



Air Force Sergeants Association  
Division 610  
Local Chapter Handbook

***"CLEARER FOCUS, HIGHER RESULTS"***

1. General Trustee Responsibilities Overview
2. Treasurer
3. Membership
4. Publicity
5. Programs (to be added)
6. Recorder
7. Awards (to be added)
8. Ways and Means (to be added)
9. Legislative
10. Historian (to be added)
11. Senior Advisor (to be added)
12. Volunteer Coordinator
13. AFSA and JR ROTC Program
14. AAC Program Guidelines
15. First Term Airmen of the Year Award



**AFSA CHAPTER  
TRUSTEE RESPONSIBILITIES  
"CLEARER FOCUS, HIGHER RESULTS"**

- PRESIDENT:**
- Responsible for all chapter actions
  - Conduct monthly meetings
  - Positively represent chapter
  - Further chapter goals/objectives
  - Complete quarterly reports
  - Draft meeting agendas
  - Spread AFSA message to base/community
  - Assist EC members whenever needed
  - Ensure trustee responsibilities are met
- VICE PRESIDENT**
- Assume responsibilities in absence of President
  - Assist president with chapter business
  - Provide guidance to EC members whenever needed
  - Ensure trustee responsibilities are met
  - Keep president out of trouble
- TREASURER:**
- Maintain accounts/brief GC on amounts
  - As best as possible, project upcoming expenditures
  - Budget for each new FY
  - Separate Accounts for each major program
  - Complete quarterly reports
- MEMBERSHIP:**
- Schedule/coordinate membership drives
  - Maintain membership rosters
  - Brief membership status at EC and GM meetings.
  - Maintain central member email distribution list for the chapter
  - Maintain membership form stock
- PUBLICITY:**
- News articles to base paper, *Sergeants* magazine, etc.
  - Ad in Base/Local Papers
  - Ensure publicity for each event warranting such
  - Inquire about marquee
- PROGRAMS:**
- Get AFSA in on ground floor of following events:
    - Christmas Party
    - Child Pride Day
    - Wing dining in/out
    - Open House

- Drill competitions (JROTC)
- Speaking at Mentorship briefing (quarterly)
- WWII memorial support

- RECORDER:**
- Distro GC meeting minutes w/I 24 hours to President
  - Maintain recall roster information
  - Order necessary forms/supplies
  - Reserve meeting room at club

- AWARDS:**
- Commandant's Award NCOA
  - NCO Induction ceremony
  - Get chapter involved in another award (FTAC, etc)
  - Oversee all aspects of chapter awards programs
  - Manage chapter annual awards luncheon program

- WAYS & MEANS:**
- Schedule fundraisers
  - Contact each TRS for POC to have fundraisers
  - Maintain calendar of events
  - Schedule manning for each event

- LEGISLATIVE:**
- Keep Chapter members informed
  - Up-channel chapter concerns
  - Schedule guests speakers
  - Distro congressional email/phone number list

- HISTORIAN:**
- Record chapter's involvement in programs/projects
  - Publish chapter newsletter
  - Maintain historical records

- SENIOR ADVISOR:**
- Advise chapter president as necessary
  - Assist in providing direction for entire chapter
  - Determine quorum at each meeting
  - Ensure proper procedures are followed

- AAC:**
- Develop/coordinate projects for chapter airmen
  - Keep airmen informed on issues
  - Bring airmen's concerns to chapter
  - Educate airmen on AFSA mission

## TREASURER TRUSTEE CONTINUITY

1. Duties and Responsibilities:
  - a. Maintain accounts
  - b. Brief Executive Council and General Membership on status
  - c. Project upcoming expenses
  - d. Budget for upcoming fiscal year
  - e. Separate Accounts for each major program
  - f. Complete quarterly/annual financial reports
  - g. Advise on all financial matters
  
2. Duties and Responsibilities defined:
  - a. Maintain accounts:
    1. Keep accurate and timely records of all financial transactions.
    2. Deposit and document all revenue.
    3. Pay and document all liabilities in a timely manner.
    4. Order checks as needed.
    5. Update authorized names on account as required.
  
  - b. Brief Executive Council and General Membership on status:
    1. Brief EC and GM on current financial status.
    2. Brief EC and GM on projected income and expenses.
  
