

# AVC Volunteer Position

## Transcriber

ACS: American Family Action Plan (AFAP)

### Position Type Duties

Special Event

- Attend required volunteer training sessions.
- Record notes of the workgroup daily discussion utilizing MS Word.
- Develop the workgroup priority issue slides for the command out brief utilizing MS PowerPoint.
- Remain neutral.
- Work with Facilitator, Recorder, Issue Support, Staff Support Personnel, Subject Matter experts, and delegates to meet the goals of the AFAP Conference.
- Attend After Action Review meetings and provide input for the final After Action Report.
- Serve as a spokesperson for the AFAP program.
- Ensures selected priority issues are not currently active or have been closed within the past 3 years of the conference.
- Adhere to guidelines as outlined in AR 608-47, Army Family Action Plan, AFAP Program Handbook, and the installation AFAP Program SOP.
- Report any safety issues to the ACS Volunteer Coordinator that may render you, the volunteer staff, and/or students susceptible to injuries.
- The use of a vehicle is not required to perform these duties and is specifically prohibited.

### Credential or License Required Qualifications

No

- Familiarity with the AFAP process.
- Completion of AFAP Transcriber training.
- Familiarity with MS Word and PowerPoint.
- Ability to type.
- Good writing skills.

### Training

AFAP Issue Support training (2 hours)  
AFAP Issue Development training (1 hour)

### Orientation

ACS Volunteer Orientation  
AFAP Orientation

### Time Required

Attendance at Workgroup (8 hours)  
Attendance at Report Out Session (2 hours)

Delegate

ACS: Army Family Action Plan (AFAP)

Evaluation  
Benefits

FRTI training (3 hours)  
AAR meeting (1 hour)  
None

- Help make our military community a better place to live and work.
- Volunteer hours/experience for resume.

Address

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Contact Person

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