

Military Family Action Plan Conference

Issue Solicitation Form

*MFAP Conference date: 3 May 2017*

What you think matters!

**Issue title:** (Tell us **what** the problem/issue/concern is – a few words to describe it)

**Scope:** (Tell us **about** the issue; **why** it’s a problem; **who** it affects)

**Recommendations(s):** (Tell us **what** we should do to fix it)

Submitter’s name, phone number and email: (optional) [This information gives us a way to contact you for more information or to let you know what happened to the issue.]

**If you are interested in becoming a workgroup participant for the conference please contact your CSC at lisa.williams.22@us.af.mil**

Return completed form via email to lisa.williams.22@us.af.mil

*Fillable forms may be found on* [*www.jointbasemdl.af.mil*](http://www.jointbasemdl.af.mil) *under the Community Support tab*

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MFAP ISSUE CHECKLIST

**TITLE**

* Does the title tell the reader what the issue is about?
* Does the title summarize the issue, not the recommendation?
	+ *Caution: Titles do not start with verbs*
* Is the title brief? Be sure it is a title and not a sentence.

**SCOPE**

* Is the scope detailed enough to validate the problem- a paragraph with at least 3 sentences?
	+ *The introductory sentence states the current situation- it is the problem statement*
	+ *The middle sentences provide facts and/or details*
	+ *The concluding sentence states the impact- why the issue is important*
* Will someone unfamiliar with the issue understand it?
	+ *Caution: Don’t abuse buzzwords such as “readiness”, “retention”, and “esprit”*
	+ *Caution: Avoid long descriptions, big words, and irrelevant details*
	+ *Caution: Is your issue factually correct*
* Does the Scope state one problem, not several related issues?

RECOMMENDATIONS

The recommendation tells the reader what you want to happen

* Are recommendations numbered?
* Do recommendations start with a strong action verb?
* Do all recommendations relate to the problem identified in the Scope?
* Have delegates limited the number of recommendations?
	+ *Caution: Issues should have no more than 2 recommendations*
* Do the recommendations identify a specific end product?
	+ *Caution: Don’t identify how to make it happen.*
* Do recommendations meet issue criteria?
	+ *Issue has broad impact and is within the ability of this command or higher HQs to influence*
	+ *Issue is attainable after considering current political and resource environment*
	+ *Issue has measurable end product*
	+ *Issue does not duplicate an active MFAP issue or one that has been addressed in the past 2 years*