  - c. Project upcoming expenses:
    1. Brief EC members about short-term and long-term expenses.
    2. Brief GM about current financial status and short-term expenses.
    3. Project and Document expenses through historical data.
  
  - d. Budget for upcoming fiscal year:
    1. Project and Document income and expenses through historical data.
    2. Brief EC as required; allowing for informed financial decisions.
    3. Maintain a “Recurring” savings account for repeat expenses.
      - a. Division and International Convention expenses.
      - b. Combined Federal Campaign expenses.
      - c. NCOA/ALS Ice-breakers and graduations.
      - d. Adjust as required.
  
  - e. Separate Accounts for each major program:
    1. Income/expenses must be annotated in a detailed manner.
      - a. Generic entries are difficult to account for during reports.
  
  - f. Complete Quarterly/Annual Financial reports:
    1. Complete Quarterly Financial report with President.

- a. [www.afsahq.org](http://www.afsahq.org)>[afsa](#) guidelines and forms>AFSA chapter and division forms>proceed
  - b. AFSA Form 700-5c Quarterly How Goes It Report (Financial Statement)
  - c. Must be submitted by 15<sup>th</sup> of new quarter month.
  - d. Chapter will not receive Rebate check until report is received.
2. Complete Annual Audit report:
- a. AFSA Form 700-5e Field Audit Report.
    - 1. Location same as Financial Statement.
    - 2. Must be performed by two disinterested parties.
- g. Advise on all financial matters:
- 1. Stay abreast of Chapters financial status.
  - 2. Provide financial input as needed.

## **MEMBERSHIP TRUSTEE CONTINUITY**

1. Duties and Responsibilities:
  - a. Schedule/coordinate membership drives
  - b. Maintain membership rosters
  - c. Brief membership status at Executive Council and General Membership meetings.
  - d. Maintain central member email distribution list.
  - e. Maintain membership form stock
  
2. AFSA HQ POC: Mr. Morgan Brown; 1-800-638-0594 Ext 228
  
3. Duties and Responsibilities defined:
  - a. To schedule membership drives at AAFES:
    1. Modify basic request letter for dates/times of drive.
    2. Sign letter, then route to AAFES personnel office for GM signature and Marketing Director Signature.
    3. Pick up letter once signed, and then take to SPTG/CV for final approval.
    4. Brief Executive Council and General Membership; Request volunteers
    5. Things to bring to membership drive from AFSA HQ (FTAC)
      - a. Table and blue cloth
      - b. Forms (10 reasons, single sheet and auxiliary)
      - c. Sergeants magazine
      - d. Coins of any kind or anything else to sell (T-shirts)
  
  - b. Membership rosters:
    1. Three main rosters: Membership, 15-month delinquent and 6-month until due. The Membership roster comes in paper and electronic (from AFSAHQ). Other rosters are only in paper.
    2. Membership roster needs to be reviewed for:
      - a. Address troubles (identified with “?”)
      - b. Total membership (to keep track of growth)
    3. 15-month delinquent:
      - a. Call or email people who have allowed their membership to terminate. Offer help in getting the membership started again.
      - b. If they state they don't want to continue the membership, indicate so on the roster to prevent call-back.
      - c. Email once every 3 months only to prevent harassment.
    4. 6-month until due:
      - a. Call or email members coming due for renewal on a monthly basis. If they are due to renew in April, call in March.
    5. If a person has no contact information and is not in the Global Address List, they are considered a loss and can be disregarded.

- c. Brief the Executive Council and General Membership using the above rosters, membership statistics from <http://www.afsahq.org>, and the monthly membership newsletter sent to the President.
  - 1. Inform members on team statistics vs. goals, individual High Fliers or Sky High members, and how our recruiting efforts are helping to raise national numbers.
- d. Using membership rosters maintain and distribute to executive council, the email distribution list for base. Request all new recruits possessing a base email account are sent to the membership trustee for addition to the list and forwarded to the executive council.
- e. Maintain membership forms and materials by ordering from <http://www.afsahq.org>.
  - 1. Go to 'AFSA Guidelines and Forms'
  - 2. 'AFSA Chapter and Division Forms'
  - 3. First-time users, please read the info on this page, then click on 'Proceed' at the bottom of the page. If you are not first-time, click the link at the top of the page.
  - 4. Use link for 'AFSA/Auxiliary Membership Drive Campaign Material Order Form'. Fill in the necessary address fields (to your home) and complete the form pertaining to what materials you desire for membership.

