Army Family Action Plan (AFAP) IMS

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Family and MWR Programs, G-9

Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home

Army Family Action Plan (AFAP) IMS

Objectives

- Issue Stages
- Issue Management Application
- Issue Submission
- Issue Locator
- Issue Review Stage
- Conference Setup

Army Family Action Plan (AFAP) IMS

Submit an Issue

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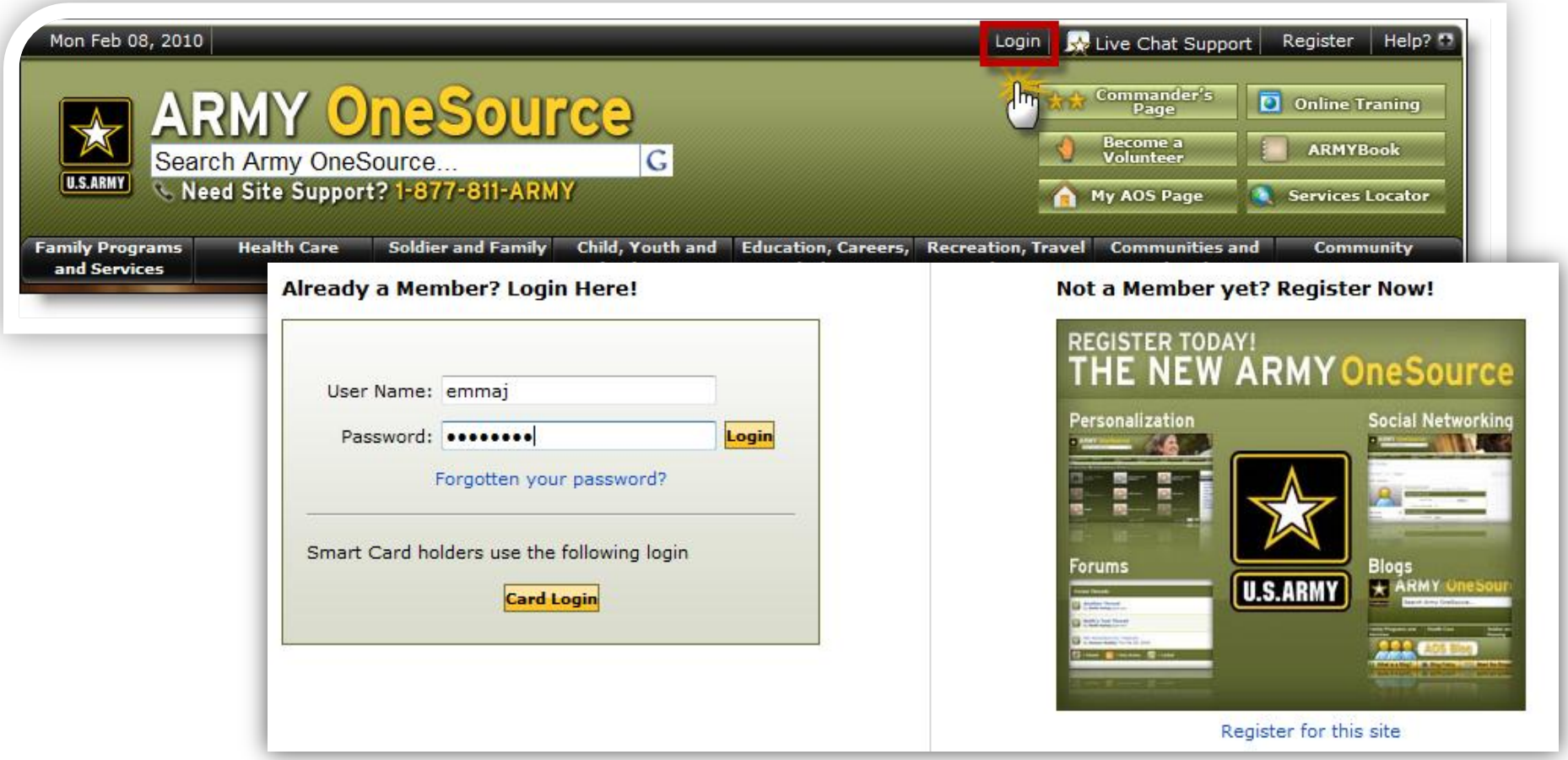
How to Log In



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Access the Program

- The Army Family Action Plan provides a way for you to let Army leadership know what works, what doesn't, and how you think problems should be resolved.

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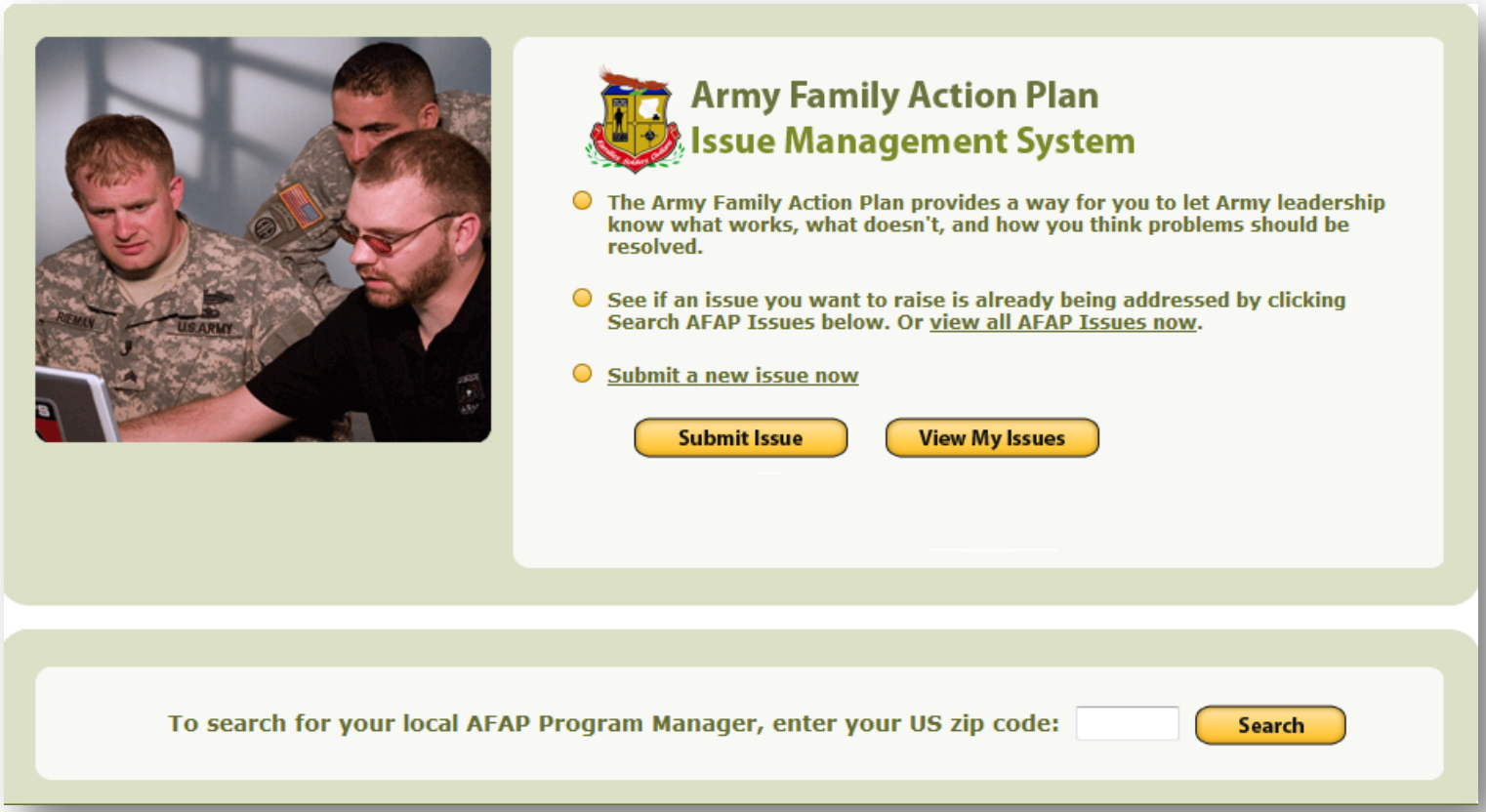
AFAP IMS Home Page

- Click Submit Issue or View My Issues



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5 Step Process

Choose Affiliation and Location

CONUS or OCONUS

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Interactive Map: Step 2

- You can choose either CONUS or OCONUS by pressing the “Switch To …” button.

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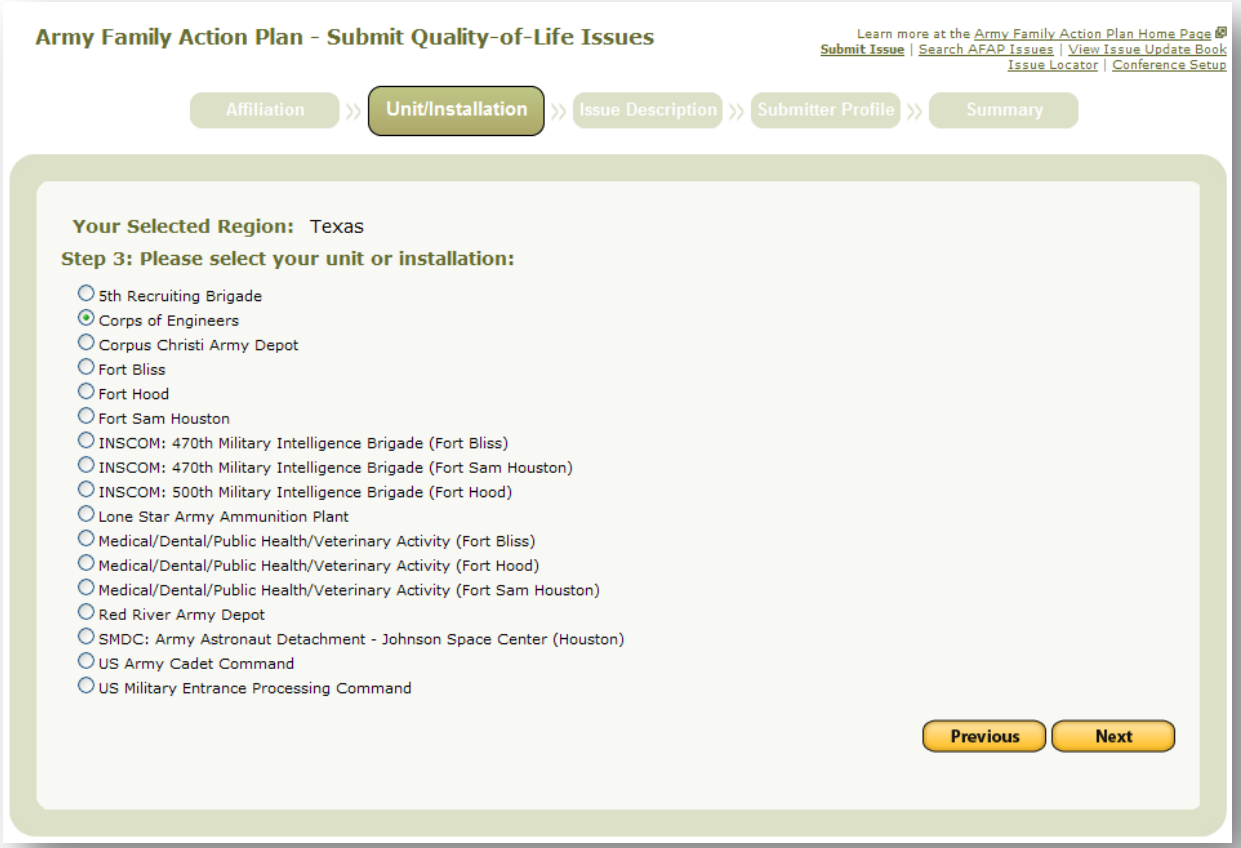
Choose Installation/Unit: Step 3

