

Department of the Army  
Pamphlet 608-17

Personal Affairs

# **Instructions for Implementing Army Community Service Accreditation Program**

Headquarters  
Department of the Army  
Washington, DC  
20 October 2003

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 608-17

Instructions for Implementing Army Community Service Accreditation Program

This new Department of the Army pamphlet:

- o Provides instructions for implementing the Army Community Service Accreditation Program.
- o Delineates functions of accreditation team members (chap 1).
- o Provides an outline of accreditation standards (chap 2).
- o Describes the accreditation checklist (chap 3).
- o Defines the accreditation process (chap 4).

Personal Affairs

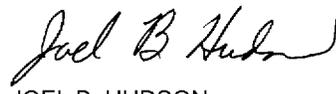
Instructions for Implementing Army Community Service Accreditation Program

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By order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Administrative Assistant to the  
Secretary of the Army

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**History.** This is a new Department of the Army pamphlet.

**Summary.** This pamphlet provides instructions for implementing the Army

Community Service Accreditation Program.

**Applicability.** This pamphlet applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve while on active duty. Also, it applies to Army retirees and Army appropriated and nonappropriated fund employees.

**Proponent and exception authority.** The proponent of this pamphlet is the Assistant Chief of Staff for Installation Management. The Assistant Chief of Staff for Installation Management has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The Assistant Chief of Staff for Installation Management may delegate this authority, in writing, to a division chief within the proponent

agency in the grade of colonel or the civilian equivalent.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-FP, Summit Centre, 4700 King Street, Alexandria, VA 22302-4418.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, D and E for the Army National Guard of the United States, and C, D, and E for the U.S. Army Reserve.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This pamphlet provides instructions for implementing the Army Community Service (ACS) accreditation program.

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this pamphlet are explained in the glossary.

### **1-4. Definition of accreditation**

*a.* Accreditation is a Department of the Army (DA) process for recognizing ACS centers as having a high level of performance, integrity, and quality. It ensures that soldiers, civilians, and families receive consistent levels of quality support regardless of assignment, thus contributing to well-being and mission readiness.

*b.* The accreditation process provides professional evaluation of the quality of ACS, to include component Family Advocacy Program (FAP) and Exceptional Family Member Program (EFMP) activities.

*c.* The accreditation evaluation is based on major Army command (MACOM) accreditation teams applying DA standards. The U.S. Army Community and Family Support Center (USACFSC) evaluates accreditation team recommendations and makes decision about compliance.

### **1-5. Size and composition of accreditation team**

The MACOM ACS director or designee serves as the team leader. The director determines the size and composition of the accreditation team. The team consists of representatives from the MACOM, the Regional Medical Command (RMC), and the USACFSC (ACS). In instances where there is no medical treatment facility (MTF) on the installation, the MACOM team leader and RMC will coordinate requirements. All individuals must serve as team members when so designated.

### **1-6. Primary responsibility of accreditation team members**

The primary responsibility of team members is to evaluate overall compliance with accreditation standards. The MACOM team leader will train team members using DA accreditation materials.

## **Chapter 2 Accreditation Standards**

### **2-1. Official policy**

*a.* The standards for accrediting ACS centers are published in AR 608-1, to include component FAP (prevention and treatment) and EFMP activities, AR 608-18, AR 608-75, AR 608-47, and AR 608-48.

*b.* Team members must accept the standards as DA position and not introduce any personal bias into decisionmaking about a standard in the process of objectively evaluating compliance.

### **2-2. Format**

The accreditation standards are formatted in five major categories (see fig 2-1). Numerals are assigned to each standard to enable user to know where they are in the overall document.

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**10000 STRUCTURE**

- 11000 Criteria for Center
- 12000 Service Delivery Model

**20000 OVERSIGHT**

- 21000 Internal Review
- 22000 Strategic Planning
- 23000 Recordkeeping
- 24000 Reporting

**30000 MANAGEMENT**

- 31000 Funding
- 32000 Personnel
- 33000 Training
- 34000 Physical Property Management
- 35000 Marketing

**40000 SERVICES**

- 41000 Deployment or Mobilization and Stability and Support Operations Readiness
- 42000 Soldier and Family Readiness  
(FAP, EFMP, Army Family Action Plan Program, Army Family Team Building Program and transitional compensation for abused dependents)
- 43000 Relocation Readiness
- 44000 Employment Readiness
- 45000 Financial Readiness

**50000 VOLUNTEERS**

Figure 2–1. Outline of standards format

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## Chapter 3 Accreditation Checklist

### 3–1. Key document

DA Form 7419–R (Army Community Service (ACS) Accreditation Checklist) is a key document in the accreditation process. It contains standards, indicators for standards, space for compliance ratings, and team member comments.

### 3–2. Multipurpose tool

*a.* DA Form 7419–R is the team’s working document. It becomes an integral part of DA Form 7418 (Army Community Service (ACS) Accreditation Report) provided to the USACFSC (CFSC–FP) and the site visited.

*b.* All the ACS standards and indicators on the checklist are in one manageable unit, thereby providing structure and focus to the process of reviewing compliance to standards. The pattern of ratings serves as a framework for recommending followup and a basis for general discussion during the out-brief.

### 3–3. Rating of standards

- a.* All accreditation standards will be rated.
- b.* Team members rate each standard for which they have been assigned.
- c.* The entire team reviews all standards for final consensus when a rating of noncompliance is given. The MACOM team leader and subject matter expert make final decision when team cannot reach consensus.

d. The accreditation rating schemes are described in appendix B.

## **Chapter 4 Accreditation Process**

### **4-1. Steps in the accreditation process**

#### *a. Notification.*

(1) The MACOM accreditation team leader develops and coordinates a 2-year accreditation schedule with all members of the accreditation team. The MACOM Deputy Chief of Staff for Personnel (DCSPER) or equivalent forwards the coordinated schedule upon request to USACFSC (CFSC-FP), 4700 King Street, Alexandria, Virginia 22302-4418. The MACOM accreditation team chair notifies all team members and the USACFSC (CFSC-FP) immediately when changes are made to the schedule.

(2) The MACOM DCSPER notifies the installation commander about the site visit at least 6 months before the visit. The installation commander forwards a copy of the notification memorandum to the MTF commander. Upon notification, the ACS center (component FAP and EFMP activities) begins self-study using DA Form 7419-R. A sample memorandum on the accreditation team site visit is shown in figure 4-1.

