.* Determine and develop desired training for individuals responsible for the execution of family programs.

### **2-4. The Judge Advocate General**

The Judge Advocate General (TJAG) will provide advice, instruction, guidance, and assistance for legal aspects of AFTB at Headquarters, Department of the Army (HQDA) level.

### **2-5. Commander, U.S. Army Community and Family Support Center**

The Commander, U.S. Army Community and Family Support Center (USACFSC) will—

- a.* Implement and oversee the family member portion of AFTB at the direction of the CSA, Vice Chief of Staff of the Army (VCSA), and ACSIM.
- b.* Develop and review AFTB policy for the ACSIM.
- c.* Set professional standards for the operation of AFTB and the management and conduct of program volunteers.
- d.* Provide consultation and liaison with the ARNG and USAR to ensure integration of Reserve Component family issues.
- e.* Implement the ACS Accreditation Program per AR 608-1 and DA Pam 608-17. Use DA Form 7418 (Army Community Service (ACS) Accreditation Report) and DA Form 7419-R (Army Community Service (ACS) Accreditation Checklist) to accredit centers.
- f.* Coordinate and submit AFTB resource requirements through budget channels.
- g.* Ensure that local AFTB Programs are developed based on their individual community needs and mission requirements in accordance with the Morale, Welfare, and Recreation (MWR) baseline standards.
- h.* Disseminate program information through the major Army commands (MACOMs) to their subordinate military communities.
- i.* Evaluate the program by conducting a periodic needs and continuation assessment.
- j.* Fund and conduct the following DA-sponsored training:
  - (1) Master Trainer Courses.
  - (2) Senior Spouse Leadership Seminars.
  - (3) Core Volunteer Instructor Courses.
  - (4) Master Trainer Update/Professional Development Courses.
  - (5) AFTB Program Managers Course.
  - (6) Other courses developed to meet the needs of family members.
- k.* Determine MACOM allocations for DA-sponsored training.
- l.* Develop criteria for attendance to DA-sponsored training.
- m.* Prepare, process, and distribute travel orders for all individuals selected to attend DA-sponsored training.
- n.* Develop, revise, reproduce, and distribute family member training course material.
- o.* Develop new incentive items.
- p.* Encourage volunteer involvement at all levels.

### **2-6. Commanders, major Army commands**

The commanders of MACOMs are responsible for the management and operational supervision of their MACOMs and subordinate military communities' AFTB programs. Through an appointed AFTB point of contact (POC), these commanders will—

- a.* Implement AFTB policy.
- b.* Serve as a link between local AFTB Programs and HQDA.
- c.* Inform subordinate military communities of changes or revisions to the AFTB Program.
- d.* Execute the accreditation process per AR 608-1. Complete DA Forms 7418 and 7419-R. Completion of DA Forms 7418 and 7419-R is a key management control, per guidelines in AR 608-1.
- e.* Develop and issue supplemental AFTB Program guidance as required.
- f.* Assess MACOM requirements for training and develop an allocation plan to meet the needs of its subordinate communities.
- g.* Ensure each installation and subordinate military community AFTB Program manager completes and submits DA Form 7497 (Army Family Team Building (AFTB) Quarterly Report) (RCS ACSIM-10) as directed by USACFSC (CFSC-FP-T).
- h.* Monitor and evaluate AFTB Programs.

- i.* Provide ongoing support to local subordinate military communities through consultation, information, networking opportunities, and training.
- j.* Encourage volunteer involvement at all levels.

## **2-7. Installation, Garrison, State Area Regional Command, Regional Readiness Command, and Army Reserve Command Commanders**

Garrison, State Area Regional Command (STARC), Regional Readiness Command (RRC), and Army Reserve Command (ARCOM) commanders will be charged by the VCSA with overall responsibility to implement and sustain the family member portion of AFTB at the local level. These commanders will—

- a.* Appoint local AFTB Program managers, paid and volunteer.
- b.* Ensure that AFTB personnel are aware of HQDA and MACOM resources allocated to support operations and services.
- c.* Create an environment in which family members are equal partners in the local design, development, implementation, sustainment, and evaluation of the AFTB Program.
- d.* Provide administrative and logistical support for the AFTB Program such as office space, training space, office furniture, training supplies, telephone, computer, photocopy and telefax support.
- e.* Identify and support community needs and resourcing requirements to sustain an AFTB Program, such as volunteer reimbursable expenses, childcare and volunteer recognition activities.
- f.* Support the ACS accreditation process per AR 608-1 and DA Pam 608-17.
- g.* Participate in AFTB functions whenever possible, or appoint a representative to do so.
- h.* Participate on the AFTB advisory council or appoint a representative to do so. State advisory councils/teams are in place under the State Family Program Office in most states/territories. An AFTB representative should be a member of the council/team. Reserve Component commanders may incorporate AFTB into an existing advisory council at a state or regional level.
- i.* Ensure family member, soldier, civilian, and retiree access to AFTB.
- j.* Ensure AFTB is included as part of the in-processing information or classes provided for newly arriving soldiers, DA civilians, and their families.
- k.* Serve as the approving official for candidates nominated for DA-sponsored training.
- l.* Ensure that the AFTB Program is evaluated annually and that the program meets the communities' needs.
- m.* Encourage volunteer involvement at all levels.

