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U.S. Army Reserve Command  
Fort Bragg, NC  
120830ZSEP13

**OPERATIONS ORDER 13-152 (Army Reserve Army Family Action Plan (AFAP)  
Focus Group Rehearsal of Concept (ROC) Drill)**

**References:**

- a. AR 608–1, Army Community Service Center, 19 Sep 07/Rapid Action Revision 12 MAR 13.
- b. Memorandum, FY 13 U.S Army Reserve (AR) Army Family Action Plan (AFAP) Issue Solicitation Guidance, DTD 8 JAN 13.

**Time Zone Used Throughout the Order: Zulu.**

1. **SITUATION.** The Army Family Action Plan (AFAP) program provides a mechanism for individuals who comprise the Army's global force –Soldiers (Active and Reserve Component) retirees, Department of Army (DA) Civilians, and Family members, including surviving spouses, to identify issues of concern that impact quality of life. The AFAP process operates at three distinct levels through which submitted issues are reviewed and prioritized for action or resolution by leaders at each level. At the first level (garrison/tenant/command), issues are reviewed and vetted to determine whether the issue is within the purview of the commander's ability to retain or resolve or requires elevation to a higher level. Issues outside the purview of the commander should, upon Commander's approval, be elevated by the respective command, to their Army Command (ACOM) for review and submission to the Office of the Assistant Chief of Staff, Installation Management (OACSIM). At the second level, elevated issues are forwarded by ACOMs to OACSIM for vetting by the Headquarters, Department of the Army staff (ARSTAF) to determine viability. At the last level, ARSTAF validated and actionable issues are then submitted to AFAP General Officer Steering Committee (GOSC) member ACOM focus groups to prioritize and recommend issues for entry into the HQDA AFAP process.

2. **MISSION.** The Army Reserve will convene an AFAP Focus Group Rehearsal of Concept (ROC) Drill via teleconference no later than 30 OCT 13 to review and prioritize issues already vetted by ARSTAF to determine their importance to the welfare of the Global Army Family.

3. **EXECUTION.**

a. **Commander's Intent.**

(1) **Purpose.** This action supports the Army Reserve Campaign Objective 1.7: Support Soldiers and Families throughout the Soldier's Life Cycle.

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(2) **Key Tasks.** Regional Support Commands (RSCs) and Operational, Functional, Training and Support (OFT&S) Commands will select focus group members according to the Command Focus Group Allocation Chart at Annex A to participate via teleconference. The confirmed date of the ACOM AFAP Focus Group ROC Drill will be provided in a separate email to participants.

(3) **End State.** This action will be considered complete when the ACOM AFAP ROC Drill task requirements are met and focus group concludes.

b. **Concept of Operations.** RSCs and OFT&S will identify a cross-section of individuals from across the Army Reserve footprint to serve as focus group members. The demographic breakout will include married and single Soldiers of various ranks, dual military and single Soldier parents, Retirees, Department of the Army (DA) civilians, Survivors, wounded warriors and their Family members. Focus Group Selection Form is at Annex B. The respective Family Programs Director (FPD), Family Programs Coordinator (FPC), or command point of contact (POC) will function as the Action Officer to solicit and select focus group members.

c. **Tasks to Staff and Subordinate Units.**

(1) **Army Reserve Family Programs Directorate (ARFPD).**

(a) Serve as the command's proponent for AFAP to execute the Army Reserve AFAP Focus Group ROC Drill.

(b) Tally the focus group results and upon Chief of Army Reserve (CAR) concurrence, forward to the Office of the Assistant Chief of Staff for Installation Management (OACSIM).

(2) **Regional Support Commands (RSCs).**

(a) RSC's FPDs will solicit and select focus group members in accordance with the 2013 Command Focus Group Allocation Chart at Annex A. Selectees must be Army Reserve constituents with the ability to think broadly while representing their peers. Prior knowledge and AFAP experience is helpful, but not mandatory.

(b) RSCs will consolidate their focus group selection forms with those received from OFT&S commands in their area of responsibility and forward via email to the AFAP point of contact, Ms. Barbara J. Giddens, barbara.j.giddens.civ@mail.mil, not later than 11 OCT 13.