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MEMORANDUM FOR INSTALLATION COMMANDER, FORT XXXX  
SUBJECT: Accreditation Team Site Visit

1. References:
  - a. FY \_\_\_\_ Accreditation Site Visit Schedule
  - b. DA Form 7419–R
2. Reference a, above, provides the schedule for FY \_\_\_\_ accreditation team visits. The Army Community Service (ACS) center at Fort XXXX is scheduled for a visit (day, month and year). Request your ACS director contact the major Army command accreditation team leader to arrange logistics of the visit upon receipt of this memorandum. The team leader is (name and telephone number).
3. The visit will last \_\_\_\_ working days. During this time, the accreditation team will use DA Form 7419–R, reference b, to determine compliance with Department of the Army standards. The team leader will provide your installation with a verbal report at the out-brief.
4. If your installation meets requirements for accreditation, a copy of DA Form 7418 will be sent to you and the U.S. Army Community and Family Support Center (USACFSC) (CFSC–FP) within 30 working days after the site visit. If your installation does not meet requirements, \_\_\_\_\_(name of MACOM) will send an interim report to you and theUSACFSC (CFSC–FP) for noncompliance fixes within 15 working days after site visit. You will rebut or make necessary fixes within 30 working days of receiving the report. If necessary corrections are made, the MACOM will send the final report to USACFSC (CFSC–FP) within 15 working days of receiving response. When a rebuttal is submitted, the procedures in DA Pam 608–17 will be followed. When the installation commander neither fixes the deficiencies nor rebuttals within 30 working days after receiving the MACOM interim report, the MACOM will send the completed DA Form 7418 to USACFSC (CFSC–FP) within 10 working days after the 30-day suspense. The USACFSC (CFSC–FP) will evaluate the final report and accreditation recommendation. The Commander, USACFSC, will make the decision to accredit or defer accreditation.
5. This memorandum serves as advance notice to allow time for your installation to conduct a self-study using DA Form 7419–R. Please transmit electronically a copy of the self-study and required presite documentation to the MACOM accreditation team leader at least 45 working days before the onsite visit. If technical assistance is needed prior to the visit, please contact the team leader.
6. A private working office with telephone, computer, and office supplies is needed for the team.

Signed by MACOM DCSPER  
(or equivalent)

Figure 4–1. Sample memorandum on accreditation team site visit

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*b. Self-study.*

(1) The ACS center (component FAP and EFMP activities) completes self-study and corrects areas of noncompliance. The component FAP and EFMP activities provide their completed self-study to the installation ACS director, who will provide the final document to the installation commander. A preliminary request for a rating of nonapplicability and/or exception to policy is submitted with the self-study presite documentation per guidance from USACFSC.

(2) The installation commander electronically transmits a copy of the completed ACS center (component FAP and EFMP activities) self-study with required pre-site documentation to the MACOM accreditation team leader at least 45 working days before the on-site visit. The MTF commander is furnished a copy of this transmission. The MACOM accreditation team leader electronically transmits a copy of the self-study with presite documentation to team members for review at least 30 working days prior to the visit.

*c. Site visit.*

(1) DA Form 7418 (Army Community Service (ACS) Accreditation Report) will be completed onsite and provided to the USACFSC (CFSC–FP), per paragraphs 4–1c (2) and (3) of this publication.

(2) The MACOM DCSPER sends the completed DA Form 7418 to the installation commander and the USACFSC (CFSC–FP) within 30 working days after the site visit if the installation meets accreditation requirements (see appendix B). DA Form 7418 will be transmitted to USACFSC (CFSC–FP) with a memorandum containing the accreditation recommendation. The appropriate block of DA Form 7418 is checked to indicate it is a final report.

(3) If the accreditation requirements in appendix B are not met, the MACOM DCSPER sends DA Form 7418 to the installation commander and USACFSC (CFSC–FP) for noncompliance fixes within 15 working days after site visit. The appropriate box of DA Form 7418 is checked to indicate it is an interim report. The installation commander will rebut to the MACOM DCSPER or make necessary corrections within 30 working days of receiving the interim report. If necessary corrections are made, the MACOM sends the completed DA Form 7418 to USACFSC (CFSC–FP) within 15 working days of receiving response from the installation commander. The appropriate block of DA Form 7418 is checked to indicate it is a final report. When rebuttal is submitted, the procedures in appendix C will be followed. When the installation commander neither fixes the deficiencies nor rebuts within 30 working days after receiving the MACOM interim report, the MACOM sends the completed DA Form 7418 to USACFSC (CFSC–FP) within 10 working days after the 30 day suspense. The appropriate block of DA Form 7418 is checked to indicate it is a final report.

*d. Final report accreditation decision.*

(1) The USACFSC (CFSC–FP) evaluates the final report and accreditation recommendation for Commander, USACFSC.

(2) The Commander, USACFSC—

(a) Makes a decision to grant or defer accreditation.

(b) Notifies the MACOM of the accreditation decision. When the decision is made to defer accreditation, MACOMs schedule a re-evaluation of standards for which a rating of noncompliance is given no later than 90 working days within receipt of memorandum from USACFSC deferring accreditation. If standards remain noncompliant after 90 working days, the MACOMs schedule an accreditation visit in the next fiscal year for a total re-evaluation.

(3) The USACFSC completes the decisionmaking process within 45 working days from receipt of DA Form 7418. The MACOM accreditation team leader is queried for clarification only.

(4) Accreditation is effective for a period of 3 years.

#### **4–2. In-brief**

*a.* The accreditation team conducts an in-brief with the installation (garrison) commander, MTF commander, director of community activities (DCA) and ACS director to begin the onsite review.

*b.* The following topics should be covered:

(1) Definition of accreditation.

(2) Accreditation process.

(3) Responsibilities of the accreditation team.

(4) Introduction of accreditation team members (provide professional qualifications and experience with the accreditation process).

(5) Questions.

(6) Expression of thanks for cooperation and hospitality.

*c.* Sample visual presentations for a site visit in-brief are in figures 4–2 through 4–6.