## PUBLICITY TRUSTEE CONTINUITY

1. Duties and Responsibilities:
  - a. News articles to base paper, *Sergeants* magazine, etc.
  - b. Ad in Base/Local Papers
  - c. Ensure publicity for each event warranting such
  - d. Inquire about marquee
  
2. AFSA HQ POC: Mr. Morgan Brown; 1-800-638-0594 Ext228
  
3. Duties and Responsibilities defined:
  - a. News articles to base paper, *Sergeants* magazine, etc.
    1. Base paper point of contact (POC)
      - a. E-mail submission in word document form to base editor or address the document to [e-mail](#) address
    2. Sergeants Magazine POC
      - a. Picture submissions should be sent to Patrick Doerr at Sergeants magazine. 1-800-638-0594,
      - b. Director of Marketing/Editor for Sergeants magazine: Rowena Becknel 1-800-638-0594 Ext 229
  
  - b. Ad in Base Paper:
    1. AFSA has an on-going ad in the base paper.
    2. Verify that the ad is still in the paper monthly
    3. POC is \_\_\_\_\_.
  
  - c. Ensure publicity for each event warranting such
    1. Aide committee in advertising special events.
    2. Digital camera should go to as many events as possible for submission and potential publication in *Sergeants* magazine.
  
  - d. Inquire about marquee
    1. Advertise AFSA general assembly meeting as special events on base marquee.
    2. POC at Public Affairs is \_\_\_\_\_.
    3. Submissions should be e-mailed at least 24 hours in advance.
    4. Sample Marquee Display
      - a. AFSA Meeting / 1200 Hr 19 Aug / Location of meeting

## RECORDER CONTINUITY

1. Duties and Responsibilities:
  - a. Distro GC meeting minutes w/in 24 hours to President
  - b. Maintain recall roster information
  - c. Order necessary forms/supplies
  - d. Reserve meeting room at club
  
2. Duties and Responsibilities defined:
  - a. Distro GC meeting minutes w/I 24 hours to President
    1. Compose minutes and send to President for any changes or additions.
    2. Once approved by President, send to the entire AFSA chapter e-mail list.
  
  - b. Maintain recall roster information
    1. Review recall rosters quarterly.
    2. Make any necessary changes and distribute new recall rosters to the entire executive council.
  
  - c. Order necessary forms/supplies
    1. Supplies can be ordered from AFSA HQ [www.afsahq.org](http://www.afsahq.org).
      - a. Go to 'AFSA Guidelines and Forms'
      - b. 'AFSA Chapter and Division Forms'
      - c. First-time users, please read the info on this page, then click on 'Proceed' at the bottom of the page. If you are not first-time, click the link at the top of the page.
  
  - d. Reserve meeting room
    1. Do this no later than the 1<sup>st</sup> of each month.
    2. Request a meeting room for the EC meeting and GM meeting.

