

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.

Chapter Elected Officers	pg. 2
Chapter Appointed Officers	pg. 3
State Officers	pg. 4
Region Officers	pg. 5

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

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

"S" indicates <u>Secondary training</u> 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 <u>Assumption training</u> that should be reviewed immediately upon being newly selected or elected to a leadership position within your organization.

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

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

Rig Baldwin

Chairman, Field Council Training Sub-Committee OK342.altus@afa.org

Chapter Elected Officers

Module / Instruction		Chapter Elected Officers									
AFA Organization - Chapter Basics		Module / Instruction			President	Vice President	Secretary	Treasurer			
AFA Organization - Chapter Basics		AEA Organization - Introduction	Oct-22		Y	Y	Y	Y			
AFA Organization - Chapter Elected Officers		Š									
AFA Organization - Chapter Appointed Officers					_	_		-			
AFA Organization - Region	_				_						
AFA Organization - Region	tio				_	_	_				
AFA Organization - Region	izat										
AFA Organization - Region	gar	` '	Aug-23			_		-			
AFA Organization - Board of Directors	ō	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		Х		Х	Х			
AFA Organization - President & National		AFA Organization - Region	Oct-23		Χ	Χ	Χ	Х			
AFA 101 for RPs and SPs			Oct-23		Χ						
Field Operations Guide (FOG) - Introduction Nov-23		AFA Organization - President & National	Nov-23		Х	Χ					
Operations & Procedures Manual (OPM) - Introduction Jun-21		AFA 101 for RPs and SPs	Mar-23								
Field Leader Portal - Introduction		Field Operations Guide (FOG) - Introduction	Nov-23		Α	Α	Α	Α			
Field Leader Portal - Introduction		Operations & Procedures Manual (OPM) - Introduction	Dec-23								
Chapter Annual Activity Plan Dec-23 Dec X X X X X Chapter Annual Financial Plan Dec-23 Dec X X X X X X X X X			Jun-21		Α	Α	Α	Α			
Chapter Annual Financial Plan Dec-23 Dec X X X X State Annual Activity Plan Dec-23 Dec			Dec-23	Dec							
State Annual Activity Plan Dec-23 Dec De		·				_	_	-			
State Annual Financial Plan						-	-				
State Semi-Annual Financial Report Dec-23 Dec/Jun Rosters - Field Leader Oct-22 Oct X X X X Rosters - Membership Oct-22 Oct X X X X X Rosters - Membership Oct-22 Oct X X X X X X X X X	u o										
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Rosters - Membership Oct-22 Oct X X X Restarting a New Chapter Checklist Dec-22 S S S S S S S S S		State Semi-Annual Financial Report	Dec-23	Dec/Jun							
Starting a New Chapter Checklist Dec-22 S S S		Rosters - Field Leader	Oct-22	Oct	Χ	Χ	Χ	Х			
Restarting an Inactive Chapter Oct-23		Rosters - Membership	Oct-22	Oct	Χ	Χ	Χ				
Restarting an Inactive Chapter Oct-23		Starting a New Chapter Checklist	Dec-22								
Sol (c)(3) Benefits			Oct-23		S	S					
Maintaining Tax-Exempt Status			Oct-23	Feb	Α	Α		Α			
Effetive Newsletters					_			-			
Email - Forwarding					_	_					
Email - Finding Your Account and Logging In	_				_		Α*	Α*			
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Zoom - Particiapant (Laptop & PC) Jun-22 S S S	Ō				_	_					
Leadership Planning											
Leadership Recruiting					_	_					
How to Identify Newly Arrived or Departed Members Advocacy Introduction Apr-23 S S S Advocacy Introduction Advocacty for Chapters Advocacy for Federal Funding Congressional Contact Database Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations Community Partner Program Community Partner Recruiting Community Partner Retention VP for Aerospace Education Nov-23 S S S VIII Advocacy/Tax-Exempt Ethics Nov-23 S S S S S VIII Advocacy/Tax-Exempt Ethics Nov-23 S S S S S S VIII Advocacy/Tax-Exempt Ethics Nov-23 S S S S S S VIII Advocacy/Tax-Exempt Ethics Nov-23 S S S S S S S S VIII Advocacy/Tax-Exempt Ethics Nov-23 S S S S S S S S S S S S S S S S S S S	nà.				_						
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Congressional Contact Database		Advocacty for Chapters	Aug-23		S	S					
Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations Community Partner Program Community Partner Recruiting Community Partner Retention VP for Aerospace Education Nov-23 S S S S Dul-23 S S VP for Aerospace Education Nov-23 S S Nov-23 S S S S Nov-23		Advocacy for Federal Funding	Oct-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		Congressional Contact Database	Oct-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	S	Advocacy/Tax-Exempt Ethics	Nov-23		S	S					
Community Partner Program Jul-23 S S	am	- ·									
Community Partner Program Jul-23 S S	.ogr		Oct-23		S	S					
Community Partner Recruiting Community Partner Retention VP for Aerospace Education Jul-23 S S VP for Aerospace Education Nov-23 S S	4	,									
Community Partner Retention Jul-23 S S VP for Aerospace Education Nov-23 S S					_	_					
VP for Aerospace Education Nov-23 S S					_	_					
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		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