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# ACCREDITATION TEAM SITE VISIT IN-BRIEF

Figure 4-2. Team site visit

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## INTRODUCTION

- Definition of Accreditation
- Accreditation Process
- Responsibilities of Accreditation Team

Figure 4-3. Introduction

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## DEFINITION

- Accreditation is—
  - A Department of the Army process for recognizing ACS centers as having a high level of performance, integrity and quality.
  - Tied to well-being, mission readiness,ISR III and MWR Baseline Mission Box Standards.
  - Effective for a 3-year period
- Teams evaluate compliance with standards to ensure consistent levels of support Army-wide.

Figure 4-4. Definition

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## ACCREDITATION PROCESS

- *Notification:* MACOM sends memorandum to installation commander about accreditation 6 months before visit.
- *Self-study:*
  - Installation completes self-study and corrects areas of noncompliance.
  - A copy of self-study with presite documentation is provided to team leader prior to visit.
- *Site visit:*
  - Determination of compliance with standards made onsite.
  - Accreditation report completed and provided to CFSC-FP.
- *Accreditation decision*
  - CFSC-FP evaluates report.
  - Commander, U.S. Army Community and Family Support Center, decides to accredit or defer accreditation and notifies major Army command of decision.

Figure 4-5. Accreditation Process

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## ACCREDITATION TEAM RESPONSIBILITIES

- Act as objective, independent evaluators.
- Document compliance with standards.
- Prepare accreditation report.
- Make accreditation recommendation.

Figure 4-6. Accreditation Team Responsibilities

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### **4-3. Interviewing personnel**

An interview is conducted when listed as an indicator for a standard on DA Form 7419-R. Appendix D contains accreditation interview questions.

### **4-4. Client case record review**

- a.* Careful review of the quality of client case records is essential to the accreditation process.
- b.* Case records should be randomly selected from client files. Depending on the number of active cases, the team member may draw every third, sixth, tenth, or twentieth case record for a minimum of 20 records. The interval used is not as important as the consistency in application of the interval.
- c.* The team should ensure that a representative number of records from each worker are included. If not, the sample should be expanded to account for worker-to-worker variation.

### **4-5. Out-brief**

- a.* The MACOM accreditation team leader conducts an out-brief for the installation (garrison) commander, the MTF commander, DCA, and the ACS director.
- b.* The briefing should include:
  - (1) Introduction and recognition of participants during the accreditation visit.
  - (2) Discussion of strengths and weaknesses.
  - (3) Discussion of followup actions to comply with standards.
  - (4) Next steps in the accreditation process.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 608-1**

Army Community Service Center. (Cited in para 2-1.)

#### **AR 608-10**

Child Development Services. (Cited in app D-1j.)

#### **AR 608-18**

The Army Family Advocacy Program. (Cited in para 2-1.)

#### **AR 608-75**

Exceptional Family Member Program. (Cited in para 2-1.)

#### **AR 608-47**

Army Family Action Plan Program. (Cited in para 2-1.)

#### **AR 608-48**

Army Family Team Building Program. (Cited in para 2-1.)

#### **DODI 1402.5**

Criminal History Background Checks on Individuals in Child Care Services. (Cited in app D.)

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

#### **DA Form 7513-R**

Army Community Service (ACS) Accreditation Score Sheet. (Prescribed in app B.) (A reproducible copy of this form is available at the back of this book.)

### **Section IV Referenced Forms**

The following forms are available on the APD Website ([www.apd.army.mil](http://www.apd.army.mil)) unless otherwise stated.

#### **DA Form 3063**

Army Community Service (ACS) Management Report (RCS ACS-001). (Available at <http://trol.redstone.army.mil/acslink>; click on Reports and then ACS Management Report.)

#### **DA Form 5291**

Army Exceptional Family Member Program Educational Summary

#### **DA Form 5862**

Army Exceptional Family Member Program Medical Summary

#### **DA Form 7418**

Army Community Service (ACS) Accreditation Report

#### **DA Form 7419-R**

Army Community Service (ACS) Accreditation Checklist (A reproducible copy of this form is available at the back of this book.)

## **Appendix B Accreditation Rating Schemes**

### **B-1. DA ACS accreditation standards**

These standards address 13 areas: Structure, oversight, management, deployment or mobilization and stability and support operations readiness, FAP, EFMP, AFAP, AFTB transitional compensation for abused dependents, relocation readiness, employment readiness, financial readiness, and volunteers. These areas are listed on DA Form 7419-R.

### **B-2. Categories**

Each standard on DA Form 7419-R is classified as category 1 (liability, risk to patient/client, safety and public law/Department of Defense related) or category 2. Category 1 standards are not weighed, as 100 percent compliance is required. Each category 2 standard is assigned a weight of 5 points.

### **B-3. DA Form 7513-R**

DA Form 7513-R Army Community Service (ACS) Accreditation Score Sheet is used to rate ACS standards in each area on DA Form 7419-R. Category 1 standards are rated as met or not met. Actual points for each of the category 2 standards are recorded and totaled. Nonapplicable and exception to policy standards are rated as met. The final request for rating of nonapplicability or exception to policy is enclosed with DA Form 7419-R in accordance with guidance from USACFSC.

### **B-4. Accreditation ratings**

These ratings include:

- a. Full accreditation with commendation.*
  - (1) Category 1: All standards are met.
  - (2) Category 2: 95 percent of the total points for category 2 standards as well as 95 percent of the total points for every individual area.
  - (3) Certificate to be signed by CG, USACFSC.
- b. Full accreditation.*
  - (1) Category 1: All standards are met.
  - (2) Category 2: 90 to 94 percent of the total points for category 2 standards, as well as 90 to 94 percent of the total points for every individual area

## **Appendix C Installation Rebuttal Procedures**

### **C-1. Submission**

The installation commander submits rebuttals to the MACOM DCSPER (or equivalent) within 30 working days of receiving the DA Form 7418.

### **C-2. Receipt**

Upon receipt of rebuttals, the MACOM DCSPER reviews content and informs installation commander of decision within 30 working days.

### **C-3. Disagreement**

If installation commander disagrees with MACOM DCSPER's decision, that commander further rebuts through the MACOM to the Commander, USACFSC, within 30 working days.

### **C-4. Decision**

The Commander, USACFSC, reviews any rebuttals and makes a final decision within 30 working days and then advises the installation commander through the MACOM.

## Appendix D Accreditation Interview Questions

The following are interview questions to facilitate the accreditation process.

