



Recommended AFA Field Leader Training

(August, 2026)

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

"S" indicates Secondary training that will be helpful based on 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...

Rig Baldwin

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Chapter Elected Officers

Elected Officers

	Module / Instruction	Last Updated	Month to View (A or X)	President	Vice President	Secretary	Treasurer
Organization	AFA Organization - Introduction	Sep-25	Nov	X	X	X	X
	AFA Organization - Chapter Basics	Oct-25	Nov	A	A	A	A
	AFA Organization - Chapter Officer Introduction	Oct-25	Nov	A	A	A	A
	• Chapter President	Oct-25	Nov	A	X	X	X
	• Chapter Vice President	Oct-25	Nov	X	A	X	X
	• Chapter Secretary	Nov-25	Nov	X	X	A	X
	• Chapter Treasurer	Nov-25	Nov	X	X	X	A
	• Chapter VP for Education	Nov-25	Mar	X	X	S	S
	• Chapter VP for Airmen, Guardians & Family Prgms	Dec-25	Mar	X	X	S	S
	• Chapter VP for Government Relations	Nov-25	Mar	X	X	S	S
	• Chapter VP for Veteran's Affairs	Dec-25	Mar	X	X	S	S
	• Chapter VP for Leadership Development	Dec-25	Mar	X	X	S	S
	• Chapter VP for Membership	Dec-25	Mar	X	X	S	S
	• Chapter VP for Community Partners	Dec-25	Mar	X	X	S	S
	• Chapter VP for Communications	Nov-25	Mar	X	X	S	S
	AFA Organization - State (Basics)	Jan-26	Mar	X	X	X	X
	AFA Organization - State Officer Introduction	Jan-26	Mar	X	X	X	X
	• State President	Feb-26	Mar	S	S		
	• State Vice President	Feb-26	Mar	S	S		
	• State Treasurer	Feb-26	Mar				S
	• State Secretary	Feb-26	Mar			S	
	• State VP for Education	Mar-26	Mar				
	• State VP for Leadership Development	Mar-26	Mar				
	• State VP for Government Relations	Mar-26	Mar				
	• State VP for Veterans Affairs	Mar-26	Mar				
	• State VP for Communications	Mar-26	Mar				
	• State VP for Awards	Mar-26	Mar	S	S		
	AFA Organization - Region (Basics)	Apr-26	Mar	X	X	X	X
	AFA Organization - Region Officer Introduction	Apr-26	Mar	X	X	X	X
	• Region President	Jun-26	Mar	S	S	S	S
	• Region VP for Education	Jul-26	Mar				
	• Region VP for Leadership Development	Soon	Mar				
	AFA Organization - Board of Directors	Oct-23	Mar	X	X		
	AFA Organization - President & National	Nov-23	Mar	X	X		
Administration	AFA 101 for RPs & SPs - Part 1	Jan-25	Nov				
	AFA 101 for RPs & SPs - Part 2	Jan-25	Nov				
	AFA 101 for RPs & SPs - Part 3	Jan-25	Nov				
	AFA 101 for RPs & SPs - Slides	Jan-25	Nov				
	Field Leader Portal - Introduction	Dec-24	Nov	A	A	A	A
	Rosters - Membership	Oct-22	Oct	X	X	X	
	Rosters - Field Leader	Oct-22	Oct	X	X	X	X