## **2-8. Commanders at all levels**

Commanders at all levels will ensure that all soldiers and Army employees under their command (when performing the duties prescribed in this regulation) create and preserve the records required by this regulation in accordance with AR 25-400-2.

## **2-9. Local/unit/community paid AFTB Program Managers or volunteer AFTB Program Managers**

The local/unit/community paid AFTB Program Managers (PMs) or volunteer AFTB Program Managers will—

- a.* Be a DA-certified master trainer and will attend the AFTB Program Manager Course within one year of assuming the position.
  - b.* Manage and implement the installation AFTB Program as outlined in this regulation.
  - c.* Assess the community to identify local demographics, target populations, and determine needs by using a variety of methods such as surveys, customer feedback forms, training evaluations, and focus groups.
  - d.* Develop and update, on an annual basis, a five-year plan for the AFTB Program.
  - e.* Develop an AFTB action plan that outlines program goals and objectives.
  - f.* Establish and serve on an AFTB advisory council that will develop and sustain the AFTB Program (see para 2-10).
  - g.* Prepare a standing operating procedure (SOP) that outlines operating parameters of the AFTB advisory council.
  - h.* Develop and implement a marketing plan to increase community awareness of the program and increase program participation.
  - i.* Design volunteer jobs in accordance with program objectives.
  - j.* Secure logistical support.
  - k.* Provide input in the development of an annual budget and effectively use resources as allocated.
  - l.* Establish an annual training calendar and order training supplies 6 to 8 weeks in advance.
  - m.* Recruit and train volunteers to serve as master trainers, instructors, and support staff.
  - n.* Coordinate with military community support agency for supplies, training equipment, volunteer incentives, certificates, and other necessary resources to conduct successful AFTB training.
  - o.* Manage candidates for DA-sponsored training.
- (1) Establish a screening, interview, and selection process for potential candidates.

- (2) Inform nominees for DA-sponsored training of expectations and requirements (local and DA).
- (3) Ensure registration forms for DA-sponsored training are complete, accurate, legible, and submitted in accordance with established registration deadlines.
- (4) Assist candidates with necessary arrangements to facilitate their participation in DA-sponsored training.
- (5) Conduct follow-up upon completion of training and incorporate new materials, if applicable.
- (6) Develop and manage an accountability system for those volunteers who have participated in DA-sponsored training.
  - p.* Advocate on behalf of and represent the volunteers to the command.
  - q.* Conduct regular internal program reviews to ensure community needs are being met.
  - r.* Maintain effective communication with commanders and other community leaders on the progress and requirements of AFTB.
  - s.* Encourage community demographic representation of volunteers at all levels.

## **Section II**

### **Volunteer Roles and Duties**

#### **2–10. AFTB advisory council**

- a.* An AFTB advisory council should be established in accordance with AR 15–1, to serve as an advisory body for the local AFTB Program and should represent, demographically, the community population. The council should meet, at a minimum, semiannually.
  - b.* Its membership may include but not be limited to—
    - (1) Garrison, STARC, RRC, ARCOM commander or representative.
    - (2) AFTB Program Manager (paid/volunteer) family services coordinator/family program director/state family program coordinator/family readiness/program liaison officers.
    - (3) AFTB advisors.
    - (4) AFTB master trainers.
    - (5) Key AFTB volunteers.
    - (6) Key Army community personnel such as those persons who can provide accurate information concerning funding, marketing, childcare, logistics, and legal issues.
  - c.* Tasks of the AFTB advisory council may include, but are not limited to—
    - (1) Establishing goals and objectives for the local AFTB Program.
    - (2) Developing action plans to achieve the established goals.
    - (3) Developing recruitment strategies for involving volunteers.
    - (4) Developing plans for recruiting students.
    - (5) Reviewing overall AFTB operating procedures.
    - (6) Reviewing training developed for instructors based on local needs, in accordance with the minimum AFTB instructor standards.
    - (7) Establishing criteria for service on the AFTB advisory council.
    - (8) Designing a method for evaluating the AFTB Program and regularly assessing community needs.
    - (9) Reviewing and approving nominations of candidates for DA-sponsored training.
    - (10) Encouraging volunteer involvement at all levels.
  - d.* An AFTB advisory council that is supportive and responsive to the needs of the volunteers and the program contributes significantly to the success of AFTB.

#### **2–11. Key volunteer personnel**

- a.* Volunteers are critical to the design, implementation, management, evaluation, and success of the AFTB Program. AFTB volunteers will perform the responsibilities listed in table 2–1. The responsibilities of the AFTB Volunteer Program Manager are outlined in paragraph 2–9.

