

Recommended AFA Field Leader Training

(June, 2025)

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 Officerspg. 2
Chapter Appointed Officerspg. 3
State Officerspg. 4
Region Officerspg. 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

1501 Lee Highway, Arlington, Virginia 22209-1198 | 703-247-5800 | AFA.org

Chapter Elected Officers

	Module / Instruction	Last Updated	Month to View	President	Vice President	Secretary	Treasurer
	AFA Organization - Introduction	Oct-22		Х	Х	Х	Х
	AFA Organization - Chapter Basics	Nov-22		А	А	А	А
_	AFA Organization - Chapter Elected Officers	Nov-22		А	А	А	А
tior	AFA Organization - Chapter Appointed Officers	Feb-23		А	А	А	А
Organization	AFA Organization - State (Introduction)	Mar-23		Х	Х	Х	Х
gar	AFA Organization - State (Elected Officers)	Aug-23		Х	Х	Х	Х
ō	AFA Organization - State (Appointed Officers)	Apr-23		Х	Х	Х	Х
	AFA Organization - Region	Oct-23		Х	Х	Х	Х
	AFA Organization - Board of Directors	Oct-23		Х	Х		
	AFA Organization - President & National	Nov-23		Х	Х		
	AFA 101 for RPs and SPs	Jan-25				•	
	Field Operations Guide (FOG) - Introduction	Jan-25		A	A	A	A
	Governance Manual (GM) - Introduction	Jan-25		^	^	٨	^
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S = Secondary Training

A = Assumption Training

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	gra	Community Partner Program	Jul-23		Х	Х								
	Pro	Community Partner Recruiting	Jul-23		Х	Х								
	er				Х	Х								
	Othe											Х		
Engaging ROTC, JROTC, AAS, SW, & CAP Oct-23 X			Oct-23									Х		

