



JBLM Armed Forces Action Plan (AFAP) Issue Submission Form

Army Family Action Plan addresses quality of life issues that have a JBLM and/or Army wide impact. You may submit issues online via the Issue Management System <https://www.armyfamilywebportal.com/> or e-mail this form to usarmy.jblm.imcom.list.dhr-family-team-building-and-action-plans@army.mil

Issues or suggestions regarding customer service, should be submitted through the Interactive Customer Evaluation (ICE) system at <http://ice.disa.mil> or through your chain of command.

1. **Demographic (Who is the issue affecting?)**

Examples: Active Duty, Reserve, Family Members, DoD Civilians, Retirees, and/or Survivors.

2. **Issue Title (What is the problem?):**

3. **Statement of the Problem (Describe the problem):** *Use clear and concise terms.*

4. **Validation (Why is this a problem?)** *Use facts and supporting information in statement.*

5. **Impact (What is the impact on quality of life if not resolved?):**

6. **Recommended Action (How would you fix the problem?)**