## LEGISLATIVE TRUSTEE CONTINUITY

1. Duties and Responsibilities (IAW AFSAM 700-1, Vol 3)
  - a. Monitors local, state, and national legislation affecting military members and dependents
  - b. Plans a legislative strategy with chapter president for each upcoming chapter meeting
  - c. Keeps members informed regarding legislative developments of particular interest
  - d. Cooperates fully with Division Legislative Chairman/DRU Liaison
  - e. Encourages and assists with letter-writing campaigns
  - f. Maintains liaison with other local organizations concerned with military or veterans affairs to obtain their support for AFSA legislative objectives
  - g. Additional duty:
2. AFSA HQ POC: Mr. Jim Lokovic 1-800-638-0594 Ext 291
3. Duties and Responsibilities defined:
  - a. Monitors local, state, and national legislation affecting military members and dependents:
    1. Gather national legislation issues from [www.afsahq.org](http://www.afsahq.org), under Capital Hill Updates, from AFSA Magazines, the news, and any other form of media, such as newspapers, i.e., Air Force Times, etc.
    2. Local and State legislation can be found through [www.afsahq.org](http://www.afsahq.org) and local news media. Be familiar with AFSAM 700-1, Vol 3 concerning local legislation.
  - b. Plans a legislative strategy with president for each upcoming chapter meeting:
    1. Discuss and plan a strategy for your next scheduled meeting concerning new legislative-oriented material soon after it is received.
    2. Your strategy can include a letter-writing campaign, a visit to the legislator, telephone calls or emails to Congressional Offices.
  - c. Keeps members informed regarding legislative developments of particular interest:
    1. Prepare a report on all legislative issues being worked at Capital Hill for each General Membership Meeting to share with all members, and provide a copy to the Recorder for the Meeting Minutes. You can find these issues under Capital Hill Updates on the AFSA HQ website. Also, Recordings can be retrieved every evening after 1700, Eastern Time, at the following number: 1-800-638-0594, and they are updated on Tuesdays and Fridays.
    2. As stated earlier in para 3a, legislative issues can be derived from your local papers, national news media, etc. Be familiar with all issues concerning active duty and retired military members, to include their dependents, and be prepared to provide answers.

- d. Cooperates fully with the Division legislative Chairman/DRU Liaison: Division Legislative Chairman for Division 610 is CMS (Ret) Paul Hulkan. Support all requests from the Division and above, especially when AFSA HQ has called for action.
- e. Encourages and assists with letter-writing campaigns:
  - 1. Be familiar with AFSAM 700-1, Volume 3, which is located on [www.afsahq.org](http://www.afsahq.org), under Publications. This publication not only gives direction for the entire legislative program from headquarters down, but it also provides terminology and guidelines for basic chapter responsibilities.
  - 2. Attached are some sample letters extracted from AFSAM 700-1, Vol 3.
- f. Maintains liaison with other local organizations concerned with military or veterans affairs to obtain their support for AFSA legislative objectives: Be VERY CAREFUL in remaining politically non-partisan. Per AFSAM 700-1, Vol 3, pg. 3, “AFSA, as an organization, should do nothing to support or oppose any candidate for political office. However, spokesmen can and should voice opinions concerning legislation that affects AFSA members.”
- g. Schedule guest speakers:
  - 1. This is an additional duty, which will be coordinated through the President.
  - 2. Occasionally, or when you feel it appropriate, solicit some experts in the legislative arena to come and speak at our General Membership Meetings, whether it be an EC member from headquarters, the Division Legislative Chairman, or someone from wing leadership.

4. Sample Target Letters (excerpts from AFSAM 700-1, Vol 3)

While your lobbyists are on the Hill fighting for improved quality-of-life benefits, it is imperative that Members of Congress are able to recognize that there is indeed a large grassroots following who are opposed to or in support of a particular subject. The following is a sample letter that each AFSA member should send to their elected leaders in Washington to complement the efforts of your AFSA registered lobbyists. We encourage you to adjust the letter to tailor your personal situation. If you are unsure who your elected congressperson is, click here and enter your zip code.

(date)

The Honorable (Name)  
 U.S. House of Representatives  
 Washington, D.C. 20515

Dear Representative (Name),

I urge you to co-sponsor H.R. 879, the Montgomery G.I. Bill (MGIB) Enhancement Act of 2003. Essentially, this bill would afford those who chose not to open an account in the old Veterans Educational Assistance Program (VEAP) an opportunity to enroll in the far-more-beneficial MGIB -- the transitional educational benefit offered to military members today.

The VEAP program was in effect between January 1, 1977, and June 30, 1985. This was an ineffectively counseled, relatively insufficient benefit for veterans to use for college education. VEAP enrollees could contribute up to \$2,700, with the government matching that amount on a two-for-one basis, up to \$5,400. Many turned VEAP down at their one-time enrollment opportunity because it was insufficient to pay for education. Many others were advised not to enroll in VEAP with the belief that a better program was coming along. A better program did come along--the MGIB--but those who turned down VEAP were never given a chance to enroll in the MGIB. In fact, so many turned down the VEAP program that today, there are still 100,000 currently serving military members who did not enroll in VEAP. These members now face the prospect of ending military service after a career of sacrifice with no transitional educational benefit. In contrast, the current MGIB requires the member to contribute \$1,200 and, in return, receives well over \$30,000 in benefits.