### D-1. Army Community Service

- a. 11000.1.* An ACS director has been appointed to operate the ACS center (category 1, interview ACS director).
- (1) Is the ACS director's position on the TDA? If not, are appointment orders on file? Provide a copy of the TDA/ appointment orders and/or job description.
  - (2) Is the individual assigned to the ACS position working at least 80 percent of their time in ACS?
  - (3) Do appointment orders exist for locations where the population is less than 500 military members?
  - (4) Does the ACS director have additional responsibilities other than overseeing ACS? Explain.
  - (5) Is the ACS director position paid with OSD funds or OMA funds? Explain.
- b. 11000.2.* The ACS center has a full-time and/or part-time staff (category 1, interview paid staff).
- (1) Who handles the duties of part-time employees when they are not present? Explain.
  - (2) Are all authorizations filled with individuals working at least 80 percent of their time in ACS?
  - (3) Are part-time and/or full-time employees hired under the same grade? Provide examples.
  - (4) Are the full-time employees cross-trained? Do the full-time employees share the part-time employees duties? Explain.
  - (5) How many additional services does each full-time employee cover or have? Explain.
  - (6) Do interagency agreements such as memorandum of agreement/memorandum of understanding provide your installation any support? Explain.
- c. 31000.2.* OSD relocation and family advocacy funds are executed per USACFSC (CFSC-FP-A) guidance (category 1, interview installation comptroller or Director of Community Activities (DCA) budget person).
- (1) Do you provide the installation FAP and Relocation Readiness managers with a printed copy of their obligation report by program elements? How often? Provide a copy of the documentation.
  - (2) When the rate of obligation is low (less than 80 percent) during the third quarter, do you provide recommendations to FAP and Relocation Readiness managers? Do you have memorandums of record on file of your recommendations? May I see them (if applicable)?
  - (3) When a certain amount of the FAP or relocation readiness funds have not been executed at the end of a fiscal year, do you inform the installation, MACOM, and USACFSC managers?
  - (4) Are the funds returned? How? May I see evidence of any funds returned in the past year?
- d. 32000.1.* Performance expectations are clearly established and documented for military and civilian staff. Feedback is given throughout the year (category 2, interview paid staff).
- (1) Do you have a signed copy of your performance standards on file? May I see a copy?
  - (2) Did your supervisor go over the performance standards and explain clearly your duties? Explain.
  - (3) Do you receive a midyear evaluation? Have you received any feedback on your performance during the past year? Explain.
- e. 41000.1.* A family assistance plan has been developed to address all levels and phases of deployment or mobilization and stability and support operations. The plan has been incorporated into overall installation contingency plans (category 1, interview DCA and installation plans specialist).
- (1) As the DCA, during predeployment or mobilization contingencies, do you validate that agency responsibilities and requirements are met to accommodate projected program needs? Explain.
  - (2) As the installation plans specialist, do you ensure that facility, equipment and communications support are provided to the predeployment or mobilization contingency? Explain.
  - (3) Does your staff provide any assistance during predeployment or mobilization contingencies? Explain.
  - (4) Do you and your staff have knowledge of the tasks required for family assistance during predeployment or mobilization training at your installation? Explain.
  - (5) Do you provide any logistical support or assistance during predeployment or mobilization contingencies? Explain.
- f. 50000.1.* Legal counsel reviews provision of voluntary services from host nation and third-country citizens at overseas locations prior to acceptance (category 1, interview ACS director). Do you have any host nation or third-country volunteers? If so, please provide documentation that legal review occurred prior to acceptance.
- g. 50000.2.* Volunteers are not holding policy-making positions, supervising paid employees or military personnel, or performing inherently governmental functions such as determining entitlements to benefits, authorizing expenditures of Government funds or deciding rights and responsibilities of any party under Government requirements (category 1, interview ACS director).
- (1) Does the volunteer have any supervisory responsibilities? Whom does the volunteer supervise?
  - (2) Is the volunteer responsible for making policy?

(3) Does the volunteer determine entitlements to benefits, authorize expenditures of Government funds, or decide rights and responsibilities of any party under Government requirements?

*h. 50000.5.* Volunteers are not performing duties that render them unusually susceptible to injury or to causing injury to others (category 1, interview volunteers)

(1) During your tour as a volunteer, did you perform duties that could result in injury to yourself or others? Explain.

(2) Did your supervisor explain the possibility of injury and recommend caution? Explain.

*i. 50000.6.* Volunteers are supervised by a paid employee (civil service or nonappropriated fund employee), a military member, or another volunteer who is so supervised (category 1, interview volunteers). Who is your supervisor? Does anyone else ever supervise you?

*j. 50000.8.* Volunteers who work with children and youth have a background check in accordance with Department of Defense Instruction (DODI) 1402.5, AR 608–10, and AR 608–18 (category 1, interview ACS director). Do you have volunteers who work with children and youth? If so, do they have a background check or are they always in compliance with line of sight supervision?

*k. 50000.9.* When required, volunteers are licensed, privileged, appropriately credentialed or otherwise qualified under applicable law, regulations or policy to provide the voluntary services involved (category 1, interview ACS director). Do your volunteers have duties that require licensing, privileging or credentialing? If so, provide documentation of appropriate license, privilege or credential.

## **D–2. Family Advocacy Program**

*a. 42001.9.* The installation/MTF commanders provide FAP personnel with housing and equipment suited to the delivery of FAP services (category 2, interview FAP personnel).

(1) *Prevention.*

(a) As the FAP manager, do you ensure that you and your staff have all the equipment needed for the delivery of FAP services? Explain.

(b) If you do not have adequate equipment, do you actively seek to obtain funds to purchase the needed equipment? Explain.

(2) *Treatment.*

(a) As the Chief, Social Work Service, do you ensure that your social workers have the proper housing to conduct interview with clients, for example, office with privacy and a quiet place for conducting interview, counseling and treatment? Explain.

(b) If you do not have adequate/proper housing, do you actively seek office space that is suitable? Explain.

*b. 42002.4.* The installation commander ensures provision of education for all unit commanders (category 1, interview select unit commanders who received FAP training).

(1) Did the FAP training help in understanding family violence and your role in preventing and responding to family violence? Explain. May I see your certificate of attendance?

(2) Did the FAP training assist you as a commander in the counseling or assistance of your soldiers involved in child or spouse abuse? Explain.

*c. 42004.2* The installation commander has written policies, procedures and criteria for the removal of the child victim(s) of abuse or other children in the household when in danger of continued abuse or life-threatening neglect by the offender(s). This is done consistent with applicable laws governing protective custody and includes instructions for safe transit of the child (both CONUS and OCONUS) (category 1, interview staff judge advocate).

