

OFTS Issue Paper Submission Template USARC Army Family Action Plan (AFAP)

Title: Summarizes the issue. Is not a sentence and does not contain verbs. Identifies the demographic group affected by the issue and the issue topic.

Scope: A paragraph with at least three sentences. First statement is the problem. Second sentence is a validation of the problem using facts. Third sentence is an impact statement of why the issue is important. The first and last sentences should repeat the issue topic and the demographic group affected by the issue.

Recommendation: Tells what would resolve the issue, not how to resolve the issue. Starts with a strong, descriptive verb and ends with a measurable end product. Identifies the demographic group affected by the problem and repeats the issue topic. No more than **ONE** recommendation.

Originating Organization, Point of Contact, Email and Phone: Name of organization; name of organization's AFAP liaison; email and phone number.

Approval Line: Name and position of General Officer (or General Officer equivalent) who approved submission of issue.