



Recommended AFA Field Leader Training

(January, 2023)

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	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	Mar-21		A	A	A	A
	AFA Organization - State (Part 1) - Introduction	Oct-19		X	X	X	X
	AFA Organization - State (Part 2) - Elected Officers	Oct-19		X	X	X	X
	AFA Organization - State (Part 3) - Appointed Officers	Jan-20		X	X	X	X
	AFA Organization - Region	Feb-20		X	X	X	X
	AFA Organization - Board of Directors	Mar-20		X	X		
AFA Organization - President & National	Jul-20		X	X			
Administration	Field Operations Guide (FOG) - Introduction	Jan-20		A	A	A	A
	Operations & Procedures Manual (OPM) - Introduction	Dec-18					
	Field Leader Portal - Introduction	Jun-21		A	A	A	A
	Chapter Annual Activity Plan	Nov-21	Dec	X	X	X	X
	Chapter Annual Financial Plan	Nov-21	Dec	X	X	X	X
	State Annual Activity Plan	Nov-21	Dec				
	State Annual Financial Plan	Nov-21	Dec				
	Chapter Semi-Annual Activity Report	Jul-22	Dec/Jan	X	X	X	X
	Chapter Semi-Annual Financial Report	Jul-22	Dec/Jan	X	X	X	X
	State Semi-Annual Activity Report	Jul-22	Dec/Jan				
	State Semi-Annual Financial Report	Jul-22	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	Jul-21		S	S			
501(c)(3) Benefits	Mar-21	Feb	A	A		A	
Maintaining Tax Exempt Status	Jan-20	Feb	A	A		A	
Communication	Effective Newsletters	Jan-20		S	S		
	Effective Web Sites	Oct-19		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 - Participant (Laptop & PC)	Jun-22		S	S			
Leadership, Recruiting, Retention	Leadership Planning	Dec-22		S	S		
	Leadership Recruiting	Dec-22		S	S		
	Leadership Retention	Dec-22		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	Mar-22		S	S		
How to Identify Newly Arrived or Departed Members	Jan-22		S	S			
Programs	Advocacy Part 1	Jul-20		S	S		
	Airman & Family Support	Jan-20		S	S		
	Building Base/Chapter Relations	Jan-20		S	S		
	Community Partner Program	Mar-21		S	S		
	Community Partner Recruiting	Mar-21		S	S		
	Community Partner Retention	Mar-21		S	S		
	VP for Aerospace Education	Oct-22		S	S		
Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-22		S	S			

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

Chapter Appointed Officers

	Module / Instruction	Last Updated	Month	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	X	A
	AFA Organization - Chapter Basics	Nov-22		X	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	X	A
	AFA Organization - Chapter Appointed Officers	Mar-21		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 1) - Introduction	Oct-19		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 2) - Elected Officers	Oct-19		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 3) - Appointed Officers	Jan-20		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Region	Feb-20		X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Board of Directors	Mar-20													
AFA Organization - President & National	Jul-20														
Administration	Field Operations Guide (FOG) - Introduction	Jan-20		X	X	X	X	X	X	X	X	X	X	X	A
	Operation & Procedures Manual (OPM) - Introduction	Dec-18													
	Field Leader Portal - Introduction	Jun-21		X	X	X	X	X	X	X	X	X	X	X	A
	Chapter Annual Activity Plan	Nov-21	Dec	S	S	S	S	S	S	S	S	X	X		
	Chapter Annual Financial Plan	Nov-21	Dec	S	S	S	S	S	S	S	S	X			
	State Annual Activity Plan	Nov-21	Dec												
	State Annual Financial Plan	Nov-21	Dec												
	Chapter Semi-Annual Activity Report	Jul-22	Dec/Jan			X						X	X		
	Chapter Semi-Annual Financial Report	Jul-22	Dec/Jan			X						X	X		
	State Semi-Annual Activity Report	Jul-22	Dec/Jan												
	State Semi-Annual Financial Report	Jul-22	Dec/Jan												
	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	Jul-21														
501(c)(3) Benefits	Mar-21	Feb	A	A		A		A			A	A			
Maintaining Tax-Exempt Status	Jan-20	Feb	A	A		A		A			A	A			
Communication	Effective Newsletters	Jan-20					X								
	Effective Web Sites	Oct-19					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	Dec-22									X				
	Leadership Recruiting	Dec-22									X				
	Leadership Retention	Dec-22									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	Mar-22		X	X						X				
How to Identify Newly Arrived or Departed Members	Jan-22		X	X						X					
Programs	Advocacy Part 1	Jul-20							X	X	X	X			
	Airman & Family Support	Jan-20				X		X							
	Building Base/Chapter Relations	Jan-20				X		X	X				X		
	Community Partner Program	Mar-21		X	X						X				
	Community Partner Recruiting	Mar-21		X	X						X				
	Community Partner Retention	Mar-21		X	X						X				
	VP for Aerospace Education	Oct-22										X			
Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-22										X				

