



THE AFTB CONNECTION

A Few Words from Jan

The top five reasons I know summer is right around the corner – can you relate?

5. The "days" are longer. That doesn't really mean we get more hours in the day – it means there's the chance to get distracted doing one thing or the other and before I know it – it's 7 PM and I forgot to put dinner on.
4. My cats have a bit more spring in their step as the critters in the yards emerge from the holes in the ground and the cats are eager to share their findings!
3. That fuzzy yellow pollen stuff floating all over the porch, deck, and cars just won't go away.
2. Open-toed shoes are making their way out of the closets – got to get the nails done!
1. Folks are talking about potential assignments, moves, and CHANGE is coming!

Here at the AFTB Office, we do see change happening all around us. We've added five new instructors to the program and welcome all who want to volunteer. The training calendar for next year is being coordi-

nated and planned as we put this newsletter together. Our volunteers have suggested some summer activities at Fort Story and Fort Eustis to increase our community's awareness of the AFTB program.

Then, of course, we will be saying farewell to some of our AFTB volunteers and advisors. In the Army, saying farewell means saying "We'll see you again". As we adjust to the change brought about by either our move or our friend's move, we take it in stride. The "up" side is we are able to add a new address to the Christmas card list and a new "bed and breakfast" contact to our places to go and visit list. The "down" side may be having to stay in touch by phone, email, and letters rather than to visit over lunch. But one thing is for certain, those who have volunteered with AFTB and are moving on will be missed but not forgotten. Thanks to all who have helped AFTB grow and become the great community resource it is. Good luck.

Jan Ozolek
AFTB Program Manager

New Concept Blocks for AFTB Courses

In a continuing effort to meet the needs of the Fort Eustis/ Fort Story communities, the AFTB Program has developed new concept blocks to provide a better understanding of what is offered in the three levels of courses.

Level 1 is entitled "Getting to Know the Army" or nicknamed "Army 101". This is a great set of courses that will provide a solid groundwork for understanding the Army and your role in the Army. Courses include: Military Terms, Acronyms, Customs and Courtesies, Military and Civilian Resources, Benefits, Entitlements & Compensation, Military & Family Expectations, Supporting Your Child's Education and much more!

Level 2 has been divided into four

concept blocks: Communicating the Basics, Change and Coping Strategies, Taking the Lead, and Community Networking.

Level 3 offers tools for "Stepping Up to the Leadership Challenge" with courses: How to Develop Presentations, How to Plan and Conduct a Workshop, Building a Cohesive Team, and Group Conflict Management, just to mention a few.

We have also developed a concept block for FRG Leaders who are seeking to enhance their skills.

Remember that courses may be taken in any order, so call the AFTB office today to reserve your seat at 878-0912 ext. 242.

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AFTB Volunteer of the Quarter

The AFTB Office needed a miracle worker - a super volunteer - one that could lead tall filing cabinets, format computer files, seize the bureaucracy and tame the volunteer files! But Where, Oh Where could we find such a detail oriented, master mind? Then it happened!

In walked Toni Guffey, Volunteer Extraordinaire. In just a few short months she put in motion the guidelines, the operating procedures, the organization, and provided the leadership to move AFTB into a new age by bringing professionalism to the volunteer piece of our program. Toni was the catalyst which has not only revamped the record keeping, but emplaced incentive programs, training, and recognition for volunteers in the Fort Eustis/Fort Story AFTB office.

This was no small task to undertake and through her experience as a master trainer and with AFTB programs in USAREUR, Toni has given many hours of thought and work to the Volunteer Management side of the house. It's a pleasure to recognize, Toni Guffey as the AFTB Volunteer of the Second Quarter, and we thank her for making AFTB a better place to work and play. Congratulations, Toni.



Toni Guffey receiving AFTB Volunteer of the Quarter Award from Jan Ozolek, AFTB Program Manager

Upcoming Classes at Fort Story

AFTB Level 1 will be held :

11 & 12 June 0900 -1300: Space is still available.

23 & 24 July 1830 - 2130:

AFTB Level 2 will be offered in four evening seminars on the following dates:

29 July Communicating the Basics

26 August Change and Coping Strategies

30 September Taking the Lead

28 October Community Networking

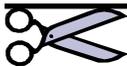
All four evening seminars will be held from 1800 – 2100.

