



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

IMRL-MWA

30 June 2014

MEMORANDUM FOR: Army Family Action Plan (AFAP) Steering Committee Members

SUBJECT: AFAP Steering Committee Meeting Minutes, 20 June 2014

1. The AFAP Steering Committee meeting was held at 1400 on 20 June 2014 at 500 Huebner Road.

2. Attendees:

COL Andrew Cole	Garrison Commander
CSM Ancel Bartlett	Directorate of Emergency Services CSM
Ken Steggeman	Directorate of Human Resources (DHR)
Ted Freeman	Directorate of Human Resources (DHR)
William Bryant	Directorate of Family, Morale, Welfare and Recreation (DFMWR)
Jeff Williamson	Directorate of Public Works (DPW)
William Bunting	Resource Management Officer (RMO)
Kelly Paskow	Plans Analysis and Integration Office (PAIO)
Heather Stewart	Plans Analysis and Integration Office (PAIO)
CPT Travis Roberts	Staff Judge Advocate Office (SJA)
Rex Willey	Directorate of Family, Morale, Welfare and Recreation (DFMWR)
Scott Scherberger	Directorate of Family, Morale, Welfare and Recreation (DFMWR)
Carole Hoffman	Directorate of Family, Morale, Welfare and Recreation (DFMWR)
Gary Rust	Corvias Military Housing
Flavia Hulsey	Public Affairs Office (PAO)
SGT Amber Minear	Better Opportunities for Single Soldiers (BOSS) President
Dr. Beth Funk	Division Senior Advisor
Alexandra Grinston	Division Advisor
Anne Lewis	Combat Aviation Advisor
Andrea Reynolds	1 st Brigade Advisor
SFC Ray Perry	Division Surgeon Office
SSG David Perkins	1/1 ID Representative
SPC Alonzo Clark	2/1 ID Representative
MSG Kelvin Rama	4/1 ID Representative
CPT Jennifer Martin	Combat Aviation Brigade Representative

SUBJECT: Army Family Action Plan Steering Committee Meeting Minutes 20 June 2014.

CPT Adam Miller	1ST Sustainment Brigade Representative
CPT Aaron Ramiro	DHHB Representative
SSG Todd Stivers	MEDDAC Representative
PV2 Edgar Collazoviera	97 th Military Police Battalion Representative
Becky Willis	Army Community Service (ACS)

3. The meeting was opened by COL Cole. COL Cole the advantage of the combined meeting and the value of the input from all attendees. Discussing issues submitted from the Army Family Action Plan Conferences, Town Hall meetings, Forums, ICE comments and issues brought in from brigades and other groups represented can result in expediting resolutions.

4. Following introductions by all in attendance, the issues attached in Tab A were discussed and given the following decision:

a. **Issue 2013AFAP-03:** Due to the accessibility of civilian notaries there are very long wait times for administrative actions at the Staff Judge Advocate (SJA) Office. Fort Riley community members are burdened with long lines and wait times to achieve simple notary services. Extended waiting periods wastes time and lowers productivity of Fort Riley community members.

19 June 2014 Staff Judge Advocate Update: SJA has provided more education and information about the notary services that are offered at all of the brigade legal shops. All legal shops have posted hours of when notaries are available. Additional services are available at SJA on main post.

20 Jun 2014 Issue Status: This issue is closed by the committee as resolved.

b. **Issue S2013AFAP-05:** Some geographical bachelors are required to live off post rather than being offered a place to live on post. They incur the burden of support two households. Geo bachelors being provided the opportunity to be housed on post would reduce the amount of financial and emotional hardship on the Soldier and Family.

20 June 2014 Issue Status: Soldiers present at this meeting support the issue and agree this has or does cause a potential hardship when the Family does not move to the location the Soldier is stationed. There is a working three to five year plan that will provide on post housing options for geographical bachelors. This issue is closed by the committee.

c. **Issue 2013AFAP-06:** Sex Offenders living and or working on Fort Riley. Currently there is no published policy or notification system for residents in place for sex offenders living and or working on Fort Riley. A written policy would provide peace of mind and address security concerns for residents.

SUBJECT: Army Family Action Plan Steering Committee Meeting Minutes 20 June 2014.

19 June 2014 SJA Update: SJA has met with Garrison Commander and provided a Course of Action (COA). The Army must comply with state rules and register as a sex offender. The Army can't deny housing because of this status.

20 June 2014 Issue Status: This issue is closed by the committee.

d. Issue 2013AFAP-08: Fort Riley Advocate for Family housing residents. The lack of a designated housing advocate and accountability is preventing housing issues from being resolved efficiently and timely.

18 June Corvias Update: Corvias implemented several new ways for residents to provide feedback or meet their manager. These include: InSite surveys, Feedback form on website, Manager introduction or phone call at/after move in, Community contact information magnet, Meet your Manager card placed in move in packets.

20 June 2014 Committee discussion: Advertise so all residents know who their housing manager is and the next step if problems continue. RCI is the next step and advocates for the residents. This issue will be reviewed at the next meeting.

e. 2013AFAP-09: Pregnant service members program currently not effective.

17 June 2014 Division Surgeon Update: This program is linked to the red, amber, green support cycle. Currently Fort Riley has in excess of forty instructors/exercise leaders. The program is progressing well. Groups meet daily at either King Field House or the clamshell for physical training (PT). On average there are approximately eighty five Soldiers in attendance daily. The program will continue to be monitored with unannounced visits. This issue is closed by the committee.

f. 2013AFAP-11: Outdoor Recreation facility does not sell hunting/fishing licenses or equipment. Fort Riley could benefit and keep the business on post.

