

Installations
Command Financial Specialist/Family Advocacy Specialist Program (CFS/FASP)

History. This supersedes III Corps and Fort Hood Regulation 210-8 dated 1 August 1996 and all changes thereto.

Summary. This regulation prescribes policies and establishes responsibilities and procedures for the management and conduct of the Command Financial Specialist/Family Advocacy Specialist Program (CFS/FASP).

Applicability. Policy outlined in this regulation referring to the CFS/FASP applies to military personnel

assigned to III Corps and Fort Hood, tenant units and major subordinate commands (MSCs).

Changes. Changes to this regulation are not official unless authenticated by the Directorate of Information Management.

Suggested improvements. The proponent for this regulation is the Directorate of Community Activities, Human Services Division, Army Community Service. Send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-CA-HSD-ACS, Fort Hood, Texas 76544-5000

FOR THE COMMANDER:

STEVEN P. SHOOK
Colonel, USA
Chief of Staff



MICHAEL D. CASE
LTC, SC
DOIM

DISTRIBUTION:
IAW FH FORM 1853; S

Contents

Overview, 1.....	3
Purpose, 1a.....	3
Abbreviations and Terms	3
References, 1b.....	3
General, 2.....	3
Background, 2a	4
Commanders Program, 2b	4

*Supersedes III Corps and Fort Hood Regulation 210-8 dated 1 August 1996 and change 1 to Fort Hood Regulation 210-8 dated 15 July 1997.

Command Financial Specialist (CFS) and Family Advocacy Specialist Program (FASP), 2c.....	4
Administrative Requirements for the CFS/FASP, 2d.....	6
Duties and Responsibilities, 3.....	7
Command Financial Specialist (CFS) or Financial Assistance Specialist Program (FASP), 3a.....	8
Command Financial Specialist (CFS) Financial Assistance Specialist Program (FASP) Army Emergency Relief Officer (AERO), 3b.....	9
Army Community Service (ACS), 3c.....	11
Army Emergency Relief Officer (AERO), 3d.....	11
Commanders, 3d.....	14
Provost Marshal Office, 3e.....	14
Alcohol Drug Abuse Prevention Control Program (ADAPCP), 3f.....	14
Staff Judge Advocate, 3g.....	14
Director of Plans, Training, and Mobilization (DPTM), 3h.....	15
Public Affairs Office, 3l.....	15
Installation Command Group, 3j.....	15
CFS/ASPAC, 3k.....	16
Appendix	
A. References.....	17
B. Tasking Inspection Guide/Self-Assessment Guide.....	19
C. Command Financial Specialist (CFS) Inspection Guide.....	23
Glossary	23

OVERVIEW

1

Purpose This regulation prescribes policies and establishes responsibilities and procedures for the management and conduct of the Command Financial Specialist/Family Advocacy Specialist Program (CFS/FASP).

The CFS/FASP enhances and maintains mission readiness and quality of life by providing commanders a ready-made program designed to help soldiers achieve personal financial readiness and deployability through sound money management skills and healthy family practices and life skills.

1a

References Appendix A lists required and related references.

1b

Abbreviations and Terms The glossary explains abbreviations and terms used in this regulation.

1c**GENERAL**

2

Background Management of personal finances and family stressors is an increasing challenge to soldiers and their families.

Lack of consumer skills and training in basic financial management practices and necessary family life skills can result in difficulties that may degrade soldier and unit readiness, morale, and retention.

Many Army personnel experience significant:

- Debt.
- Loss of credit.
- Financial crises including:
 - Bankruptcy.
 - Poor budget practices.
 - A lack of basic money management or consumer skills.

(continued on next page)

**Background
(continued)**

A lack of family life skills can result in increased family violence.

Organizational productivity and command readiness may be maintained by proactive measures that enable commanders to take care of their own before matters get out-of-hand.

2a

**Commander's
Program**

The CFS/FASP provides commanders with a mechanism through which education, training, counseling, and referral procedures designed to promote sound financial practices, personal integrity and responsibility, increased knowledge of family stressors, and prevention of family violence, can be established in their units.

