



Department of the Army
U.S. Army Community and Family Support Center
Family Programs Directorate (AFTB)
4700 King Street
Alexandria, VA 22302

CFSC-FP-T (AFTB)

9 July 04

Memorandum for Regions and Major Army Command (MACOM) Army Family Team Building Program Managers

SUBJECT: Army Family Team Building FY 05 Training Schedule, Allocations, and Registration Process

1. This memorandum provides basic information about the U. S. Army Community and Family Support Center (CFSC) Army Family Team Building (AFTB) FY 05 training schedule, Region/MACOM allocations, and student registration.

2. During FY05, AFTB will conduct two joint Master Trainer Course/Program Managers Courses (MT/PM), two Senior Spouse Leadership Seminars (SSLS), and one AFTB Master Trainer Professional Development (MTPD) Course. The FY05 schedule and registration deadline is as follows:

Course Number	Training Dates	Location	Registration Period	Training Manager	DSN
MT/PM 05-1	05 Dec – 10 Dec 04	Greenville, SC	3 Sep 04 to 15 Oct 04	Brenda McDaniel	761-7402
MT/PM 05-2	03 Apr – 08 Apr 05	TBD	3 Jan to 16 Feb 05	Sonia Wriglesworth	761-7748
SSLS 05-1	27 Oct – 29 Oct 04	SGM Academy	30 Jul 04 to 10 Sep 05	Grace Smith	761-7406
SSLS 05-2	01 Mar – 03 Mar 05	Army War College	7 Dec 04 to 18 Jan 05	Grace Smith	761-7406
MTPD	20 Jun – 24 Jun 05	TBD	21 Mar 05 to 02 May 05	Brenda McDaniel Sonia Wrigleworth	761-7402 761-7748

3. The following apply:

a. Master Trainer Course:

(1) Refer to the accreditation checklist, Standard 10000.5. Schedule volunteers as needed to meet standard.

(2) Master Trainers must commit to work the AFTB program for at least one year after certification.

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(3) Certified Master Trainers, upon completion of training, will be registered in the AFTB MT database. They are required to report volunteer hours to our office each quarter through their local program manager. To be considered "active" for DA, each volunteer must work at least an average of 5 hours per week or 25 hours a quarter.

(4) Only registered active Master Trainers are eligible to participate in the Master Trainer Professional Development, AFTB curriculum workgroups, etc.

(5) Attendees are funded to attend the Master Trainer Course only once by CFSC.

b. Program Manager (PM):

(1) This course is conducted twice a year concurrently with the AFTB Master Trainer Course.

(2) Refer to the accreditation checklist, Standards 100001 (paid manager) and 100002 (volunteer manager). Schedule personnel (paid/volunteer) as needed to meet standard.

(3) This training is only for program managers (paid/volunteer). Individuals not registered in the AFTB NetTrainer database as a Program Manager (paid or volunteer) will be considered on a space available basis.

(4) Attendees are funded to attend the Program Managers Course only once by CFSC.

c. Senior Spouse Leadership Seminar (SSLS):

(1) The SSLS is conducted annually for spouses of Soldiers attending the Sergeant Major Academy and the Army War College. A limited number of reserve component spouses of equivalent rank are eligible to attend.

(2) SSLS attendees are advised to have a working knowledge of AFTB prior to their attendance to ensure a successful training experience. Information (and enrollment in Level I) can be found at www.aftb.org. There is no obligation or commitment for spouses to attend the SSLS.

(3) Attendees are funded to attend the SSLS only once by CFSC.

d. Master Trainer Professional Development (MTPD):

(1) This course is conducted biennially.

(2) To be eligible to attend the MTPD course, active Master Trainers must have completed the Master Trainer Course on or before 1 Apr 04 and be registered in the MT database as active since Jan 03.