I urge you to support H.R. 879 to give those who failed to enroll in the VEAP program a chance to participate in the MGIB. It is the fair thing to do for those who serve this nation. I anxiously await your response, hoping that you will sign on as a co-sponsor of this important legislation.

(signed)Your name and contact information.

When writing to your senators or representative, keep the following information in mind.

#### THINGS TO REMEMBER

- Make it a **PERSONAL** letter in your own words, writing in the same way you would talk to your family and friends about the issue.
- Be **COURTEOUS**, avoid threats or foul language.
- Talk about only **ONE SUBJECT** in each letter. Be sure you clearly define it, e.g., a military pay raise.
- Give the **REASONS** for your concern. Explain how the issue can affect you and your family.
- Be **BRIEF**. A one-page letter is ideal. A letter beyond two pages loses its effectiveness.
- Be **SPECIFIC**. Come to the point; if you want your representative to support or vote against a piece of legislation, say so.
- **AVOID COPYING** other letters except when speed, volume and common content are important, as in a widespread campaign to fight a particular bill. However, even small adjustments can avoid having yours appear like a form letter.
- Be **REASONABLE**. Do not ask for the impossible. Do not say, "I will never vote for you again." That will not help your cause.
- Be **FRIENDLY**. Despite your own personal opinions, members of Congress have a demanding job. You're only one of many thousands of voters.
- Be sure to **REQUEST A RESPONSE**, as you want to know their position on the issue and get a better insight into the legislation.
- **DO NOT IGNORE** your own senators or representative and write to one from another state because you disagree with your congressman.
- Do not send a **CARBON COPY** to one senator or representative when you have addressed the letter to another legislator. Write separate letters.

#### THINGS TO AVOID

- **DO NOT** become a constant "PEN PAL." Write as often as you want, but do not write on every issue that comes up.
- **DO NOT PRETEND** to have great political influence. Write as an individual, not as a spokesman for your chapter or division. Some of your peers may not agree with you.
- **DO NOT** write and **CHASTISE** your representative or senators if they did not vote as you thought they should. If you wish, send a short note saying that you are disappointed in their vote and politely ask why they voted as they did.

#### ESSENTIAL ELEMENTS

- Use your own **PERSONAL STATIONERY**.

- Be sure your FULL NAME and ADDRESS is on the envelope as well as in the letter, as envelopes have a habit of getting lost.
- Write legibly or type your letter. Use only ONE SIDE of your stationery.
- Sign your NAME legibly. It is also best to print your name below your signature.
- Use your TITLE. SSgt; CMSgt; Mrs. Jones; the wife of MSgt Robert J. Jones, USAF; SMSgt H.J. Jones (Retired).
- Do write "As a member of the AIR FORCE SERGEANTS ASSOCIATION, I am concerned ..."
- RETAIN A COPY of your letter and any material you may have included as an enclosure.
- TIMING IS IMPORTANT. When public hearings are being held, your letter will have impact. AFSA will alert you as soon as possible as to just when you should write.

#### ADDRESSES/SALUTATIONS

Address your senators or representative as follows:

The Honorable \_\_\_\_\_  
 House of Representatives  
 Washington, D.C. 20515

Dear Representative \_\_\_\_\_,

The Honorable \_\_\_\_\_  
 United States Senate  
 Washington, D.C. 20510

Dear Senator \_\_\_\_\_,

If a member of Congress is chairman of a committee or subcommittee, it is best to use this salutation:

Dear Chairman \_\_\_\_\_,

If you need further address/style information call the AFSA Directorate of Military and Government Relations at 1-800-638-0594 for assistance. They'll be glad to help you out.

Another option is to direct your letters to:

The Honorable \_\_\_\_\_.  
 Chairman, Committee on Armed Services  
 House of Representatives  
 Washington, D.C. 20515-6035

The Honorable \_\_\_\_\_.  
Chairman, Committee on Armed Services  
United States Senate  
Washington, D.C. 20510-6050

Your letter will be forwarded to the chairman of the appropriate subcommittee that is considering the particular issue.