19 June 2015 DFMWR Update: A determination based on the lack of customers asking for on post equipment and license along with the availability at Post Exchange and in the local community.

20 June 2014 Discussion: Garrison Commander asked that options and cost be explored and report back at next meeting. He has also asked that other installations be contacted to find out how they have addressed the issue.

g. 2013AFAP-17: Budget Cuts. Fort Riley needs to look at cancelling events like Victory Week and Apple Days that take up a large portion of Soldiers and employees to run the events and the high cost of operating events.

SUBJECT: Army Family Action Plan Steering Committee Meeting Minutes 20 June 2014.

19 June 2014 Resource Management Update: This is not a budget issue though there is a cost for the installation to execute each event.

20 June 2014 Committee Discussion: This issue came at the time of furlough. The situation has been resolved and this is no longer an issue. The issue is closed by the committee.

g. 2013AFAP-30: Teen Hotline: Teens need a number to call when they are in trouble or need someone to talk to.

18 June 2014 Middle School/Teen Center Update: Military Family Life Consultants and Military One source information is readily available at the Teen Center. The Teen center staff has contacted Teencentral.net marketing department to obtain additional materials for teens who are seeking advice on various subjects.

20 June 2014 The Garrison commander wants the widest marketing possible. He has asked that information be given to parents and teens upon arrival at Fort Riley, enrollment at the Teen center, at the beginning of each school year and at mid year in both the middle and high schools on and off the installation. This issue remains open for review at the next meeting.

h. 2014ICE-01 Fitness Equipment: The only place for Soldiers to check out sporting equipment for units is Long Gym, request each gym have this option.

19 June 2014 DFMWR Update: Equipment is available at each gym that is for use within the gym. There is some equipment available at Outdoor Recreation however there is a rental fee.

20 June 2014 Committee Discussion: Unit funds can be used to purchase equipment that stays at the unit. This issue is closed.

i. 2014ICE-02 Pool Pennant Flags: Upon renovation of Eyster Pool the ceiling pennant flags were not replaced that marked the end of the lane. Swimmers are bumping their heads on the end of the pool not knowing how close they are to the end.

20 June 2014 DFMWR Update: Eyster pool is again under renovations. It is expected to reopen in August at which time pennant flags will be hung. This issue is closed.

j. 2014ICS-03 Vet Clinic Parking Lot Safety: Motorists are traveling at excessive speeds as they pass the Vet Services building. A speed bump is recommended to reduce speeding and protect patrons that are trying to cross the street with animals.

18 June 2014 Public Works (PW) Update: PW is in the process of removing all speed bumps. A safety warning sign has been placed near the Vet Service clinic warning

SUBJECT: Army Family Action Plan Steering Committee Meeting Minutes 20 June 2014.

motorists of the upcoming crosswalk. The Military Police have been patrolling the area frequently to ensure the safety of pedestrians and customers. This issue is closed.

k. 2014ICE-04 Army Substance Abuse Program (ASAP) self referral program: ASAP no longer has a self referral program that allows Soldiers to take care of dependency issues without getting the command involved.

18 June 2014 ASAP Update: Due to serious staff shortages the Confidential Alcohol Treatment Education Program (CATEP) can no longer be supported. It is a valuable service that meets the need for Soldier that qualify for the program. This issue is closed.

l. 2014ICE-05 Rifle Range Road There is a road near the end of Rifle Range Road that crosses it. There is not a stop sign making this a very dangerous intersection.

17 June 2014 Directorate Emergency Service (DES) Update: The intersection in question has been assessed and it is determined a stop sign is needed. Stop signs are now positioned to control movement.

18 June 2014 PW Update: PW has a current project to redesign and improve Rifle Range Road to ensure all safety measures. This issue will be reviewed at the next meeting.

m. 2014ICE-06 Building 7424 handicap access: This building is used for suicide prevention training for Wounded Warriors and lacks a handicap button for entrance to the building.

20 June 2014 Committee Discussion: A new door was installed that is handicapped accessible. This issue is closed by the committee.

n. 2014ICE-07 Tax Center Privacy: Patrons at the Tax Center often have to disclose personal and financial information in a less than private environment. Tax preparers do not have private offices.

19 June 2014 SJA Update: SJA has worked to minimize any lack of privacy issues but until another building is identified the program cannot be relocated. This issue is closed by the committee.

o. 2014ICE-08 Warrior Zone Fraternization: The Warrior Zone is an all ranks facility catering to the enlisted Soldier residing in the barracks. Junior NCOs avoid using the facility to maintain a strictly professional relationship with the junior enlisted.

SUBJECT: Army Family Action Plan Steering Committee Meeting Minutes 20 June 2014.

18 June 2014 DFMWR Update: The layout of the facility does not allow for a section to be cordoned off in order to segregate for a specific group. This is a recreation facility for all ranks including Family members and DA Civilians.

20 June 2014 Committee Discussion: The new manager has implemented some changes that will be helpful. This issue is closed by the committee.

5. The next quarterly meeting is tentatively scheduled 18 September 2014 in building 500 main conference room beginning at 0930 hours.

6. The meeting was adjourned at 1538. Point of contact is Becky Willis at 239-4593/9435.



WILLIAM R. BRYANT
Director, Family and Morale, Welfare
and Recreation

~~APPROVED/DISAPPROVED~~



ANDREW COLE, JR.
COL, AV
Garrison Commander