(1) For installations with no child protective services (outside the continental United States), Fort Knox/exclusive federal jurisdiction: Is your office actively involved in the FAP at that particular installation? Explain.

(2) When you are legally counseling the company commander or the alleged offender, do you ensure that child safety is addressed, as there are no child protective services available? Explain.

## **D–3. Exceptional Family Member Program**

*a. 20000.8.* The EFMP case coordinator forwards face sheet information from DA Form 5862 (Exceptional Family Member Program Medical Summary) and DA Form 5291 (Exceptional Family Member Program Educational Summary) to installation EFMP manager (category 2, interview installation EFMP manager). Do you receive face sheet information from DA Form 5862 and DA Form 5291 from the EFMP case coordinator?

*b. 20000.9.* The EFMP case coordinator refers soldiers and family members to installation EFMP manager for community support services (category 2, interview installation EFMP manager). When a referral is received from the EFMP case coordinator, do you ensure that the family is made aware of available community support services? Explain.

*c. 20000.13.* The EFMP physician provides professional technical assistance to ACS in development and execution of family-find activities (category 2, interview installation EFMP manager). How does the EFMP physician provide professional technical assistance to ACS in the development and execution of family-find activities?

*d. 20000.22.* The MTF commander provides statistical data to the installation EFMP manager for DA Form 3063

(Army Community Service (ACS) Management Report (RCS ACS-001)) (category 1, interview installation EFMP manager).

- (1) Did the MTF commander provide you with statistical data for the DA Form 3063?
- (2) Do you review accuracy of statistical data? If inaccurate, what corrective action do you take?

*e. 30000.1.* Soldiers are queried about an EFM during in-processing, soldier readiness processing, reassignment interview and out-processing (category 2, interview military personnel division/personnel service battalion staff and installation EFMP manager).

- (1) How are soldiers queried about an EFM during in-processing, soldier readiness processing, reassignment interview and out-processing? Explain.
- (2) What corrective action is taken when soldiers are not queried?

#### **D-4. Army Family Action Plan Program**

*a. 10000.1.* An AFAP program manager has been designated to manage the AFAP program (category 1, interview AFAP program manager).

- (1) Are you officially designated as the AFAP program manager?
- (2) Are the AFAP duties reflected in your performance goals and objectives, statement of work?

*b. 10000.7.* AFAP has adequate resources to manage the program. Category 1 (Interview AFAP program manager)

- (1) Do you have sufficient access to the following equipment to execute your duties: computer and automated data processing equipment, internet access, DSN and regular phone lines, fax, photocopier and audiovisual equipment?
- (2) Are you lacking any equipment, tools or supplies required to properly perform your responsibilities?
- (3) Do you have a work station?
- (4) Do you have access to meeting rooms in which to convene AFAP Nongoverning Advisory Council meetings and the Commander's AFAP Steering Committee meetings?

*c. 10000.12.* The AFAP Program utilizes volunteers to support AFAP (category 2, interview AFAP program manager and AFAP volunteers). What duties are performed as an AFAP volunteer?

#### **D-5. Army Family Team Building Program**

*a. 10000.1.* An AFTB program manager has been designated to manage the AFTB program, (category 1, interview program manager).

- (1) Are you officially designated as the AFTB program manager?
- (2) Are the AFTB duties reflected in your performance goals and objectives or statement of work/contract?
- (3) What are other program areas for which you are responsible?
- (4) How much of your time, per week, is dedicated to AFTB?
- (5) Do you have a signed copy of your performance standards on file? May I see a copy?
- (6) How many volunteers are working in the AFTB program? How many Master Trainers? Instructors? Support Staff?
- (7) Do you supervise AFTB volunteers?
- (8) Are you a DA-certified Master Trainer?
- (9) When did you attend the AFTB Program Manager's Course? If not, when are you scheduled to attend?
- (10) Are you funded with appropriated funds or nonappropriated funds? Are you a contractor and, if so, paid with appropriated or nonappropriated funds?

*b. 10000.2.* AFTB has a designated volunteer serving as the volunteer AFTB program manager (category 1, interview volunteer program manager).

- (1) Have you signed a Volunteer Agreement? Is a copy in your Volunteer Service Record?
- (2) Do you have a volunteer program manager job description? May I see a copy?
- (3) How long is your commitment? How long have you been in this position?
- (4) Do you supervise volunteers? If yes, how many? Who is your supervisor?
- (5) Do have a copy of your quarterly/annual evaluation? May I see a copy?
- (6) Have you evaluated the AFTB program? May I see a copy?
- (7) Do you authorize expenditures of Government funds?
- (8) Are you a DA-certified Master Trainer? If not, when are you scheduled to attend a Master Trainer course?
- (9) Have you attended the AFTB program manager course? If not, when are you scheduled to attend?

*c. 10000.3.* AFTB has adequate resources to manage the program (category 1, interview AFTB program manager).

- (1) Do you have sufficient access to the following equipment to execute your duties: Computer/printer internet access, telephone lines with defense system network access and regular phone lines, fax machine, photocopier and audiovisual equipment and supplies? If not, what are you lacking to properly perform your responsibilities?
- (2) Are you part of the budget decisionmaking process? Do you submit your program resource requirements for consideration into the annual budget?

- (3) What is the rate of your execution of your program operation funds?
- (4) Do you have a workstation? Do you have workspace for the volunteers?
- (5) Do you have classroom space?
- (6) Do you have storage space for training materials?

*d. 10000.6.* The AFTB program has a volunteer support staff and volunteer updated record keeping system (category 1, random interviews with selected AFTB volunteers).

- (1) Have you signed a Volunteer Agreement?
- (2) Do you have a job description?
- (3) What duties do you perform as an AFTB volunteer?
- (4) Who is your supervisor?

*e. 10000.7.* An AFTB Advisory Council has been established to provide oversight of local program (as described in AR 608–48) (category 1, random interviews of selected members of the AFTB Advisory Council).

- (1) Who are members of your council?
- (2) Do you have an standard operating procedure outlining the council's operating parameters?
- (3) How often do you meet? Where do you meet? Who chairs? Do you have the minutes from your meetings for the past 6 months?