It can:

- Guide soldiers towards meeting their obligations to discharge just financial debts and the financial and emotional needs of their family through an understanding of sound money management practices and consumer economics through:
 - Increase knowledge of family stressors.
 - Leadership encouragement.
 - Prevention of family violence.

2b

**Command
Financial
Specialist
(CFS) and
Family
Advocacy
Specialist
Program
(FASP)**

A CFS/FASP noncommissioned officer (NCO) is a mature, highly motivated, and financially stable person who will:

- Establish, organize, implement, and supervise the CFS/FASP.
- Serve as battalion or squadron commander's principal advisor on policies and matters related to:
 - Personal financial readiness.
 - Local consumer affairs.
 - The Army FAP.

2c

**Administrative
Requirements
for the CFS/
FASP**

The CFS/FASP NCO will:

- Be military occupational specialty-immaterial in the rank of Staff Sergeant or above.

(continued on next page)

**Administrative
Requirements
For the CFS/
FASP
(continued)**

- Appointment of primary NCO leaders (first sergeant, platoon sergeant, operations sergeant, personnel sergeant, etc.) is prohibited.
- Be computer literate and trainable on required application software.
- Be a graduate of an official CFS/FASP Core Training Course provided through Army Community Service (ACS).
- Be detailed on orders for a minimum of one year for which:
 - They will perform CFS/FASP duties for the entire 12-month period and will not be distracted by other administrative procedures.
 - Each CFS/FASP will have enough retainability (preferably one year) to complete the obligation without hindrance.
 - Each CFS/FAS will be encouraged to submit a DA Form 4187, Personnel Action, to the Assistant Chief of Staff, G1, requesting a one-year stabilization in their current position.
- Not be assigned any other permanent or long-term duties including, but not limited to,
 - Retention NCO.
 - Rear Detachment NCOIC.
 - Outside agency taskings.
- Perform, if designated by command, duties such as:
 - Staff Duty NCO
 - Assistant Army Emergency Relief Officer (AAERO).
- Not deploy overseas or to any field training exercises, including the National Training Center.
 - Ensures military families have access to emergency financial and consumer affairs counseling, and family advocacy information.
 - If primary CFS/FASP NCO is in place, the alternate may deploy.

(continued on next page)

**Administrative
Requirements
For the CFS/
FASP
(continued)**

- Participate in CFS/FASP training during Sergeants' Time on the first and third Thursday of each month ACS.
- Sign statements of understanding or release documents for ACS to initiate local background checks through the Provost Marshal Office and the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).
- Fully participate in the unit NCO Development Program (NCODP) and meet individual soldier skills and unit requirements, such as:
 - Physical training and physical readiness testing.
 - Individual weapon marksmanship.
 - Common task training and testing.
 - Nuclear, biological, and chemical confidence.
- Be provided (by the unit):
- A dedicated office with four floor-to-ceiling walls and a lockable door for privacy.
 - The commander can waive this requirement if there is an alternative that affords privacy and security to the CFS/FASP.
- Have a:
 - Class A telephone, with DSN and long distance access.
 - Answering machine or service.
 - Computer and electronic mail, which meet DOIM's automation data processing standards.
 - Ink jet printer.
 - Lockable filing cabinet.
 - Adequate office supplies and furniture.
 - Microsoft Office Professional Software.
- Have a command-level rating scheme:
 - A rating by the Command Sergeant Major (CSM) or battalion or squadron executive officer.
 - Senior rating by the battalion or squadron commander.
 - Review by the Brigade commander or equivalent.

