



Recommended AFA Field Leader Training

(April, 2024)

The Field Council Training Sub-Committee (FCTS) has put together several training modules and instructions to aid in the efficient operation of the Chapter, State and Region organizations within the Air Force Association.

This document summarizes the FCTS's specific training recommendations for each field leader, based on his or her field organization and position.

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Please note: At the bottom of each training table there is a key explaining the three different training level categories:

"X" indicates Primary training that should be accomplished based on the requirements and responsibilities of the position.

"S" indicates Secondary training that will be helpful based of the requirements and responsibilities of the position, but should be reviewed only after the Primary (X) training has been accomplished.

"A" indicates Assumption training that should be reviewed immediately upon being newly selected or elected to a leadership position within your organization.

"A*" indicates Assumption training that should be reviewed immediately if your position has access to your organization's AFA Email account.

If you have any questions or recommendations, please forward them to...

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J O I N T H E F I G H T

Chapter Elected Officers

	Module / Instruction	Last Updated	Month to View	President	Vice President	Secretary	Treasurer
Organization	AFA Organization - Introduction	Oct-22		X	X	X	X
	AFA Organization - Chapter Basics	Nov-22		A	A	A	A
	AFA Organization - Chapter Elected Officers	Nov-22		A	A	A	A
	AFA Organization - Chapter Appointed Officers	Feb-23		A	A	A	A
	AFA Organization - State (Part 1) - Introduction	Mar-23		X	X	X	X
	AFA Organization - State (Part 2) - Elected Officers	Aug-23		X	X	X	X
	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		X	X	X	X
	AFA Organization - Region	Oct-23		X	X	X	X
	AFA Organization - Board of Directors	Oct-23		X	X		
AFA Organization - President & National	Nov-23		X	X			
Administration	AFA 101 for RPs and SPs	Mar-23					
	Field Operations Guide (FOG) - Introduction	Nov-23		A	A	A	A
	Operations & Procedures Manual (OPM) - Introduction	Dec-23					
	Field Leader Portal - Introduction	Jun-21		A	A	A	A
	Chapter Annual Activity Plan	Dec-23	Dec	X	X	X	X
	Chapter Annual Financial Plan	Dec-23	Dec	X	X	X	X
	State Annual Activity Plan	Dec-23	Dec				
	State Annual Financial Plan	Dec-23	Dec				
	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jan	X	X	X	X
	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jan	X	X	X	X
	State Semi-Annual Activity Report	Dec-23	Dec/Jan				
	State Semi-Annual Financial Report	Dec-23	Dec/Jan				
	Rosters - Field Leader	Oct-22	Oct	X	X	X	X
	Rosters - Membership	Oct-22	Oct	X	X	X	
	Starting a New Chapter Checklist	Dec-22					
	Restarting an Inactive Chapter	Oct-23		S	S		
	501(c)(3) Benefits	Oct-23	Feb	A	A		A
	Maintaining Tax-Exempt Status	Oct-23	Feb	A	A		A
Communication	Effetive Newsletters	Feb-24		S	S		
	Email - Forwarding	Apr-20		A	A*	A*	A*
	Email - Finding Your Account and Logging In	Apr-20		A	A*	A*	A*
	Email - Create a Shortcut	Jan-23		A	A*	A*	A*
	How to Use Mail Merge	Jan-22				S	
	Teams Meetings - Participant	Jun-22		S	S		
	Zoom - Hosting (Laptop & PC)	May-22		S	S		
Zoom - Participlant (Laptop & PC)	Jun-22		S	S			
Leadership, Recruiting, Retention	Leadership Planning	Oct-23		S	S		
	Leadership Recruiting	Oct-23		S	S		
	Leadership Retention	Oct-23		S	S		
	Recruiting New Members, Part 1	Oct-22		X	X	X	X
	Recruiting New Members, Part 2	Oct-22		X	X	X	X
	Recruiting New Members, Part 3	Oct-22		X	X	X	X
	Recruiting New Members, Part 4	Oct-22		X	X	X	X
	Retaining Chapter Members	Aug-23		S	S		
How to Identify Newly Arrived or Departed Members	Nov-23		S	S			
Programs	Advocacy Introduction	Apr-23		S	S		
	Advocacy for Chapters	Aug-23		S	S		
	Advocacy for Federal Funding	Oct-23		S	S		
	Congressional Contact Database	Oct-23		S	S		
	Advocacy/Tax-Exempt Ethics	Nov-23		S	S		
	Military & Family Programs	Nov-23		S	S		
	Building Base/Chapter Relations	Oct-23		S	S		
	Community Partner Program	Jul-23		S	S		
	Community Partner Recruiting	Jul-23		S	S		
	Community Partner Retention	Jul-23		S	S		
	VP for Aerospace Education	Nov-23		S	S		
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23		S	S		

