



Recommended AFA Field Leader Training

(June, 2021)

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. 1
Chapter Appointed Officers	pg. 2
State Officers	pg. 3
Region Officers	pg. 4

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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Chapter Elected Officers

	Module / Instruction	Last Updated	Month	President	Vice President	Secretary	Treasurer
Organization	AFA Organization - Introduction	Jul-20		X	X	X	X
	AFA Organization - Chapter Basics	Mar-21		A	A	A	A
	AFA Organization - Chapter Elected Officers	Mar-21		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-20	Dec	X	X	X	X
	Chapter Annual Financial Plan	Nov-20	Dec	X	X	X	X
	State Annual Activity Plan	Nov-20	Dec				
	State Annual Financial Plan	Nov-20	Dec				
	Chapter Semi-Annual Activity Report	Jun-21	Dec/Jun	X	X	X	X
	Chapter Semi-Annual Financial Report	Jun-21	Dec/Jun	X	X	X	X
	State Semi-Annual Activity Report	Jun-21	Dec/Jun				
	State Semi-Annual Financial Report	Jun-21	Dec/Jun				
	Rosters - Field Leader	Oct-20	Oct	X	X	X	X
	Rosters - Membership	Oct-20	Oct	X	X	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	S		
	Effective Web Sites	Oct-19		S	S		
	Social Media 001	Jan-21		S	S		
	Social Media 002	May-18		S	S		
	Social Media 003	Oct-18		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	Apr-20		A	A*	A*	A*
	Teams Meetings - Participant	May-21		S	S		
Zoom - Participant (Laptop & PC)	Feb-21		S	S			
Leadership, Recruiting, Retention	Leadership Planning	Feb-20		S	S		
	Leadership Recruiting	Feb-20		S	S		
	Leadership Retention	Feb-20		S	S		
	Recruiting New Members, Part 1	Apr-20		X	X	X	X
	Recruiting New Members, Part 2	May-20		X	X	X	X
	Recruiting New Members, Part 3	May-20		X	X	X	X
	Recruiting New Members, Part 4	Jun-20		X	X	X	X
Retaining Chapter Members	Jun-20		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	Sep-20		S	S		
	Engaging ROTC, JROTC, AAS, SW, & CAP	May-18		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	Jul-20		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Chapter Basics	Mar-21		X	X	X	X	X	X	X	X	X	X	A
	AFA Organization - Chapter Elected Officers	Mar-21		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	A
	AFA Organization - State (Part 1) - Introduction	Oct-19		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	A
	AFA Organization - State (Part 3) - Appointed Officers	Jan-20		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	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	A
	Operation & Procedures Manual (OPM) - Introduction	Dec-18												
	Field Leader Portal - Introduction	Jun-21		X	X	X	X	X	X	X	X	X	X	A
	Chapter Annual Activity Plan	Nov-20	Dec	S	S	S	S	S	S	S	S	X	X	
	Chapter Annual Financial Plan	Nov-20	Dec	S	S	S	S	S	S	S	S	X		
	State Annual Activity Plan	Nov-20	Dec											
	State Annual Financial Plan	Nov-20	Dec											
	Chapter Semi-Annual Activity Report	Jun-21	Dec/Jan			X						X	X	
	Chapter Semi-Annual Financial Report	Jun-21	Dec/Jan			X						X	X	
	State Semi-Annual Activity Report	Jun-21	Dec/Jan											
	State Semi-Annual Financial Report	Jun-21	Dec/Jan											
	Rosters - Field Leader	Oct-20	Oct	X	X						X			
	Rosters - Membership	Oct-20	Oct	X	X		X				X			
	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							
	Social Media 001	Jan-21		X	X	X	X						X	
	Social Media 002	May-18		X	X	X	X						X	
	Social Media 003	Oct-18		X	X	X	X						X	
	Email - Forwarding	Apr-20												A*
	Email - Finding Your Account and Logging In	Apr-20												A*
	Email - Create a Shortcut	Apr-20												A*
	Teams Meetings - Participant	May-21					X							
	Zoom - Participant (Laptop & PC)	Feb-21					X							
Leadership, Recruiting, Retention	Leadership Planning	Feb-20									X			
	Leadership Recruiting	Feb-20									X			
	Leadership Retention	Feb-20									X			
	Recruiting New Members, Part 1	Apr-20		A	A	S	S	S	S	A	S	S		
	Recruiting New Members, Part 2	May-20		A	A	S	S	S	S	A	S	S		
	Recruiting New Members, Part 3	May-20		A	A	S	S	S	S	A	S	S		
