

USAREC AFTB Program Manager's Handbook



The Handbook is intended to be a one-source reference for Soldier and Family Assistance Program Managers. Additional information may be obtained from the HQ USAREC AFTB Program Manager.

1-800-223-2725 ext 6-1080

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**UNITED STATES ARMY RECRUITING COMMAND (USAREC)
ARMY FAMILY TEAM BUILDING (AFTB) PROGRAM**

PROGRAM PURPOSE

The United States Army Recruiting Command AFTB Program is designed to enhance personal and family preparedness for all personnel assigned to USAREC, thereby significantly enhancing the over all readiness of the Recruiting Force.

MISSION STATEMENT

To educate and train the spouses of America’s Recruiting Force in a wide variety of knowledge, skills, and behaviors designed to enhance their self-reliance and preparedness to meet the challenges of the Recruiting Command.

AUTHORITY

No major legislative directives exist specifically for the AFTB program.

The AFTB program policy letter signed by Chief of Staff, Army Sullivan and Sergeant Major of the Army Kidd, 16 December 1994, announced Army Family Team Building as an “official Army program.”
(COPY TAB A)

The AFTB program fully endorsed by CSA Reimer in memorandum dated 17 April 1996 as the primary program to provide our Army with the information, knowledge, and skills to gain self-reliance.....
(COPY TAB B)

In June 1997, an AFTB Program Manager’s position was established at Headquarters USAREC for the purpose of developing and implementing the program USAREC-wide.

AUTHORITY

Section 1588, 10 USC, 1983, 1987, 1991, 1994

Grants authority for military department secretaries to accept voluntary services in family support programs operated by the department. Also provides for compensation for work-related injuries, coverage under tort claims and reimbursement of volunteer incidental expenses.

DoDD 1342.17 Family Policy

Requires service secretaries to ensure comprehensive family support systems are developed based on installation-specific needs and mission requirements. Defines volunteer management in support of family support programs for DoD military personnel in active, National Guard, Reserve and retired military status, as well as civilian personnel and DoD families.

DoDD 1400.33, Employment and Volunteer Work of Spouses of Military Personnel

States no DoDD official shall, directly or indirectly, impede or otherwise interfere with the right of a spouse of a military member to pursue and hold a job, attend school or perform volunteer services on or off a military installation.

AR 215-2, Morale, Welfare, and Recreation

Authorizes use of non-appropriated funds (NAF) to cover volunteer incidental expenses such as training, travel, childcare and awards along with acceptance of gratuitous service in MWR activities.

USAREC NAF 2002 Instructions

Authorizes use of non-appropriated funds (NAF) for purchase of AFTB incentive items.

PROGRAM DESCRIPTION

The Army Family Team Building program uses the train-the-trainer approach to deliver local training. The Department of the Army (DA) Community and Family Support Center (CFSC) trains volunteers to become Master Trainers. The Master Trainers receive extensive Instructor and AFTB program administrative training, and in turn, return to their local recruiting battalions and train company volunteer instructors. Once trained, these company/station volunteers conduct AFTB Levels I, II, and III classes for recruiting family members, recruiters, and DEPs.

Level I is the heart of the AFTB program and is designed primary for family members new to the military. It provides basic “survival skills” and knowledge that can assist them in adapting to the military environment. A USAREC specific Level I Correspondence Course is available for family members new to the Recruiting Command and may be obtained from HQ USAREC AFTB Program Manager.

Level II is designed for military family members, individuals who are interested in gaining life skills, and emerging community leaders. These courses enable participants to enhance their relationships, develop leadership skills, deal with crisis and conflict, adapt to change, and improve communication. In this level, time is spent on explaining the importance of establishing and maintaining a family readiness group.

Level III develops leadership abilities and enhances participant’s current skills. These classes are offered to “more experienced” family members, community volunteers, and leaders. The focus is on developing presentations and workshops, advance problem-solving strategies, and advanced leadership training.

It is important to remember that when or where family members enter into the training is based on their experience or choice of enrollment, not rank or grad of their sponsors. Modules have been designed to be progressive which means that some Level I modules are expanded upon in Level II, and some in Level II are discussed in more detail in Level III. However, the skills taught are not limited to the military environment because much of what is addressed in AFTB can benefit other areas in life.

USAREC PROGRAM MANAGEMENT

The Soldier and Family Assistance (SFA) Program Manager has responsibility for AFTB program management at brigade/battalion level. The Brigade SFA is required to submit quarterly reports to HQ USAREC AFTB Program Manager not later than 20 January, 20 April, 20 July, and 20 October each year. The HQ USAREC Program Manager is required to submit reports to HQ Department of the Army quarterly.