2d

DUTIES AND RESPONSIBILITIES

3

**Command
Financial
Specialist
(CFS) or
Financial
Assistance
Specialist
Program
(FASP)**

The CFS/FASP NCO:

- Conduct NCOPD/OPD briefings as required by the unit to educate leaders on the dynamics of the CFS/FASP
- Provide a desk-side briefing to all new key leaders outlining the CFS/FASP and its benefits.
- Coordinate mandated annual unit FAP training and ensure a unit training record is maintained.
- Provide individuals information on the availability of prevention and treatment services.
- Conduct self assessment inspections semi-annually.
 - Forward a copy of the FHT Form 210-X28 (CFSP Inspection Guide) AFZF-CA-ACS, ATTN: ACS Director, not later than 15 January and 15 July
- Actively participate or assist in related community awareness programs.
- Perform other administrative functions related to the CFS/FASP.
- Document all family member or soldier referrals by completing the referral form, DA Form 5897-R (ACS Client Case Record), ensuring absolute confidentiality of records.
- File documents according to AR 25-400 (The Modern Army Recordkeeping System), for example, weekly reports, class or briefing attendance sheets, inspection checklists, and referral forms.
- Refer soldiers and family members with complex problems to the appropriate resource agencies.

(continued on next page)

**Command
Financial
Specialist
(CFS) or
Financial
Specialist
Program
(FASP)
(continued)**

- The CFS/FASP NCO is not a trained counselor, therefore they will not counsel on issues of domestic violence or mental health or be the battalion or squadron commander's principal advisor and functional expert on policies and matters related to the CFS/FASP.
- Establish, organize, and administer the unit CFS/FASP in a professional manner and atmosphere.
- Attend initial, refresher, and additional training required by the unit, and read governing directives to upgrade proficiency and knowledge of the CFS/FASP.
- Relate financial management, consumer affairs, and family advocacy information within the command.
- Maintain current CFS/FASP resource books, directories, references, and training materials.
- Present financial and consumer affairs training as part of the command program at least annually to company-sized units.
- Provide financial counseling and advice to individual soldiers and family members upon soldier entry into the unit, departure from the unit, self-referral, or request by the chain of command.
- Attend all meetings required by unit.
 - Avoid becoming an accomplice to debt collectors and/or insurance and securities merchants when trying to solve soldier problems.
 - Avoid real or perceived conflict of interest situations.
 - Submit CFS/FASP monthly reports to the ACS CAFAP office not later than the 5th working day of each month.
 - Submit CFS/FASP weekly reports to the CAFAP office not later than 1300 each Thursday.

3a

**Command
Financial
Specialist
(CFS)/
Financial
Assistance
Specialist
Program
(FASP)
Army
Emergency
Relief
Officer
(AERO)**

-
- CFS/FAS AAERO will:
 - Be appointed by the Fort Hood AER section according to AR 930-4 (Army Emergency Relief).
 - Attend three-week AAERO training; one week under the supervision of an appointed AAERO and two weeks in the AER office.
 - Process AER requests and authorize assistance not over \$1,500.00.
 - Seek guidance and support when needed from the AER Office.
 - Notify the AER Office in advance of all leaves, passes, TDY, etc., and designate a replacement.
 - Provide case-related information to the AER Officer.
 - Perform AAERO duties two weeks each quarter in the AER Office.

3b

**Army
Community
Service
(ACS)**

ACS will:

- Prepare and distribute such post-level CFS/FASP guidance as regulations, standing operating procedures, and newsletters.
- Prepare, conduct, and coordinate initial, refresher, and additional CFS/FASP training and certification.
- Provide certificates of training to CFS/FASP graduates.
- Provide unit commanders and CFS/FAS NCOs with expert advice and technical support.
- Function as quality control supervisors for the CFS/FASP.
- Ensure appointed personnel undergo local PMO, and ADAPCP files checks.