#### THE IMPORTANCE OF BEING REGISTERED

Members of Congress have access to voter registration roles. They routinely check to see if a correspondent is a registered voter. Why? The answer is simple: they pay far more attention to your views if you will have a direct say in their keeping their job in Congress. Keep that in mind as you develop strong feelings on an issue and begin to put those thoughts into writing.

## VOLUNTEER COORDINATOR CONTINUITY

1. Duties and Responsibilities:
  - a. Schedule/coordinate volunteer opportunities with President
  - b. Maintain all Event Summaries Continuity Sheets
  - c. Brief volunteer opportunities at Executive Council and General Membership meetings.
  - d. Maintain JROTC Annual Awards Presentations Sheet
  - e. Maintain Annual Volunteer Opportunities Sheet
  - f. Brief the EC & GM on upcoming volunteer opportunities.
  - g. Keep a record of all VA volunteer hours for awards

## AFSA & AFJROTC PROGRAM

1. Duties and Responsibilities (IAW AFSAM 700-1, Vol 4) : a Junior ROTC medal/ribbon and certificate is available through International Headquarters to recognize cadets of the Air Force Junior ROTC programs at high schools throughout the United States and overseas.
2. The Volunteer Coordinator is responsible for AFSA and AF JROTC's success at our local chapter and will be responsible for the following:
  - a. Coordinate with local and state JR ROTC Aerospace Instructors for opportunities to present these awards during their High School's Annual Awards banquets.
  - b. Create an annual Air Force Junior Reserve Officer Training Corps Awards Ceremony schedule consisting of the following headings:
    1. Name of School
    2. Date
    3. Time
    4. Address of School/Location of Banquet
    5. Scheduled Presenter
    6. E-mail address
  - c. Inform President when medals/ribbons and certificates need to be ordered at least 6 months in advance of award presentation.

# AIRMAN ACTIVITIES PROGRAM GUIDELINES

## **BACKGROUND AND BENEFITS OF AIRMEN INVOLVEMENT IN AFSA**

Since its birth in 1961, the Air Force Sergeants Association (AFSA) has grown in size and now represents active-duty, former and retired enlisted members of all ranks of the Air Force, Air National Guard and the Air Force Reserve. While airmen have always been an important focus for our association, in the early 1990's the International Executive Council realized that to ensure the strength and survival of the association, a concentrated effort was needed to increase airmen involvement within AFSA. The position of the AAC was created specifically to provide a direct link between airmen and the elected leadership of AFSA and to ensure that the views and concerns of airmen received the attention of the council. This position also provides invaluable leadership experience for younger members. The effective use of the Airmen Activity Program Committee (AAPC) will also serve a two-fold purpose: First, to maximize the ideas, efforts and concerns of airmen to better themselves and their careers; Second, to provide training for airmen which includes management of programs, meetings and committees; financial oversight; and, many of the interpersonal skills required to succeed in today's Air Force. This will hopefully encourage and prepare them to seek elected AFSA leadership positions in the future.

## **Chapter /Division**

Support from the host organization is crucial to having a successful AAP. Key concerns are: Appoint an enlisted member to serve as the AAC. For this person to succeed, he/she must be an individual who has the motivation and desire to see AFSA succeed for airmen. It should not be assumed that the First Term Airman of the Year wants to be appointed to this position. Appoint or recruit individuals to serve as members of the AAPC. It is desirable for a majority of these members to be airmen; however, experience and other skills should be considered when asking personnel to serve on the AAPC. When available, consider representatives from the First Sergeant's Council, Top Three and Chiefs Group to serve as "mentors." Their active support can be crucial to navigating the Air Force "system" when working on special programs and activities. In addition, their involvement reinforces the importance of AFSA. Keep the AAC informed about all the chapter/division activities. This will improve the probability that airmen will attend as both participants and workers. Even though the AAC serves as a member of the executive council, special emphasis should be placed on those activities and events that are expected to appeal to airmen. The active interaction of the AAC and the executive council will ensure that our airmen are considered and included when planning and executing various programs. Remember --the airmen are the future leaders of AFSA. Provide training and required resources to members of the AAPC. Training is critical to ensure the members of the committee are aware of their responsibilities. Also, providing the proper resources will send a clear message of how important the AAPC is to your organization.

Optional -Appoint a member as an advisor to the AAC.