USAREC AFTB Program Managers should attend a DA sponsored AFTB program management course. The HQ AFTB Program Manager will coordinate program management training for brigade and battalion SFAs.

USAREC GOAL

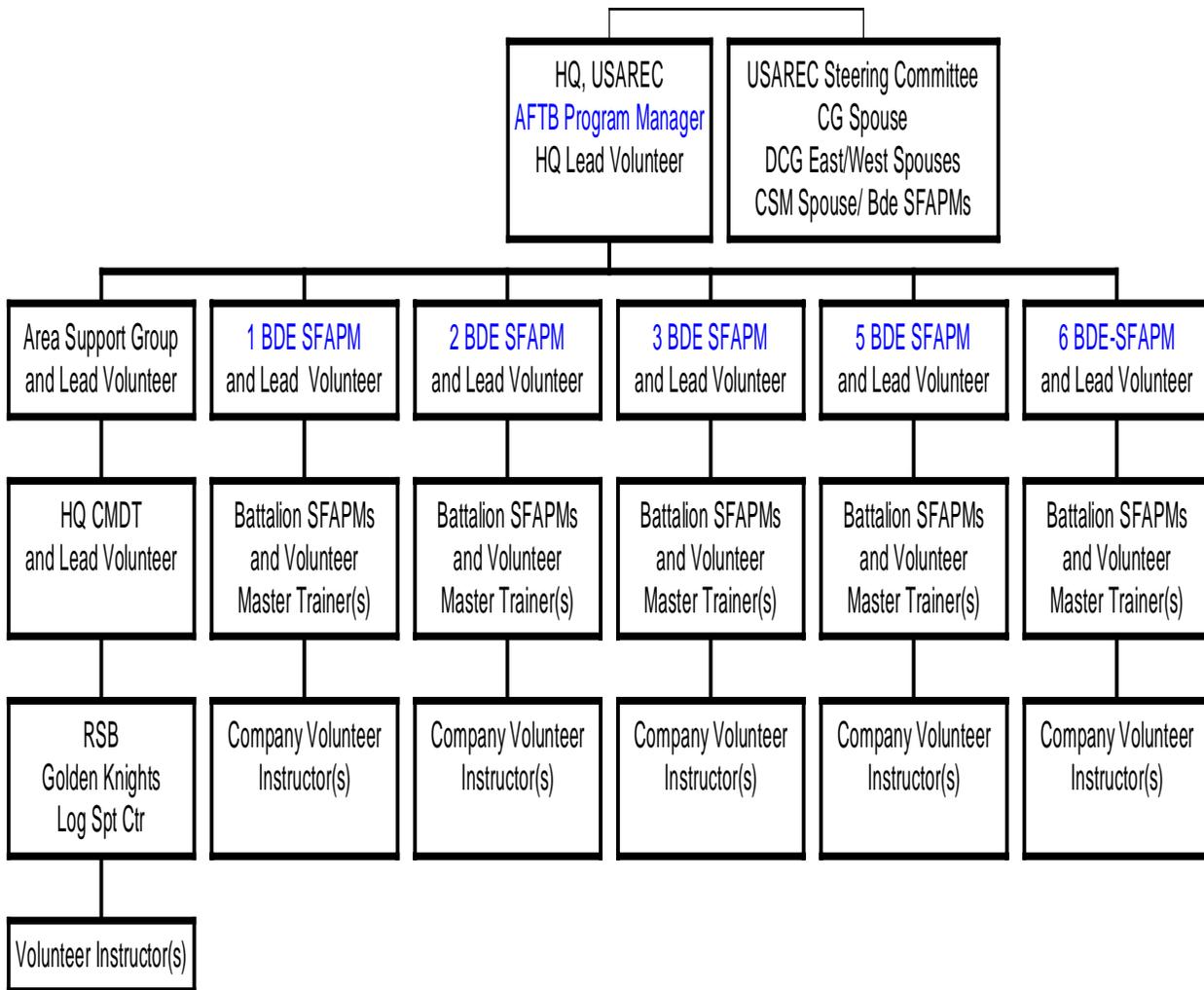
Brigade/battalion AFTB programs should work to obtain at least one AFTB instructor per recruiting company. This goal takes into consideration USAREC's geographical challenges. AFTB is most successful at the company or station level.

USAREC STANDARDS

Master Trainers (MTs) must agree to work with their brigade/battalion AFTB program for one year upon completion of the Master Trainer Course. Under the guidance and supervision of the SFA, MTs conduct AFTB instructor training. The MT assists battalions in meeting the goal of one AFTB instructor per recruiting company. Master Trainers are not limited to conducting instructor training and should be encouraged to teach the individuals AFTB classes.