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State Officers

	Module / Instruction	Last Updated	Month	Elected Officers				Vice-Presidents for...						New Officers			
				President	Vice-President	Secretary	Treasurer	Veterans Affairs	Government Relations	Leadership Development	Aerospace Education	Advocacy	Communication		Awards		
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	Mar-21		A	A	A	A										
	AFA Organization - State (Part 1) - Introduction	Oct-19		X	X	X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 2) - Elected Officers	Oct-19		X	X	X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - State (Part 3) - Appointed Officers	Jan-20		X	X	X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Region	Feb-20		X	X	X	X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Board of Directors	Mar-20		A	A												
AFA Organization - President & National	Jul-20		A	A													
Administration	Field Operations Guide (FOG) - Introduction	Jan-20		X	X	X	X	X	X	X	X	X	X	X	X	X	A
	Operation & Procedures Manual (OPM) - Introduction	Dec-18		X	X												
	Field Leader Portal - Introduction	Jun-21		X	X	X	X	X	X	X	X	X	X	X	X	X	A
	Chapter Annual Activity Plan	Nov-21	Dec	X	X	X	X				X					X	
	Chapter Annual Financial Plan	Nov-21	Dec	X	X	X	X				X					X	
	State Annual Activity Plan	Nov-21	Dec														
	State Annual Financial Plan	Nov-21	Dec														
	Chapter Semi-Annual Activity Report	Jul-22	Dec/Jan	X	X												
	Chapter Semi-Annual Financial Report	Jul-22	Dec/Jan	X	X												
	State Semi-Annual Activity Report	Jul-22	Dec/Jan	X	X	X					X	X				X	
	State Semi-Annual Financial Report	Jul-22	Dec/Jan	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	Jul-21		X	X		X				X						
	501(c)(3) Benefits	Mar-21	Feb	A	A	A	A	A	A		A	A				A	
Maintaining-Tax Exempt Status	Jan-20	Feb	A	A	A	A	A	A		A	A				A		
Communication	Effective Newsletters	Jan-20		S	S										X		
	Effective Web Sites	Oct-19		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	Dec-22		A	A					A							
	Leadership Recruiting	Dec-22		A	A					A							
	Leadership Retention	Dec-22		A	A					A							
	Recruiting New Members, Part 1	Oct-22		A	A	S	S	S	S	A	S	S	S	S	S		
	Recruiting New Members, Part 2	Oct-22		A	A	S	S	S	S	A	S	S	S	S	S		
	Recruiting New Members, Part 3	Oct-22		A	A	S	S	S	S	A	S	S	S	S	S		
	Recruiting New Members, Part 4	Oct-22		A	A	S	S	S	S	A	S	S	S	S	S		
	Retaining Chapter Members	Mar-22		S	S					X							
How to Identify Newly Arrived and Departed Members	Jan-22		S	S					X								
Programs	Advocacy Part 1	Jul-20		S	S			X	X		X	X	X				
	Airman & Family Support	Jan-20		S	S			X									
	Building Base/Chapter Relations	Jan-20		S	S			X	X								
	Community Partner Program	Mar-21		S	S					X							
	Community Partner Recruiting	Mar-21		S	S					X							
	Community Partner Retention	Mar-21		S	S					X							
	VP for Aerospace Education	Oct-22		S	S						X						
Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-22		S	S						X							

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Region Officers

	Module / Instruction	Last Updated	Month	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	Mar-21		S	S	S	S	
	AFA Organization - State (Part 1) - Introduction	Oct-19		X	X	X	X	A
	AFA Organization - State (Part 2) - Elected Officers	Oct-19		X	X	X	X	A
	AFA Organization - State (Part 3) - Appointed Officers	Jan-20		X	X	X	X	A
	AFA Organization - Region	Feb-20		X	X	X	X	A
	AFA Organization - Board of Directors	Mar-20		X	X	X	X	A
AFA Organization - President & National	Jul-20		X	X	X	X	A	
Administration	Field Operations Guide (FOG) - Introduction	Jan-20		X	X	X	X	A
	Operation & Procedures Manual (OPM) - Introduction	Dec-18		X	X	X	X	A
	Field Leader Portal - Introduction	Jun-21		A	A	S	S	
	Chapter Annual Activity Plan	Nov-21	Dec	X	X			
	Chapter Annual Financial Plan	Nov-21	Dec	X		X		
	State Annual Activity Plan	Nov-21	Dec	X				
	State Annual Financial Plan	Nov-21	Dec	X				
	Chapter Semi-Annual Activity Report	Jul-22	Dec/Jan	X				
	Chapter Semi-Annual Financial Report	Jul-22	Dec/Jan	X				
	State Semi-Annual Activity Report	Jul-22	Dec/Jan	X				
	State Semi-Annual Financial Report	Jul-22	Dec/Jan	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	Jul-21		X				
501(c)(3) Benefits	Mar-21	Feb	A		A	A		
Maintaining Tax Exempt Status	Jan-20	Feb	A		A	A		
Communication	Effective Newsletters	Jan-20		S				
	Effective Web Sites	Oct-19		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	Dec-22		X	X	X	X	
	Leadership Recruiting	Dec-22		X	X	X	X	
	Leadership Retention	Dec-22		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	Mar-22		S	X			
How to Identify Newly Arrived or Departed Members	Jan-22		S	X				
Programs	Advocacy Part 1	Jul-20		X	X	X	X	
	Airman & Family Support	Jan-20		S				
	Building Base/Chapter Relations	Jan-20		S				
	Community Partner Program	Mar-21		S	X			
	Community Partner Recruiting	Mar-21		S	X			
	Community Partner Retention	Mar-21		S	X			
	VP for Aerospace Education	Oct-22		S		X		
	Engaging ROTC, JROTC, AAS, SW, & CAP	Oct-22		S		X		

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