(continued on next page)

**Army
Community
Service
(ACS)
(continued)**

- Recommend to commanders that personnel with a history of child or spouse abuse offenses, felonies, or substance abuse not serve as the unit CFS/FASP NCO.
- Present statistics, trends, and recommendations to the CFS/FASP Advisory Council and at the Quarterly Training Brief.
- Prepare and conduct CFS/FASP training on the first and third Thursday of the month during Sergeants' Time.
- Provide counseling and referral services to soldiers and family members with exceptionally complex problems that the unit CFS/FAS cannot resolve.
- Resource, within applicable authority and from available funds, activities outlined in directives and regulations governing the CFS/FASP.
- Coordinate, prepare, and conduct initial financial planning and consumer affairs training for newly arrived soldiers during inprocessing at the 21st Replacement Company.
- Provide CFS/FASP NCOs application programs for financial spreadsheets.
- Coordinate the Command Financial Specialist/Family Advocacy Specialist Program Advisory Council (CFS/FASPAC).
- Encourage battalion commanders to:
- Remove or replace CFS/FAS NCO from a primary position and designate the alternate CFS/FAS NCO to the primary position when the following behaviors exist:
 - Alleged misconduct.
 - Non-attendance at any mandatory CFS/FAS training during the Core Training Course.
 - Three unexcused absences at bi-monthly training, occurring within one year.

(continued on next page)

**Army
Community
Service
(ACS)
(continued)**

- Non-submission of eight contact or profile reports, occurring within one year.
- Failure to maintain adequate office hours for clients needing assistance.
- Negative background checks from PMO or ADAPCP.

3c

**Army
Emergency
Relief
Officer
(AERO)**

AER will:

- Know and enforce the policies and procedures in AR 930-4, and AER section user manual.
- Provide 3-week initial training.
- Schedule and monitor 2-weeks per quarter duty for each CFS/AAERO in the AER Office.
- Guide AEROs on administrative and technical.
- Prepare appointment orders for CFSs and AAEROs according to AR 930-4.
- Remove AAERO from position for not following guidelines outlined in AR 930-4.
- The AERO and CAFAP Office will nominate CFS/FAS NCOs for AAERO training based on:
 - Previous performance as a CFS/FAS.
 - Reports submitted.
 - Budget work sheets.
 - Previous AER cases worked.

3d

Commanders MSC Commanders will:

- Support the CFS/FAS and the AER programs.
- Ensure compliance with policies outlined in this regulation.

(continued on next page)

**Commanders
(continued)**

- Ensure that a briefing by the CFS/FASP is mandatory for all incoming soldiers.
- Provide command emphasis and a climate that encourages and supports the CFS/FASP.
- Direct the appointment (orders) of:
 - One primary, full-time CFS/FAS NCO per battalion or squadron, or battalion-sized element.
 - One alternate to perform the CFS/FAS function only in the absence of the primary individual.
- Ensure each Battalion-sized unit forwards a copy of the FHT Form 210-X28 to AFZF-CA-ACS, ATTN: ACS Director, not later than 15 January and 15 July .
- Ensure the alternate CFS/FAS NCO is fully trained and attends refresher training as directed by ACS.
- Ensure the CFS/FASP is conducted in a professional manner and atmosphere according to command guidance and this regulation.
- Promote subordinate unit commanders' awareness and compliance with the program.
- Direct the preparation and distribution of unit standing operating procedures supporting the CFS/FASP.
- Ensure leaders at all levels understand that soldier financial readiness is the responsibility of the unit chain of command.
- Enforce that the presence of a CFS/FAS does not relieve the commander from counseling responsibilities and full involvement in soldier financial readiness.
- Ensure the CFS/FAS provides NCO/OPD and company-size classes as required by the unit.

(continued on next page)

**Commanders
(continued)**

- Address the CFS/FASP in annual training guidance at quarterly training briefings.
- Appoint staff oversight for the CFS/FASP.
 - Use self-assessment inspection to measure program compliance.
- Ensure correct number of primary and alternate CFS/FASP NCOs are assigned in subordinate brigades and battalion sized elements.
- Hold brigades responsible for conducting battalion-level inspections of the CFS/FASP.
- Ensure CFS/FASP NCOs attend semi-monthly training during Sergeants' Time on the first and third Thursday of each month.
- Ensure brigade level commanders comply with this regulation.
- Encourage battalion commanders to remove and/or replace a primary CFS/FAS NCO and designate the alternate CFS/FAS NCO to the primary position when the following behaviors exist:
 - Alleged misconduct.
 - Non-attendance at any mandatory CFS/FAS training during the Core Training Course.
 - Three unexcused absences at semi-monthly training, occurring within one year.
 - Non-submission of eight contact/profile reports, occurring within one year.
 - Failure to maintain adequate office hours for clients needing assistance.
 - Negative background checks from PMO, or ADAPCP.
- Require soldiers see the CFS/FASP NCO before going on permissive temporary duty.
- Ensure, after chain of command counseling, each soldier in a "no pay due" status and each soldier who is perceived to merit AER assistance is referred to the unit CFS/FASP NCO for counseling prior to soldier going to ACS for support.