Level 2 classes are designed to en-

hance skills in relationships, leadership, crisis and conflict management, and communication. Level 2 also has classes on establishing and maintaining Family Readiness Groups.

Call today for further information or to reserve your seat at 757/878-0912 ext. 242 .

AFTB Fort Eustis/Fort Story Program Information



CLIP AND SAVE FOR FUTURE REFERENCE



Army Family Team Building (AFTB) Program Office for Fort Eustis/Fort Story is located on Fort Eustis, Building 601 (Army Community Service Building), Room 112.

Telephone: 757/878-0912 ext. 242

FAX: 757/878-0919

DSN: 826-0912 **FAX:** 826-0919

Email: ozolekj@eustis.army.mil

Website: www.eustis.army.mil/aftb

Answers to the “Whys” of Volunteer Management

Many times a volunteer shows up, out of the goodness of their heart, willing to do a job that needs doing. Enter the Volunteer Manager with multiple pieces of paper, wanting the same information in a different format again and again. WHY?

That is a great question with a great answer. First, there is the legal aspect. Registration is required by Department of the Army regulations. In the event of an emergency, all contact information is available for a registered volunteer. Registered volunteers are non-paid employees entitled to different considerations and coverage from different agencies. An Army Community Service registered volunteer is allowed equal access to government vehicles for the carriage of official duties, for example.

Some volunteers need further motivation. Second, there is real benefit to the community when volunteers register and submit documented

volunteer hours. Submitted volunteer hours from registered volunteers present and justify the need of resources within a community. Various needs within Army Family Team Building are now met through paid staff after those same positions were continuously documented through volunteer hours. Many registered volunteers with many submitted volunteer hours can bring in additional space, equipment, and money to support their great efforts.

A few volunteers need even *more* motivation. Third, a well kept volunteer record is as solid as any employee record to substantiate work experience and training. A complete record contains start dates, end dates, monthly hours, job descriptions, training completion certificates, and professional development completion certificates. When all of this is in a well kept record and in a well kept office, it can be recalled for references, to qualify for training opportunities, for job advancement, and for

volunteer recognition. Volunteers should register and submit hours even if they choose not to be recognized.

Finally, volunteers exist in every community and at every level whose name deserves to be shouted from the mountain top. That top, is a mountain of paperwork. It is then that the registration forms, submitted hours, and various other documents that the volunteer manager has begged, bribed, cajoled and pestered for work towards a greater ‘Thank you’.

‘We have to’, ‘it benefits the community’, ‘it benefits our future’, ‘it enables others to say an appropriate ‘Thank you’’. Whatever the reason, registering and submitting volunteer hours just makes sense.

Toni Guffey
AFTB Volunteer Manager

TEAM Talk

The following is a list of websites that are great sources of information if you are searching for ways to enhance or expand your class materials, personal resource library or you just want to stay up to date on Army happenings:

- Army Family Liaison Office www.aflo.org
- AKO (Army Knowledge Online) www.us.army.mil
- Army Family Team Building www.armyfamilyteambuilding.org
- Army Family Action Plan (AFAP) www.armycommunityservice.org/vacs_afap/home.asp
- Operation Ready www.armycommunityservice.org/vacs_deployment/home.asp
- PCS-TDY Deployment Guide www.deploymentguide.com
- Military Family Resource Center www.mfrc.calib.com

The AFTB Connection is the unofficial newsletter for the Fort Eustis/Fort Story AFTB Program. If you have any articles, ideas, or would like further information on the program, please contact Jan Ozolek at ozolekj@eustis.army.mil or call 757/878-0912 ext.242 .

**Headquarters
US Army Transportation Center
Fort Eustis VA 23604-5114**

Official Business

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**Happy Birthday US Army!
228 years strong on June 14th**



Schedule of Upcoming Classes.

	June 2003	July 2003	August 2003
Daytime 0900-1330 (Unless noted otherwise)	<u>2,3,5 June</u> Level 3 Fort Eustis <u>11 & 12 June</u> Level 1 Fort Story	<u>9 & 10 July</u> Level 1 Fort Eustis	
Evening 1800-2100	<u>10 & 17 June</u> Level 1 Fort Eustis	<u>23 & 24 July</u> Level 1 1830-2130 Fort Story <u>29 July</u> Level 2 Fort Story 1st of 4 seminars	<u>26 August</u> Level 2 Fort Story 2nd of 4 seminars

Call the AFTB Program Office to sign up or for further information.

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aftb