- List generated automatically with locations: Click radio button



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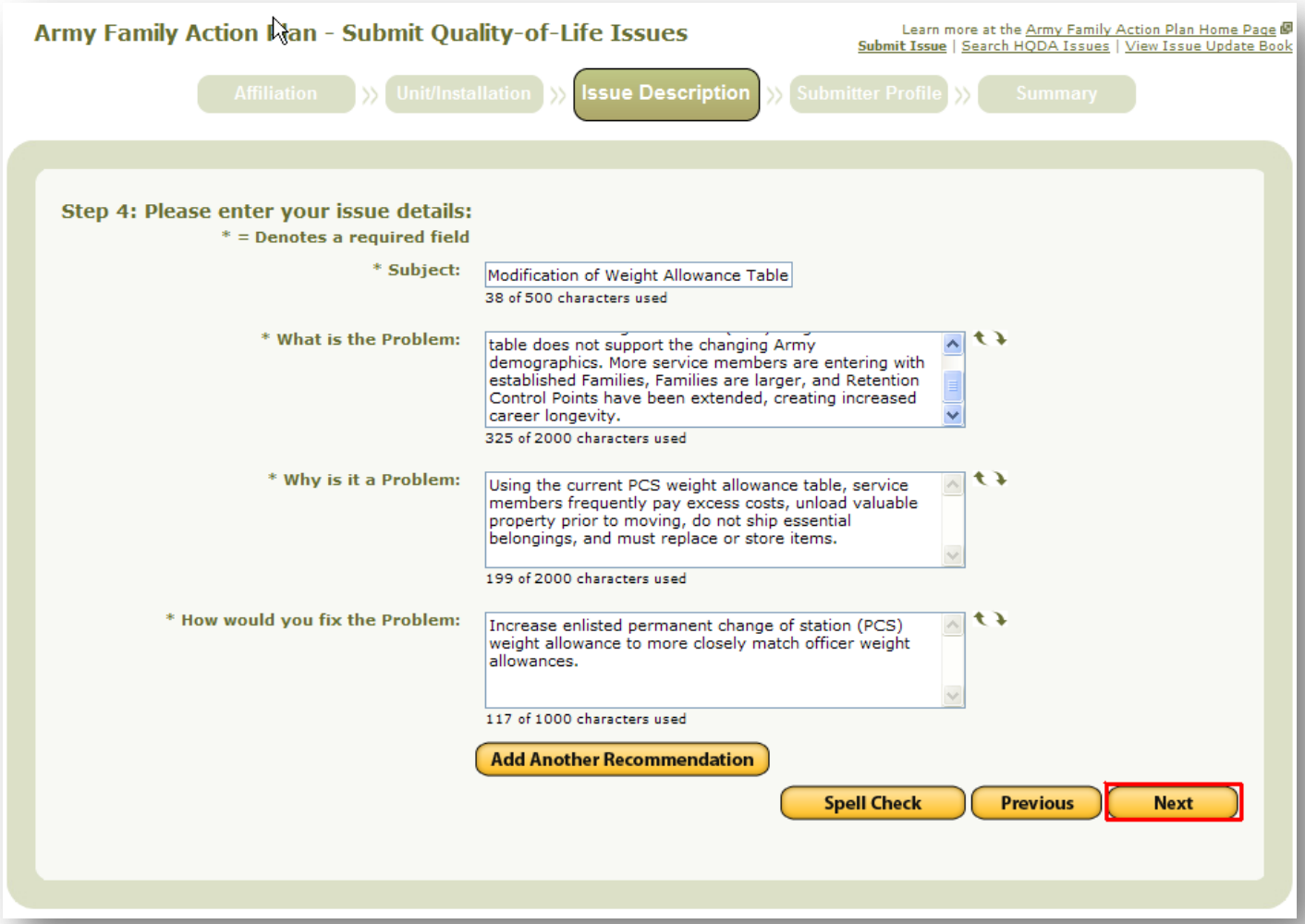
Issue Description: Step 4

Complete the required **(*)** fields

Add 2nd Recommendation

Use the **Previous** Button



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Issue Description: Step 4

- **Decline** will not save any entered information and you must start over

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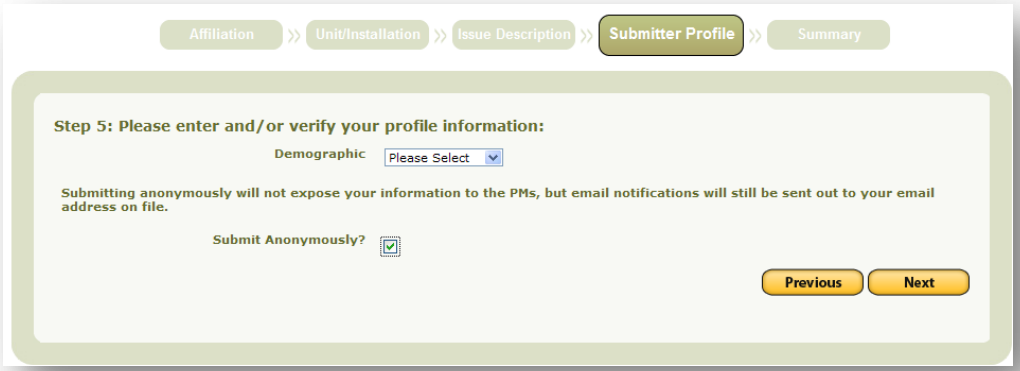
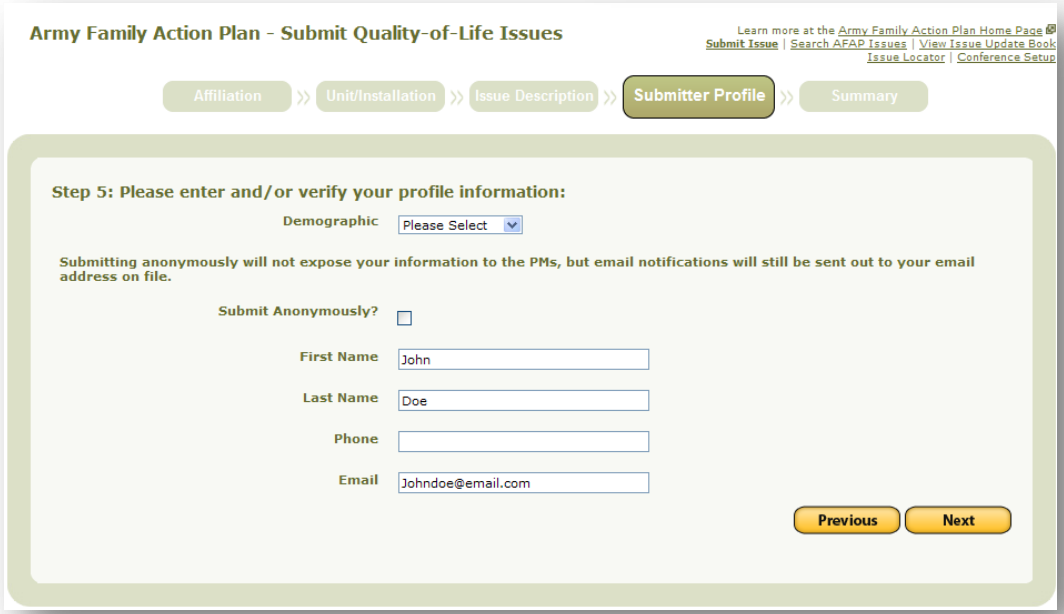
Submitter Profile: Step 5

- Submit Anonymous: Command will not get/see user information.
- Submitter will still get updates and status changes





- Choose Demographic
- Not Checked submitter information will be visible to AFAP staff

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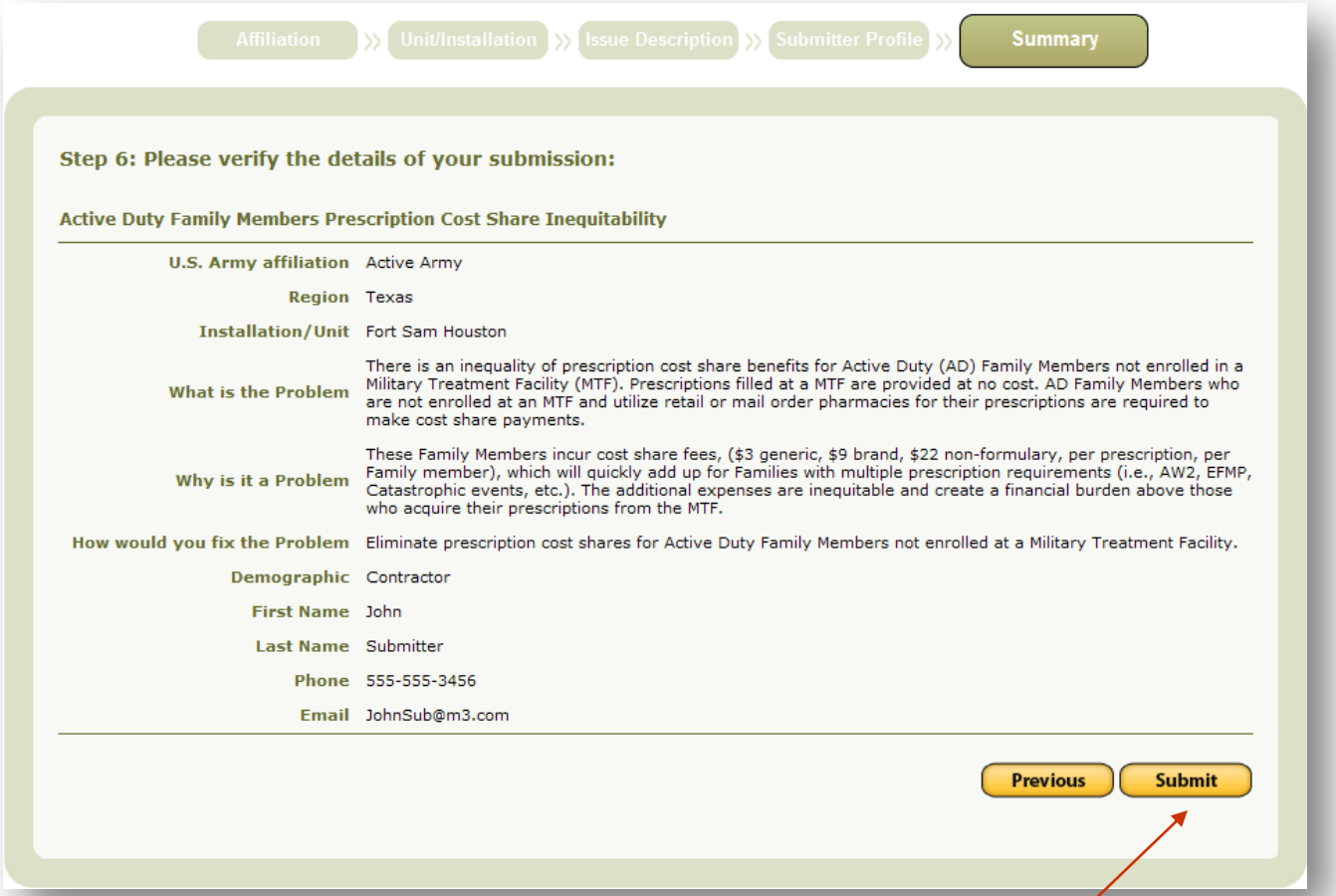
Summary



