

SME Information Position Paper Template

OFTS SME Information Position Paper Template USARC Army Family Action Plan (AFAP)

AFAP Issue: [Issue title from OFTS Issue Paper]

Scope: [Scope from OFTS Issue Paper]

Recommendation: [Recommendation from OFTS Issue Paper]

Staff Discussion from the OFTS Perspective:

a. Facts: [Information related to the Scope and Recommendation that provides supporting data that address the issue (statutes, regulations, policies or research to include any internal or external studies).]

b. How many affected: [Identify the demographic (i.e., AR, RC, Soldiers, DA Civilians, Families, CONUS or OCONUS) and estimated number affected by the issue?]

c. How often and/or when issue occurs: [When is the issue likely to occur and under what circumstances (during deployment, during PCS, following an injury).]

d. Cost Benefit Analysis: [What is the approximate cost to resolve issue? Is it a one- time cost; reoccurring cost, or a savings.]

Staff Recommendation:

a. Merit of the Issue: [OFTS SME's analysis of how the issue recommendation will solve the issue. What causes this to be a problem (i.e., a gap, inequality, policy). Why does the current law or policy not work?]

b. Proposed Solution: [SME's recommended course(s) of action to resolve the issue.]

c. Elevation Justification: [Explain why the issue cannot be resolved at your command level.]

d. Pros: [How does this issue align with Army Reserve or Army Strategic Goals and Visions (readiness, force management, or other military concerns)?]

e. Cons: [Potential negative consequences of implementing the issue.]

Staff Coordination, Point of Contact, Email and Phone: [Name, position title/office, email and phone number of SME who prepared this paper. This will be the person that USARC Staff Subject Matter Experts (SME) will contact if they have questions about the issue.]

Approved By: [Name, position title/office, and phone number of SME's supervisor at the OFTS who approved staff position paper.]