	Field Operations Guide (FOG) - Introduction	Jan-25	Feb/Nov	A	A	A	A
	Governance Manual (GM) - Introduction	Jan-25	Feb				
	Maintaining Tax-Exempt Status	Oct-23	Feb/Nov	A	A		A
	501(c)(3) Benefits	Feb-25	Feb/Nov	A	A		A
	Annual Plan (Chapter)	Apr-24	Dec	X	X	X	X
	Annual Plan (State)	Apr-24	Dec				
	Semi-Annual Report (Chapter)	Jun/Dec	Dec/Jun	X	X	X	X
	Semi-Annual Report (State)	Jun/Dec	Dec/Jun				
	Starting a New Chapter (Checklist)	Dec-22	A/R				
	Reviving an Inactive Chapter (Video)	Oct-23	A/R	S	S		
	Reviving an Inactive Chapter (Checklist)	Dec-22	A/R				
Communication	Effetive Newsletters	Apr-24	Apr	S	S		
	AFA in Action	Nov-24	Apr	S	S		
	Facebook for Chapters (Video)	Apr-24	Apr				
	Facebook for Chapters (Guide)	Jun-25	Apr				
	Zoom - Particiapant (PCs & Laptops)	Jun-22	May	S	S		
	Zoom - Hosting (PCs & Laptops)	May-22	May	S	S		
	Teams Meetings - Participant	Jun-22	May	S	S		
	How to Use Mail Merge	Apr-22	A/R			S	
	AFA Email - Finding Your Account & Logging In	Dec-22	Nov	A	A*	A*	A*
	AFA Email - Create a Shortcut	Jan-23	Nov	A	A*	A*	A*
Leadership	Leadership Planning	Oct-23	Jan	S	S		
	Leadership Recruiting	Oct-23	Jan	S	S		
	Leadership Retention	Oct-23	Jan	S	S		
Membership Recruiting/Retention	Recruiting New Members, Part 1	Oct-22	Jul	X	X	X	X
	Recruiting New Members, Part 2	Oct-22	Jul	X	X	X	X
	Recruiting New Members, Part 3	Oct-22	Jul	X	X	X	X
	Recruiting New Members, Part 4	Oct-22	Aug	X	X	X	X
	Retaining Chapter Members	Aug-23	Sep	S	S		
	Retaining Chapter Members (Checklist)	Aug-23	Sep	S	S		
	How to Identify Newly Arrived or Departed Members	Nov-23	Sep	S	S		
	Newly-Arrived Members Guide	Nov-23	Sep	S	S		
	Newly-Departed Members Guide	Nov-23	Sep	S	S		
	Mission Membership (Detail)	Feb-26	Mar/Nov	S	S		
	AFA Membership (Promo)	Mar-26	Mar/Nov	S	S		
Advocacy	National Video on Advocacy	Apr-23	Mar	S	S		
	Advocacy Introduction	Apr-23	Mar	S	S		
	Advocacty for Chapters	Aug-23	Mar	S	S		
	Advocacy for Federal Legislation	Oct-23	Mar	S	S		
	Advocacy/Tax-Exempt Ethics	Jul-24	Mar	S	S		
	Gift Rules	Jul-26	Mar	S	S		
	Congressional Contact Database	Oct-23	Mar	S	S		
	Daily Report Script & Link	Oct-23	Mar	S	S		
	Advocates to Inspire Military Service (AIMS) intro	Feb-26	Mar	S	S		
Other Programs	Military & Family Programs	Nov-23	Mar	S	S		
	Building Base/Chapter Relations	Oct-23	Mar	S	S		
	Community Partner Program	Jul-23	Mar	S	S		
	Community Partner Recruiting	Jul-23	Mar	S	S		
	Community Partner Retention	Jul-23	Mar	S	S		
	VP for Education	Nov-23	Mar	S	S		
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23	Mar	S	S		