**Table 2-1  
Volunteer Roles and Duties**

Roles	Duties
Core Volunteer Instructor	<ul style="list-style-type: none"> <li>• Be a DA-certified master trainer</li> <li>• Have completed at least two years as a master trainer</li> <li>• Attend the Core Volunteer Instructor Course</li> <li>• Be certified by DA upon completion of Core Volunteer Instructor Course</li> <li>• Commit to 2 years as a core volunteer instructor</li> <li>• Agree to teach at two (2) DA-sponsored trainings per year</li> <li>• Protect the integrity of AFTB material</li> <li>• Agree to serve on curriculum development teams and/or AFTB process action teams, as needed</li> <li>• Represent AFTB in a positive manner</li> </ul>
Master Trainer	<ul style="list-style-type: none"> <li>• Be certified by DA as a master trainer</li> <li>• Commit to work with AFTB for one year upon certification</li> <li>• Share materials, information, expertise and experience</li> <li>• Assist in conducting local instructor training</li> <li>• Teach levels I, II, and III, as needed</li> <li>• Protect the integrity of AFTB materials at all times</li> <li>• Serve as an AFTB spokesperson, as needed</li> <li>• Serve as a member of the local AFTB advisory council, as needed</li> <li>• Represent AFTB in a positive manner</li> </ul>
Instructor	<ul style="list-style-type: none"> <li>• Complete the local instructor training program</li> <li>• Teach levels I, II and III</li> <li>• Participate on the AFTB advisory council, as needed</li> <li>• Share expertise and experience</li> <li>• Represent AFTB in a positive manner</li> </ul>
Additional Support Personnel	<ul style="list-style-type: none"> <li>• Serve as office manager and office assistant</li> <li>• Serve as instructor supervisor</li> <li>• Serve as records manager</li> <li>• Serve as marketing director</li> <li>• Serve as funds manager</li> <li>• Serve as newsletter chairperson</li> <li>• Serve as facilities coordinator</li> <li>• Serve as inventory manager</li> <li>• Serve as child care coordinator</li> <li>• Serve as advisor</li> </ul>

- b.* The amount and type of volunteer support required must be based on the locally established goals and objectives.
- c.* Volunteers must be representative of the demographics of the military community served.
- d.* The volunteer support staff is the backbone of the AFTB Program. Proper placement, evaluation, and recognition are required to ensure that their needs and the needs of the AFTB Program are being met.
- e.* Sample AFTB job descriptions will be tailored to meet individual community needs.

**Section III  
Assessment and compliance**

**2-12. General**

A copy of this regulation and the references listed in appendix A will be on file and readily available to employees, volunteer representatives, command representatives, soldiers and their families.

**2-13. Annual review and strategic planning**

See paras 2-12 and 2-13 of AR 608-1 for annual review and strategic planning.

**Section IV  
Recordkeeping Requirements**

**2-14. General**

This regulation requires the creation of records to document and support the business process of the Army. Any records

created under the purview of this regulation, regardless of content or format, will be created and maintained in accordance with file titles, descriptions, and dispositions contained in AR 25-400-2.

## **2-15. Complying with Federal Law**

All soldiers and Army employees, when performing the duties specified in this AR must comply with the Section 3101, Title 44, United States Code, which requires essential evidence of operations be preserved. The functional proponent, along with the records management program analysts from both the Army and the National Archives, identify which information qualifies as essential evidence of operations and how long it must be saved. The criteria or definition of the types of information that must be saved is provided below. Detailed information is found in AR 25-400-2. If you discover or create information that fits the criteria to be saved, but is not included in AR 25-400-2, save the information and notify your command's records manager.

## **2-16. Important information to be saved**

The following information is important record material and must be submitted to the records management program for long term preservation, regardless of whether it is in hard copy or electronic format. (See your command's records manager or AR 25-400-2 for detailed information on how to transfer important records).

*a.* All information specifying policy, procedures, and instructions on how to carry out the policy of the AFTB Program.

*b.* All program records accumulated that pertain to the AFTB Program. All other information needed to perform the mission and functions of this program must be retained only for as long as the creating office needs it, does not need to be transferred to records management for long term storage, and should be destroyed within 6 years. Certain information may need to be retained until a specific event occurs (like the expiration of a contract) and this may take longer than 6 years to happen, but the information should stay in the creating office area for the duration of that time period.

## **Chapter 3 Elements of the AFTB Program**

### **3-1. Program description**

The AFTB Program is a standardized, structured, global education program that encompasses all of the Army family: Active, ARNG, USAR, DA civilians, retirees and family members of each group. It uses a "train-the-trainer" approach to deliver training.

### **3-2. Principles of the training**

- a.* An individual's knowledge strengthens self-confidence, builds self-reliance, self-sufficiency, and independence.
- b.* An informed family allows the soldier and command to concentrate on the mission.
- c.* A confident and secure family is better prepared to cope with the many challenges of military life.
- d.* Command support is essential for the success of AFTB and is in the best interest of the command team.