(continued on next page)

-
- Commander's (continued)**
- Consider ACS, AER and CAFAP recommendations on selection of AAEROs.
 - Ensure CFS/AAERO attends initial three-week training.
 - Ensure CFS/AAERO performs AAERO duties in AER office two weeks per quarter.
 - Exempt CFS/AAERO from staff duty or other 24-hour duty while the CFS/AAERO is taking initial training or assigned AER duties.
 - Submit written requests for exception to policy in selection and appointment of CFS/FAS to III Corps and Fort Hood Chief of Staff.
 - Forward approval of exception to policy to ACS at AFZF-CA-ACS, ATTN: ACS Director.

3d

Provost Marshal Office The Provost Marshal Office will conduct a timely local background check on CFS/FAS appointees.

3e

Alcohol Drug Abuse Prevention Control Program (ADAPCP) The ADAPCP will conduct timely local ADAPCP background checks on CFS/FASP appointees.

3f

Staff Judge Advocate The Staff Judge Advocate will appoint an attorney to provide assistance with legal questions regarding creditors, debt collection, letters of indebtedness, domestic violence, and any other legal matters and attend the CFS/FASP Advisory Council (CFS/FASPAC).

3g

Director of Plans, Training, and Mobilization (DPTM)	<p>The Assistant Chief of Staff, G3, DPTM</p> <ul style="list-style-type: none"> • Review training requests. • Issue and publish training orders. • Ensure all school requests are appropriately processed, 	3h
<hr/>		
Public Affairs Office	<p>The Public Affairs Office publishes periodic articles in the installation newspaper regarding the CFS/FASP or related subjects.</p>	3i
<hr/>		
Installation Command Group	<p>The installation command group will:</p> <ul style="list-style-type: none"> • Support the CFS/FASP according to this regulation, guidance and directives from higher Commands and agencies. • Establish a CFS/FASPAC. • Appoint a CFS/FASPAC chairperson (MSC commander) to establish the agenda for the installation CFS/FASPAC. 	3j
<hr/>		
CFS/ASPAC	<p>The CFS/FASPAC:</p> <ul style="list-style-type: none"> • Establishes, reviews, and revise policies, procedures and responsibilities for the CFS/FASP and the CFS/FASPAC. • Meets at least quarterly. • Maintains and publishes minutes of each meeting. • Is: <ul style="list-style-type: none"> • Active (voting) board members: <ul style="list-style-type: none"> • Appointed chairperson. • Installation or garrison Sergeant Major (SGM) (deputy chairperson). 	

(continued on next page)

**CFS/
ASPAC**

- MSC or tenant CSMs.
- Two CFSs elected by their peers, to serve a 12-month period.

- Technical (non-voting) members:
 - Staff Judge Advocate representative.
 - 13th Finance Group SGM.
 - Assistant Chief of Staff, G-1, SGM.
 - Provost Marshal SGM.
 - Inspector General SGM.
 - Director, Army Emergency Relief.
 - Manager, Family Advocacy Program.
 - Manager, Consumer Affairs Office.
 - Consumer Affairs and Financial Assistance Program.
 - Director, Army Community Service.

3k

**Appendix A
References**

Section I. Required References.