	Chapter A	ppoint	eu Oili	CEI	3	Vic	e P	resid	ents for	r			, ·
	Module / Instruction	Last Updated	Month to View	Membership	Community Partners	Airmen and Family Programs	Communications	Veterans Affairs	Government Relations	Leadership Development	Aerospace Education	Advocacy	New Officers
	AFA Organization - Introduction	Oct-22		Х	Х	X	Х	Х	Х	Х	Х	Х	Α
	AFA Organization - Chapter Basics	Nov-22		X	X	X	X	X	X	X	X	X	Α
	AFA Organization - Chapter Elected Officers	Nov-22		X	X	X	X	X	X	X	X	X	Α
5	AFA Organization - Chapter Appointed Officers	Feb-23		X	X	X	X	X	X	X	X	X	A
atic	AFA Organization - State (Part 1) - Introduction	Mar-23		Х	X	X	X	X	X	X	X	Х	Α
ziniz	AFA Organization - State (Part 2) - Elected Officers	Aug-23		Х	X	X	Х	Х	X	X	X	Х	Α
Organization	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		Х	X	X	X	X	X	X	X	Х	Α
	AFA Organization - Region	Oct-23		Х	X	X	Х	Х	X	X	X	Х	Α
	AFA Organization - Board of Directors	Oct-23											
	AFA Organization - President & National	Nov-23											
	AFA 101 for RPs and SPs	Mar-23											
	Field Operations Guide (FOG) - Introduction	Nov-23		Χ	Χ	Х	Χ	Χ	Χ	Χ	Х	Χ	Α
	Operation & Procedures Manuel (OPM) - Introduction	Nov-23											
	Field Leader Portal - Introduction	Jun-21		Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Χ	Α
	Chapter Annual Activity Plan	Dec-23	Dec	S	S	S	S	S	S	S	Х	Χ	
	Chapter Annual Financial Plan	Dec-23	Dec	S	S	S	S	S	S	S	Χ		
	State Annual Activity Plan	Dec-23	Dec										
Administration	State Annual Financial Plan	Dec-23	Dec										
trat	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jun			Х					Х	Х	
inis	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jun			Х					Х	Х	
dm	State Semi-Annual Activity Report	Dec-23	Dec/Jun										
⋖	State Semi-Annual Financial Report	Dec-23	Dec.Jun										
	Rosters - Field Leader	Oct-22	Oct	Х	Х					Х			
	Rosters - Membership	Oct-22	Oct	X	X		Х			X			
	Starting a New Chapter Checklist	Dec-22	000										
	Restarting an Inactive Chapter	Oct-23											
	501(c)(3) Benefits	Oct-23	Feb	Α	Α		Α		Α		Α	Α	
	Maintaining Tax-Exempt Status	Oct-23	Feb	Α	Α		Α		Α		Α	Α	
	Effetive Newsletters	Feb-24					Χ						
_	Email - Forwarding	Apr-20											Α*
Communication	Email - Finding Your Account and Logging In	Apr-20											Α*
nic	Email - Create a Shortcut	Jan-23											Α*
n E	How to Use Mail Merge	Jan-22					Χ						
mo:	Teams Meetings - Participant	Jun-22					Χ						
O	Zoom - Hosting (Laptop & PC)	May-22					Χ						
	Zoom - Participant (Laptop & PC)	Jun-22					Χ						
	Leadership Planning	Oct-23								Χ			
iting,	Leadership Recruiting	Oct-23								Х			
orui n	Leadership Retention	Oct-23		_	_	_	_	_		X			
Rec	Recruiting New Members, Part 1	Oct-22		Α	A	S	S	S	S	A	S	S	
Leadership, Recru Retention	Recruiting New Members, Part 2	Oct-22		Α	A	S	S	S	S	A	S	S	
ersk Re	Recruiting New Members, Part 3	Oct-22		A	A	S	S	S	S	A	S	S	
sado	Recruiting New Members, Part 4 Retaining Chapter Members	Oct-22 Aug-23		A X	A X	3	0	0	3	A X	3	S	
P	How to Identify Newly Arrived or Departed Members	Nov-23		X	X					X			
	Advocacy Introduction	Apr-23		^	^				Х	X	Х	Х	
	Advocacty for Chapters	Apr-23							X	X	X	X	
	Advocacy for Federal Legislation	Oct-23							X	^	,	X	
	Advocacy/Tax-Exempt Ethics	Nov-23							X			Х	
S	Congressional Contact Database	Oct-23							X			Х	
Programs	Military & Family Programs	Nov-23				Х		Х					
ogr	Building Base/Chapter Relations	Oct-23				X		Х	Х			Х	
Pr	Community Partner Program	Jul-23		Χ	Χ					Χ			
	Community Partner Recruiting	Jul-23		Х	Х					Х			
	Community Partner Retention	Jul-23		Χ	Χ					Χ			
	VP for Aerospace Education	Nov-23									Х		
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23									Х		