X = Primary Training

S = Secondary Training

A = Assumption Training * If Granted Organization Email Access

State Officers

				E	Elected	Officers	5	Vice-Presidents f							
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	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		А	Α										
	AFA Organization - Chapter Basics	Nov-22		А	Α	Α	Α								
	AFA Organization - Chapter Elected Officers	Nov-22		А	Α	Α	Α								
ion	AFA Organization - Chapter Appointed Officers	Feb-23		А	Α	Α	Α								
izat	AFA Organization - State (Part 1) - Introduction	Mar-23		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Α
Organization	AFA Organization - State (Part 2) - Elected Officers	Aug-23		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Α
Org	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Α
	AFA Organization - Region	Oct-23		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	А
	AFA Organization - Board of Directors	Oct-23		А	A										
	AFA Organization - President & National	Nov-23		А	A										
	AFA 101 for RPs and SPs	Jan-25		Α	A										\vdash
	Field Operations Guide (FOG) - Introduction	Jan-25		X	X	Х	Х	Х	Х	Х	Х	Х	Х	Х	А
	Governance Manual (GM) - Introdution	Jan-25		X	X	X	V	V	V	X	V	X	X	X	
	Field Leader Portal - Introduction Chapter Annual Activity Plan	Dec-24 Apr-24	Dec	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	А
	Chapter Annual Financial Plan	Apr-24 Apr-24	Dec											_	\vdash
	State Annual Activity Plan	Apr-24 Apr-24	Dec	х	Х	Х	Х	-			х			х	┢──┤
_	State Annual Financial Plan	Apr-24	Dec	X	X	X	X				X			X	\vdash
Administration	Chapter Semi-Annual Activity Report	Jun-25	Dec/Jun	×	X	~	~	-			~			^	┢──┤
stra	Chapter Semi-Annual Financial Report	Jun-25	Dec/Jun	X	X										\vdash
inic	State Semi-Annual Activity Report	Jun-25	Dec/Jun	^ X	X	х					х	Х		Х	\vdash
Adn		Jun-25	Dec/Jun	×	X	^	Х				X	×		×	\vdash
	State Semi-Annual Financial Report Rosters - Field Leader	Oct-22	Oct	Â	A	A	^ A	-		A	^	^		Â	<u> </u>
	Rosters - Membership	Oct-22 Oct-22	Oct	A	A	A	A			A				A	\vdash
	Starting a New Chapter Checklist	Dec-22	UCI	S	S	A	S			S				A	\vdash
	Restarting an Inactive Chapter (Video)	Oct-22		X	X		X			X					
	Restarting an Inactive Chapter (Checklist)	Dec-22		X	X		X			X					
	501(c)(3) Benefits	Feb-25	Feb	А	Α	Α	Α	А	Α		Α	А		А	
	Maintaining Tax-Exempt Status	Oct-23	Feb	Α	Α	Α	Α	А	Α		Α	Α		А	
	Effetive Newsletters	Apr-24		S	S								Х		
	AFA in Action	Nov-24		S	S			S	S	S	S	S	Х	S	
ion	Email - Finding Your Account and Logging In	Dec-22											Х		Α*
Communication	Email - Create a Shortcut	Jan-23											Х		Α*
unu	Facebook for Chapters	Apr-24											Х		
um	How to Use Mail Merge	Apr-22			_	S							S		⊢
č	Teams Meetings - Participant	Jun-22		S	S			_					X		┢━━┥
	Zoom - Hosting (Laptop & PC)	May-22		S S	S S								X X		⊢
	Zoom - Particiapant (Laptop & PC) Leadership Planning	Jun-22 Oct-23		A	A					A			X	_	
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uiting,	Leadership Retention	Oct-23		A	A					A					
ecru	Recruiting New Members, Part 1	Oct-22		A	A	S	S	S	S	A	S	S	S	S	
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shi Rete	Recruiting New Members, Part 3	Oct-22		A	A	S	S	S	S	A	S	S	S	S	
der	Recruiting New Members, Part 4	Oct-22		А	Α	S	S	S	S	Α	S	S	S	S	
Lea	Retaining Chapter Members	Aug-23		S	S					Х					
	How to Identify Newly Arrived or Departed Members	Nov-23		S	S					Х					
~	Advocacy Introduction	Apr-23		S	S			Х	Х	Х	Х	Х	Х		
Advocacy	Advocacty for Chapters	Aug-23		S	S			Х	Х	Х	Х	Х			Щ
lvoc	Advocacy for Federal Legislation	Oct-23		S	S				X			Х			Ц
Ac	Congressional Contact Database	Oct-23		S	S				X			X			Р
	Advocacy/Tax-Exempt Ethics	Jul-24		S	S			V	Х			Х			
S	Military & Family Programs	Nov-23 Oct-23		S S	S S			X X	х						
ram	Building Base/Chapter Relations Community Partner Program	Jul-23		s S	S			^	~	Х					
rog	Community Partner Recruiting	Jul-23 Jul-23		s S	S					X					
er P	Community Partner Retention	Jul-23		S	S					X					
Other Programs	VP for Education	Nov-23		S	S						х				
J	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23		S	S						Х				
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_	Region Office	rs						
	Module / Instruction	Last Updated	Month to View	President	Leadership Development	Aerospace Education	Advocacy	New Officers
	AFA Organization - Introduction	Oct-22		S	S	S	S	
-	AFA Organization - Chapter Basics	Nov-22		S	S	S	S	
	• •				S	S	S	
	AFA Organization - Chapter Elected Officers	Nov-22		S				
itio	AFA Organization - Chapter Appointed Officers	Feb-23		S	S	S	S	
iza	AFA Organization - State (Part 1) - Introduction	Mar-23		Х	Х	Х	Х	Α
0.0	AFA Organization - State (Part 2) - Elected Officers	Aug-23		Х	Х	Х	Х	А
ō	AFA Organization - State (Part 3) - Appointed Officers	Apr-23		Х	Х	Х	Х	А
	AFA Organization - Region	Oct-23		Х	Х	Х	Х	А
	AFA Organization - Board of Directors	Oct-23		Х	Х	Х	Х	Α
	AFA Organization - President & National	Nov-23		Х	Х	Х	Х	А
	AFA 101 for RPs and SPs	Jan-25		А	Α			
	Field Operations Guide (FOG) - Introduction	Jan-25		Х	Х	Х	Х	А
-	Governance Manual (GM) - Introduction	Jan-25		Х	Х	Х	Х	А
-	Field Leader Portal - Introduction	Dec-24		A	A	S	S	
-	Chapter Annual Activity Plan	Apr-24	Dec	Х	X	-		_
	Chapter Annual Financial Plan	Apr-24	Dec	X	~	Х		
	State Annual Activity Plan			×		^		
-	,	Apr-24	Dec					
ion	State Annual Financial Plan	Apr-24	Dec	Х				
Administration	Chapter Semi-Annual Activity Report	Jun-25	Dec/Jun	Х				
nist	Chapter Semi-Annual Financial Report	Jun-25	Dec/Jun	Х				