X = Primary Training
S = Secondary Training
A = Assumption Training
* If Granted Organization Email Access

Chapter Appointed Officers

	Module / Instruction	Last Updated	Month to View	Vice Presidents for...										New Officers
				Membership	Community Partners	Airmen and Family Programs	Communications	Veterans Affairs	Government Relations	Leadership Development	Aerospace Education	Advocacy		
Organization	AFA Organization - Introduction	Oct-22		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Chapter Basics	Nov-22		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Chapter Elected Officers	Nov-22		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Chapter Appointed Officers	Feb-23		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 1) - Introduction	Mar-23		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 2) - Elected Officers	Aug-23		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Region	Oct-23		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Board of Directors	Oct-23												
AFA Organization - President & National	Nov-23													
Administration	AFA 101 for RPs and SPs	Mar-23												
	Field Operations Guide (FOG) - Introduction	Nov-23		X	X	X	X	X	X	X	X	X	X	A
	Operation & Procedures Manual (OPM) - Introduction	Nov-23												
	Field Leader Portal - Introduction	Jun-21		X	X	X	X	X	X	X	X	X	X	A
	Chapter Annual Activity Plan	Dec-23	Dec	S	S	S	S	S	S	S	S	X	X	
	Chapter Annual Financial Plan	Dec-23	Dec	S	S	S	S	S	S	S	S	X		
	State Annual Activity Plan	Dec-23	Dec											
	State Annual Financial Plan	Dec-23	Dec											
	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jun			X						X	X	
	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jun			X						X	X	
	State Semi-Annual Activity Report	Dec-23	Dec/Jun											
	State Semi-Annual Financial Report	Dec-23	Dec/Jun											
	Rosters - Field Leader	Oct-22	Oct	X	X						X			
	Rosters - Membership	Oct-22	Oct	X	X		X				X			
	Starting a New Chapter Checklist	Dec-22												
	Restarting an Inactive Chapter	Oct-23												
	501(c)(3) Benefits	Oct-23	Feb	A	A		A		A			A	A	
Maintaining Tax-Exempt Status	Oct-23	Feb	A	A		A		A			A	A		
Communication	Effective Newsletters	Feb-24					X							
	Email - Forwarding	Apr-20												A*
	Email - Finding Your Account and Logging In	Apr-20												A*
	Email - Create a Shortcut	Jan-23												A*
	How to Use Mail Merge	Jan-22					X							
	Teams Meetings - Participant	Jun-22					X							
	Zoom - Hosting (Laptop & PC)	May-22					X							
	Zoom - Participant (Laptop & PC)	Jun-22					X							
Leadership, Recruiting, Retention	Leadership Planning	Oct-23									X			
	Leadership Recruiting	Oct-23									X			
	Leadership Retention	Oct-23									X			
	Recruiting New Members, Part 1	Oct-22		A	A	S	S	S	S	A	S	S		
	Recruiting New Members, Part 2	Oct-22		A	A	S	S	S	S	A	S	S		
	Recruiting New Members, Part 3	Oct-22		A	A	S	S	S	S	A	S	S		
	Recruiting New Members, Part 4	Oct-22		A	A	S	S	S	S	A	S	S		
	Retaining Chapter Members	Aug-23		X	X						X			
	How to Identify Newly Arrived or Departed Members	Nov-23		X	X						X			
Programs	Advocacy Introduction	Apr-23							X	X	X	X		
	Advocacy for Chapters	Aug-23							X	X	X	X		
	Advocacy for Federal Legislation	Oct-23							X			X		
	Advocacy/Tax-Exempt Ethics	Nov-23							X			X		
	Congressional Contact Database	Oct-23							X			X		
	Military & Family Programs	Nov-23				X	X							
	Building Base/Chapter Relations	Oct-23				X	X	X					X	
	Community Partner Program	Jul-23		X	X						X			
	Community Partner Recruiting	Jul-23		X	X						X			
	Community Partner Retention	Jul-23		X	X						X			
	VP for Aerospace Education	Nov-23										X		
Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23										X			