- Click the “Submit” button to send the issue to staff for review

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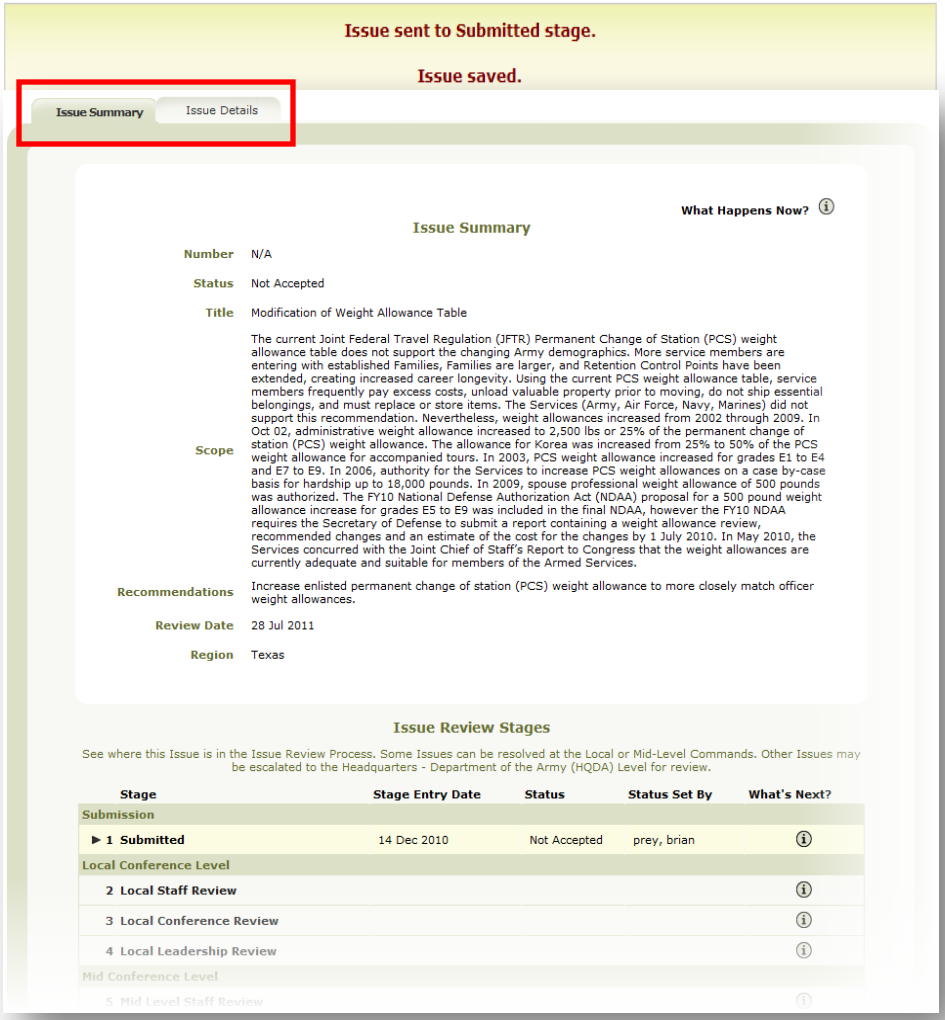
Issue Summary: Submitter View



- Submitter: two tabs
  - Issue Summary
  - Issue Details
- Displays current status
- Follow escalated process

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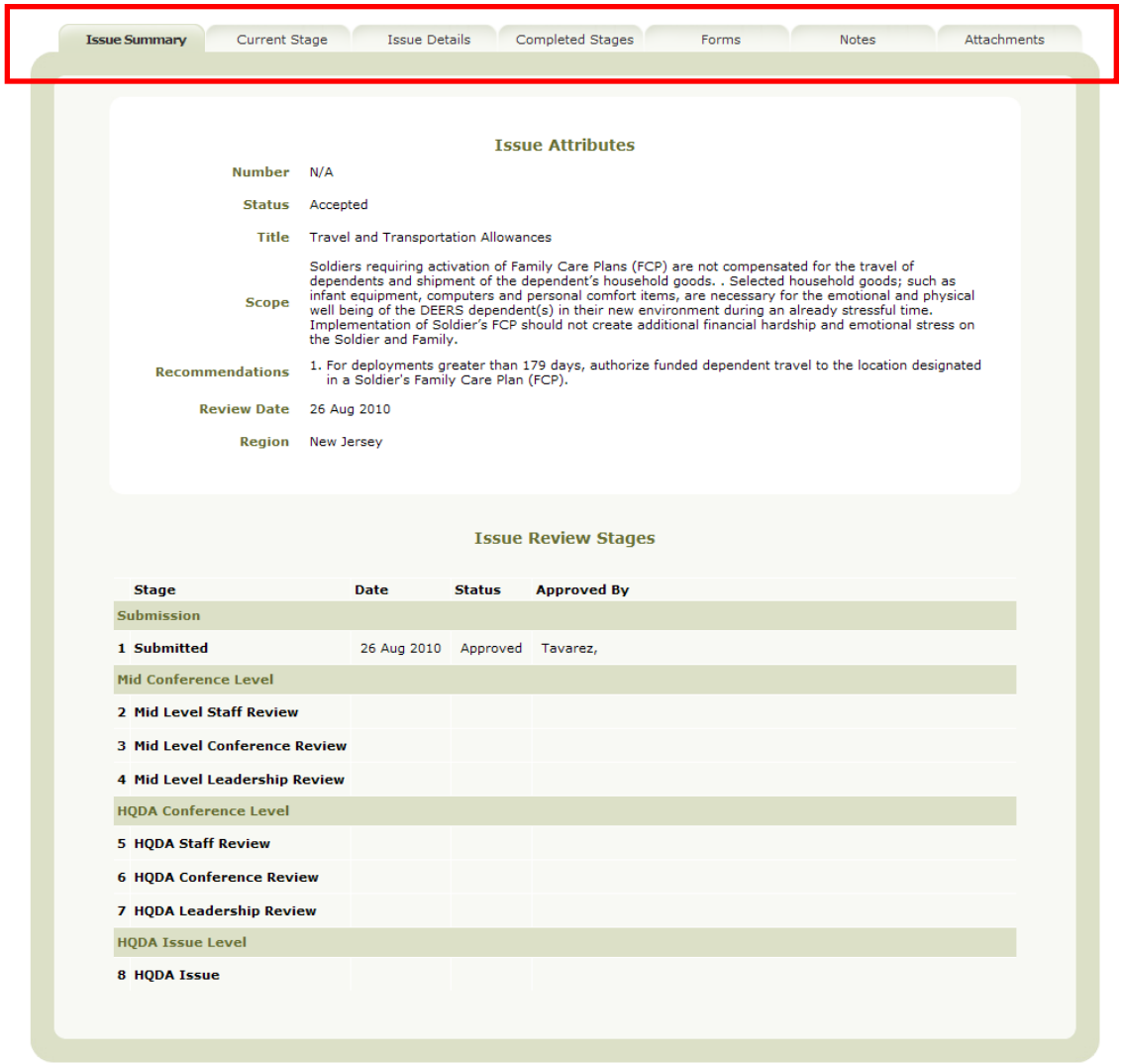
Issue Summary: Management View

- Advance Issue :7 tabs
  1. Issue Summary
  2. Current Stage
  3. Issue Details
  4. Completed Stages
  5. Forms
  6. Notes
  7. Attachments



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Issue Management

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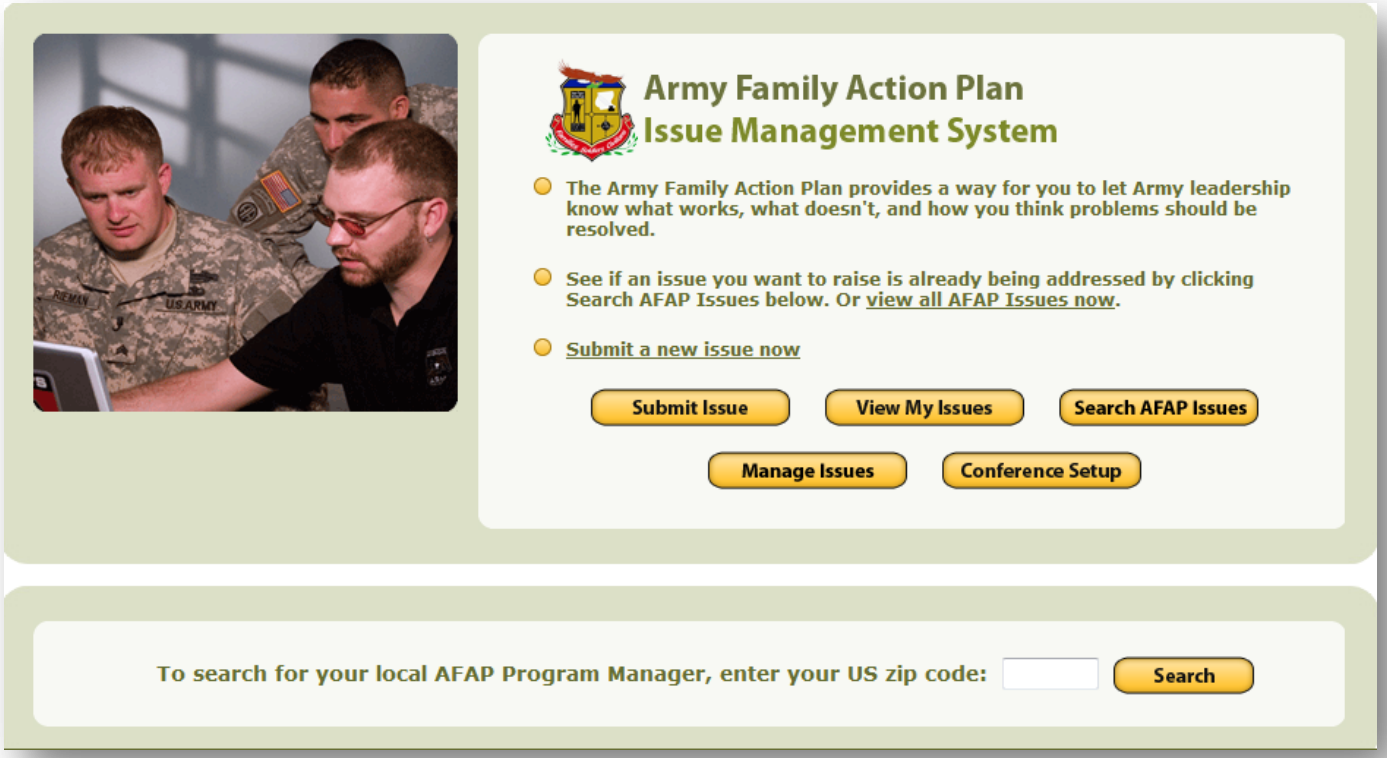
Issue Management View