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(3) Master Trainers not meeting the eligibility criteria will only be accepted on a space available basis. Priority to attend MTPD is as follows:

- (1) Registered active AFTB Master Trainers
- (2) AFTB volunteer program managers (who are also Master Trainers)
- (3) AFTB paid program managers (who are also Master Trainers)
- (4) Local AFTB Instructors when no local Master Trainers are available to attend
- (5) Registered inactive Master Trainers

4. Region/MACOM POCs are responsible for student selections for all DA-sponsored AFTB training based on their needs and in accordance with the guidelines outlined above. Regions/MACOMS POCs will only select and approve students who have registered for training on-line.

a. The allocations for each Master Trainer **and** Master Trainer Professional Development Courses are: (total 140 students)

European Region	12	Korea Region	8	Northeast Region	18	Southwest Region	18
Southeast Region	18	Pacific Region	10	Northwest Region	18	National Guard	10
Army Reserve	10	USAREC	08	SMDC	02	Cadet Command	05
INSCOM	02	USASOC	02				

b. The allocations for each course (Program Managers) are: (total 45 students)

European Region	5	Korea Region	3	Northeast Region	6	Southwest Region	6
Southeast Region	6	Pacific Region	3	Northwest Region	6	National Guard	3
Army Reserve	3	USAREC	3	SMDC	1	Cadet Command	2
INSCOM	1	USASOC	1				

c. The allocations for SSLS 05-1 are: (total 80 students)

SGM Academy	55	USARC	10	NGB	10	USASOC/Res	05
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d. The allocations for SSLS 05-2 are: (total 80 students)

War College	55	USARC	10	NGB	10	USASOC/Res	05
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5. CFSC will fund the cost of this training and contract lodging and lunches at a minimum. This has proven effective in making the training affordable and attracting a more diverse group of volunteers to attend training.

6. All AFTB DA-sponsored training registration must be completed online using the AFTB website at www.aftb.org. The online registration process is very streamlined and requires the local program manager to approve each nomination prior to release to the Region/MACOM for final approval. Please see the instructions posted on the AFTB NetTrainer for assistance.

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7. Additional Information:

a. Please note the registration period for each course as indicated on the table at paragraph 2. Region/MACOM POCs **must** approve student applications in order for students to be considered for attendance. The on-line registration will close one day after the registration period ends and we will send a list of names of registrants for verification within three days. All registrations submitted within your allocation should be considered "accepted" for training as long as they meet the stated criteria and have your approval. Please notify your program managers of student selections so they can begin preparing the students for training.

b. Contract personnel must also register on-line however they are not authorized to travel on either a DD Form 1610 or an Invitational Travel Order (ITO). If travel funds are not included in their contract for the training they are registering for, our office send funds via a MIPR to the proper resource manager. Ensure all contract personnel complete the correct registration form and provide accurate information so their funding is received at the proper Resource Management Office in a timely manner. Per our Budget Office, if an individual's resource management office fails to accept the MIPR prior to the travel date, the individual **will not** be allowed to utilize those funds, forfeits the opportunity to travel at CFSC expense, and the MIPR will be cancelled.

c. Again, the Region or MACOM POCs must approve (on-line) all applicants approved by the local program manager.

d. Travel orders will be prepared and processed within 15-20 working days after the registration deadline. A copy will be forwarded to each student (via mail, fax or email) along with the Information Packet. Region/MACOM POCs will also receive a copy. If we anticipate an unavoidable delay in processing the orders, we will notify you as soon as possible.

e. The CFSC AFTB training manager for each course is listed on Table 1. To avoid delays, please correspond directly with the designated training manager. All CFSC staff members can be reached via email by using the following address scheme: www.first.name.lastname@cfsc.army.mil.

f. Encourage local program managers to reinforce to volunteers that, though training is fully funded by DA, no-shows waste resources that could have been better spent on another deserving volunteer. A no-show and end of course completion report will be provided to the Regional Director and MACOM commander.

8. Department of Army CFSC point of contact is the undersigned; 703-681-7400.



VICKI A. BROWN
Chief, Army Family Team Building