ці.	State Semi-Annual Activity Report	Jun-25	Dec/Jun	Х				
Ad	State Semi-Annual Financial Report	Jun-25	Dec/Jun	Х				
-	Rosters - Field Leader	Oct-22	Oct	Х	Х			х
-	Rosters - Membership	Oct-22	Oct	Х	X			Х
-	Starting a New Chapter Checklist	Dec-22	001	S	~			^
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-	Restarting an Inactive Chapter (Video)	Dec-22		×				
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	501(c)(3) Benefits	Feb-25	Feb	A		A	A	
	Maintaining Tax-Exempt Status	Oct-23	Feb	A		A	A	
-	Effetive Newsletters	Apr-24		S				
	AFA in Action	Nov-24		S	S	S	S	
tio	Email - Finding Your Account and Logging In	Dec-22						A*
ica	Email - Create a Shortcut	Jan-23						A*
un L	Facebook for Chapters	Apr-24		S				
Communication	How to Use Mail Merge	Apr-22						
S	Teams Meetings - Participant	Jun-22		А				
	Zoom - Hosting (Laptop & PC)	May-22		А				
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Advocacy Leadership, Recruiting, Retention	Zoom - Particiapant (Laptop & PC) Leadership Planning Leadership Recruiting Leadership Retention Recruiting New Members, Part 1 Recruiting New Members, Part 2 Recruiting New Members, Part 3 Recruiting New Members, Part 4 Retaining Chapter Members How to Identify Newly Arrived or Departed Members Advocacy Introduction Advocacty for Chapters Advocacy for Federal Legislation Congressional Contact Database Advocacy/Tax-Exempt Ethics	Jun-22 Oct-23 Oct-23 Oct-22 Oct-22 Oct-22 Oct-22 Oct-22 Aug-23 Nov-23 Apr-23 Aug-23 Oct-23 Oct-23 Oct-23 Jul-24		A X X A A A A A A S S X X X X X X X X	X S S S S X X X X	X S S S S X	x s s s s s x x x	
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Advocacy Leadership, Recruiting, Retention	Zoom - Particiapant (Laptop & PC) Leadership Planning Leadership Recruiting Leadership Retention Recruiting New Members, Part 1 Recruiting New Members, Part 2 Recruiting New Members, Part 3 Recruiting New Members, Part 4 Retaining Chapter Members How to Identify Newly Arrived or Departed Members Advocacy Introduction Advocacty for Chapters Advocacy for Federal Legislation Congressional Contact Database Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations	Jun-22 Oct-23 Oct-23 Oct-22 Oct-22 Oct-22 Oct-22 Oct-22 Aug-23 Nov-23 Apr-23 Aug-23 Oct-23 Oct-23 Jul-24 Nov-23 Oct-23		A X X A A A A S S X X X X S S	X S S S S X X X X	X S S S S X	x	
Advocacy Leadership, Recruiting, Retention	Zoom - Particiapant (Laptop & PC) Leadership Planning Leadership Recruiting Leadership Retention Recruiting New Members, Part 1 Recruiting New Members, Part 2 Recruiting New Members, Part 3 Recruiting New Members, Part 4 Retaining Chapter Members How to Identify Newly Arrived or Departed Members Advocacy Introduction Advocacy for Chapters Advocacy for Federal Legislation Congressional Contact Database Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations Community Partner Program	Jun-22 Oct-23 Oct-23 Oct-22 Oct-22 Oct-22 Oct-22 Aug-23 Nov-23 Apr-23 Aug-23 Oct-23 Oct-23 Jul-24 Nov-23 Oct-23 Jul-24		A X X A A A A S S X X X X S S S	X S S S X X X X X X X	X S S S S X	x	
Advocacy Leadership, Recruiting, Retention	Zoom - Particiapant (Laptop & PC) Leadership Planning Leadership Recruiting Leadership Retention Recruiting New Members, Part 1 Recruiting New Members, Part 2 Recruiting New Members, Part 3 Recruiting New Members, Part 4 Retaining Chapter Members How to Identify Newly Arrived or Departed Members Advocacy Introduction Advocacty for Chapters Advocacy for Federal Legislation Congressional Contact Database Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations	Jun-22 Oct-23 Oct-23 Oct-22 Oct-22 Oct-22 Oct-22 Oct-22 Aug-23 Nov-23 Apr-23 Aug-23 Oct-23 Oct-23 Jul-24 Nov-23 Oct-23		A X X A A A S S X X X X S S S S S	X S S S S S S X X X X X X X	X S S S S X	x	
Advocacy Leadership, Recruiting, Retention	Zoom - Particiapant (Laptop & PC) Leadership Planning Leadership Recruiting Leadership Retention Recruiting New Members, Part 1 Recruiting New Members, Part 2 Recruiting New Members, Part 3 Recruiting New Members, Part 4 Retaining Chapter Members How to Identify Newly Arrived or Departed Members Advocacy Introduction Advocacy for Chapters Advocacy for Federal Legislation Congressional Contact Database Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations Community Partner Program	Jun-22 Oct-23 Oct-23 Oct-22 Oct-22 Oct-22 Oct-22 Aug-23 Nov-23 Apr-23 Aug-23 Oct-23 Oct-23 Jul-24 Nov-23 Oct-23 Jul-24		A X X A A A A S S X X X X S S S	X S S S X X X X X X X	X S S S S X	x	
Other Programs Advocacy Leadership, Recruiting, Retention	Zoom - Particiapant (Laptop & PC) Leadership Planning Leadership Recruiting Leadership Retention Recruiting New Members, Part 1 Recruiting New Members, Part 2 Recruiting New Members, Part 3 Recruiting New Members, Part 4 Retaining Chapter Members How to Identify Newly Arrived or Departed Members Advocacy Introduction Advocacy for Chapters Advocacy for Federal Legislation Congressional Contact Database Advocacy/Tax-Exempt Ethics Military & Family Programs Building Base/Chapter Relations Community Partner Recruiting	Jun-22 Oct-23 Oct-23 Oct-22 Oct-22 Oct-22 Oct-22 Aug-23 Nov-23 Apr-23 Apr-23 Oct-23 Oct-23 Jul-24 Nov-23 Oct-23 Jul-23 Jul-23		A X X A A A S S X X X X S S S S S	X S S S S S S X X X X X X X	X S S S S X	x	

Region Officers

X = Primary Training

S = Secondary Training A = Assumption Training

* If Granted Organization Email Access