AR 25-400

The Modern Army Recordkeeping System (MARKS)

AR 210-7

Commercial Solicitation on Army Installations

AR 210-60

Personal Check Cashing Control and Abuse Prevention

AR 350-41

Training in Units

AR 600-15

Indebtedness of Military Personnel

AR 608-1

Army Community Service Program

AR 608-18

Family Advocacy Program

AR 930-4

Army Emergency Relief

TC 21-7

Personal Financial Readiness and Deployability Handbook

DODPM (Sure Pay)

Fair Debt Collection Practices

Soldiers and Sailors Relief Act of 1940

Section II. Related References.

This section not used

Section III. Required or Related Forms.

DA Form 4187

Personnel Action

DA Form 5897-R

ACS Client Case Record

FHT Form 210-X27

Tasking Inspection Guide/Self-Assessment Guide

FHT Form 210-X28

CFSP Inspection Guide

Appendix B
Tasking Inspection Guide, Self-Assessment Guide
FHR Form 210-X27

TASKING INSPECTION GUIDE / SELF ASSESSMENT GUIDE (FH Reg 210-8)		
UNIT _____		
DATE _____		
CFS/FAS _____		
INSPECTOR _____		
	YES	NO
1. Is the CFS/FAS a Staff Sergeant or above?	_____	_____
2. Is the CFS/FAS a graduate of the Command Financial Specialist/Family Advocacy Specialist Core Training Course	_____	_____
3. Are orders on file appointing the CFS/FAS to the position?	_____	_____
4. Does the CFS/FAS have 1-year retainability from date of appointment?	_____	_____
5. Have appropriate back ground checks been conducted on the CFS/FAS?	_____	_____
6. Is the CFS/FAS SOP on file?	_____	_____
7. Is the CFS/FAS assigned any other long-term duties?	_____	_____
8. Does the CFS/FAS attend the CFS/FAS training during Sergeants time two Thursday per month	_____	_____
9. Are CFS/FAS resource books, i.e., directories, references, and training materials maintained by the CFS/FAS?	_____	_____
7. Does the CFS/FAS educate and provide referral information to soldiers and family members upon soldier entry into the unit, departure from the unit, and at the request of the chain-of-command?	_____	_____
11. Does the CFS/FAS maintain records of unit training, interviews conducted, and referrals?	_____	_____
12. Does the CFS/FAS ensure absolute confidentiality of all records and referral information?	_____	_____
FHT Form 210-X27, May 2000 (DCA)		

Figure B-1, FHT Form 210-X27

	YES	NO
13. Does the CFS/FAS refer soldiers and family members with complicated domestic problems to the appropriate agency and maintain contact with the individual(s) to monitor progress?	_____	_____
14. Does the CFS/FAS provide a desk-side briefing to all new leaders entering the unit to explain the program and its benefits?	_____	_____
15. Does the CFS/FAS have a dedicated office, phone, answering machine or service, computer, printer, E-mail access, securable filing cabinet, adequate office supplies, and furniture? Does the office have four floor-to-ceiling walls and a lockable door for privacy?	_____	_____
16. Does the CFS/FAS receive a rating scheme from his/her commander as proposed by FH Reg 210-8?	_____	_____
17. Does the command have on orders one primary CFS/FAS and one alternate CFS/FAS? Is the alternate fully trained to perform the functions as a CFS/FAS?	_____	_____
18. Does the command provide emphasis and a climate that encourages and supports the CFS/FAS Program?	_____	_____
19. Does the command ensure that the CFS/FAS is not deployed on any field training exercise?	_____	_____
20. Does the command ensure that the CFS/FAS is properly trained by ensuring attendance at all initial, refresher, and additional CFS/FAS training?	_____	_____
21. Did the command ensure that mandated spouse and child abuse awareness training was conducted this fiscal year?	_____	_____
22. Did 100 percent of unit receive mandated spouse And child abuse awareness training?	_____	_____
23. Does the command attend at FACRC meeting? Documentation will be checked through MEDDAC/ Department of Social Work.	_____	_____