### **3-3. Goal of the program**

The goal of the AFTB Program is to assist family members of the Army—

- a.* Transition into the unique Army lifestyle when they are new to the Army.
- b.* Develop a better understanding of the military environment and way of life and how it impacts the family and soldier.
- c.* Develop realistic expectations of the Army as an institution.
- d.* Access and utilize available community resources.
- e.* Develop leadership and life-coping skills.
- f.* Prepare for participation and assumption of leadership roles in their soldiers' unit and their community.
- g.* Become self-reliant and self-sufficient families.

### **3-4. Elements of the AFTB training program are levels I, II, III, Master Trainer, Core Instructor Training, Senior Spouse Leadership Seminars, and Master Trainer Professional Development and Program Manager course**

*a. Level I, II, and III curriculum.* The level I, II, and III curriculum consists of more than 40 modules (lessons) and is divided into three levels of standardized, progressive, and sequential instruction as follows:

- (1) Level I—Introduction—training to meet the needs of family members new to the Army.
- (2) Level II—Intermediate—training for family members with several years of experience as family members with goals to become more involved in unit and community programs.

(3) Level III–Advanced—training for family members who have more experience with the Army, having goals of improving their leadership skills, both personally and professionally, and willing to share life experiences with more junior family members.

(4) Enrollment in level I, II, and III is voluntary. Students can enroll in the training at any level based on their individual needs and interests. The skills taught in AFTB are not limited to the Army environment, but have practical and beneficial application to all areas of life and interaction with people.

(5) Levels I, II, and III do not equate to military rank, position, or age of family member, but rather to the years of experience and knowledge one has as an Army family member.

(6) A brief description of each of the level I, II, and III modules is located on the AFTB Web Site at [www.aftb.org](http://www.aftb.org).

*b. Local AFTB instructor training.*

(1) Instructors are those volunteers who teach levels I, II, and III.

(2) In accordance with the local annual needs assessment, instructor training takes place on an “as needed basis” at the military community and is the responsibility of the AFTB Program Managers, in concert with program master trainers.

(3) An instructor course of at least 12 hours of instruction as outlined in the DA Minimum Standards for Instructor Training, is recommended to ensure a measure of success for instructors. See table 3–1 below.

**Table 3–1  
DA Minimum Standards for Instructor Training**

Time	Course	Concepts/Master Trainer References	
30 min.	Welcome/Icebreaker/Administrative Details		
30 min.	AFTB Overview: CFSC and Local	4.01 4.11	Overview Pillar of Support
45 min.	Learning Styles	4.03	Types of Learners Experiential Learning Process/Content
15 min.	Presentation Assignment	4.06	Presentation Guidance Feedback Process
90 min.	Planning Process I	4.07	6 Elements Organizational Outline
60 min.	Platform Skills	4.08	Trainer, Facilitator, Public Speaker, Combating Nervousness Audience Analysis
30 min.*	Speaking on Your Feet	4.08*	1 minute per student and processing
60 min.	Methods of Instruction	4.08	Lecture/Lecture with Questions Activities Energy Levels
30 min.	Instructional Aids	4.10	Reason to Use Appropriate Aids Examples of Common Aids
90 min.*	Planning Process II	4.07*	Personalization (45–60 min) Exploring Levels I, II, III (30–45 min.)
*	Individual Presentation	*	Per student: 15–20 min. of actual presentation; 5–7 min. feedback
60 min.	Classroom Management	4.04 4.05 4.15	Active Listening, Feedback Group Development, Stages Checklist, Seating, Distracters
30 min.	Wrap-Up/Local Program Logistics/ Course Evaluations		(e.g., Where to get materials; how teaching assignments will be made; local planning calendar; student sign-up)

Notes:

\* Time varies.

*c. AFTB Master Trainer Course.*

(1) The master trainer curriculum provides standardized training for volunteers and paid staff who are expected to assume leadership and support roles in developing and/or maintaining a local AFTB Program, train instructors who will teach levels I, II, and III, and recruit family member volunteers to become involved in the program. The course has a comprehensive instructor and AFTB Program administrative curriculum that is reviewed annually using feedback from

core instructors and students. The course is taught by HQDA trainers at regional locations in the continental United States (CONUS) and outside the continental United States (OCONUS).

(2) The AFTB Master Trainer Course is funded with appropriated funds by USACFSC in accordance with the Joint Federal Travel Regulation (JFTR)/Joint Travel Regulation (JTR). This includes but is not limited to facilities, equipment, supplies, and the cost of travel expenses, lodging, per diem, and training materials for its participants and volunteer instructors.

(3) Attendance is open to eligible Army family members, soldiers, retirees, DA civilians, nonappropriated fund (NAF) employees, and AFTB contract program support personnel. Family members have priority over all other groups.