- Click Manage Issues or Search AFAP Issues



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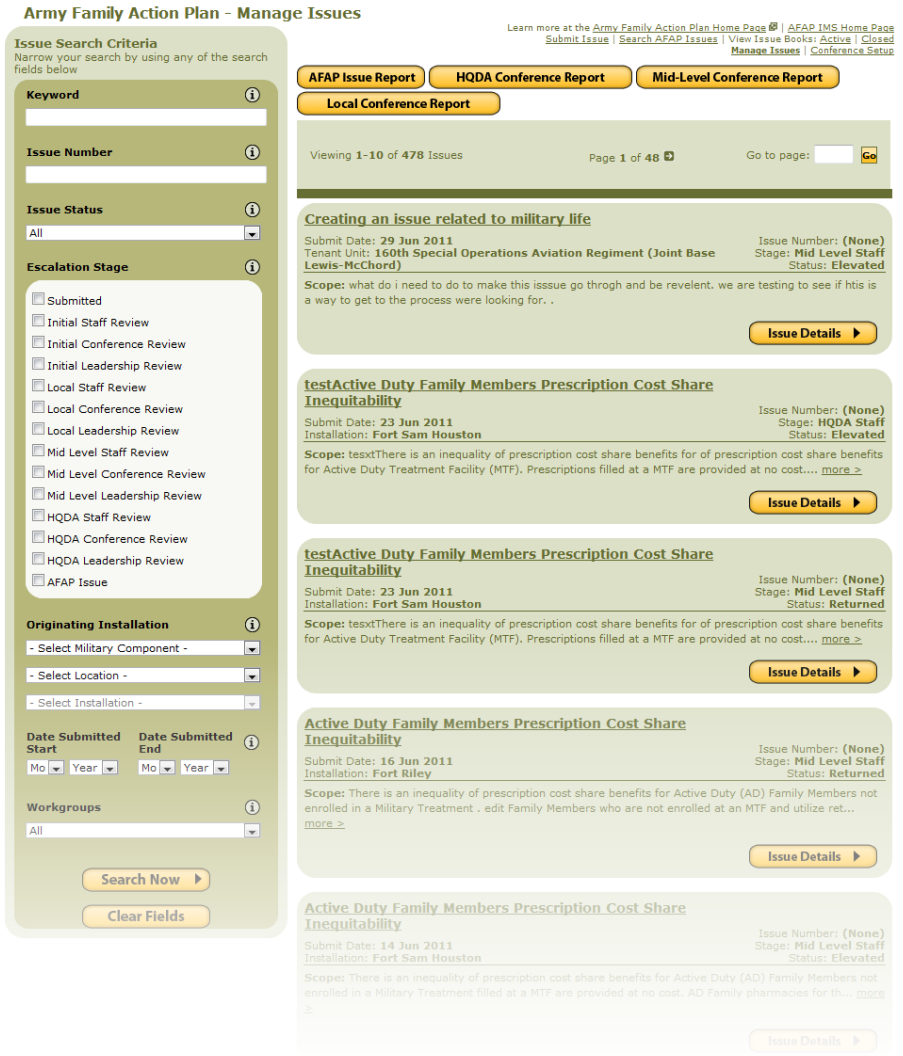
Issue Management Search

- Buttons depend on access level
- Search by:
  - Keyword
  - Issue Number
  - Escalation Stage
  - Originating Installation
- Results reflect access levels for:
  - Installation
  - Military Components
  - Location



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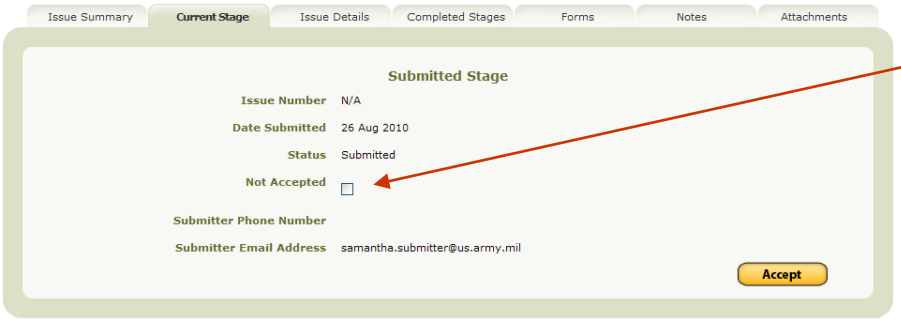
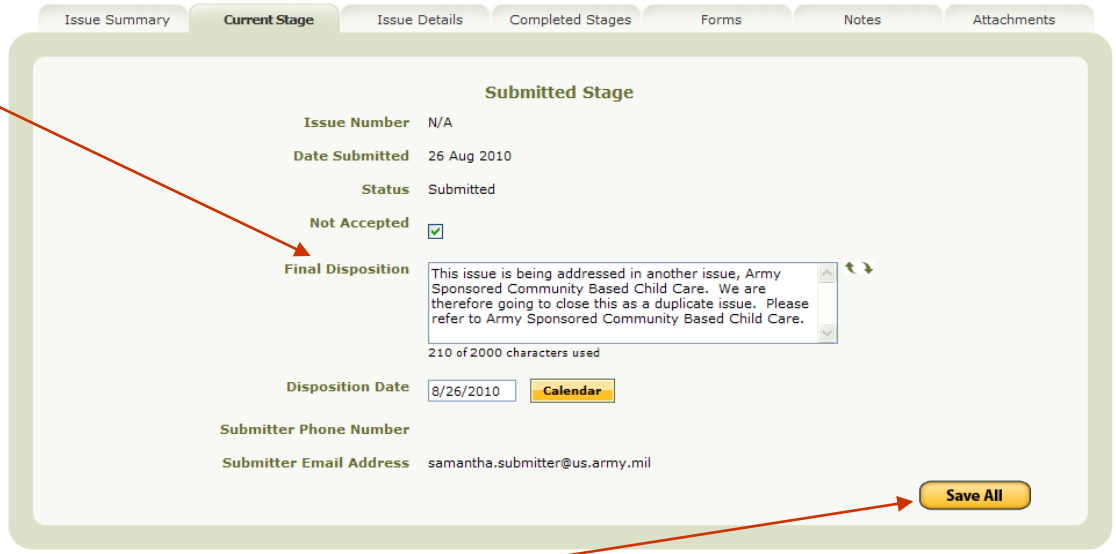
Not Accepting an Issue



1. Open the Current Stage Tab
2. If chosen to not accept click check box

3. The Final Disposition and Disposition Date field appear, fill out your final report on the issue.



4. Click “Save All” button to save and close issue

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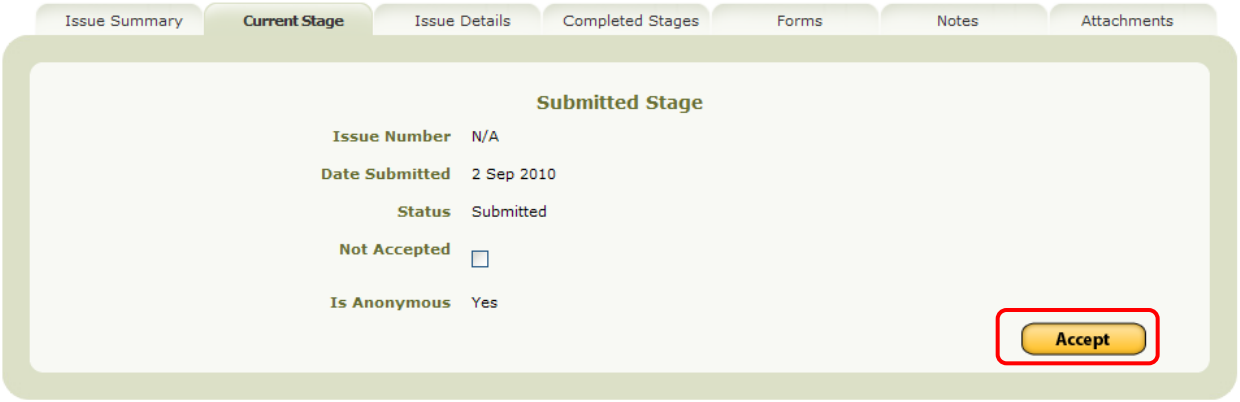
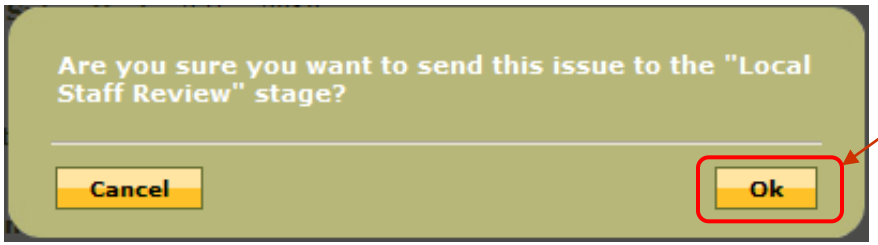
Accept the Issue for Review

- Once submitted, a program manager may review and change the status of the issue to accepted by pressing the “Accept” button



A confirmation popup window appears. Click “**Ok**”.



Issue Summery and Attributes

Issue sent forward to Local Staff Review.

Issue saved.