## CHAPTER AAC

Appointment. The chapter president should appoint an Airmen Activity Coordinator (AAC) who must be a member of AFSA, serving in the Air Force, Air Force Reserve or Air National Guard, and in the grade of E-1 through E-5. The primary efforts of the AAC shall be regarding the representation of the junior enlisted personnel (E-1 through E-4) to the Chapter Executive Council. The AAC's term of office should correspond with the president's term of office. The Chapter President has the option to appoint a council member as an advisor to the AAC.

Responsibilities. The chapter AAC is the key to ensuring the local Airmen Activities Program is a successful venture. The AAC serves as a non-voting member of the chapter executive council and should ensure the concerns of the airmen are voiced in all matters. You may even consider the option of providing your AAC a vote in addition to a voice on your council. In turn, the AAC needs to ensure that airmen are aware of what AFSA does in the legislative area that directly impacts airmen. Airmen must realize they are an important part of AFSA. Following are some specific responsibilities of the Chapter AAC.

- 1) Serve as a spokesperson for the chapter executive council.
- 2) Keep airmen informed of chapter activities.
- 3) Act as liaison with other base airmen activities/organizations.
- 4) Organize an Airmen Activity Program Committee (AAPC).
- 5) Serves as the Chair of the Airmen Activity Program Committee, which shall conduct programs and projects of interest to airmen that are beneficial to the chapter.
- 6) Keep chapter executive council informed of activities and concerns of the AAPC.
- 7) Provide training (with the help of the council) to members of the AAPC.
- 8) The AAPC should not be considered separate from the chapter but an integral part of it.
- 9) Help to increase the membership of airmen into AFSA.

The chapter president can add additional duties for the AAC, which will benefit the position and chapter. In addition, the chapter president, along with the executive council, can make the AAC a voting member if they desire. The chapter may establish specific guidelines for the operation of its AAPC through the use of Standing Rules.

## DIVISION AAC

Appointment. The division president should appoint an Airmen Activity Coordinator (AAC) using the same guidelines as the chapter AAC appointment. The division AAC is a non-voting member of the division executive council however, this can be changed to a voting member if the division president and executive council wish to do so. The AAC's term of office should correspond with the division president's term of office. The Division

President has the option to appoint a council member as an advisor to the AAC.

Responsibilities. The division AAC is a key link in the AAC chain. The division AAC has increased responsibilities than that of the chapter AAC. They ensure good communication and cross-feed exists between the chapter and international levels. Several key responsibilities of the division AAC are:

- 1) Ensure good communications and cross-feed exists between chapter and division AAC.
- 2) Work with chapters in the division to start local Airmen Activity Programs.
- 3) Keep airmen informed of division activities.
- 4) Encourage all chapters within the division to start local Airmen Activity Programs.
- 5) Share programs and projects of interest to airmen with chapter AAC's.
- 6) Conduct information meetings with all division First Term Airmen nominees.
- 7) Coordinate functions that involve the Division First Term Airmen nominees with distinguished guests.
- 8) In coordination with the awards trustee, set-up/conduct the annual Division First Term Airmen of the Year board.
- 9) Brief the division executive council on all airmen feedback.
- 10) Work to increase airmen membership in AFSA.

At the Division Level each FTOY nominee should be given the royal treatment and given as much publicity as possible throughout the Convention. The objective of this program is not only to honor a distinguished Airman with exceptional Leadership skills, but also to make him or her a valuable asset to the Air Force Sergeant's Association.

### **Suggested tips on how to start a successful AFSA Airman Activities Program**

- 1) The most important step is to read the AAP guidelines.
- 2) Secondly, go onto the AFSA HQ homepage forms sections and order Form 700225, ABC's Parliamentary Procedures. It is an awesome guide on how to conduct a formal meeting. It costs \$1.
- 3) Contact the Division AAC and establish a clear line of communication. Make sure you work closely together .If he or she is not available, use the Division President for support.
- 4) Next sit with your local Chapter President armed with all your "tools" and goals and coordinate a visit to your Command Chief to obtain his or her support.
- 5) Once you have everybody's support and a solid foundation, you can start advertising through the First Sergeants for base wide meetings. (Should be conducted once a month separate from Chapter Meetings)
- 6) After about the 3rd monthly meeting, have elections to form your committee of Airman to help you.
- 7) Run your AAP similar to your regular AFSA Chapter meetings with minutes, committee reports, etc. You'll be surprised how quickly you grow once you get a committed committee

This handbook was created by John Moak of Chapter 652 and modified for training by 20 Division 610.

together.