(4) Eligible individuals must be nominated to attend the master training course by the local AFTB Program Manager and endorsed by the garrison commander. Eligible individuals from the ARNG and USAR must be nominated through the state family program coordinator/RRC family program coordinator and endorsed by the STARC/RRC commander. The nominations are forwarded to the MACOM for final approval. The MACOM POC will forward to Community Family Support Center (CFSC) only those nominations accepted for training. All nominations must be on either DA Form 7495, Army Family Team Building (AFTB) Registration for Department of Army-Funded Training, or DA Form 7496, Army Family Team Building (AFTB) Registration for Department of Army-Funded Training for Contract Personnel. Both registration forms are online forms, and must be completed in their entirety.

(5) Criteria for individuals to attend the master trainer course is established locally but should include (at a minimum) that the individual has—

(a) Completed level I; preferably completed levels II and III.

(b) Completed local instructor training.

(c) Taught at least five different modules from levels I, II, and III.

(d) Demonstrated outstanding platform skills.

(e) Worked in the local program for at least 6 months.

(6) The PMs must have attended or be scheduled to attend the master trainer course within 1 year of assumption of duties.

(7) Paid AFTB Program support personnel may attend master training on a space available basis, to enhance their ability to better support the program though they do not meet the minimum criteria outlined in this regulation.

(8) Individuals can only attend one master trainer course at DA expense.

(9) Upon completion of master training, the volunteer is committed to work in the local program for one year. Responsibilities of a master trainer are outlined in table 2-1.

(10) A description of the master trainer course curriculum is located on the AFTB Web site at [www.aftb.org](http://www.aftb.org).  
*d. AFTB master trainer professional development.*

(1) As the master trainer course is designed to meet the changing needs of the Army, the program volunteers and staff that support the local AFTB Programs, the AFTB master trainer professional development is conducted biannually and offers professional and personal development for the attendees.

(2) The use of APF is the same as indicated in paragraph 3-4c(2).

(3) Eligible master trainers must have fulfilled their initial commitment of 1 year of service to the AFTB Program. They must also have an active recertification based on completing an average of 5 hours of dedicated service per week with the AFTB Program.

(4) The registration process is the same as indicated in paragraph 3-4c(4).

*e. AFTB Senior Spouse Leadership Seminar (SSLS).*

(1) The Senior Spouse Leadership Seminar is offered annually to spouses of soldiers attending the U.S. Army War College and the Sergeants Major Academy and is written specifically to target the needs of senior spouses.

(2) The SSLS is centrally funded with APF by CFSC. The use of APF is the same as indicated in paragraph 3-4c(2).

(3) Allocations for attendance are established by CFSC for the U.S. Army Civil Affairs and Psychological Operations Command (Airborne) Reserve Component, the Army National Guard, and Army Reserve for spouses of soldiers of equivalent grade/responsibility.

(4) The nomination/registration process is the same as indicated in paragraph 3-4c(4).

*f. AFTB Core Volunteer Instructor Course.*

(1) The Core Volunteer Instructor Course, offered biennially, provides a training opportunity for professional growth and development for those family member volunteers who serve as core volunteer instructors. The training is developed by CFSC in cooperation with the core volunteers to enhance training challenges and introduce new skills.

(2) The use of APF is the same as indicated in paragraph 3-4c(2).

(3) The minimum criteria for volunteers to attend the core volunteer instructor course is as follows:

(a) Completed the DA-Master Trainer Course.

(b) Fulfilled their 1 year commitment to their local community as a master trainer at time of application.

(c) Must have at least 6 months of experience as an AFTB instructor.

- (d) Must demonstrate outstanding platform and facilitation skills.
- (e) Must be thoroughly familiar with the AFTB Program.
- (f) Must be an active master trainer within 6 months of the start of the Core Volunteer Instructor Course.
- (4) Family members of active and reserve component soldiers, retirees, DA civilians, and other AFTB paid support staff are eligible to attend.
- (5) Family member volunteers have priority over all others eligible to attend the core volunteer instructor course.
- (6) The nomination/registration process is the same as indicated in paragraph 3-1c(4).
- (7) Upon completion of the core volunteer instructor course, volunteers must make an additional commitment to serve the Department of Army in that capacity for 2 years.
- g. The Program Manager Course.*
  - (1) The program manager course is designed to provide (but is not limited to) instruction on the day-to-day management of the local AFTB Programs. The course will provide specific training for program managers in the areas of budgeting, internal controls, recordkeeping, volunteer management, team building, and managing the training environment. It will be offered on an annual basis.
  - (2) The use of APFs are the same as outlined in paragraph 3-4c(2).
  - (3) The course is available to program managers who have not previously taken this DA-sponsored course.
  - (4) The nomination/registration process is the same as indicated in paragraph 3-4c(4).