Issue Summary | Current Stage | Issue Details | Completed Stages | Forms | Notes | Attachments

Issue Attributes

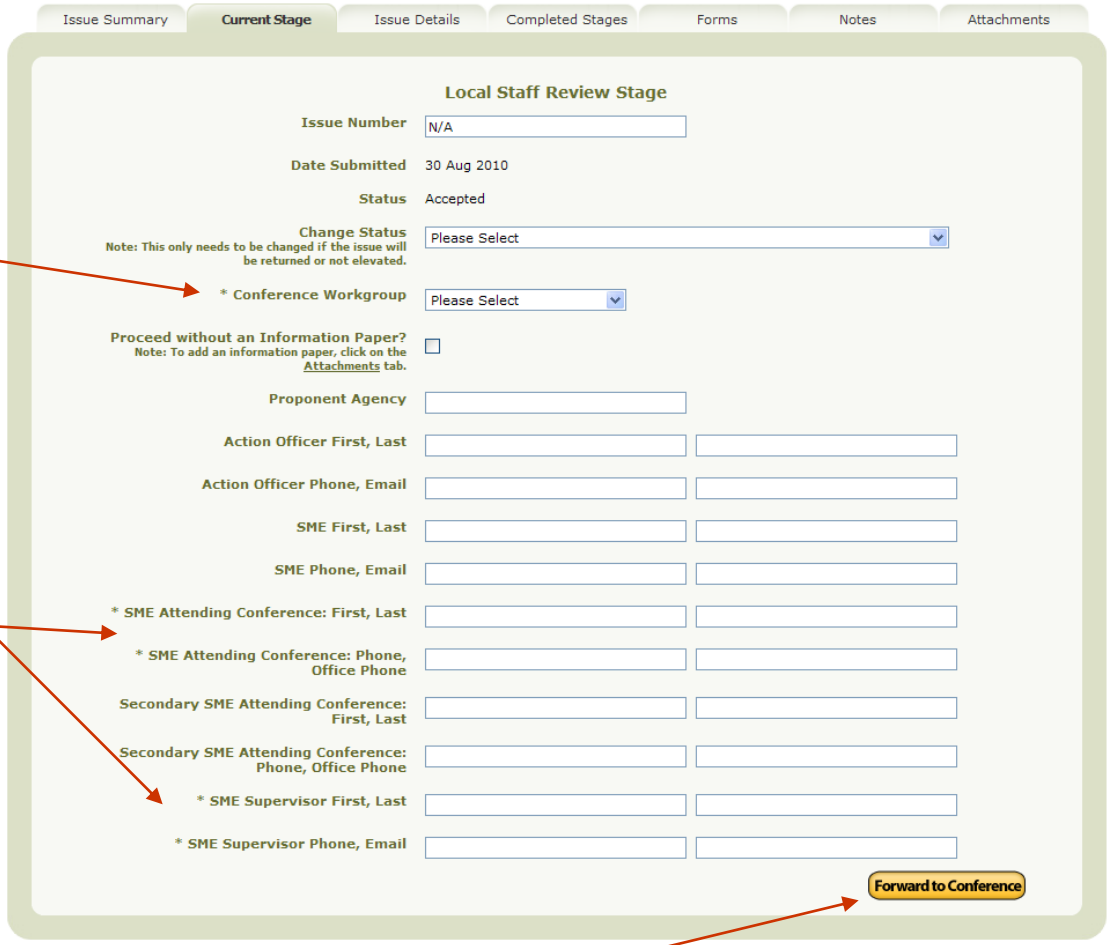
Number	N/A
Status	Accepted
Title	Unaffordable Childcare
Scope	Service Members lack affordable and available child care options. . Some Active Duty Soldiers pay the full cost of child care .
Recommendations	Pay for local community child care
Review Date	2 Sep 2010
Region	California

Issue Review Stages

Stage	Date	Status	Approved By
Submission			
1 Submitted	2 Sep 2010	Approved	Coyl
Local Conference Level			
2 Local Staff Review			
3 Local Conference Review			

Forwarding an Issue

If there is an (*) next to a field then it is required. The system will not allow you to forward with out this information and will warn you what is missing with red text.



The button found on the current stage tab is dynamic and will change based on what the “current stage” of the issue is and will tell you what the next level is you are forwarding the issue to.

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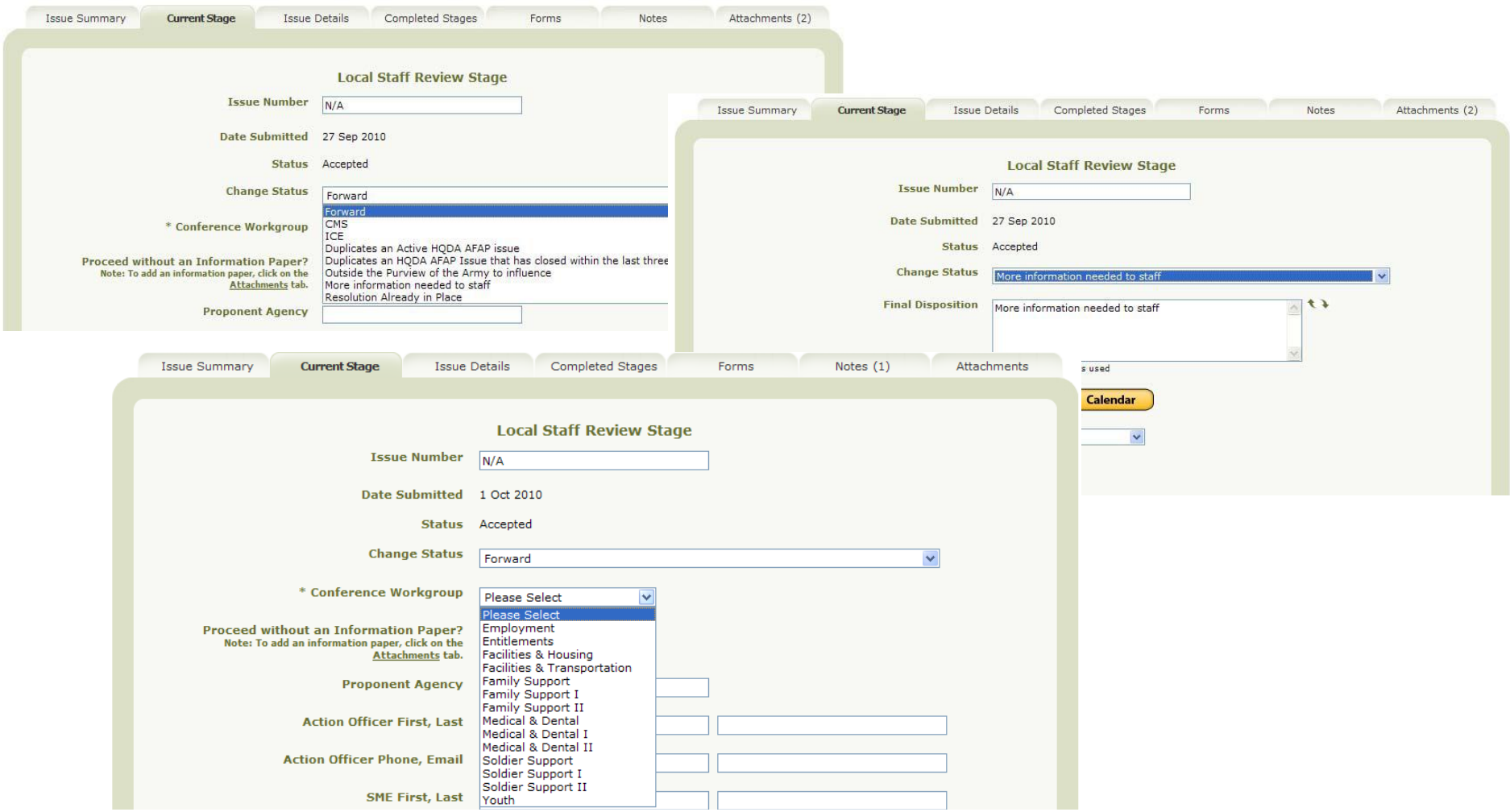
Drop Down Menus



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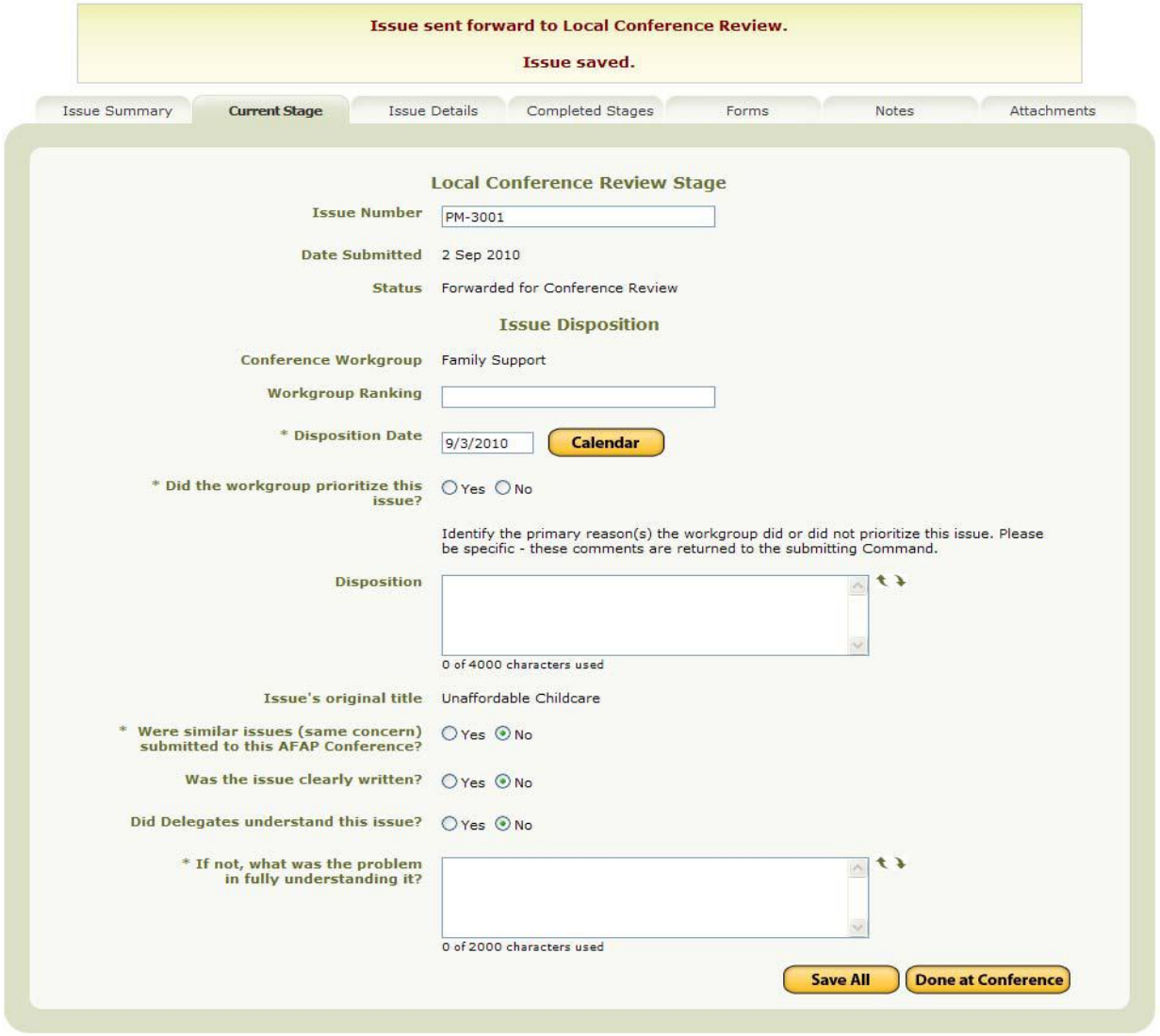
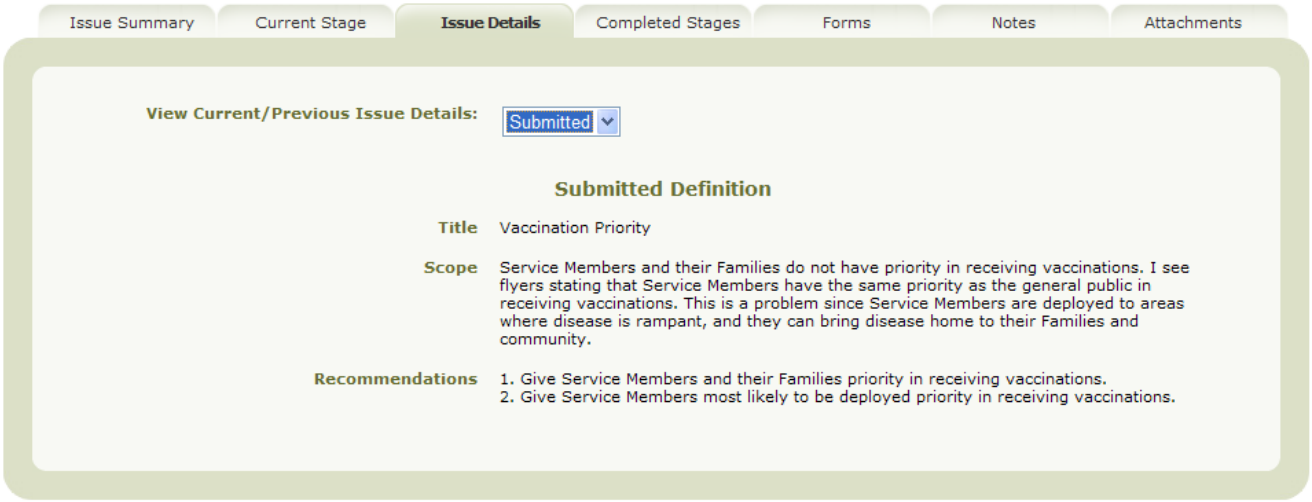
Conference Stage