X = Primary Training

S = Secondary Training

A = Assumption Training

* If Granted Organization Email Access

Recent

Chapter Appointed Officers

				Vice Presidents for...								
	Module / Instruction	Last Updated	Month to View (A or X)	Membership	Community Partners	Military & Family Programs	Communications	Veterans Affairs	Government Relations	Leadership Development	AFA Education	Advocacy
Organization	AFA Organization - Introduction	Sep-25	Nov	A	A	A	A	A	A	A	A	A
	AFA Organization - Chapter Basics	Oct-25	Nov	A	A	A	A	A	A	A	A	A
	AFA Organization - Chapter Officer Introduction	Oct-25	Nov	A	A	A	A	A	A	A	A	A
	• Chapter President	Oct-25	Nov	X	X	X	X	X	X	X	X	X
	• Chapter Vice President	Oct-25	Nov	X	X	X	X	X	X	X	X	X
	• Chapter Secretary	Nov-25	Nov	X	X	X	X	X	X	X	X	X
	• Chapter Treasurer	Nov-25	Nov	X	X	X	X	X	X	X	X	X
	• Chapter VP for Education	Nov-25	Mar	S	S	S	S	S	S	S	A	S
	• Chapter VP for Airmen, Guardians & Family Prgms	Dec-25	Mar	S	S	A	S	S	S	S	S	S
	• Chapter VP for Government Relations	Nov-25	Mar	S	S	S	S	S	A	S	S	A
	• Chapter VP for Veteran's Affairs	Dec-25	Mar	S	S	S	S	A	S	S	S	A
	• Chapter VP for Leadership Development	Dec-25	Mar	S	S	S	S	S	S	A	S	S
	• Chapter VP for Membership	Dec-25	Mar	A	S	S	S	S	S	S	S	S
	• Chapter VP for Community Partners	Dec-25	Mar	S	A	S	S	S	S	S	S	S
	• Chapter VP for Communications	Nov-25	Mar	S	S	S	A	S	S	S	S	S
	AFA Organization - State (Basics)	Jan-26	Mar	X	X	X	X	X	X	X	X	X
	AFA Organization - State Officer Introduction	Jan-26	Mar	X	X	X	X	X	X	X	X	X
	• State President	Feb-26	Mar									
	• State Vice President	Feb-26	Mar									
	• State Treasurer	Feb-26	Mar									
	• State Secretary	Feb-26	Mar									
	• State VP for Education	Mar-26	Mar									S
	• State VP for Leadership Development	Mar-26	Mar								S	
	• State VP for Government Relations	Mar-26	Mar						S			
	• State VP for Veterans Affairs	Mar-26	Mar					S				
	• State VP for Communications	Mar-26	Mar				S					
	• State VP for Awards	Mar-26	Mar									
	AFA Organization - Region (Basics)	Apr-26	Mar	X	X	X	X	X	X	X	X	X
	AFA Organization - Region Officer Introduction	Apr-26	Mar	X	X	X	X	X	X	X	X	X
	• Region President	Jun-26	Mar									
	• Region VP for Education	Jul-26	Mar								S	
	• Region VP for Leadership Development	Soon	Mar								S	
	AFA Organization - Board of Directors	Oct-23	Mar									
AFA Organization - President & National	Nov-23	Mar										
Administration	AFA 101 for RPs & SPs - Part 1	Jan-25	Nov									
	AFA 101 for RPs & SPs - Part 2	Jan-25	Nov									
	AFA 101 for RPs & SPs - Part 3	Jan-25	Nov									
	AFA 101 for RPs & SPs - Slides	Jan-25	Nov									
	Field Leader Portal - Introduction	Dec-24	Nov	X	X	X	X	X	X	X	X	X
	Rosters - Membership	Oct-22	Oct	X	X		X			X		
	Rosters - Field Leader	Oct-22	Oct	X	X					X		
	Field Operations Guide (FOG) - Introduction	Jan-25	Feb/Nov	X	X	X	X	X	X	X	X	X