X = Primary Training
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 A = Assumption Training
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State Officers

	Module / Instruction	Last Updated	Month to View	Elected Officers				Vice-Presidents for...						Awards	New Officers
				President	Vice-President	Secretary	Treasurer	Veterans Affairs	Government Relations	Leadership Development	Aerospace Education	Advocacy	Communication		
Organization	AFA Organization - Introduction	Oct-22		A	A										
	AFA Organization - Chapter Basics	Nov-22		A	A	A	A								
	AFA Organization - Chapter Elected Officers	Nov-22		A	A	A	A								
	AFA Organization - Chapter Appointed Officers	Feb-23		A	A	A	A								
	AFA Organization - State (Part 1) - Introduction	Mar-23		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 2) - Elected Officers	Aug-23		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Region	Oct-23		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Board of Directors	Oct-23		A	A										
AFA Organization - President & National	Nov-23		A	A											
Administration	AFA 101 for RPs and SPs	Mar-23		A	A										
	Field Operations Guide (FOG) - Introduction	Nov-23		X	X	X	X	X	X	X	X	X	X	X	A
	Operation & Procedures Manual (OPM) - Introduction	Dec-23		X	X										
	Field Leader Portal - Introduction	Jun-21		X	X	X	X	X	X	X	X	X	X	X	A
	Chapter Annual Activity Plan	Dec-23	Dec												
	Chapter Annual Financial Plan	Dec-23	Dec												
	State Annual Activity Plan	Dec-23	Dec	X	X	X	X			X				X	
	State Annual Financial Plan	Dec-23	Dec	X	X	X	X			X				X	
	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jun	X	X										
	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jun	X	X										
	State Semi-Annual Activity Report	Dec-23	Dec/Jun	X	X	X				X	X			X	
	State Semi-Annual Financial Report	Dec-23	Dec/Jun	X	X	X				X	X			X	
	Rosters - Field Leader	Oct-22	Oct	A	A	A	A			A				A	
	Rosters - Membership	Oct-22	Oct	A	A	A				A				A	
	Starting a New Chapter Checklist	Dec-22		S	S		S			S					
	Restarting an Inactive Chapter	Oct-23		X	X	X				X					
	501(c)(3) Benefits	Oct-23	Feb	A	A	A	A	A	A		A	A		A	
	Maintaining Tax-Exempt Status	Oct-23	Feb	A	A	A	A	A	A		A	A		A	
	Communication	Effective Newsletters	Feb-24		S	S								X	
Email - Forwarding		Apr-20											X	A*	
Email - Finding Your Account and Logging In		Apr-20											X	A*	
Email - Create a Shortcut		Jan-23											X	A*	
How to Use Mail Merge		Jan-22				S							S		
Teams Meetings - Participant		Jun-22		S	S								X		
Zoom - Hosting (Laptop & PC)		May-22		S	S								X		
Zoom - Participant (Laptop & PC)	Jun-22		S	S								X			
Leadership, Recruiting, Retention	Leadership Planning	Oct-23		A	A					A					
	Leadership Recruiting	Oct-23		A	A					A					
	Leadership Retention	Oct-23		A	A					A					
	Recruiting New Members, Part 1	Oct-22		A	A	S	S	S	S	A	S	S	S	S	
	Recruiting New Members, Part 2	Oct-22		A	A	S	S	S	S	A	S	S	S	S	
	Recruiting New Members, Part 3	Oct-22		A	A	S	S	S	S	A	S	S	S	S	
	Recruiting New Members, Part 4	Oct-22		A	A	S	S	S	S	A	S	S	S	S	
	Retaining Chapter Members	Aug-23		S	S					X					
How to Identify Newly Arrived and Departed Members	Nov-23		S	S					X						
Programs	Advocacy Introduction	Apr-23		S	S			X	X	X	X	X	X		
	Advocacy for Chapters	Aug-23		S	S			X	X	X	X	X			
	Advocacy for Federal Funding	Oct-23		S	S				X			X			
	Congressional Contact Database	Oct-23		S	S				X			X			
	Advocacy/Tax-Exempt Ethics	Nov-23		S	S				X			X			
	Military & Family Programs	Nov-23		S	S			X							
	Building Base/Chapter Relations	Oct-23		S	S			X	X						
	Community Partner Program	Jul-23		S	S					X					
	Community Partner Recruiting	Jul-23		S	S					X					
	Community Partner Retention	Jul-23		S	S					X					
	VP for Aerospace Education	Nov-23		S	S						X				
Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23		S	S						X					