Company instructors must conduct at least one AFTB class per quarter or four classes per year. Annual training conferences (ATCs) provide opportunities for AFTB instructors to work toward meeting the USAREC standard. When possible AFTB classes should be included in Family Readiness Group (FRG) meetings.

USAREC Army Family Team Building



Organizational Chart

ARMY FAMILY TEAM BUILDING TRAINING OPPORTUNITIES FOR FISCAL YEAR 2003
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AFTB Master Trainer Certification
For active AFTB instructors

Course #	Training Dates	Location	Registration Deadline
MT 1	3 Nov – 8 Nov 02	Savannah, GA	30 Sept 2002
MT 2	6 April – 11 April 03	Colorado Springs, CO	25 Feb 2003

AFTB Program Manager's Course
For active paid and volunteer program managers

Course #	Training Dates	Location	Registration Deadline
PM	4 May – 9 May 03	San Antonio, TX	30 Mar 2003

Master Trainer Professional Development Training
*This training is for Master Trainers certified before
Fiscal Year 2000. AFTB Training continues to improve
and change. This course will update MT skills.*

Course #	Training Dates	Location	Registration Deadline
MT PD	23 Jun – 27 Jun 03	Phoenix, AZ	30 April 2003

REGISTRATION FORMS

You may download registration forms by going to the following website
www.usarec.army.mil/hq/hrd/AFTB/index.htm
 or register on line by going to
www.armyfamilyteambuilding.org

REPORTING REQUIREMENTS

Battalions will complete the attached forms and submit them to their respective brigades according to their brigade SFA's guidance. Brigades will complete the DA AFTB Quarterly Report on the Department AFTB NetTrainer web site. The online version of the quarterly report was designed to streamline the reporting process, and simplify reporting and roll-up for Brigades. In addition, the "Status of USAREC AFTB Training" excel spread sheet will also be completed and submitted along with the DA Quarterly Report to HQ USAREC. Brigades should notify HQ, USAREC upon completion of their quarterly reports in order for HQ, USAREC to release the data to Department of the Army.

Due Dates

20 October

20 January

20 April

20 July

Reporting Period

1 July – 30 September

1 October – 31 December

1 January – 31 March

1 April – 30 June

WHAT DO YOU WANT IN THIS SECTION OF THE REPORT

1.0 Contact Information

MACOM: **USAREC**

Total FM Population: **contact your S-1 and obtain this information**

3.0 AFTB Program Manager/Staff Information

SFAs are "**FT Paid Managers.**" The number of hours you work with the program will vary.

Type: **APF**

Element: **HRD**

7.0 Narrative Information

List your DEP training, instructor training, youth training programs, etc.

JOB DESCRIPTIONS

Every AFTB volunteer must have a job description outlining the duties they are to perform for your AFTB program. Elements of effective job descriptions include:

- (1) Position Title
- (2) Purpose
- (3) Name of supervisor
- (4) Duties/responsibilities
- (5) Qualifications
- (6) Term
- (7) Training Required

Program Managers should assist each volunteer in maintaining a personal file which includes:

- (1) DA Form 4162, Volunteer Service Record
- (2) DA Form 4712, Volunteer Agreement
- (3) DA Form 5672, Parental Permission
- (4) DA Form 4713, Volunteer Daily Time Record
- (5) A copy of the job description
- (6) A record of awards and training

The following AFTB job descriptions may be changed and altered to better fit the needs of your unit.

SAMPLE JOB DESCRIPTION # 1

POSITION TITLE: Army Family Team Building Lead Volunteer

SUPERVISOR: AFTB Program Manager

PRIMARY OBJECTIVE: To assist with the implementation of the USAREC AFTB Program and provide support and guidance to the AFTB Program Manager.

DUTIES:

- Applies extensive knowledge of volunteer and family programs
- Makes recommendations for improvement and changes to the Program Manager
- Mentors, guides, and supports AFTB volunteers throughout the Command
- Provides SME advice to SFAs upon request
- Contributes articles to the Newsletter
- Assists with the coordination of various AFTB training/conferences
- Serves on AFTB Steering Committee
- Supports the professional goals and ethics of the program
- Attends staff meetings conducted by the AFTB Program Manager
- Keeps track and documents personal volunteer hours
- Requires occasional TDY to support USAREC volunteers command-wide

TIME REQUIRED: Hours are flexible but you should expect to be needed approximately 15 hours per week.

