

## ACS OUTREACH PROGRAM UNIT TRAINING NEEDS ASSESSMENT

**Mission:** The Army Community Service (ACS) Outreach Program will assist unit commanders and senior leaders to maintain Soldiers and Family readiness by planning, coordinating and delivering services that promote self-reliance, resiliency and stability during times of peace and war.

**Organization:**

**Location:**

**POC:**

**Date of Training:**

**Number of Soldiers:**

**E-mail:**

**Time:**

**Number of Family Members:**

**Telephone #:**

**Under IAW AR 608-1 and for your training policies, ACS Outreach provides a holistic approach to meet the training needs of each command by instilling methods of prevention and education. Please check all of the programs and services that you would like the ACS Outreach Program to coordinate for you.**

**Please check one box for your desired outcome:**

- ☐ Briefing/Training (Unit is responsible for coordination of location & setup, laptop, projector, screen and publicity of the event within their unit)
- ☐ Informational Table set up for organization's event (Unit is responsible for coordination of location & setup, tables, chairs and publicity of the event within their unit)

### ACS Programs (AR 608-1)

- ☐ **OUTREACH-** ACS Programs Overview Briefing (Description of all ACS Programs) (15 Minutes)
- ☐ **ARMY FAMILY ACTION PLAN (AFAP)** Overview (15 minutes)  
Annual conference designed to improve the quality of Army Family life
- ☐ **ARMY FAMILY TEAM BUILDING (AFTB)** Please specify training \_\_\_\_\_  
Provides personal and professional development classes  
(All class/overviews can be 15 minutes to 60 minutes based on requesting unit/agency needs.)
- AFTB Overview
  - Acronyms & Terms
  - Ball Etiquette/Military Social Functions
  - Chain of Command & Concern
  - Communication
  - Conflict Management
  - Dealing with Crisis & Grief
  - Examining Your Leadership Style
  - Exploring Personality Traits
  - Great Meetings & Virtual Meetings
  - Growing Through Change
  - Heading Towards Leadership & Leadership Through Understanding Needs
  - Introduction to Civilian & Military Resources and Military Family Preparedness
  - Improving Personal Relationships
  - Introduction to Family Readiness Groups
  - Military Benefits & Entitlements
  - Military Customs, Courtesies, & Traditions
  - Military Life: What Does It Mean? And Resiliency: Be the Bouncing Ball
  - Overcoming Stress
  - Problem Solving Strategies
  - Team Dynamics
  - Time to Serve: The Volunteer Experience & Teaching Others Through Coaching & Mentoring
  - Winning at Time Management