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Region Officers								
	Module / Instruction	Last Updated	Month to View	President	Leadership Development	Aerospace Education	Advocacy	New Officer
Organization	AFA Organization - Introduction	Oct-22		S	S	S	S	
	AFA Organization - Chapter Basics	Nov-22		S	S	S	S	
	AFA Organization - Chapter Elected Officers	Nov-22		S	S	S	S	
	AFA Organization - Chapter Appointed Officers	Feb-23		S	S	S	S	
	AFA Organization - State (Part 1) - Introduction	Mar-23		X	X	X	X	A
	AFA Organization - State (Part 2) - Elected Officers	Aug-23		X	X	X	X	A
	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		X	X	X	X	A
	AFA Organization - Region	Oct-23		X	X	X	X	A
	AFA Organization - Board of Directors	Oct-23		X	X	X	X	A
AFA Organization - President & National	Nov-23		X	X	X	X	A	
Administration	AFA 101 for RPs and SPs	Mar-23		A	A			
	Field Operations Guide (FOG) - Introduction	Nov-23		X	X	X	X	A
	Operation & Procedures Manual (OPM) - Introduction	Dec-23		X	X	X	X	A
	Field Leader Portal - Introduction	Jun-21		A	A	S	S	
	Chapter Annual Activity Plan	Dec-23	Dec	X	X			
	Chapter Annual Financial Plan	Dec-23	Dec	X		X		
	State Annual Activity Plan	Dec-23	Dec	X				
	State Annual Financial Plan	Dec-23	Dec	X				
	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jun	X				
	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jun	X				
	State Semi-Annual Activity Report	Dec-23	Dec/Jun	X				
	State Semi-Annual Financial Report	Dec-23	Dec/Jun	X				
	Rosters - Field Leader	Oct-22	Oct	X	X			X
	Rosters - Membership	Oct-22	Oct	X	X			X
	Starting a New Chapter Checklist	Dec-22		S				
	Restarting an Inactive Chapter	Oct-23		X				
501(c)(3) Benefits	Oct-23	Feb	A		A	A		
Maintaining Tax-Exempt Status	Oct-23	Feb	A		A	A		
Communication	Effective Newsletters	Feb-24		S				
	Email - Forwarding	Apr-20						A*
	Email - Finding Your Account and Logging In	Apr-20						A*
	Email - Create a Shortcut	Jan-23						A*
	How to Use Mail Merge	Jan-22						
	Teams Meetings - Participant	Jun-22		A				
	Zoom - Hosting (Laptop & PC)	May-22		A				
Zoom - Participant (Laptop & PC)	Jun-22		A					
Leadership, Recruiting, Retention	Leadership Planning	Oct-23		X	X	X	X	
	Leadership Recruiting	Oct-23		X	X	X	X	
	Leadership Retention	Oct-23		X	X			
	Recruiting New Members, Part 1	Oct-22		A	S	S	S	
	Recruiting New Members, Part 2	Oct-22		A	S	S	S	
	Recruiting New Members, Part 3	Oct-22		A	S	S	S	
	Recruiting New Members, Part 4	Oct-22		A	S	S	S	
	Retaining Chapter Members	Aug-23		S	X			
	How to Identify Newly Arrived or Departed Members	Nov-23		S	X			
Programs	Advocacy Introduction	Apr-23		X	X	X	X	
	Advocacy for Chapters	Aug-23		X	X	X	X	
	Advocacy for Federal Funding	Oct-23		X			X	
	Congressional Contact Database	Oct-23		X			X	
	Advocacy/Tax-Exempt Ethics	Nov-23		X			X	
	Military & Family Programs	Nov-23		S				
	Building Base/Chapter Relations	Oct-23		S				
	Community Partner Program	Jul-23		S	X			
	Community Partner Recruiting	Jul-23		S	X			
	Community Partner Retention	Jul-23		S	X			
	VP for Aerospace Education	Nov-23		S		X		
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23		S		X		

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