X = Primary Training

S = Secondary Training

A = Assumption Training

^{*} If Granted Organization Email Access

c	O.C.
State	Officers

	_			Ele	cted	Offic	cers		Vic	e-Pres	idents f	or			
	Module / Instruction	Last Updated	Month to View	President	Vce-President	Secretary	Treasurer	Veterans Affairs	Government Relations	Leadership Development	Aerospace Education	Advocacy	Communication	Awards	New Officers
	AFA Organization - Introduction	Oct-22		Α	Α										
	AFA Organization - Chapter Basics	Nov-22		Α	Α	Α	Α								
	AFA Organization - Chapter Elected Officers	Nov-22		Α	Α	Α	Α								
on	AFA Organization - Chapter Appointed Officers	Feb-23		Α	Α	Α	Α								
zat	AFA Organization - State (Part 1) - Introduction	Mar-23		Χ	Х	Х	Х	Х	Χ	Х	Х	Χ	Χ	Χ	Α
Organization	AFA Organization - State (Part 2) - Elected Officers	Aug-23		Χ	Х	Х	Х	Х	Χ	Χ	Χ	Χ	Χ	Χ	Α
Org	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		Χ	Х	Х	Х	Χ	Χ	Х	Х	Χ	Χ	Χ	Α
	AFA Organization - Region	Oct-23		Χ	Χ	Χ	Х	Х	Х	Х	Х	Χ	Χ	Χ	Α
	AFA Organization - Board of Directors	Oct-23		Α	Α										
	AFA Organization - President & National	Nov-23		Α	Α										
	AFA 101 for RPs and SPs	Mar-23		Α	Α										
	Field Operations Guide (FOG) - Introduction	Nov-23		Χ	Х	Х	Х	Х	Х	Х	Χ	Χ	Χ	Χ	Α
	Operation & Procedures Manual (OPM) - Introduction	Dec-23		Х	Х										
	Field Leader Portal - Introduction	Jun-21		Χ	Х	Х	Х	Х	Х	Х	Х	Χ	Χ	Χ	Α
	Chapter Annual Activity Plan	Dec-23	Dec												
	Chapter Annual Financial Plan	Dec-23	Dec												
	State Annual Activity Plan	Dec-23	Dec	Х	Х	Х	Х				Х			Х	
Administration	State Annual Financial Plan	Dec-23	Dec	Х	Χ	Х	Х				Х			Χ	
trat	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jun	Х	Х										
inist	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jun	Х	Х										
Ę P	State Semi-Annual Activity Report	Dec-23	Dec/Jun	Х	Х	Х					Х	Х		Х	
Ā	State Semi-Annual Financial Report	Dec-23	Dec/Jun	Х	Х		Х				Х	Х		Х	
	Rosters - Field Leader	Oct-22	Oct	Α	Α	Α	Α			Α		^		Α	
	Rosters - Membership	Oct-22	Oct	Α	Α	Α	,,			Α				Α	