	Recruiting New Members, Part 4	Jun-20		A	A	S	S	S	S	A	S	S		
	Retaining Chapter Members	Jun-20		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	Sep-20									X			
	Engaging ROTC, JROTC, AAS, SW, & CAP	May-18									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	Jul-20		A	A												
	AFA Organization - Chapter Basics	Mar-21		A	A	A	A										
	AFA Organization - Chapter Elected Officers	Mar-21		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	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	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	A	
	Chapter Annual Activity Plan	Nov-20	Dec	X	X	X	X				X				X		
	Chapter Annual Financial Plan	Nov-20	Dec	X	X	X	X				X				X		
	State Annual Activity Plan	Nov-20	Dec														
	State Annual Financial Plan	Nov-20	Dec														
	Chapter Semi-Annual Activity Report	Jun-21	Dec/Jan	X	X												
	Chapter Semi-Annual Financial Report	Jun-21	Dec/Jan	X	X												
	State Semi-Annual Activity Report	Jun-21	Dec/Jan	X	X	X					X	X			X		
	State Semi-Annual Financial Report	Jun-21	Dec/Jan	X	X		X				X	X			X		
	Rosters - Field Leader	Oct-20	Oct	A	A	A	A				A				A		
	Rosters - Membership	Oct-20	Oct	A	A	A	A				A				A		
	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			
	Social Media 001	Jan-21		S	S							X	X				
	Social Media 002	May-18		S	S							X	X				
	Social Media 003	Oct-18		S	S							X	X				
	Email - Forwarding	Apr-20												X		A*	
	Email - Finding Your Account and Logging In	Apr-20												X		A*	
	Email - Create a Shortcut	Apr-20												X		A*	
	Teams Meetings - Participant	May-21		S	S									X			
Zoom - Participant (Laptop & PC)	Mar-21		S	S									X				
Leadership, Recruiting, Retention	Leadership Planning	Feb-20		A	A					A							
	Leadership Recruiting	Feb-20		A	A					A							
	Leadership Retention	Feb-20		A	A					A							
	Recruiting New Members, Part 1	Apr-20		A	A	S	S	S	S	A	S	S	S	S	S		
	Recruiting New Members, Part 2	May-20		A	A	S	S	S	S	A	S	S	S	S	S		
	Recruiting New Members, Part 3	May-20		A	A	S	S	S	S	A	S	S	S	S	S		
	Recruiting New Members, Part 4	Jun-20		A	A	S	S	S	S	A	S	S	S	S	S		
Retaining Chapter Members	Jun-20		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	Sep-20		S	S						X						
Engaging ROTC, JROTC, AAS, SW, & CAP	May-18		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	Jul-20		S	S	S	S	
	AFA Organization - Chapter Basics	Mar-21		S	S	S	S	
	AFA Organization - Chapter Elected Officers	Mar-21		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	
	Annual Activity Plan	Nov-20	Dec	X	X			
	Annual Financial Plan	Nov-20	Dec	X		X		
	State Annual Activity Plan	Nov-20	Dec	X				
	State Annual Financial Plan	Nov-20	Dec	X				
	Chapter Semi-Annual Activity Report	Jun-21	Dec/Jan	X				
	Chapter Semi-Annual Financial Report	Jun-21	Dec/Jan	X				
	State Semi-Annual Activity Report	Jun-21	Dec/Jan	X				
	State Semi-Annual Financial Report	Jun-21	Dec/Jan	X				
	Rosters - Field Leader	Oct-20	Oct	X	X			X
	Rosters - Membership	Oct-20	Oct	X	X			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				
	Social Media 001	Jan-21		S	S	S	S	
	Social Media 002	May-18		S	S	S	S	
	Social Media 003	Oct-18		S	S	S	S	
	Email - Forwarding	Apr-20						A*
	Email - Finding Your Account and Logging In	Apr-20						A*
	Email - Create a Shortcut	Apr-20						A*
	Teams Meetings - Participant	May-21		A				
Zoom - Participant (Laptop & PC)	Mar-21		A					
Leadership, Recruiting, Retention	Leadership Planning	Feb-20		X	X	X	X	
	Leadership Recruiting	Feb-20		X	X	X	X	
	Leadership Retention	Feb-20		X	X			
	Recruiting New Members, Part 1	Apr-20		A	S	S	S	
	Recruiting New Members, Part 2	May-20		A	S	S	S	
	Recruiting New Members, Part 3	May-20		A	S	S	S	
	Recruiting New Members, Part 4	Jun-20		A	S	S	S	
Retaining Chapter Members	Jun-20		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	Sep-20		S		X		
Engaging ROTC, JROTC, AAS, SW, & CAP	May-18		S		X			

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