### **3-5. The AFTB NetTrainer System**

The AFTB NetTrainer System serves as a vital link between our mobile, greatly diverse Army, our families and CFSC. The AFTB NetTrainer will provide—

- a.* A comprehensive overview of AFTB and will encourage interested family members to attend training at their local level.
- b.* An integrated web-based application to record, manage, and report training for all levels (HQDA AFTB, MACOMs, core volunteer instructors, master trainers, senior spouses, instructors, and local program managers).
- c.* An online quarterly management reporting system to allow local AFTB offices/state family program coordinators/family program directors (or representatives) to submit data to their MACOMs. MACOMs must compile (roll up) the data and submit it to HQDA AFTB in accordance with established suspenses.
- d.* An online level training component for family members who do not have access to, nor wish to participate in community based classroom instruction.
- e.* A voluntary tracking system for AFTB master trainers, core instructors, local volunteers, and local students.
- f.* An online registration system for DA-sponsored AFTB training.
- g.* An online ordering system for levels I, II, III, and other supplemental training materials.

## **Chapter 4 Management**

### **Section I Funding**

#### **4-1. Appropriated funds**

- a.* The AFTB Program will be established and operated as an APF activity. It will be administered according to the Army and DOD financial management regulations, including the DFAS-IN Manual 37-100 series.
- b.* The APF resource requirements for AFTB will be considered with all other requirements in installation and MACOM annual program analysis and resource review submissions.
- c.* MACOM and installation AFTB staff personnel will participate in budget planning. They will help to determine funding and staffing required to operate the center.
- d.* The APFs will be used to purchase supplies and equipment to adequately support the AFTB Program.
- e.* The APFs will be used for automatic data processing (ADP) support for the AFTB Program. All purchases and systems development must be coordinated with the installation automation management office and the property book office.
- f.* APFs are not authorized for volunteer awards other than official certificates of recognition, per AR 608-1.
- g.* USACFSC AFTB funds are used for—
  - (1) DA-sponsored training.
  - (a) Master Trainer Courses.
  - (b) Senior Spouse Leadership Seminars.
  - (c) Core Volunteer Instructor Courses.

- (d) Master Trainer Update and Professional Development Courses.
- (e) AFTB Program Managers Course.
- (2) Development, reproduction, and distribution of the levels I, II, and III family member and other supplemental training material and marketing items.
- (3) Programming initiatives, such as foreign language translations of training material, Web Page, NetTrainer, etc.
- (4) Development of incentive items.
- (5) Programming assessment and evaluation.

#### **4-2. Nonappropriated funds**

Nonappropriated funds (NAFs) will be authorized within the ACS Supplemental Mission Account of the Installation Morale, Welfare, and Recreation Fund (IMWRF) in accordance with AR 215-1.

#### **4-3. Volunteer incidental expense reimbursement**

- a. Per AR 215-1, both APFs and NAFs are authorized, if available, for reimbursement of incidental expenses incurred by volunteers. (See AR 608-1, for further guidance.)
- b. For the ARNG, the NAF guidance to reimburse volunteers is also provided in a memorandum dated 6 December 1994, subject: All states log number P95-0029, Nonappropriated Fund Reimbursement Program in support of volunteers of family state family programs.

#### **4-4. Commercial sponsorship**

- a. The DOD has approved use of commercial sponsorship for the AFTB Program. Policy and procedures contained in AR 215-1 apply to AFTB.
- b. Commercial sponsorship initiatives must be handled by the installation, STARC, or RRC designated commercial sponsorship representative.
- c. The NAFs generated by commercial sponsorship may be used for recognition ceremonies, to reimburse AFTB volunteer expenses and to purchase promotional items, mementos, and non-monetary awards under the provisions of AR 215-1.

#### **4-5. Gifts and donations**

- a. In accordance with AR 215-1, gifts and donations may be accepted by the AFTB Program when voluntarily offered by private individuals or groups and a determination is made that—
  - (1) The AFTB Program needs the proposed gift.
  - (2) Whether or not there is a cost to the AFTB Program in acceptance.
  - (3) Whether any conditions imposed by the donor can be met.
- b. Gifts or donations may not be solicited; however, the AFTB Program manager may identify needs in response to inquiries from prospective donors.

## **Section II**

### **Program Personnel**

#### **4-6. Army Family Team Building staff**

- a. The AFTB staff, as discussed in this regulation, refers to military, APF, DA civilian, contractor and volunteer personnel.
- b. Staff size will depend on the local goals and objectives to be met and degree of support provided by the military community commander. At a minimum, installations will designate one APF funded civilian/contractor as the AFTB Program manager.

#### **4-7. Program alignment**

- a. For active Army installations, see AR 608-1.
- b. For the ARNG, AFTB is the responsibility of the state family program coordinator.
- c. For the USAR, AFTB is the responsibility of the RRC/ARCOM Program Director.
- d. For the United States Army Recruiting Command (USAREC), AFTB falls under the family services coordinator.
- e. For the U.S. Army Special Operations Command, AFTB falls under the family services coordinator.