	Starting a New Chapter Checklist	Dec-22	00.	S	S		S			S					
	Restarting an Inactive Chapter	Oct-23		Х	Х		Х			Х					
	501(c)(3) Benefits	Oct-23	Feb	Α	Α	Α	Α	Α	Α		Α	Α		Α	
	Maintaining Tax-Exempt Status	Oct-23	Feb	Α	A	Α	Α	A	A		A	A		Α	
	Effetive Newsletters	Feb-24	1 00	S	S	, ·		÷					Х	-/\	
	Email - Forwarding	Apr-20		Ü	0								X		A*
Communication	Email - Finding Your Account and Logging In	Apr-20											Х		A*
icat	Email - Create a Shortcut	Jan-23											X		A*
Ę	How to Use Mail Merge	Jan-22				S							S		
E	Teams Meetings - Participant	Jun-22		s	S								Х		
ಿ	Zoom - Hosting (Laptop & PC)	May-22		S	S								X		
	Zoom - Participant (Laptop & PC)	Jun-22		S	S								X		
	Leadership Planning	Oct-23		Α	A					Α			^		
ρŷ	Leadership Recruiting	Oct-23		Α	A					A					
uiting,	Leadership Retention	Oct-23		A	A					A					
Scrt	Recruiting New Members, Part 1	Oct-23		Α	A	S	S	s	S	A	S	S	S	S	
ship, Recr Retention	Recruiting New Members, Part 2	Oct-22		Α	Α	S	S	S	S	A	S	S	S	S	
Leadership, Reter	Recruiting New Members, Part 3	Oct-22		Α	A	S	S	S	S	A	S	S	S	S	
ders	Recruiting New Members, Part 4	Oct-22		Α	Α	S	S	S	S	A	S	S	S	S	
eac	Retaining Chapter Members	Aug-23		S	S	J	J	Ť		X		J		J	
	How to Identify Newly Arrived and Departed Members	Nov-23		S	S					X					
	Advocacy Introduction	Apr-23		S	S			Х	Х	X	Х	Х	Χ		
	Advocacy infroduction Advocacy for Chapters	Apr-23		S	S			X	X	X	X	X	^		
	Advocacy for Federal Fuding	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			
Programs	Military & Family Programs	Nov-23		S	S			Х				^			
)gra	Building Base/Chapter Relations	Oct-23		S	S			X	Х						
Prc	Community Partner Program			S	S				^	Х					
	Community Partner Program Community Partner Recruiting	Jul-23 Jul-23		S	S					X			H		
	Community Partner Recruiting Community Partner Retention	Jul-23		S	S					X					
	VP for Aerospace Education	Nov-23		S	S					^	Х		H		
	Engaging ROTC, JROTC, AAS, SW, & CAP			S	S						X				
	Lingaging NOTO, JNOTO, AAS, SW, & CAF	Oct-23		J	J						^				

