

**ARMY FAMILY TEAM BUILDING (AFTB) PROGRAM**

For use of this form, see AR 608-1; the proponent agency is ACSIM.

*(NOTE: Pre-site materials are annotated with an asterisk \*)*

**The AFTB Program is mandated in CSA/SMA Memorandum, dated 16 December 1994 and AR 608-48.**

**10000.1 The AFTB Program has DA-certified Master Trainers actively participating in the program. CAT 2 (5 points)**

- Review roster of active master trainers and verify DA master trainer certification with copy of master trainer certificate. (1 point)
- Small installation: at least 2 master trainers to include the volunteer program manager or review/validate a MOA/MOU with an existing AFTB program in close proximity (25 miles). (2 points)
- Medium installation: at least 3 master trainers to include the volunteer program manager. (2 points)
- Large installation: at least 5 master trainers to include the volunteer program manager. (2 points)
- Very Large installation: at least 7 master trainers to include the volunteer program manager. (2 points)
- Review master trainer volunteer files for the following documents: (2 points)
  - DA Form 4162.
  - DD Form 2793.
  - Volunteer job descriptions outlining at a minimum: current functions responsibilities, supervisor, term limit, evaluation criteria.
  - DA Form 4713 for the past six months.

**10000.2 An AFTB Advisory Council has been established to provide oversight of local program (as described in AR 608-48). 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)

**10000.3 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.

**10000.4 AFTB provides family member readiness training (Levels I, II and III) to the local population and multi-components of the Armed Forces to include active military, retirees and family members through on line participation and mentoring or in-residence classroom instruction. CAT 2 (5 points)**

- Review quarterly/annual training calendar/schedules. (1 point)
- \*Small installation:** at least one Level I (or 10 modules) per quarter or IAW community needs assessment. (2 points)
- \*Medium installation:** at least one Level I and one Level II (or 29 modules) per quarter or IAW community needs assessment. (2 points)
- \*Large installation:** at least two Level I, one Level II, one Level III (or 53 modules) per quarter or IAW community needs assessment. (2 points)
- \*Very large installation:** at least three Level I, two Level II, one Level III (or 82 modules) per quarter or IAW community needs assessment. (2 points)
- Review copy of student attendance rosters and random sample end-of-course/module evaluations. (1 point)
- Review copy of community needs assessment to verify community need for training. (1 point)

**10000.5 AFTB conducts regularly scheduled Instructor Training to meet community needs. CAT 2 (5 points)**

- \*Review copy of community needs assessment that was conducted within the past three years. (2 points)
- Review quarterly/annual Instructor Training calendars/schedules. (1 point)
- Conduct random review of Instructor Training attendance rosters and end-of course student evaluations. (2 points)