QUALIFICATIONS:

- Familiar with the goals of the AFTB Program
- Ability to focus on details
- Be a team player
- Willingness to learn and take responsibility
- Desire to support soldiers and their families

TERM:

One year commitment

TRAINING REQUIRED:

Mandatory: Completion of USAREC New Employee Orientation

Minimum: Completion of DA AFTB Master Trainer Course

Preferred: Completion of DA AFTB CORE Trainer Course

Additional: Completion of at least one professional training course/training per year*

*The Soldier and Family Assistance Branch will work with you and will schedule training that will enhance your skills.

SAMPLE JOB DESCRIPTION # 2

POSITION TITLE: Army Family Team Building Newsletter Editor

SUPERVISOR: AFTB Program Manager

PRIMARY OBJECTIVE: To coordinate the publication of the USAREC AFTB monthly newsletter.

DUTIES:

- Determine scope and frequency for publication of the USAREC AFTB newsletter
- Recruit, train and supervisor newsletter committee members
- Assist with development of design of newsletter
- Obtain articles from the field
- Prepare bulk mailing
- Ensure timely publication and distribution of the newsletter
- Keep track of documented volunteer hours

TIME REQUIRED: Hours are flexible but you should expect to be needed approximately 1 hour per week or four to five hours per month.

QUALIFICATIONS:

- Good management and organizational skills
- Word processing skills
- Written and verbal communication skills
- Desk top publishing skills
- Ability to focus on details
- Be a team player
- Willingness to learn and take responsibility
- Desire to support soldiers and their families
- Knowledge of the AFTB Master Trainer Marketing module

TERM:

One year commitment

TRAINING REQUIRED:

Minimum: Completion of an AFTB instructor course

Preferred: Completion of DA AFTB Master Trainer Course

Additional: Completion of at least one professional training course/training per year*

*The Soldier and Family Assistance Branch will work with you and will schedule training that will enhance your skills.

SAMPLE JOB DESCRIPTION #3

POSITION TITLE: Army Family Team Building Administrative Assistant

SUPERVISOR: AFTB Program Manager

PRIMARY OBJECTIVE: To assist with the AFTB Program Manager with the implementation of the USAREC AFTB Program through administrative support and services.

DUTIES:

- Provide administrative support to the AFTB Program Manager and volunteer staff
- Record minutes of meetings and distributes copies as needed
- Maintain and update telephone, address, and email list
- Prepare correspondence as necessary
- Prepare and maintain teaching packets and training materials
- Prepare and maintain monthly volunteer hours report
- Answer telephone and ensure messages are given to the AFTB Program Manager in a timely manner.

TIME REQUIRED: Hours are flexible but you should expect to be needed approximately 10 –15 hours per month.

QUALIFICATIONS:

- Organizational skills
- Ability to type at least 45 words per minute
- Familiarity with Microsoft Word and other common soft ware programs
- Familiarity with Army Correspondence or a willingness to learn about the Army Correspondence system
- Be a team player
- Willingness to learn and take responsibility
- Desire to support soldiers and their families

TERM:

One year commitment

TRAINING REQUIRED:

Minimum: Completion of Volunteer Orientation

Preferred: Completion of DA AFTB Master Trainer Course

Additional: Completion of at least one professional training course/training per year*

*The Soldier and Family Assistance Branch will work with you and will schedule training that will enhance your skills.

SAMPLE JOB DESCRIPTION # 4

POSITION TITLE: Army Family Team Building Steering Committee Member

SUPERVISOR: AFTB Program Manager

PRIMARY OBJECTIVE: To assist with the implementation of the USAREC AFTB Program and provide support and guidance to the AFTB Program Manager.

DUTIES:

- This is an honorary volunteer leadership position held by the spouses of ranking military officer and non-commissioned officer appointed by the USAREC Command team.
- Promotes AFTB activities to family members and soldiers assigned to USAREC and serves as liaison between AFTB Program and the Command.
- Serves on the AFTB Steering Committee.
- Participates in developing program standards and goals.
- Provides consul and assistance in identifying and recruiting volunteers.
- Promotes AFTB during USAREC Pre-Command Spouse Conferences, Annual Training Conferences, and Family Symposiums.

TIME REQUIRED: Hours are flexible but you should expect to be needed approximately 4 hours a month.

QUALIFICATIONS:

- Spouse of ranking military and non-commissioned officer
- Familiar with the goals of the AFTB Program
- Ability to focus on details
- Be a team player
- Willingness to learn and take responsibility
- Desire to support soldiers and their families

TERM:

One year commitment

TRAINING REQUIRED:

Minimum: Completion of AFTB Overview

Preferred: Completion of DA AFTB Master Trainer Course

Additional: Completion of at least one professional training course/training per year*

*The Soldier and Family Assistance Branch will work with you and will schedule training that will enhance your skills.