X = Primary Training

S = Secondary Training

A = Assumption Training

^{*} If Granted Organization Email Access

A	Region Officers Module / Instruction	Last Updated	Month to	nt	iip ent	9 _	_	
A			View	President	Leadership Development	Aerospace Education	Advocacy	New Officer
Α	AFA Organization - Introduction	Oct-22		S	S	S	S	
	AFA Organization - Chapter Basics	Nov-22		S	S	S	S	
uoi:	AFA Organization - Chapter Elected Officers	Nov-22		S	S	S	S	
	AFA Organization - Chapter Appointed Officers	Feb-23		S	S	S	S	
izat	AFA Organization - State (Part 1) - Introduction	Mar-23		Χ	Χ	Χ	Χ	Α
gan	AFA Organization - State (Part 2) - Elected Officers	Aug-23		Χ	Χ	Χ	Χ	Α
o A	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		Χ	Χ	Χ	Χ	Α
Δ	AFA Organization - Region	Oct-23		Χ	Χ	Χ	Χ	Α
Α	AFA Organization - Board of Directors	Oct-23		Χ	Χ	Χ	Χ	Α
	AFA Organization - President & National	Nov-23		Χ	Χ	Χ	Χ	Α
_	AFA 101 for RPs and SPs	Mar-23		Α	Α			
-	Field Operations Guide (FOG) - Introduction	Nov-23		Χ	Χ	Х	Χ	Α
_	Operation & Procedures Manual (OPM) - Introduction	Dec-23		X	X	X	X	Α
_	Field Leader Portal - Introduction	Jun-21	D::	A	A	S	S	
-	Chapter Annual Activity Plan	Dec-23	Dec	X	Х			
	Chapter Annual Financial Plan	Dec-23	Dec	X		Х		
<u> </u>	State Annual Activity Plan	Dec-23	Dec	X				
atic	State Annual Financial Plan	Dec-23	Dec	X				
istr	Chapter Semi-Annual Activity Report	Dec-23	Dec/Jun	Х				
F -	Chapter Semi-Annual Financial Report	Dec-23	Dec/Jun	Χ				
Adi	State Semi-Annual Activity Report	Dec-23	Dec/Jun	Χ				
	State Semi-Annual Financial Report	Dec-23	Dec/Jun	Χ				
	Rosters - Field Leader	Oct-22	Oct	Χ	Χ			Χ
	Rosters - Membership	Oct-22	Oct	Χ	Χ			Χ
	Starting a New Chapter Checklist	Dec-22		S				
	Restarting an Inactive Chapter	Oct-23	F-1	X				
_	501(c)(3) Benefits	Oct-23	Feb	A		A	Α	
	Maintaining Tax-Exempt Status Effetive Newsletters	Oct-23 Feb-24	Feb	A		Α	Α	
_	Email - Forwarding	Apr-20		3				A*
i i	Email - Forwarding Email - Finding Your Account and Logging In	Apr-20						A*
- g	Email - Create a Shortcut	Jan-23						A*
in F	How to Use Mail Merge	Jan-22						^
E T	Teams Meetings - Participant	Jun-22		Α				
8 7	Zoom - Hosting (Laptop & PC)	May-22		Α				
	Zoom - Participant (Laptop & PC)	Jun-22		Α				
	Leadership Planning	Oct-23		Х	Χ	Х	Χ	
	_eadership Recruiting	Oct-23		Х	Χ	Х	Х	
l ij L	_eadership Retention	Oct-23		Χ	Χ			
ecr	Recruiting New Members, Part 1	Oct-22		Α	S	S	S	
ship, Recr Retention 피미미	Recruiting New Members, Part 2	Oct-22		Α	S	S	S	
Leadership, Recruiting Retention 지기계기기기기	Recruiting New Members, Part 3	Oct-22		Α	S	S	S	
l ge F	Recruiting New Members, Part 4	Oct-22		Α	S	S	S	
	Retaining Chapter Members	Aug-23		S	Χ			
	How to Identify Newly Arrived or Departed Members	Nov-23		S	Χ			
	Advocacy Introduction	Apr-23		Χ	Χ	Χ	Χ	
	Advocacy for Chapters	Aug-23		X	Χ	Χ	X	
	Advocacy for Federal Fuding	Oct-23		X			X	
	Congressional Contact Database	Oct-23		X			X	
SE .	Advocacy/Tax-Exempt Ethics	Nov-23		X			Х	
<u> </u>	Military & Family Programs	Nov-23		S				
Pro	Building Base/Chapter Relations	Oct-23		S	y			
_	Community Partner Program Community Partner Recruiting	Jul-23 Jul-23		S	X			
	Community Partner Retention	Jul-23		S	X			
	VP for Aerospace Education	Nov-23		S	, ,	Х		
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23		S		X		

X = Primary Training

S = Secondary Training

A = Assumption Training

^{*} If Granted Organization Email Access