Issue Details



- Page will display different versions of details dependent on what is chosen from drop down.
- Current stage information can be changed, previous versions are locked and read only.

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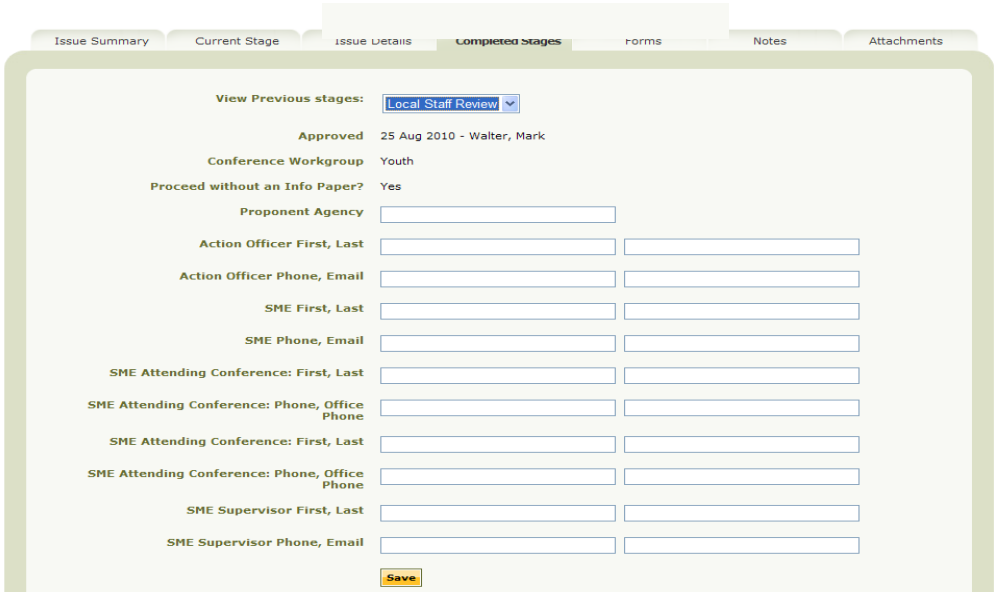
Completed Stages Tab

- The screen shown above depicts the details of a submitted issue. The Lower screen shown reflects the details of an Issue moved to the next stage, “Local Staff Review”.



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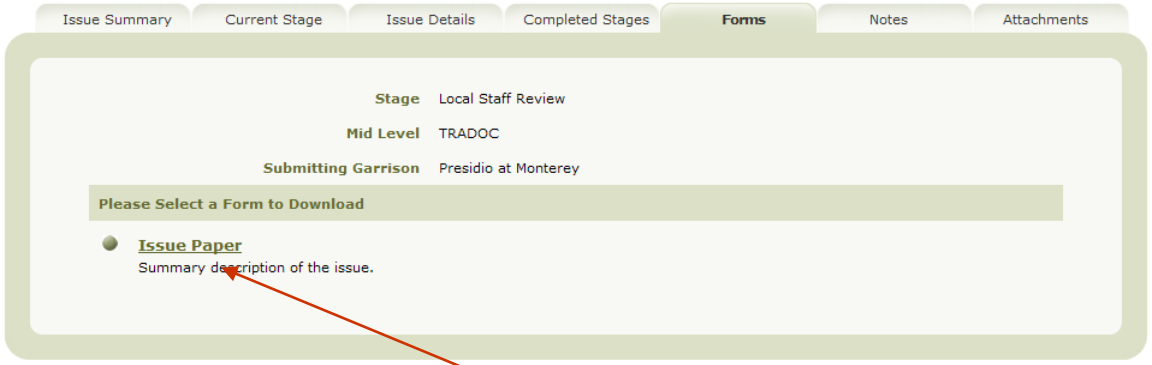
Forms



- This tab is where users can view or download hard copies of (forms) relative to the issue

•To download a copy of the issue paper click on the “Issue Paper” link an Issue paper is generated for you

Army Family Action Plan (AFAP)
Issue Paper

ISSUE: Vaccination Priority

SCOPE: Service Members and their Families do not have priority in receiving vaccinations. I see flyers stating that Service Members have the same priority as the general public in receiving vaccinations. This is a problem since Service Members are deployed to areas where disease is rampant, and they can bring disease home to their Families and community.

RECOMMENDATIONS:

1. Give Service Members and their Families priority in receiving vaccinations.

•The Issue Paper will download as a Word document, allowing you to modify it.

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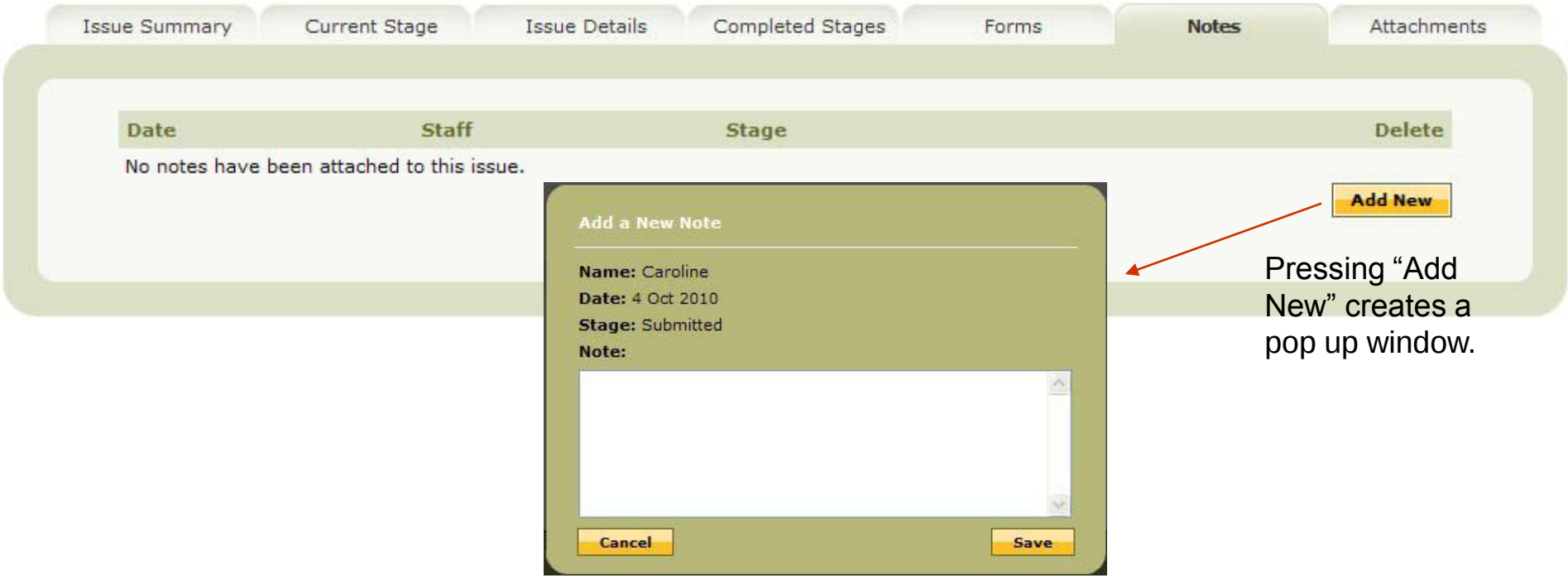
Notes Tab



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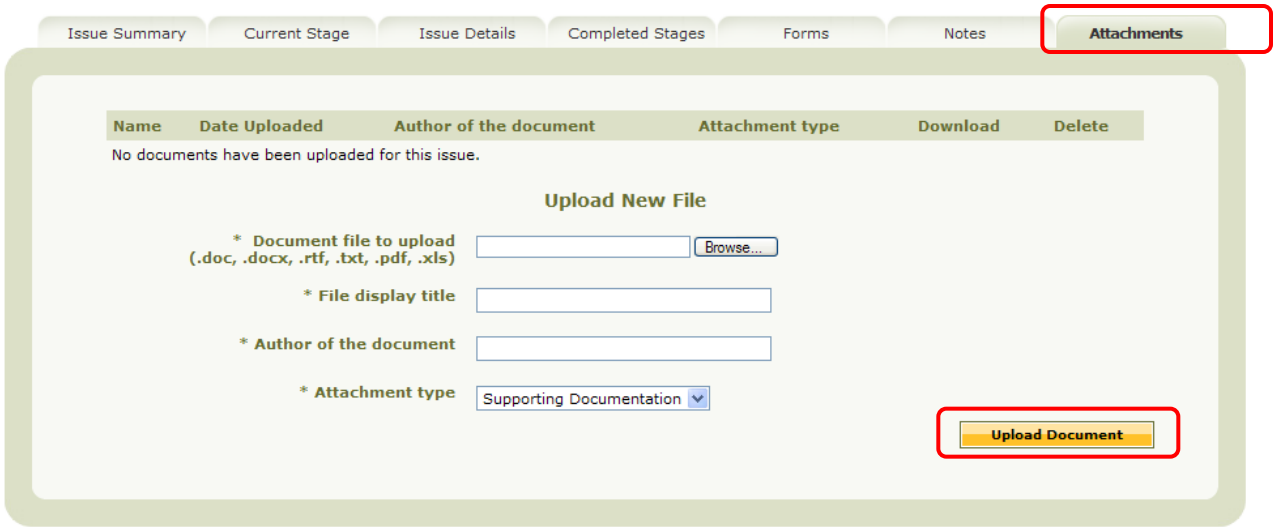
Attachments