	Governance Manual (GM) - Introduction	Jan-25	Feb									
	Maintaining Tax-Exempt Status	Oct-23	Feb/Nov	A	A		A		A		A	A
	501(c)(3) Benefits	Feb-25	Feb/Nov	A	A		A		A		A	A
	Annual Plan (Chapter)	Apr-24	Dec									
	Annual Plan (State)	Apr-24	Dec									
	Semi-Annual Report (Chapter)	Jun/Dec	Dec/Jun			X					X	X
	Semi-Annual Report (State)	Jun/Dec	Dec/Jun									
	Starting a New Chapter (Checklist)	Dec-22	A/R									
	Reviving an Inactive Chapter (Video)	Oct-23	A/R									
	Reviving an Inactive Chapter (Checklist)	Dec-22	A/R									
	Communication	Effetive Newsletters	Apr-24	Apr				X				
AFA in Action		Nov-24	Apr	S	S	S	X	S	S	S	S	S
Facebook for Chapters (Video)		Apr-24	Apr				X					
Facebook for Chapters (Guide)		Jun-25	Apr				X					
Zoom - Particiapant (PCs & Laptops)		Jun-22	May				X					
Zoom - Hosting (PCs & Laptops)		May-22	May				X					
Teams Meetings - Participant		Jun-22	May				X					
How to Use Mail Merge		Apr-22	A/R				X					
AFA Email - Finding Your Account & Logging In		Dec-22	Nov	A*	A*	A*	A*	A*	A*	A*	A*	A*
AFA Email - Create a Shortcut	Jan-23	Nov	A*	A*	A*	A*	A*	A*	A*	A*	A*	
Leadership	Leadership Planning	Oct-23	Jan							X		
	Leadership Recruiting	Oct-23	Jan							X		
	Leadership Retention	Oct-23	Jan							X		
Membership Recruiting/Retention	Recruiting New Members, Part 1	Oct-22	Jul	A	A	S	S	S	S	A	S	S
	Recruiting New Members, Part 2	Oct-22	Jul	A	A	S	S	S	S	A	S	S
	Recruiting New Members, Part 3	Oct-22	Jul	A	A	S	S	S	S	A	S	S
	Recruiting New Members, Part 4	Oct-22	Aug	A	A	S	S	S	S	A	S	S
	Retaining Chapter Members	Aug-23	Sep	X	X					X		
	Retaining Chapter Members (Checklist)	Aug-23	Sep	X	X					X		
	How to Identify Newly Arrived or Departed Members	Nov-23	Sep	X	X					X		
	Newly-Arrived Members Guide	Nov-23	Sep	X	X					X		
	Newly-Departed Members Guide	Nov-23	Sep	X	X					X		
	Mission Membership (Detail)	Feb-26	Mar/Nov	X	S	S	S	S	S	X	S	S
	AFA Membership (Promo)	Mar-26	Mar/Nov	X	S	S	S	S	S	X	S	S
	Advocacy	National Video on Advocacy	Apr-23	Mar						X	X	X
Advocacy Introduction		Apr-23	Mar						X	X	X	X
Advocacty for Chapters		Aug-23	Mar						X	X	X	X
Advocacy for Federal Legislation		Oct-23	Mar						X			X
Advocacy/Tax-Exempt Ethics		Jul-24	Mar						X			X
Gift Rules		Jul-26	Mar						X			X
Congressional Contact Database		Oct-23	Mar						X			X
Daily Report Script & Link		Oct-23	Mar						X			X
Other Programs	Advocates to Inspire Military Service (AIMS) intro	Feb-26	Mar	S	S	S	S	S	X	X	X	X
	Military & Family Programs	Nov-23	Mar			X		X				
	Building Base/Chapter Relations	Oct-23	Mar			X		X	X			X
	Community Partner Program	Jul-23	Mar		X							
	Community Partner Recruiting	Jul-23	Mar		X							
	Community Partner Retention	Jul-23	Mar		X							
	VP for Education	Nov-23	Mar								X	
Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23	Mar								X		