## **Glossary**

### **Section I Abbreviations**

#### **ACS**

Army Community Service

#### **AFAP**

Army Family Action Plan

#### **DA**

Department of the Army

#### **DCSPER**

Deputy Chief of Staff for Personnel

#### **EFMP**

Exceptional Family Member Program

#### **MACOM**

Major Army Command

### **Section II**

#### **Terms**

##### **First-term/initial-term soldier**

A person serving on an initial term of active Federal military service. Persons who have served on active duty under the Reserve Enlisted Program of 1955 (RFA-55) and the Reserve Enlisted Program of 1963. (REP-63), or who have fewer than 180 days of prior active Federal Service are considered as first-term/initial-term soldiers; however, soldiers with prior active Federal military service (180 days or longer) as a member of one of the Armed Forces other than the Army are not considered first-term/initial-term soldiers.

##### **in-brief**

The in-brief is a summary accreditation activities and responsibilities provided before the onsite review.

##### **Initial permanent change of station move**

The soldier's move from his or her initial assignment to the next permanent change of station.

##### **out-brief**

The out-brief is a summary of findings and recommendations provided after the onsite review.

### **Section III**

#### **Special Abbreviations and Terms**

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

#### **AFTB**

Army Family Team Building

#### **DCA**

Director of Community Activities

#### **FAP**

Family Advocacy Program

#### **MTF**

Medical Treatment Facility

#### **RMC**

Regional medical command

**USACFSC**  
U.S. Army Community and Family Support Center

**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION SCORE SHEET**

**INSTALLATION:**

<b>Army Community Service (ACS)</b>		
<b>Area</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>Structure</b>	<b>5</b>	
<b>Oversight</b>	<b>10</b>	
<b>Management</b>	<b>35</b>	
<b>Deployment Readiness</b>	<b>20</b>	
<b>Transitional Compensation</b>	<b>0</b>	
<b>Family Advocacy</b>	<b>65</b>	
<b>EFMP</b>	<b>110</b>	
<b>Army Family Action Plan</b>	<b>40</b>	
<b>Army Family Team Building</b>	<b>30</b>	
<b>Relocation Readiness</b>	<b>5</b>	
<b>Employment Readiness</b>	<b>5</b>	
<b>Financial Readiness</b>	<b>0</b>	
<b>Volunteers</b>	<b>25</b>	
<b>TOTAL POINTS</b>	<b>350</b>	

**PERCENT:**

<b>Team Leader Signature</b>	<b>Date:</b>
------------------------------	--------------



**APPENDIX A**

<b>Family Advocacy Program (FAP)</b>		
<b>Sections</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>Organization and Management</b>	<b>25</b>	
<b>Prevention and Education</b>	<b>20</b>	
<b>Investigation and Assessment of the Complaint</b>	<b>0</b>	
<b>Intervention and Treatment of Abuse and Neglect Cases</b>	<b>5</b>	
<b>Case Accountability</b>	<b>0</b>	
<b>FAP Staffing</b>	<b>15</b>	
<b>Program Planning and Evaluation</b>	<b>0</b>	
<b>TOTAL POINTS</b>	<b>65</b>	

PERCENT:

**APPENDIX B**

<b>Exceptional Family Member Program (EFMP)</b>		
<b>Sections</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>Army Community Service</b>	<b>10</b>	
<b>Army Medical Department</b>	<b>85</b>	
<b>Military Personnel Division/Personnel Service Battalion</b>	<b>10</b>	
<b>Civilian Personnel Advisory Center/Civilian Personnel Operations Center</b>	<b>0</b>	
<b>Directorate of Public Works</b>	<b>5</b>	
<b>Child and Youth Services</b>	<b>0</b>	
<b>Community Recreation</b>	<b>0</b>	
<b>TOTAL POINTS:</b>	<b>110</b>	

PERCENT:



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**10000 STRUCTURE TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>11000.1</b>	<b>Met/Not Met</b>	
<b>11000.2</b>	<b>Met/Not Met</b>	
<b>11000.3</b>	<b>Met/Not Met</b>	
<b>12000.1</b>	<b>Met/Not Met</b>	
<b>12000.3</b>	<b>Met/Not Met</b>	
<b>12000.4</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>12000.2</b>	<b>5</b>	
<b>TOTAL</b>	<b>5</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**20000 OVERSIGHT TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>21000.1</b>	<b>Met/Not Met</b>	
<b>22000.1</b>	<b>Met/Not Met</b>	
<b>22000.2</b>	<b>Met/Not Met</b>	
<b>23000.1</b>	<b>Met/Not Met</b>	
<b>23000.2</b>	<b>Met/Not Met</b>	
<b>24000.1</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>23000.3</b>	<b>5</b>	
<b>23000.4</b>	<b>5</b>	
<b>TOTAL</b>	<b>10</b>	

<b>Signature of Person Completing This Tally Sheet</b>
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**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**30000 MANAGEMENT TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>31000.1</b>	<b>Met/Not Met</b>	
<b>31000.2</b>	<b>Met/Not Met</b>	
<b>31000.4</b>	<b>Met/Not Met</b>	
<b>33000.2</b>	<b>Met/Not Met</b>	
<b>34000.1</b>	<b>Met/Not Met</b>	
<b>34000.4</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>31000.3</b>	<b>5</b>	
<b>32000.1</b>	<b>5</b>	
<b>33000.1</b>	<b>5</b>	
<b>34000.2</b>	<b>5</b>	
<b>34000.3</b>	<b>5</b>	
<b>35000.1</b>	<b>5</b>	
<b>35000.2</b>	<b>5</b>	
<b>TOTAL</b>	<b>35</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**41000 DEPLOYMENT OR MOBILIZATION & STABILITY & SUPPORT  
OPERATIONS (SSOs) READINESS**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

Area	Met/Not Met (circle)	
<b>Category 1</b>		
41000.1	Met/Not Met	
41000.2	Met/Not Met	
41000.3	Met/Not Met	
41000.4	Met/Not Met	
41000.9	Met/Not Met	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
41000.5	5	
41000.6	5	
41000.7	5	
41000.8	5	
<b>TOTAL</b>	<b>20</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**42000.1 TRANSITIONAL COMPENSATION FOR ABUSED DEPENDENTS**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42000.1</b>	<b>Met/Not Met</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**43000 RELOCATION READINESS TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>43000.1</b>	<b>Met/Not Met</b>	
<b>43000.2</b>	<b>Met/Not Met</b>	
<b>43000.3</b>	<b>Met/Not Met</b>	
<b>43000.4</b>	<b>Met/Not Met</b>	
<b>43000.6</b>	<b>Met/Not Met</b>	
<b>43000.7</b>	<b>Met/Not Met</b>	
<b>43000.8</b>	<b>Met/Not Met</b>	
<b>43000.9</b>	<b>Met/Not Met</b>	
<b>43000.10</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>43000.5</b>	<b>5</b>	
<b>TOTAL</b>	<b>5</b>	