- Must contain at least 1k of data
- Can range from official document to notepad file

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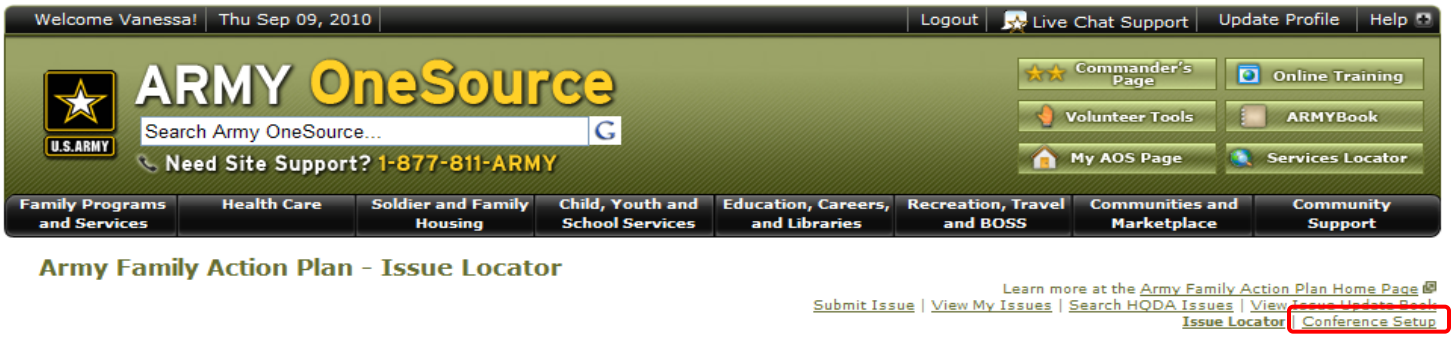
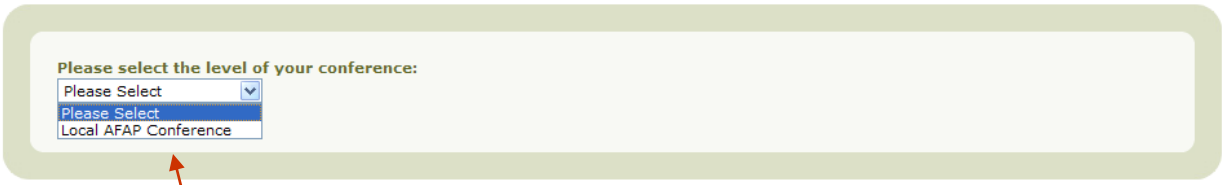
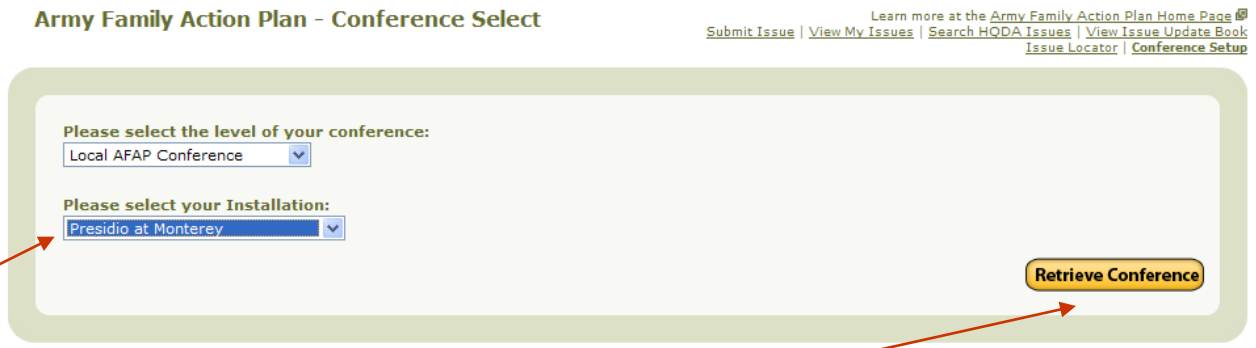
Conference Set up



Click the Conference Setup link to set up your conference



Select your Conference level



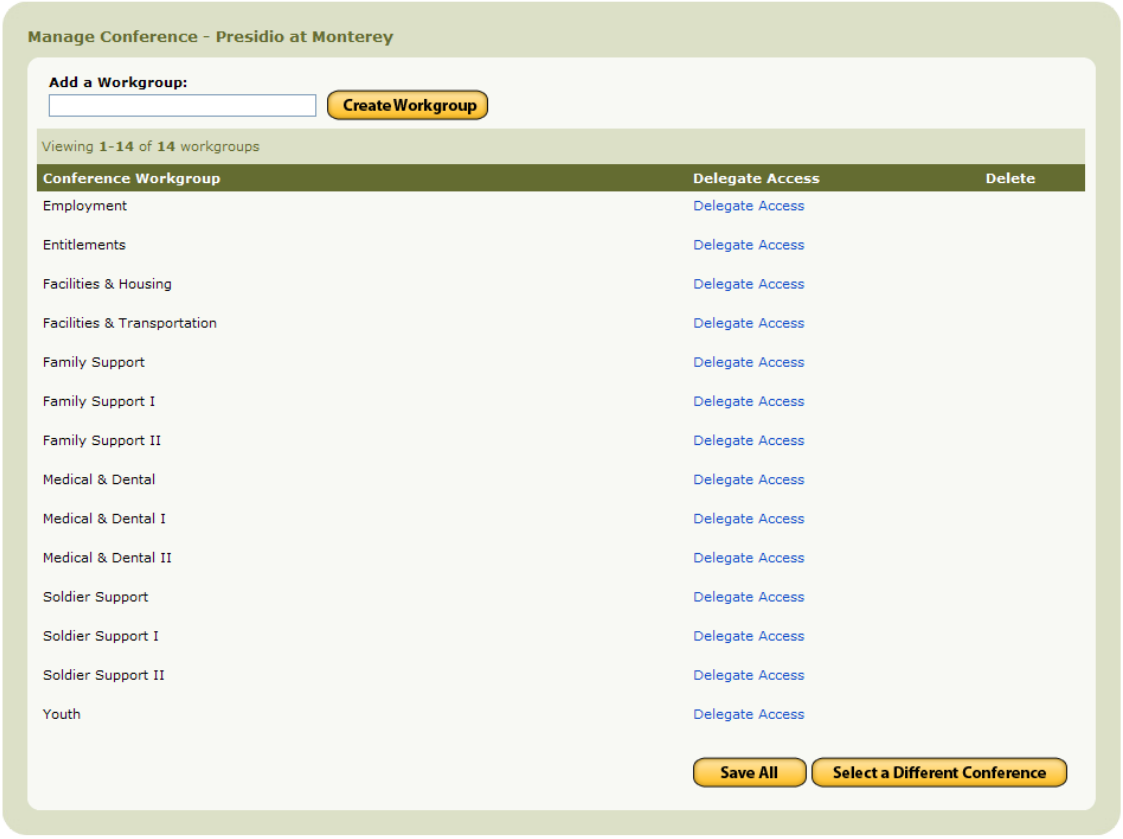
Select your Installation

The Retrieve Conference button opens the "Manage Conference" screen

Manage Conference

From the “Manage Conference” screen, you can:

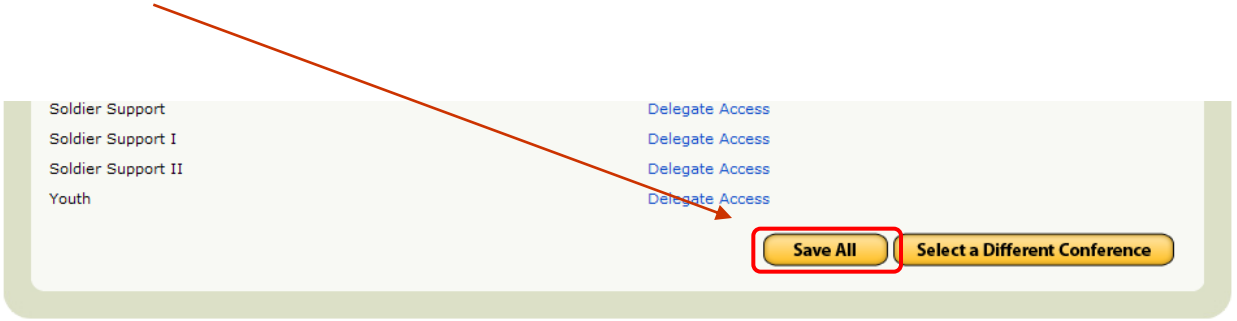
- Add additional workgroups to the selected conference, and
- Invite delegates to attend and participate in workgroup meetings



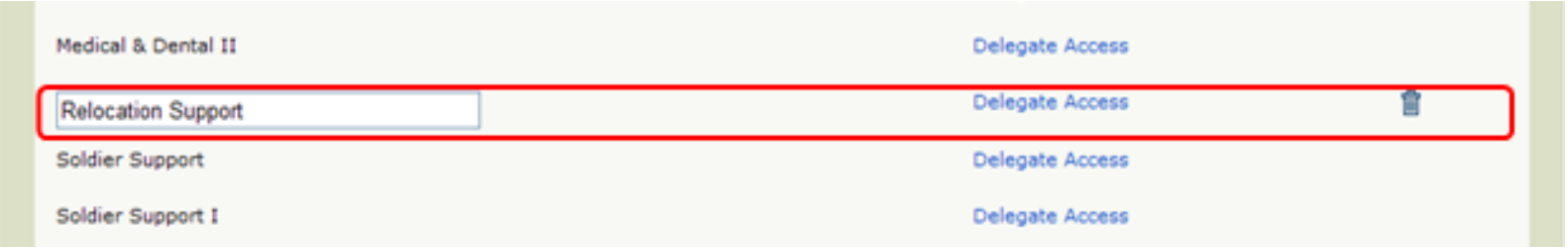
Work Groups

To add a workgroup to the Conference, follow these steps -
1.Enter a new workgroup name
2.Click the **Create Workgroup** button.

3.You will now see the Workgroup you created listed under the “Conference Workgroup” section, and you will be able save it by clicking the **Save All** button located at the bottom of the Manage Conference page.



