

AFAP—Issue Paper Checklist

AFAP ISSUE CRITERIA

- Is the issue factual or resolved/completed?
- Does the issue duplicate an active AFAP issue?
- Does the issue duplicate an AFAP issue deemed unattainable in the past 3 years?
- Can the issue be resolved at the local level?
- Does the issue address one topic and require a single functional proponent for resolution?
- Is the issue within the ability of Army Reserve, HQDA, or DoD to resolve?

Note: States rights or issues that fall under the purview of agencies such as the VA or Department of Homeland Security do not meet AFAP criteria.

TITLE

- Does the title summarize the subject (*what's this issue about*)?
- Does the title identify the demographic group (who does this issue affect)?
- Is the title brief – not lengthy?
- Does the title include judgment words like “inadequate, inferior or inefficient” (should not)?

Note: Titles do not start with or contain verbs. You want a title, not a sentence.

SCOPE

- Is the Scope detailed enough to validate the problem – a paragraph with at least three sentences?
 - The introductory sentence states the current situation. It states the problem you want to resolve. It includes the demographic group and repeats the subject.
 - The middle sentences provide facts or details.
 - The concluding sentence states the impact—why the issue is important. It identifies the subject and the demographic group (if appropriate).
- Does the Scope state one problem, not several related issues?
- Can everyone understand the issue?

Notes: Split the issues rather than “lumping” issues into one big issue. Don’t abuse buzzwords such as “readiness”, “retention”, and “esprit”. Avoid long descriptions, big words, and irrelevant details.

RECOMMENDATION

- Does the issue have 1 recommendation?
- Does the recommendation start with a strong action verb?
- Does the recommendation relate to the problem identified in the Scope?
- Does the recommendation identify a measurable end product?

Note: The recommendation tells the reader what you want to happen – not how to make it happen.