<b>Signature of Person Completing This Tally Sheet</b>
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**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**44000 EMPLOYMENT READINESS TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>44000.1</b>	<b>Met/Not Met</b>	
<b>44000.2</b>	<b>Met/Not Met</b>	
<b>44000.3</b>	<b>Met/Not Met</b>	
<b>44000.4</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>44000.5</b>	<b>5</b>	
<b>TOTAL</b>	<b>5</b>	

<b>Signature of Person Completing This Tally Sheet</b>
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**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**45000 FINANCIAL READINESS TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>45000.1</b>	<b>Met/Not Met</b>	
<b>45000.2</b>	<b>Met/Not Met</b>	
<b>45000.3</b>	<b>Met/Not Met</b>	
<b>45000.4</b>	<b>Met/Not Met</b>	
<b>45000.5</b>	<b>Met/Not Met</b>	
<b>45000.6</b>	<b>Met/Not Met</b>	
<b>45000.7</b>	<b>Met/Not Met</b>	
<b>45000.8</b>	<b>Met/Not Met</b>	
<b>45000.9</b>	<b>Met/Not Met</b>	
<b>45000.10</b>	<b>Met/Not Met</b>	
<b>45000.11</b>	<b>Met/Not Met</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**50000 VOLUNTEERS TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>50000.1</b>	<b>Met/Not Met</b>	
<b>50000.2</b>	<b>Met/Not Met</b>	
<b>50000.3</b>	<b>Met/Not Met</b>	
<b>50000.4</b>	<b>Met/Not Met</b>	
<b>50000.5</b>	<b>Met/Not Met</b>	
<b>50000.6</b>	<b>Met/Not Met</b>	
<b>50000.7</b>	<b>Met/Not Met</b>	
<b>50000.8</b>	<b>Met/Not Met</b>	
<b>50000.9</b>	<b>Met/Not Met</b>	
<b>50000.10</b>	<b>Met/Not Met</b>	
<b>50000.11</b>	<b>Met/Not Met</b>	
<b>50000.12</b>	<b>Met/Not Met</b>	
<b>50000.13</b>	<b>Met/Not Met</b>	
<b>50000.14</b>	<b>Met/Not Met</b>	
<b>50000.15</b>	<b>Met/Not Met</b>	
<b>50000.16</b>	<b>Met/Not Met</b>	
<b>50000.17</b>	<b>Met/Not Met</b>	
<b>50000.18</b>	<b>Met/Not Met</b>	
<b>50000.19</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>50000.20</b>	<b>5</b>	
<b>50000.21</b>	<b>5</b>	
<b>50000.22</b>	<b>5</b>	
<b>50000.23</b>	<b>5</b>	
<b>50000.24</b>	<b>5</b>	
<b>TOTAL</b>	<b>25</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION  
FAMILY ADVOCACY PROGRAM (FAP)**

**42001 ORGANIZATION AND MANAGEMENT TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

Area	Met/Not Met (circle)	
<b>Category 1</b>		
42001.1	Met/Not Met	
42001.2	Met/Not Met	
42001.3	Met/Not Met	
42001.4	Met/Not Met	
42001.10	Met/Not Met	
42001.11	Met/Not Met	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
42001.5	5	
42001.6	5	
42001.7	5	
42001.8	5	
42001.9	5	
<b>TOTAL</b>	<b>25</b>	

<b>Signature of Person Completing This Tally Sheet</b>
--



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**42002 PREVENTION AND EDUCATION TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42002.2</b>	<b>Met/Not Met</b>	
<b>42002.4</b>	<b>Met/Not Met</b>	
<b>42002.6</b>	<b>Met/Not Met</b>	
<b>42002.7</b>	<b>Met/Not Met</b>	
<b>42002.9</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>42002.1</b>	<b>5</b>	
<b>42002.3</b>	<b>5</b>	
<b>42002.5</b>	<b>5</b>	
<b>42002.8</b>	<b>5</b>	
<b>TOTAL</b>	<b>20</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**42003 INVESTIGATION AND ASSESSMENT OF THE COMPLAINT TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42003.1</b>	<b>Met/Not Met</b>	
<b>42003.2</b>	<b>Met/Not Met</b>	
<b>42003.3</b>	<b>Met/Not Met</b>	
<b>42003.4</b>	<b>Met/Not Met</b>	
<b>42003.5</b>	<b>Met/Not Met</b>	
<b>42003.6</b>	<b>Met/Not Met</b>	
<b>42003.7</b>	<b>Met/Not Met</b>	
<b>42003.8</b>	<b>Met/Not Met</b>	
<b>42003.9</b>	<b>Met/Not Met</b>	
<b>42003.10</b>	<b>Met/Not Met</b>	
<b>42003.11</b>	<b>Met/Not Met</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**42004 INTERVENTION AND TREATMENT OF ABUSE AND NEGLECT  
CASES TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42004.1</b>	<b>Met/Not Met</b>	
<b>42004.2</b>	<b>Met/Not Met</b>	
<b>42004.3</b>	<b>Met/Not Met</b>	
<b>42004.4</b>	<b>Met/Not Met</b>	
<b>42004.5</b>	<b>Met/Not Met</b>	
<b>42004.7</b>	<b>Met/Not Met</b>	
<b>42004.8</b>	<b>Met/Not Met</b>	
<b>42004.9</b>	<b>Met/Not Met</b>	
<b>42004.10</b>	<b>Met/Not Met</b>	
<b>42004.11</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>42004.6</b>	<b>5</b>	
<b>TOTAL</b>	<b>5</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**42005 CASE ACCOUNTABILITY TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42005.1</b>	<b>Met/Not Met</b>	
<b>42005.2</b>	<b>Met/Not Met</b>	
<b>42005.3</b>	<b>Met/Not Met</b>	
<b>42005.4</b>	<b>Met/Not Met</b>	
<b>42005.5</b>	<b>Met/Not Met</b>	
<b>42005.6</b>	<b>Met/Not Met</b>	
<b>42005.7</b>	<b>Met/Not Met</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**42006 FAP STAFFING TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42006.2</b>	<b>Met/Not Met</b>	
<b>42006.3</b>	<b>Met/Not Met</b>	
<b>42006.4</b>	<b>Met/Not Met</b>	
<b>42006.7</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>42006.1</b>	<b>5</b>	
<b>42006.5</b>	<b>5</b>	
<b>42006.6</b>	<b>5</b>	
<b>TOTAL</b>	<b>15</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**42007 PROGRAM PLANNING AND EVALUATION TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>42007.1</b>	<b>Met/Not Met</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