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

Recent

State Officers

				Elected Officers				Vice-Presidents for...						
Module / Instruction		Last Updated	Month to View (A or X)	President	Vice-President	Secretary	Treasurer	Veterans Affairs	Government Relations	Leadership Development	AFA Education	Advocacy	Communication	Awards
Organization	AFA Organization - Introduction	Sep-25	Nov	A	A									
	AFA Organization - Chapter Basics	Oct-25	Nov	A	A	A	A							
	AFA Organization - Chapter Officer Introduction	Oct-25	Nov	A	A	A	A							
	• Chapter President	Oct-25	Nov	A	A									
	• Chapter Vice President	Oct-25	Nov	A	A									
	• Chapter Secretary	Nov-25	Nov			A								
	• Chapter Treasurer	Nov-25	Nov				A							
	• Chapter VP for Education	Nov-25	Mar								S			
	• Chapter VP for Airmen, Guardians & Family Prgrms	Dec-25	Mar											
	• Chapter VP for Government Relations	Nov-25	Mar						S				S	
	• Chapter VP for Veteran's Affairs	Dec-25	Mar					S					S	
	• Chapter VP for Leadership Development	Dec-25	Mar							S				
	• Chapter VP for Membership	Dec-25	Mar											
	• Chapter VP for Community Partners	Dec-25	Mar											
	• Chapter VP for Communications	Nov-25	Mar											S
	AFA Organization - State (Basics)	Jan-26	Mar	A	A	A	A	A	A	A	A	A	A	A
	AFA Organization - State Officer Introduction	Jan-26	Mar	A	A	A	A	A	A	A	A	A	A	A
	• State President	Feb-26	Mar	A	A	A	A	S	S	S	S	S	S	S
	• State Vice President	Feb-26	Mar	A	A	A	A	S	S	S	S	S	S	S
	• State Treasurer	Feb-26	Mar	X	X	X	A	S	S	S	S	S	S	S
	• State Secretary	Feb-26	Mar	X	X	A	X	S	S	S	S	S	S	S
	• State VP for Education	Mar-26	Mar	X	X	S	S	S	S	S	S	A	S	S
	• State VP for Leadership Development	Mar-26	Mar	X	X	S	S	S	S	A	S	S	S	S
	• State VP for Government Relations	Mar-26	Mar	X	X	S	S	S	A	S	S	X	S	S
	• State VP for Veterans Affairs	Mar-26	Mar	X	X	S	S	A	S	S	S	X	S	S
	• State VP for Communications	Mar-26	Mar	X	X	S	S	S	S	S	S	S	A	S
	• State VP for Awards	Mar-26	Mar	X	X	S	S	S	S	S	S	S	S	A
	AFA Organization - Region (Basics)	Apr-26	Mar	X	X	X	X	A	A	A	A	A	A	A
	AFA Organization - Region Officer Introduction	Apr-26	Mar	X	X	X	X	A	A	A	A	A	A	A
	• Region President	Jun-26	Mar	X	X	S	S							
	• Region VP for Education	Jul-26	Mar	X	X		S					X		
	• Region VP for Leadership Development	Soon	Mar	X	X					X				
	AFA Organization - Board of Directors	Oct-23	Mar	A	A									
	AFA Organization - President & National	Nov-23	Mar	A	A									
Administration	AFA 101 for RPs & SPs - Part 1	Jan-25	Nov	A	A									
	AFA 101 for RPs & SPs - Part 2	Jan-25	Nov	A	A									
	AFA 101 for RPs & SPs - Part 3	Jan-25	Nov	A	A									
	AFA 101 for RPs & SPs - Slides	Jan-25	Nov	A	A									
	Field Leader Portal - Introduction	Dec-24	Nov	A	A	A	A	A	A	A	A	A	A	A
	Rosters - Membership	Oct-22	Oct	A	A	A	A			A				A
	Rosters - Field Leader	Oct-22	Oct	A	A	A	A			A				A
	Field Operations Guide (FOG) - Introduction	Jan-25	Feb/Nov	A	A	A	A	A	A	A	A	A	A	A
	Governance Manual (GM) - Introduction	Jan-25	Feb	X	X									