#### **4-8. Paid staff**

- a. Any APF paid staff (DA civilian or contractor) will be funded by OMA funds.
- b. Position descriptions and/or contracts will be current and accurate for any paid staff supporting AFTB.

#### **4-9. Volunteer staff**

See AR 608-1, chapter 5, and chapter 5 of this regulation for more detailed information and guidance on volunteer management.

### **Section III Training**

#### **4-10. Army Family Team Building training**

*a.* AFTB paid and volunteer staff will be provided on-the-job training, in service training, and the opportunity to attend appropriate military and civilian professional conferences.

*b.* All AFTB paid staff (to include contractors) volunteer program managers will attend the DA-sponsored AFTB Master Trainer Course within 1 year of assumption of duties, and the AFTB Program Managers Course, unless the courses were previously taken. The same is recommended for volunteer instructor-training supervisors.

#### **4-11. Additional training**

All paid and volunteer staff should receive training in the following areas:

- a.* The AFTB orientation to include the AFTB overview.
- b.* Local administrative procedures.
- c.* Standards of conduct/ethics.
- d.* Standing operating procedures that are relevant to their positions.
- e.* Job performance and quality standards.
- f.* Sexual harassment.
- g.* Equal employment opportunity.

### **Section IV Physical Property**

#### **4-12. Property control**

*a.* Authorized Army procedures will be in place to control inventory of physical property such as furnishings, copy machines, fax machines, audiovisual equipment, typewriters, telephone system, training materials, and other equipment. Appropriated fund (APF) property will be inventoried in accordance with AR 735-5 and inventoried in accordance with AR 215-1 for NAF property.

*b.* For the ARNG, physical property is available through the State Family Program Office and will be tracked through that office.

#### **4-13. Logistical requirements**

*a.* The AFTB, as a commander's program, will have office and classroom space, supplies, equipment, funding, and other required logistic support provided by the agency designated by the commander to provide management oversight for the program.

*b.* The AFTB facility will have the following physical property onsite (or immediate and full access) to support services and administrative processes: sufficient telephone lines for incoming and outgoing calls, fax machine, copy machine, sufficient computers, letter quality printers, and modems to support services, overhead projector, screen, locking file cabinets for Privacy Act materials and filing cabinets for administrative materials, answering machine, audio tape recorder and tapes, calculator, and typewriter.

*c.* The AFTB facility (office and classrooms) will be accessible to clients with disabilities per the Architectural Barriers Act, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

*d.* The AFTB facility will meet occupational health and safety standards (AR 385-10) and fire protection standards (AR 420-90). It will include adequate work areas for any paid staff and volunteers and a private area for confidential interviewing. (See architectural and engineering instructions, design criteria for space allocations).

*e.* Hours of operation of the office/facility will be flexible enough to accommodate families. Hours of operation will be posted and adhered to.

*f.* The AFTB office/facility will be easily identified.

(1) The AFTB logo will be permanently displayed outside of the office/facility so that it will be easily recognizable to individuals who wish to participate in the program.

(2) Identification signs, in accordance with local engineer standards, should be prominently displayed on main roads on the installation to help newly assigned soldiers, civilian employees, and their families locate the office/facility.

*g.* Due to unavoidable constraints, the Army Reserve and National Guard may not be able to provide an AFTB facility; however, all attempts should be made to meet as many of the above listed requirements as possible.

## **Section V Marketing**

### **4-14. User awareness**

AFTB will inform the military community about its program to increase user awareness. Information will be widely disseminated on how persons can participate.

### **4-15. Marketing Plan**

A marketing plan will be developed by the paid AFTB Program Manager, contracted AFTB Program Services Coordinator or the Volunteer Program Manager that incorporates strategic planning goals, needs assessment data and covers locally established goals of the program.

## **Chapter 5 Volunteer Leadership and Management**

### **5-1. Guidelines**

This chapter provides guidelines on AFTB recordkeeping and transfer of volunteer records and services. Additional information on volunteer management can be found in AR 608-1 (chapter 5, appendix C, and appendix H).

### **5-2. Recordkeeping**

- a.* For guidance on recordkeeping see AR 608-1, paragraph 5-9.
- b.* DA Form 7494, Army Family Team Building (AFTB) Student Management Record, will be used to track the number of students who have attended classes/completed levels I, II, or III.
- c.* DA Form 7493, Army Family Team Building (AFTB) Volunteer Daily Time Log, will be used daily to record the activities of AFTB volunteers.

### **5-3. Transfer of volunteer records and services**

- a.* Transfer of records will be in accordance with AR 608-1.
- b.* If the volunteer is a DA certified AFTB core volunteer instructor, AFTB master trainer, or a locally trained AFTB instructor, they will be required to demonstrate their instructor skills by delivering a lesson to the program manager (or panel of advisors) prior to entering the classroom. These volunteers will not be required to retrain as local instructors unless student comments on their end-of-course evaluations indicate a need for refresher training.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 15-1**

Boards, Commissions, and Committees – Committee Management. (Cited in para 2-10.)