**10000 ARMY COMMUNITY SERVICE (ACS) TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>10000.1</b>	<b>Met/Not Met</b>	
<b>10000.2</b>	<b>Met/Not Met</b>	
<b>10000.3</b>	<b>Met/Not Met</b>	
<b>10000.4</b>	<b>Met/Not Met</b>	
<b>10000.5</b>	<b>Met/Not Met</b>	
<b>10000.6</b>	<b>Met/Not Met</b>	
<b>10000.7</b>	<b>Met/Not Met</b>	
<b>10000.8</b>	<b>Met/Not Met</b>	
<b>10000.9</b>	<b>Met/Not Met</b>	
<b>10000.10</b>	<b>Met/Not Met</b>	
<b>10000.12</b>	<b>Met/Not Met</b>	
<b>10000.14</b>	<b>Met/Not Met</b>	
<b>10000.15</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>10000.11</b>	<b>5</b>	
<b>10000.13</b>	<b>5</b>	
<b>TOTAL</b>	<b>10</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**20000 ARMY MEDICAL DEPARTMENT TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>20000.1</b>	<b>Met/Not Met</b>	
<b>20000.10</b>	<b>Met/Not Met</b>	
<b>20000.16</b>	<b>Met/Not Met</b>	
<b>20000.17</b>	<b>Met/Not Met</b>	
<b>20000.22</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>20000.2</b>	<b>5</b>	
<b>20000.3</b>	<b>5</b>	
<b>20000.4</b>	<b>5</b>	
<b>20000.5</b>	<b>5</b>	
<b>20000.6</b>	<b>5</b>	
<b>20000.7</b>	<b>5</b>	
<b>20000.8</b>	<b>5</b>	
<b>20000.9</b>	<b>5</b>	
<b>20000.11</b>	<b>5</b>	
<b>20000.12</b>	<b>5</b>	
<b>20000.13</b>	<b>5</b>	
<b>20000.14</b>	<b>5</b>	
<b>20000.15</b>	<b>5</b>	
<b>20000.18</b>	<b>5</b>	
<b>20000.19</b>	<b>5</b>	
<b>20000.20</b>	<b>5</b>	
<b>20000.21</b>	<b>5</b>	
<b>TOTAL</b>	<b>85</b>	

<b>Signature of Person Completing This Tally Sheet</b>
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**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**30000 MILITARY PERSONNEL DIVISION (MPD)/PERSONNEL SERVICE  
BATTALION (PSB)**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>30000.2</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>30000.1</b>	<b>5</b>	
<b>30000.3</b>	<b>5</b>	
<b>TOTAL</b>	<b>10</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**40000 CIVILIAN PERSONNEL ADVISORY CENTER/CIVILIAN PERSONNEL  
OPERATIONS CENTER TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>40000.1</b>	<b>Met/Not Met</b>	
<b>40000.2</b>	<b>Met/Not Met</b>	
<b>40000.3</b>	<b>Met/Not Met</b>	
<b>40000.4</b>	<b>Met/Not Met</b>	
<b>40000.5</b>	<b>Met/Not Met</b>	
<b>40000.6</b>	<b>Met/Not Met</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**50000 DIRECTORATE OF PUBLIC WORKS TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>50000.1</b>	<b>Met/Not Met</b>	
<b>50000.3</b>	<b>Met/Not Met</b>	
<b>50000.4</b>	<b>Met/Not Met</b>	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
<b>50000.2</b>	<b>5</b>	
<b>TOTAL</b>	<b>5</b>	

<b>Signature of Person Completing This Tally Sheet</b>
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**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**60000 CHILD AND YOUTH SERVICES TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>60000.1</b>	<b>Met/Not Met</b>	
<b>60000.2</b>	<b>Met/Not Met</b>	
<b>60000.3</b>	<b>Met/Not Met</b>	
<b>TOTAL</b>		

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)  
ACCREDITATION**

**70000 COMMUNITY RECREATION TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

<b>Area</b>	<b>Met/Not Met (circle)</b>	
<b>Category 1</b>		
<b>70000.1</b>	<b>Met/Not Met</b>	
<b>70000.2</b>	<b>Met/Not Met</b>	
<b>TOTAL</b>		

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**ARMY FAMILY ACTION PLAN PROGRAM**

**10000 TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

Area	Met/Not Met (Circle)	
<b>Category 1</b>		
10000.1	Met/Not Met	
10000.6	Met/Not Met	
10000.7	Met/Not Met	
10000.8	Met/Not Met	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
10000.2	5	
10000.3	5	
10000.4	5	
10000.5	5	
10000.9	5	
10000.10	5	
10000.11	5	
10000.12	5	
<b>TOTAL</b>	<b>40</b>	

**Signature of Person Completing This Tally Sheet**



**ARMY COMMUNITY SERVICE (ACS)**

**ACCREDITATION**

**ARMY FAMILY TEAM BUILDING PROGRAM**

**10000 TALLY SHEET**

**INSTALLATION:**

**PRIMARY TEAM MEMBER RESPONSIBLE FOR  
COMPLETING THIS SHEET:**

Area	Met/Not Met (Circle)	
<b>Category 1</b>		
10000.1	Met/Not Met	
10000.2	Met/Not Met	
10000.3	Met/Not Met	
10000.4	Met/Not Met	
10000.6	Met/Not Met	
10000.8	Met/Not Met	
10000.9	Met/Not Met	
<b>Category 2</b>	<b>Possible Points</b>	<b>Actual Points</b>
10000.5	5	
10000.7	5	
10000.10	5	
10000.11	5	
10000.12	5	
10000.13	5	
<b>TOTAL</b>	<b>30</b>	

**Signature of Person Completing This Tally Sheet**



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