

# ARMY FAMILY TEAM BUILDING PROGRAM

The AFTB Program is mandated in CSA /SMA Memorandum, dated 16 December 1994 and AR 608-XXXX (AFTB Program)

## 10000.1 An AFTB program manager has been designated to manage the AFTB program. CAT 1 (Federal Managers' Financial Integrity Act of 1982)

- \*Review job description or statement of work.
- Interview program manager.
- Program manager has attended, or is scheduled to attend, the AFTB program manager's course within one year.
- Program manager is a Master Trainer or is scheduled to attend a Master Trainer course within one year

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## 10000.2 AFTB has a designated volunteer serving as the volunteer AFTB program manager. CAT 1 (DODD 1342.17 and DODI 1342.22)

- \*Review volunteer job description (includes detailed AFTB program manager responsibilities). (1 point)
- Interview volunteer program manager. (2 points)
- Verify volunteer program manager has attended the AFTB program manager course or is scheduled to attend within one year. (1 point)
- Volunteer program manager is a Master Trainer or is scheduled to attend a Master Trainer course within one year. (1 point)

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## 10000.3 AFTB has adequate resources to manage the program. CAT 1 (Federal Managers' Financial Integrity Act of 1982)

- Interview program manager to confirm there is sufficient access to:
  - o Equipment to include, but not limited to, telephone lines with DSN access, computer/internet, fax machine, copier and audiovisual equipment.
  - o Program manager workspace, AFTB classroom, storage space for training materials, office supplies.
- Conduct random inspection of office space and classrooms for compliance with AR 608-XXXX (AFTB Program).
- Inspect storage location or warehouse.

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**NOTE: Pre-site materials are annotated with an asterisk.**



**10000.6 The AFTB Program has a volunteer support staff and volunteer updated record keeping system. CAT 1 (DODI 1100.21)**

- An accurate and current roster of active volunteers.
- Review randomly selected volunteer files and ensure they are maintained in a secure area:
  - o DA Form 4162.
  - o DD Form 2793.
  - o Volunteer job descriptions listing current functions/responsibilities, supervisor, term limit and evaluation criteria.
  - o DA Form 4713 for past six months.
- Random interviews with selected AFTB volunteers.

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**10000.7 An AFTB Advisory Council has been established to provide oversight of local program (as described in the AFTB Program Manager Handbook and AR 608-XXXX (AFTB Program). CAT 2 (5 points)**

- \*Review the AFTB Advisory Council SOP that includes AFTB. (2 points)
- Review the AFTB Advisory Council meeting minutes for the past six months. (2 points)
- Review roster of AFTB Advisory Council and validate accuracy with random interviews of selected members. (1 point)

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**10000.8 AFTB has a functioning Volunteer Training Program. CAT 1 (DODI 1100.21)**

- \*Review written SOP for volunteer management focusing on goals and objectives.
- Review ongoing volunteer orientation training agendas, lesson plans and attendance rosters for the past six months.
- Review written plan for on-going professional development for volunteers.
- Review written volunteer recognition plan.

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**10000.9 The DA Form CCCC (AFTB Quarterly Management Report) is prepared quarterly by the AFTB program manager and forwarded through MACOM to HQDA (CFSC-FP-T) (AFTB) IAW HQDA established timeline. CAT 1 (Federal Managers' Financial Integrity Act of 1982)**

- Review of latest DA Form CCCC (AFTB Quarterly Management Report) indicates date completed/submitted with validation from MACOM).

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**10000.13 AFTB has implemented a marketing and command information plan. CAT 2 (5 points)**

- \*Review annual needs assessment and analysis conducted within the past three years. (2 points)
- \*Review “written” marketing plan. (1 point)
- Review marketing materials and newspaper articles, flyers, announcements, posters and other publications. (1 point)
- Review installation command information paper and verify that it has been updated within the past six months. (1 point)

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