#### **AR 215-1**

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in paras 4-2, 4-3a, 4-4a, 4-4c, 4-5a, and 4-12a.)

#### **AR 385-10**

The Army Safety Program. (Cited in para 4-13.)

#### **AR 420-90**

Fire and Emergency Services. (Cited in para 4-13.)

#### **AR 600-20**

Army Command Policy. (Cited in paras 1-1b and 2-3a.)

#### **AR 608-1**

Army Community Service Center. (Cited in paras 2-5, 2-6, 2-7, 2-12, 4-1f, 4-3a, 4-7, 4-9, 5-1, 5-2, and 5-3.)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMIS). (Cited in paras 2-8 and 2-13.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### **DA Pam 608-47**

A Guide to Establishing Family Support Groups

#### **DFAS-IN Manual 37-100**

Financial management series ([www.asafm.army.mil](http://www.asafm.army.mil))

#### **DOD 5500.7R**

Joint Ethics (JER) ([www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives))

#### **DODD 1342.17**

Family Policy ([www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives))

#### **DODD 1400-33**

Employment and Volunteer Work of Spouses of Military Personnel ([www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives))

#### **DODI 1015.10**

Program for Morale, Welfare, and Recreation (MWR), Enclosure 9 contains Commercial Sponsorship Policy ([www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives))

#### **10 USC 1588**

Authority to Accept Certain Voluntary Services ([www.uscode.house.gov](http://www.uscode.house.gov))

#### **29 USC 2801**

The Rehabilitation Act of 1973 ([www4.law.cornell.edu](http://www4.law.cornell.edu))

### **Section III**

#### **Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the Army Publishing Directorate Web site [www.usapa.army.mil](http://www.usapa.army.mil).

#### **DA Form 7493**

Army Family Team Building (AFTB) Volunteer Daily Time Log (Prescribed in para 5–2.)

#### **DA Form 7494**

Army Family Team Building (AFTB) Student Management Record (Prescribed in para 5–2.)

#### **DA Form 7495**

Army Family Team Building (AFTB) Registration for Department of Army-Funded Training (Prescribed in para 3–4.)

#### **DA Form 7496**

Army Family Team Building (AFTB) Registration for Department of Army-Funded Training for Contract Personnel (Prescribed in para 3–4.)

#### **DA Form 7497**

Army Family Team Building (AFTB) Quarterly Report (RCS ACSIM-10) (Prescribed in para 2–6.) DA Form 7497 is available on the AFTB Web site at <http://www.aftb.org>.

### **Section IV**

#### **Referenced Forms**

#### **DA Form 7418**

Army Community Service (ACS) Accreditation Report

#### **DA Form 7419–R**

Army Community Service (ACS) Accreditation Checklist

### **Appendix B**

#### **Management Control Evaluation Process**

##### **B–1. Function**

The function covered by this evaluation process is the Army Family Team Building Program.

##### **B–2. Key management controls**

- a.* Annual review.
- b.* Completion of DA Form 7419–R outlined in paragraph 2–12 of AR 608–1.

##### **B–3. Management control evaluation process**

See para 2–12 of AR 608–1 for a description of the management control evaluation.

## **Glossary**

### **Section I Abbreviations**

**ACS**

Army Community Service

**ACSIM**

Assistant Chief of Staff for Installation Management

**AFAP**

Army Family Action Plan

**ADP**

automatic data processing

**AFTB**

Army Family Team Building

**APF**

appropriated funds

**ARCOM**

Army Reserve Command

**ARNG**

Army National Guard

**BOSS**

Better Opportunities for Single Soldiers

**CAR**

Chief, Army Reserve

**CONUS**

continental United States

**CSA**

Chief of Staff, U.S. Army

**DAC**

Department of the Army civilians

**DOD**

Department of Defense

**FRG**

family readiness in units

**HQDA**

Headquarters, Department of the Army

**IMWRF**

Installation morale, welfare, and recreation fund

**JFTR**

joint federal travel regulation

**JTR**

joint travel regulation

**MACOM**

major Army command

**MWR**

morale, welfare, and recreation

**NAF**

nonappropriated fund

**NGB**

National Guard Bureau

**OCONUS**

major Army command

**OMA**

Operation and Maintenance Army

**PM**

program manager

**POC**

point of contact

**RRC**

Regional Readiness Command

**SMA**

Sergeant Major of the Army

**SOP**

standing operating procedure

**SSLS**

Senior Spouse Leadership Seminar

**STARC**

State area regional command

**TJAG**

The Judge Advocate General

**USACFSC**

U.S. Army Community and Family Support Center

**USAR**

U.S. Army Reserve

**USAREC****VCSA**

Vice Chief of Staff of the Army

**Section II****Terms**

This section contains no entries.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.

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