	Maintaining Tax-Exempt Status	Oct-23	Feb/Nov	A	A	A	A	A	A		A	A		A
	501(c)(3) Benefits	Feb-25	Feb/Nov	A	A	A	A	A	A		A	A		A
	Annual Plan (Chapter)	Apr-24	Dec											
	Annual Plan (State)	Apr-24	Dec	X	X	X	X				X			X
	Semi-Annual Report (Chapter)	Jun/Dec	Dec/Jan											
	Semi-Annual Report (State)	Jun/Dec	Dec/Jan	X	X	X	X				X	X		X
Communication	Starting a New Chapter (Checklist)	Dec-22	A/R	S	S		S			S				
	Reviving an Inactive Chapter (Video)	Oct-23	A/R	X	X		X							
	Reviving an Inactive Chapter (Checklist)	Dec-22	A/R	X	X		X			X				
	Effetive Newsletters	Apr-24	Apr	S	S									X
	AFA in Action	Nov-24	Apr	S	S			S	S	S	S	S	X	S
	Facebook for Chapters (Video)	Apr-24	Apr											X
	Facebook for Chapters (Guide)	Jun-25	Apr											X
	Zoom - Particiapant (PCs & Laptops)	Jun-22	May											X
	Zoom - Hosting (PCs & Laptops)	May-22	May											X
	Teams Meetings - Participant	Jun-22	May											X
Leadership	How to Use Mail Merge	Apr-22	A/R											S
	AFA Email - Finding Your Account & Logging In	Dec-22	Nov	A*	A*	A*	A*	A*	A*	A*	A*	A*	A*	A*
	AFA Email - Create a Shortcut	Jan-23	Nov	A*	A*	A*	A*	A*	A*	A*	A*	A*	A*	A*
	Leadership Planning	Oct-23	Jan	A	A					A				
Membership Recruiting/Retention	Leadership Recruiting	Oct-23	Jan	A	A					A				
	Leadership Retention	Oct-23	Jan	A	A					A				
	Recruiting New Members, Part 1	Oct-22	Jul	A	A					A				
	Recruiting New Members, Part 2	Oct-22	Jul	A	A					A				
	Recruiting New Members, Part 3	Oct-22	Jul	A	A					A				
	Recruiting New Members, Part 4	Oct-22	Aug	A	A					A				
	Retaining Chapter Members	Aug-23	Sep	S	S					X				
	Retaining Chapter Members (Checklist)	Aug-23	Sep	S	S					X				
	How to Identify Newly Arrived or Departed Members	Nov-23	Sep	S	S					X				
	Newly-Arrived Members Guide	Nov-23	Sep	S	S					X				
	Newly-Departed Members Guide	Nov-23	Sep	S	S					X				
	Mission Membership (Detail)	Feb-26	Mar/Nov	X	X	S	S	S	S	X	S	S	S	S
	AFA Membership (Promo)	Mar-26	Mar/Nov	X	X	S	S	S	S	X	S	S	S	S
Advocacy	National Video on Advocacy	Apr-23	Mar	S	S			X	X			X	X	
	Advocacy Introduction	Apr-23	Mar	S	S			X	X			X	X	
	Advocacy for Chapters	Aug-23	Mar	S	S			X	X			X		
	Advocacy for Federal Legislation	Oct-23	Mar	S	S				X			X		
	Advocacy/Tax-Exempt Ethics	Jul-24	Mar	S	S	S	S	X				X		
	Gift Rules	Jul-26	Mar	S	S	S	S	X				X		
	Congressional Contact Database	Oct-23	Mar	S	S				X			X		
	Daily Report Script & Link	Oct-23	Mar	S	S				X			X		
Other Programs	Advocates to Inspire Military Service (AIMS) intro	Feb-26	Mar	S	S	S	S	S	X	X	S	X	S	S
	Military & Family Programs	Nov-23	Mar	S	S			X				X		
	Building Base/Chapter Relations	Oct-23	Mar	S	S			X	X			X		
	Community Partner Program	Jul-23	Mar	S	S					X				
	Community Partner Recruiting	Jul-23	Mar	S	S					X				
	Community Partner Retention	Jul-23	Mar	S	S					X			S	S
	VP for Education	Nov-23	Mar	S	S							X		S
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23	Mar	S	S							X		S