- ☐ **ARMY VOLUNTEER CORPS (AVC)** Please specify training \_\_\_\_\_  
Assists volunteers & agencies with volunteer recruitment, training, & recognition (Classes offered on monthly basis)
- VMIS Organization Point of Contact (OPOC) Training (30-60 minutes)
  - Volunteer Overview (15-30 minutes)
  - Volunteer Management Information System (VMIS) Training (30-60 minutes)
  - Volunteer Awards Training (60-90 minutes)
  - Volunteer Management Class (60 minutes)
- ☐ **EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)** (AR 608-75) (15 minute overview)  
Support & assistance for Exceptional Family Members & Families
- ☐ **EMPLOYMENT READINESS PROGRAM (ERP)** Please specify training \_\_\_\_\_  
Information and referral services in the areas of employment, education, training & volunteering.  
(\* Class offered on monthly basis)
- Overview (15 minutes)
  - Resume for Results\* (90 minutes – 2 hours) (Family Members)
  - USAJOBS Prep!\* (2 hours)
  - USAJOBS Prep! Military Spouses (2 hours)
- ☐ **FAMILY ADVOCACY PROGRAM** Please specify training \_\_\_\_\_  
A Commander-driven program focused on the preservation, safety, stability, and promoting resilience in Soldiers & Families.
- Quick Tips For Families (1 hour) (ideal for unit/FRG's)
  - FAP Overview (services and program activities) (15 minutes)
  - New Parent Support Program Overview: emphasis on program services and how they benefit new / young parents. (15-20 minutes)
- ☐ **MANDATED ANNUAL FAMILY ADVOCACY TRAINING** (AR 600-18) (1 hour)
- ☐ \* **NCO GUIDE TO PREVENTION** - (Leadership Professional Development) Learn effective communication skills and resources in an interactive way. (Class is limited to 25 attendees with ranks E5-E8) (2 hours)
- ☐ **VICTIM ADVOCATE PROGRAM** (AR 608-18) Provides education & support to adult victims of domestic violence. Overview (15 minutes) Key talking points include reporting options & Transitional Compensation
- ☐ **FAMILY RESILIENCE TRAINING** Please specify Skill \_\_\_\_\_ (30 participants maximum)  
Learn about resilience & the competencies that contribute to it. All sessions are 2 hours or less in duration. These resilience seminars are for Family members. Unit service members are encouraged to contact their brigade or company MRTs.
- Activating Event Thought Consequence
  - Avoid Thinking Traps
  - Detect Icebergs
  - Hunt the Good Stuff (30 minutes)
  - Assertive Communication
  - Praise and Active Constructive Responding
  - Put It in Perspective
- ☐ **FINANCIAL READINESS PROGRAM** Please specify training \_\_\_\_\_  
Individual counseling and classes on a variety of financial topics. (\* Class offered on monthly basis)
- Overview of ACS Financial Readiness (15 to 30 minutes)
  - Army Emergency Relief (AER) Overview (AER regulation 930-4) (15-30 minutes)
  - Investing & Financial Planning (30 minutes to 1 hour)
  - Individual Financial Counseling (1 to 2 hours)
  - Money Management Class\* (30 minutes to 2 hours)
  - Consumer Affairs Overview (15 minutes)
  - Pre or Post Deployment Financial Briefing (30 minutes to 1 hour)
  - Bank Account/Debit Card Management\* (30 minutes to 1 Hour)
  - Thrift Savings Plan (TSP)\* (30 minutes to 1 hour)

- ☐ **MILITARY ONE SOURCE** (15 minute overview)  
A source of information 24/7.
- ☐ **MILITARY FAMILY LIFE COUNSELORS (MFLC)** (5 to 10 minute overview) Provides free short term, situational, problem-solving and non-medical counseling services for Soldiers and their Family members.
- ☐ **MOBILIZATION & DEPLOYMENT** (AR 608-1) (15 minute overview) Provide training and assistance to units, Family Readiness Groups (FRGs), FRG Advisors, Family Readiness Liaison's, and Family Readiness Support Assistants.
- ☐ **RELOCATION READINESS PROGRAM** Please specify training \_\_\_\_\_  
Welcome packets, Newcomers Orientation, Relocation Counseling, Lending Closet, Citizenship and ESL classes, Hearts Apart and much more!
  - Overview (15 minutes) on PCS Entitlements, installation welcome packets, etc.
  - Sponsorship Program (AR 600-8-8) (90 minutes- 2 hours)
- ☐ **SEXUAL ASSAULT PREVENTION & RESPONSE PROGRAM (SHARP)** (2 hours)  
Prevention through education & training.
- ☐ **SOLDIER & FAMILY ASSISTANCE CENTER (SFAC)** (15 minute overview)  
Provides support and services for recovering wounded, injured and ill Soldiers in Transition.
- ☐ **SURVIVOR OUTREACH SERVICES (SOS)** (15 minute overview)  
Provides individualized service to meet Surviving Families' needs

#### **INSTALLATION PROGRAMS**

- ☐ **Child Youth Services (CYS)** (10 minute overview)
- ☐ **Mandated Drug and Alcohol Prevention Awareness** (1 Hour Training)
- ☐ **Army Substance Abuse Program (ASAP) (AR 608-5) and Suicide Prevention Awareness** (1 Hour Training)
- ☐ **OTHER** (Please Specify) \_\_\_\_\_

**Initiated by:**  
Commander or 1SG Signature

**Completed:**  
Commander or 1SG Signature

**Date:**

**Date:**

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