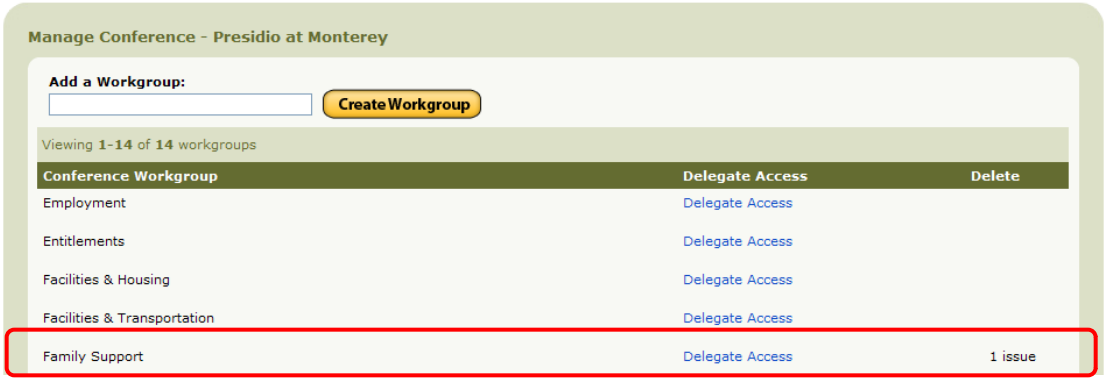
Delete a Workgroup



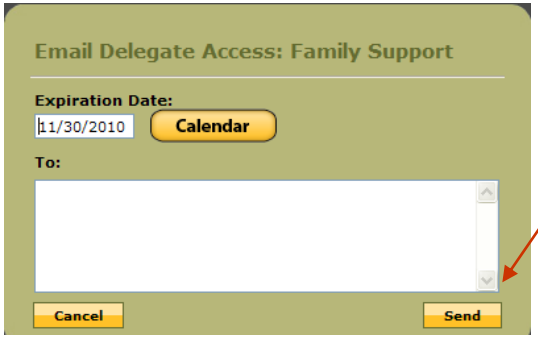
- 1. You can delete a workgroup, by clicking the **Trash Can** icon next to the workgroup.
- **Note:** You can delete a workgroup provided no issues are assigned to the workgroup.

Invite Delegates

1. Click the Delegate Access link to open the "Email Delegate Access" window



2. Enter an **Expiration** Date for accessing the Conference Issues assigned to this workgroup.
3. Enter the delegate's email and click Send.



4. The popup window shown below indicates that the "email was sent".

NOTE: Set an Expiration Date a few days past the conference end date in case delegates need more time with issue.

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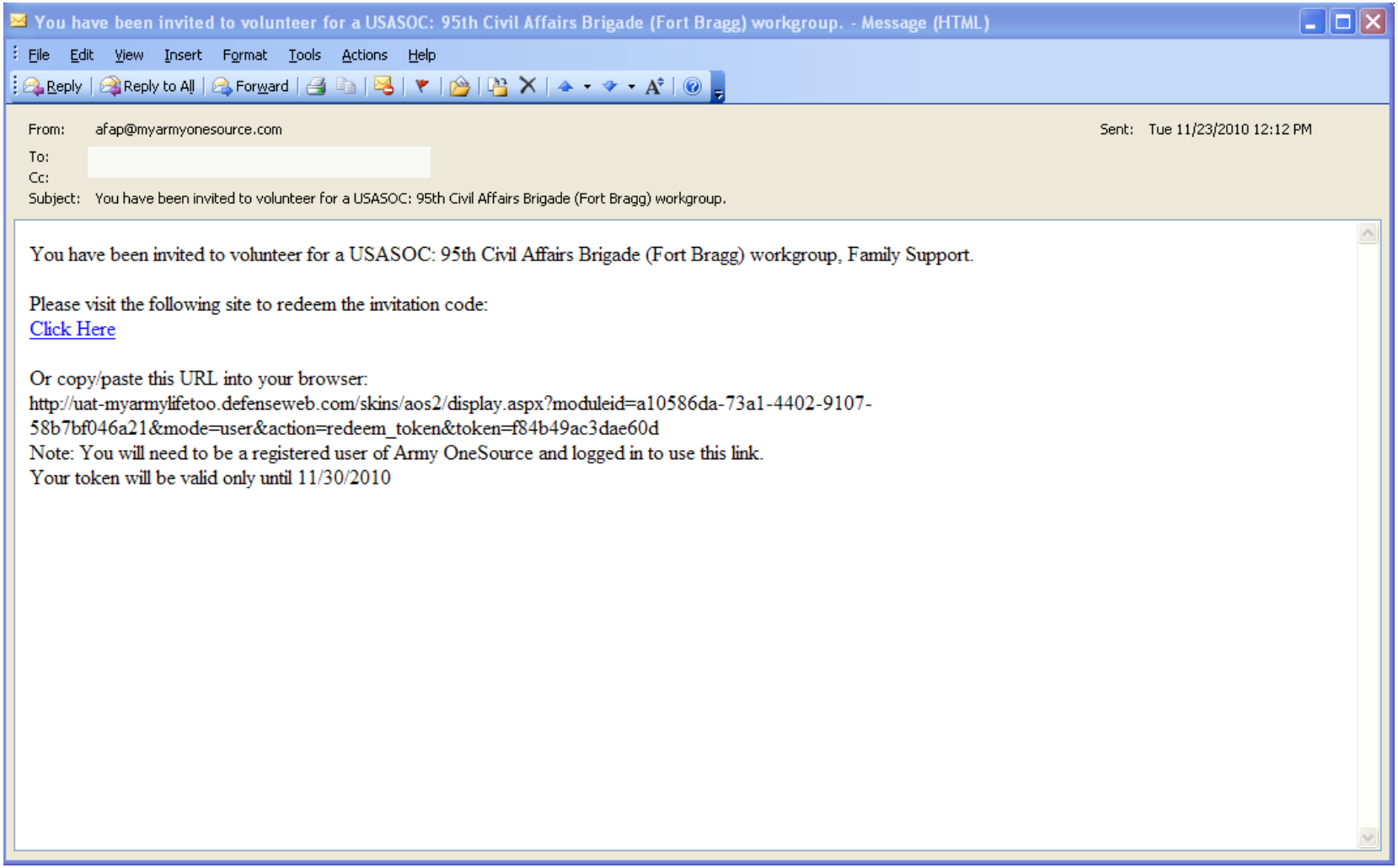
Delegate Access Token



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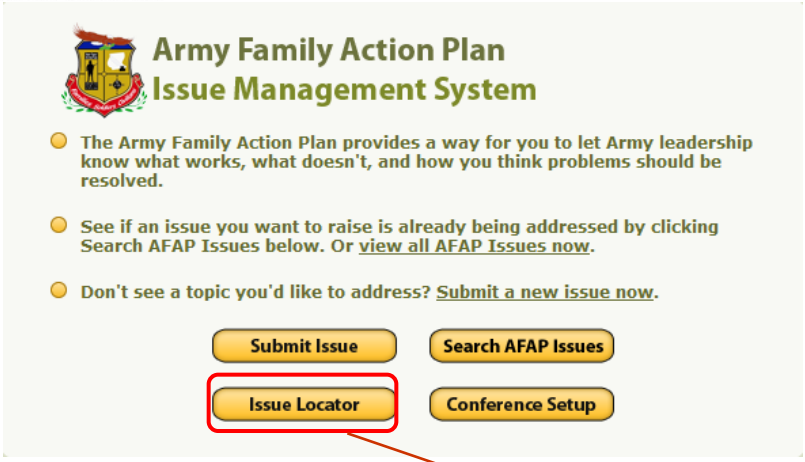
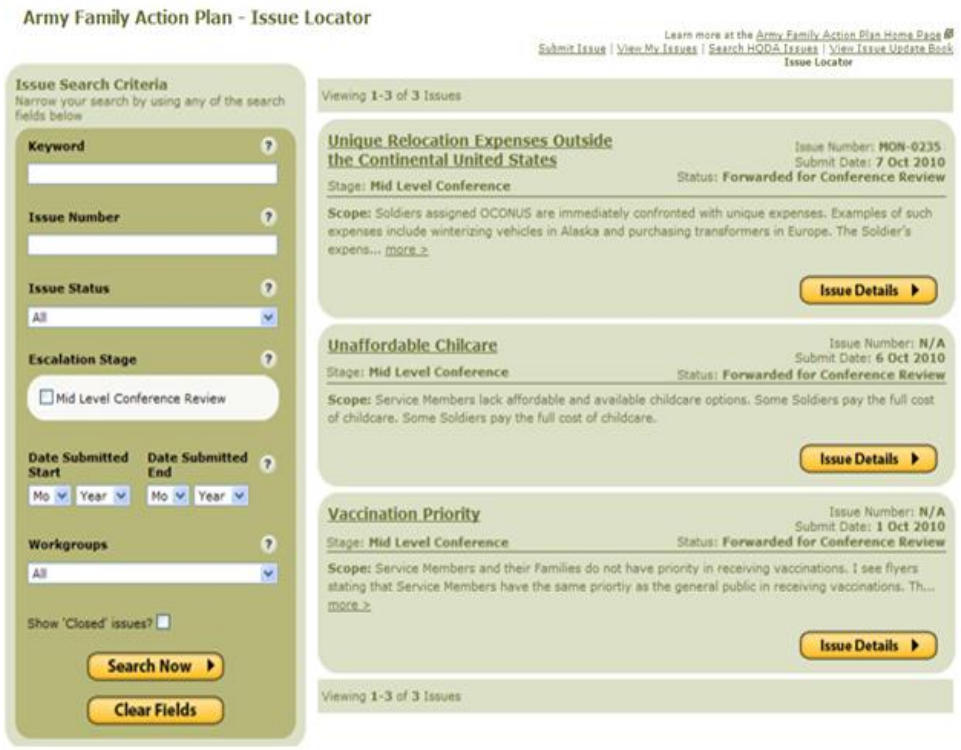
Issue Locator



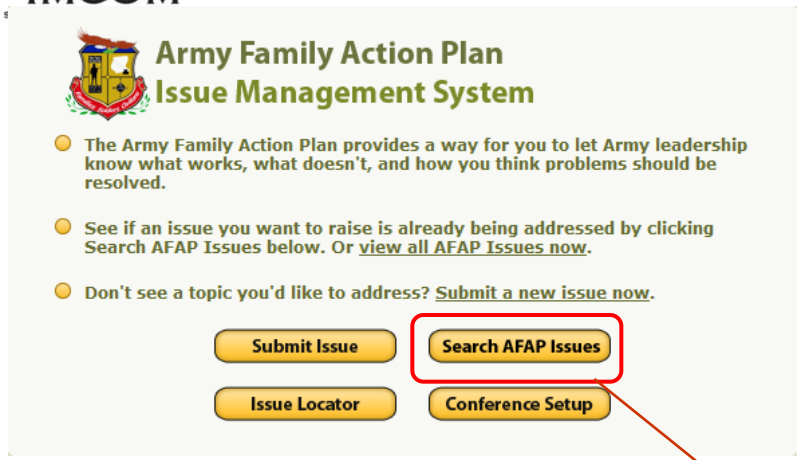


- Pressing the issue locator button will allow you to view current issues that are in the issue management system.

Army Family Action Plan (AFAP) IMS

IMCOM

Search AFAP Issues



The AFAP issues button will take you to the active issue search. These issues are no longer part of the IMS, these are the active issues that have been accepted by the General Officer Steering Committee (GOSC).

Army Family Action Plan (AFAP) IMS

Final Review

- Questions about AFAP IMS
- Interface comments
- Any areas of the system you would like to revisit?

Army Family Action Plan (AFAP) IMS

AFAP Issue Management

- **Thank you for attending**