X = Primary Training

S = Secondary Training

A = Assumption Training

* If Granted Organization Email Access

Recent

Region Officers				Officers			
	Module / Instruction	Last Updated	Month to View (A or X)	President	Leadership Development VP	AFA Education VP	Advocacy VP
Organization	AFA Organization - Introduction	Sep-25	Nov	S	S	S	S
	AFA Organization - Chapter Basics	Oct-25	Nov	S	S	S	S
	AFA Organization - Chapter Officer Introduction	Oct-25	Nov	S	S	S	S
	• Chapter President	Oct-25	Nov	S		S	
	• Chapter Vice President	Oct-25	Nov	S		S	
	• Chapter Secretary	Nov-25	Nov				
	• Chapter Treasurer	Nov-25	Nov				
	• Chapter VP for Education	Nov-25	Mar				
	• Chapter VP for Airmen, Guardians & Family Prgms	Dec-25	Mar				S
	• Chapter VP for Government Relations	Nov-25	Mar				S
	• Chapter VP for Veteran's Affairs	Dec-25	Mar				S
	• Chapter VP for Leadership Development	Dec-25	Mar		S		
	• Chapter VP for Membership	Dec-25	Mar				
	• Chapter VP for Community Partners	Dec-25	Mar				
	• Chapter VP for Communications	Nov-25	Mar				
	AFA Organization - State (Basics)	Jan-26	Mar	A	A	A	A
	AFA Organization - State Officer Introduction	Jan-26	Mar	A	A	A	A
	• State President	Feb-26	Mar	A	A	A	A
	• State Vice President	Feb-26	Mar	X	X	X	X
	• State Treasurer	Feb-26	Mar	X			
	• State Secretary	Feb-26	Mar	X			
	• State VP for Education	Mar-26	Mar	X		X	
	• State VP for Leadership Development	Mar-26	Mar	X	X		
	• State VP for Government Relations	Mar-26	Mar	X			X
	• State VP for Veterans Affairs	Mar-26	Mar	X			X
	• State VP for Communications	Mar-26	Mar	X			S
	• State VP for Awards	Mar-26	Mar	X			S
	AFA Organization - Region (Basics)	Apr-26	Mar	A	A	A	A
	AFA Organization - Region Officer Introduction	Apr-26	Mar	A	A	A	A
	• Region President	Jun-26	Mar	A	X	X	X
	• Region VP for Education	Jul-26	Mar	X	S	A	S
	• Region VP for Leadership Development	Soon	Mar	X	A	X	S
	AFA Organization - Board of Directors	Oct-23	Mar	A	A	A	A
	AFA Organization - President & National	Nov-23	Mar	A	A	A	A
Administration	AFA 101 for RPs & SPs - Part 1	Jan-25	Nov	A			
	AFA 101 for RPs & SPs - Part 2	Jan-25	Nov	A			
	AFA 101 for RPs & SPs - Part 3	Jan-25	Nov	A			
	AFA 101 for RPs & SPs - Slides	Jan-25	Nov	A			
	Field Leader Portal - Introduction	Dec-24	Nov	A	A	S	S
	Rosters - Membership	Oct-22	Oct	X	X	X	X
	Rosters - Field Leader	Oct-22	Oct	X	X	X	X
	Field Operations Guide (FOG) - Introduction	Jan-25	Feb/Nov	A	A	A	A
	Governance Manual (GM) - Introduction	Jan-25	Feb	A	A	A	A
	Maintaining Tax-Exempt Status	Oct-23	Feb/Nov	A		A	A
	501(c)(3) Benefits	Feb-25	Feb/Nov	A		A	A
	Annual Plan (Chapter)	Apr-24	Dec	X	X	X	
	Annual Plan (State)	Apr-24	Dec	X			
	Semi-Annual Report (Chapter)	Jun/Dec	Dec/Jan	X			
	Semi-Annual Report (State)	Jun/Dec	Dec/Jan	X			
	Starting a New Chapter (Checklist)	Dec-22	A/R	S			
	Reviving an Inactive Chapter (Video)	Oct-23	A/R	X			
	Reviving an Inactive Chapter (Checklist)	Dec-22	A/R	X			
	Effective Newsletters	Apr-24	Apr	S			
Communication	AFA in Action	Nov-24	Apr	S	S	S	S
	Facebook for Chapters (Video)	Apr-24	Apr	S			
	Facebook for Chapters (Guide)	Jun-25	Apr	S			
	Zoom - Participant (PCs & Laptops)	Jun-22	May	A			
	Zoom - Hosting (PCs & Laptops)	May-22	May	A			
	Teams Meetings - Participant	Jun-22	May	A			
	How to Use Mail Merge	Apr-22	A/R				
	AFA Email - Finding Your Account & Logging In	Dec-22	Nov	A*	A*	A*	A*
	AFA Email - Create a Shortcut	Jan-23	Nov	A*	A*	A*	A*
Leadership	Leadership Planning	Oct-23	Jan	X	X	X	X
	Leadership Recruiting	Oct-23	Jan	X	X	X	X
	Leadership Retention	Oct-23	Jan	X	X		
Membership Recruiting/Retention	Recruiting New Members, Part 1	Oct-22	Jul	A	S	S	S
	Recruiting New Members, Part 2	Oct-22	Jul	A	S	S	S
	Recruiting New Members, Part 3	Oct-22	Jul	A	S	S	S
	Recruiting New Members, Part 4	Oct-22	Aug	A	S	S	S
	Retaining Chapter Members	Aug-23	Sep	S	S		
	Retaining Chapter Members (Checklist)	Aug-23	Sep	S	X		
	How to Identify Newly Arrived or Departed Members	Nov-23	Sep	S	X		
	Newly-Arrived Members Guide	Nov-23	Sep	S	X		
	Newly-Departed Members Guide	Nov-23	Sep	S	X		
	Mission Membership (Detail)	Feb-26	Mar/Nov	X	X	S	S
	AFA Membership (Promo)	Mar-26	Mar/Nov	X	X	S	S
Advocacy	National Video on Advocacy	Apr-23	Mar	X	X	X	X
	Advocacy Introduction	Apr-23	Mar	X	X	X	X
	Advocacy for Chapters	Aug-23	Mar	X	X	X	X
	Advocacy for Federal Legislation	Oct-23	Mar	X			X
	Advocacy/Tax-Exempt Ethics	Jul-24	Mar	X			X
	Gift Rules	Jul-26	Mar	X			X
	Congressional Contact Database	Oct-23	Mar	X			X
	Daily Report Script & Link	Oct-23	Mar	X			X
	Advocates to Inspire Military Service (AIMS) intro	Feb-26	Mar	X			X
Other Programs	Military & Family Programs	Nov-23	Mar	S			S
	Building Base/Chapter Relations	Oct-23	Mar	S			S
	Community Partner Program	Jul-23	Mar	S	S		
	Community Partner Recruiting	Jul-23	Mar	S	S		
	Community Partner Retention	Jul-23	Mar	S	S		
	VP for Education	Nov-23	Mar	S		X	
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-23	Mar	S		X	

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

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