Once you do all of the above, you can plan trips, events etc. Make sure you always encourage the Airman to get involved and look for as many public opportunities to get your name out on the base. Good volunteer opportunities for the AAP include ceremonies, Dining In's, Airman Against Drunk Driving, Soup Kitchen's, local Boys and Girls Team, etc. Be creative and professional.

In addition, make every effort to go to a Division and/or International Convention. You will learn more at those conventions than you can just talking to one person or reading all the material provided. Also, visit the International AAP Homepage often to get updates, ideas and cross talk to help better your program.

A word of caution, the AAP is an AFSA sponsored program to encourage Airman for future AFSA leadership positions. This is not your local Airman Advisory Board. History has shown AAPs that get too independent from the local Chapter, may break off and become its own separate entity and or Base Advisory Board. A Base Advisory Board is a different Air Force program run specifically on a local level under the direct supervision of the Wing Command Chief. On the other side of the coin, Chapter President's who "micro-manage" the AAP end up stifling the program. A good balance is needed. In order to avoid this, do two things. Number one, ensure that anybody who holds office or votes on any issues is an AFSA dues paying member and stays focused on the AAP goals. Second, inform the local Chapter monthly of all activities.

To maximize the ideas, efforts and concerns of airmen to better themselves and their careers;

To provide training for airmen which include management of programs, meetings and committees; financial oversight; and many of the interpersonal skills required to succeed in the today's Air Force.

## **FIRST TERM AIRMAN OF THE YEAR AWARD**

1. Eligibility: The nominee must be an airman (E-1 thru E-4) serving in his/her first six years (regardless of re-enlistment status) of total active federal military service and serving on active duty, or as a member of the ANG or AFRC, as of December 31 of the calendar year immediately preceding the year of consideration at the division and international conventions. Additionally, selected division nominees who are promoted to E-5 prior to the annual international convention will still represent their division. The nominee must be a member of AFSA prior to the convening of the International Selection Board.
2. Authority: AFSA Manual 700-1, Volume IV, page 9.
3. Suggested Guidelines for local Chapters:
  - a. Get 3-4 people to volunteer on a committee to help run the program.
  - b. Establish time lines, board date, package submission dead lines and date package required at Division.
  - c. Establish criteria for nominees using existing AFSA instructions.
  - d. Brief wing CCM on importance of this award prior to board; rally their support and attention as they carry much weight (possibly help in funding to conventions).
  - e. Brief AF Form 1206 specifications/categories and time lines to First Sergeants, board members, and writers of nominee packages.
  - f. Request First Sergeants provide no more than one nomination per squadron by the dead line established, coordinate through Wing Command Chief.
  - g. Put an article in base paper/website and pass out flyers at AFSA meeting(s).
  - h. Reserve a room for the board at least 2 months before you intend to hold it.
  - i. Arrange in your budget to buy a mess-dress for the chapter/base winner if funds permit. (as a minimum a plaque recognizing the base winner should be presented)
  - j. Appoint board members; recommend 4 with a 5th person serving as board president and tiebreaker if needed. The board can consist of a variety of ranks to include the previous First Term Airman of the Year. SSgt's and TSgt's bring a lot of experience to the table. Make the board president a senior NCO if need be, but don't discriminate because of a lack of stripes.

- k. Send out a Congratulations letter to each nominee explaining the importance of the First Term Airman's board and the possibilities of AFSA leadership positions such as AAC's etc.
- l. Always, always hold a physical board!!!! No package only boards!!! Ensure everyone is aware nominees that cannot meet the board will not be considered. Boards are mandatory for Division and International competition as well. Ensure everyone understands the dates of the higher-level competitions so your candidate can be available or they will not get to compete.
- m. Arrange for the chapter/base winner to receive their award at a Wing or base level quarterly awards ceremony.
- n. Encourage all eligible to submit a package, not just the "golden children" of commanders who are always winning the awards at a base or squadron level.