(3) **Operational, Functional, Training and Support (OFT&S) Commands.**

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(a) OFT&S Commands will solicit and select focus group members in accordance with the 2013 Command Focus Group Allocation Chart at Annex A. Selectees must be Army Reserve constituents with the ability to think broadly while representing their peers. Prior knowledge and AFAP experience is helpful, but not mandatory.

(b) The respective FPD, FPC, or command POC will route completed Command Focus Group Selection Forms through their respective RSC for consolidation and submission to the AFAP POC.

**d. Coordinating Instructions.**

(1) This order is effective upon receipt.

(2) Focus group members must be available at the designated time of focus group commencement. No substitutes will be accepted if command selectee declines or is unable to fulfill commitment.

(3) Additional instructions regarding date and time of teleconference, focus group member orientation, and receipt of issue workbooks will be provided in a separate email.

(4) Focus group members will review and prioritize all issues forwarded from the ARSTAF and the top two issues will be forwarded to OACSIM for consolidation with issues from all Army commands for potential entry into AFAP.

**4. SUSTAINMENT.** N/A.

**5. COMMAND AND SIGNAL.**

a. **Command.** Army Reserve Family Programs Directorate is the lead staff element for this action and all other USARC staff and subordinates units are in support.

b. **Control.** OPSEC. All personnel associated with this operation are to become familiar with the USARC Critical Information List (CIL), to prevent disclosures. At no time will critical information be transmitted or discussed via non-secure means of any type. All material directly or indirectly related to this operation will be properly marked, stored and disposed of using approved methods and processes. All accidental disclosure of CILs must be reported as a CCIR per USARC OPOD 13-080 (Army Reserve CCIR) and associated FRAGOs.

c. **Signal.** Army Reserve Family Programs, AFAP POC is Barbara J. Giddens, comm: 910-570-8370, email: [barbara.j.giddens.civ@mail.mil](mailto:barbara.j.giddens.civ@mail.mil).

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**ACKNOWLEDGE:** Receipt of this order within 48 hours to the Army Reserve Watch at [usarmy.usarc.usarc-hq.mbx.army-reserve-operations-center@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.army-reserve-operations-center@mail.mil) within 12 hours of publish Date-Time-Group.

**TALLEY  
LTG**

**OFFICIAL:**  
IRIZARRY  
G-3/5/7

**ANNEXES:**  
**Annex A** (Army Reserve AFAP Nominee)  
**Annex B** (Army Reserve AFAP Focus Group Allocation Chart)

**DISTRIBUTION:**

**OPERATIONAL COMMANDS:**

3 MCDS  
11 TAC  
200 MP CMD  
311 SC (T)  
335 SC (T)  
377 TSC  
412 TEC  
416 TEC  
807 MCDS

**FUNCTIONAL COMMANDS:**

1 MSC  
7 CSC  
9 MSC  
79 SSC  
AR-MEDCOM  
MIRC  
USACAPOC

**TRAINING COMMANDS:**

75 TNG CMD (MC)  
80 TNG CMD (TASS)  
84 TNG CMD (UR)

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85 USAR SPT CMD (W)  
87 USAR SPT CMD (E)  
108 TNG CMD (IET)  
ARRTC  
USAR SPT CMD (1A)  
USAR SPT CMD 1A DIV (W)  
USAR SPT CMD 1A DIV (E)

**SUPPORTING COMMANDS:**

76 ORC  
63 RSC  
81 RSC  
88 RSC  
99 RSC  
LEGAL CMD  
USAG-Fort Buchanan  
ASA-Dix  
USAG-FHL  
USAG-Fort McCoy  
UAU (USARC Augmentation Unit)  
USASOC CMD SUP Unit

**CF:**

AOC/CAT USA Reserves  
HRC FORT KNOX  
AR I-CORPS  
IMCOM  
    IMCOM Central  
    IMCOM Atlantic  
USARC XOs  
USARC DIR/DEP/CH/ASST  
OCAR Directors & Deputies

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**ANNEXES:**

ANNEX A 2013 Command Focus Group Allocation Chart



2013 COMMAND  
FOCUS GROUP ALLOC.

Annex B 2013 USARC Command Focus Group Selection Form



2013 USARC  
Command Focus Grou