2

Figure B-1. FHT Form 210-X27, continued

Appendix C
MSC/Brigade Level Command Inspection Plan Checklist
FHT Form 210-X28

MSC/BRIGADE-LEVEL COMMAND INSPECTION PLAN CHECKLIST
(FH Reg 210-8)

CFSP INSPECTION GUIDE

1. How many Battalion-sized elements are in the MSC/Brigade?
2. How many primary and alternate CFS/FAS's are appointed on orders to the positions?
3. Are all CFS/FAS's E-6 or above?
4. Have all NCOs performing CFS/FAS duties graduated the CFS/FASP Core Training Course?
5. What is the attendance record of CFS/FAS's at 1st and 3rd Thursday continuing education training?
6. Does each Battalion-sized element have a CFS/FASP SOP?
7. Is the CFS/FAS on each battalion's in/out processing checklist?
8. Does each battalion-sized element maintain records IAW 25-400-2?
9. Does each battalion-sized element determine the number of soldiers eligible for WIC and track the number referred to WIC?
10. Do CFS/FAS's maintain a copy of their weekly and monthly reports on file in the office?
11. Does each battalion-sized element provide the CFS/FAS with:
 - A dedicated office with four floor-to-ceiling walls and a lockable door for privacy; the requirement can be waived by the commander if an alternative is identified that affords privacy and security to the CFS/FASP,
 - Class A telephone, with DSN and long distance access,
 - Answering machine or service,
 - Computer and electronic mail, which meets DOIMs automation data processing standards,
 - Printer, ink jet,
 - Securable filing cabinet,
 - Adequate office supplies and furniture, and
 - Microsoft Office Professional Software.
12. Does each CFS/FAS receive a command-level rating scheme such as:
 - Rating by the CSM or battalion XO,
 - Senior rating by battalion commander, and
 - Review by MSC Commander?
13. Did each appointed CFS/FAS have 1 year retainability when detailed on orders to the position?
14. Are CFS/FAS's being assigned any additional permanent or long-term duties?
15. Are primary CFS/FAS's deployed overseas or to field exercises?

FHT Form 210-X28, May 2000 (DCA)

Figure C-1. FHT Form 210-X28

16. Do battalion commanders remove and/or replace CFS/FAS's when the following behaviors are noted:
- Alleged misconduct,
 - Non-attendance at any mandatory CFS/FAS training during the Core Training Course,
 - Three unexcused absences at bi-monthly training, occurring within 1 year,
 - Non-submission of eight contact/profile reports, occurring within 1 year; or
 - Failure to maintain adequate office hours for clients needing assistance.
 - Negative background checks from PMO, ADAPCD or ACR.
17. Did 100% of MSC personnel receive mandated spouse and child abuse awareness training.
18. Do company commanders, 1SG, or XO's attend the FACRC when cases involving their soldiers are presented?
19. Are approved requests for exception to policy on selection and appointment of CFS/FAS on file?

Figure C-1, FHT 210-X28 (Continued)

Glossary

AAERO

Assistant Army Emergency Relief Officer

ACofS

Assistant Chief of Staff

ACR

Army Central Registry

ACS

Army Community Service

ADAPCP

Alcohol, Drug Abuse Prevention and Control Program

AER

Army Emergency Relief

AERO

Army Emergency Relief Officer

CAFAP

Consumer Affairs and Financial Assistance Program

CFS

Command Financial Specialist

CFS/FASP

Command Financial Specialist/Family Advocacy Specialist Program

CFS/FASPAC

Command Financial Specialist/Family Advocacy Specialist Advisory Committee

CSM

Command Sergeant Major

DCA

Directorate of Community Activities

DPTM

Director, Program, Training, and Mobilization

FACRC

Family Advocacy Case Review Committee

FAP

Family Advocacy Program

FAPM

Family Advocacy Program Manager

MEDDAC

Medical Department Activity

MSC

Major Subordinate Command

NCO

Noncommissioned Officer

NCOPD

Noncommissioned Officer Professional Development

OPD

Officer Professional Development

PMO

Provost Marshal

SGM

Sergeant Major