

DIVISION 6 ANNUAL BATTLE RHYTHM
As of 21 January 2025

The following table outlines the Division 6 Annual Battle Rhythm to assist Chapter and Divisional leadership communication:

Division 6 Annual Battle Rhythm		
Date (No Later Than)	Task	Chapter (C)/ Division (D)
10 January	Chapter President (CP) submits annual projected chapter budget to Regional Director (RD)	C
15 January	Chapter 4th Quarter AA&F and annual Directory of Officers (DOO) submitted to RD	C
January	Request Wing/Delta, Group, and/or Squadron funding for D6 Summit	C
2 February	Chapter annual awards submitted to D6 Awards Trustee	C
10 February	CP submits annual field audit to RD	C
15 February	Appointed POC updates and distributes Key Personnel List (KPL) to Chapter/Division Leadership	C/D
March GM Meeting	Chapter General Membership (GM) votes for delegates representing Chapter at Division Conference	C
15 March-15 April	*Division Training Trustee organizes 1st Quarter VTC	C/D
Mid-March - Early-April	**Division Conference/Elections	C/D
10 April	Chapter 1st Quarter AA&F submitted to RD	C
May	Request Wing/Delta, Group, and/or Squadron funding for AFSA International Summit and PEDS	
June General Membership Meeting (GMM)	(Recommended) Chapter forms POW/MIA Committee and Legislative Action Week (LAW) Committee.	C
15 June-15 July	* Division Training Trustee organizes 2nd Quarter VTC	C/D
July GMM	GM votes for delegates representing Chapter at AFSA International Summit and PEDS	C

10 July	Chapter 2nd Quarter AA&F submitted to RD	C
Late August	***AFSA International Summit and PEDS	C/D
3rd Friday in September	(Recommended) Chapter participates in POW/MIA Event(s)	C
15 August-15 September	*Division Training Trustee organizes 3rd Quarter VTC	D
September GMM	CP distributes Executive Council nomination procedures to the GM	C
Early October	(Recommended) Chapter participates in Legislative Awareness Week (LAW) (Date varies)	C
10 October	3rd Quarter AA&F submitted to RD	C
October GMM	(Recommended) Chapter forms Wreaths Across America Committee	C
Oct - Nov GMM	Execute Annual Elections	C
Nov - Dec GMM	Executive Officer Turnover/Transition Period	C
Nov - Dec GMM	New Executive Council leads first GM Mtg. CP routes updated private organization paperwork to local Force Support Squadron, as needed	C
November/December	CP sends instructions to GM and executes annual awards	C
November/December	CP/Treasurer completes annual chapter financial audit	C
1 December	Division leadership distributes Division conference agenda to CPs	D
Mid-December	(Recommended) Chapter Participates in Wreaths Across America Event	C
15 December-15 January	*Division Training Trustee organizes 4th Quarter VTC	D
<p>*D6 Training Trustee shall coordinate with D6 EC to establish time and date of quarterly VTC **Review Division website and/or Facebook page for event time, date, and location ***Review HQ AFSA website and/or Facebook page for event time, date, and location</p>		

All Chapters are highly encouraged to execute the following annual volunteer activities:

a. POW/MIA Day Recognition Services.

i. The National POW/MIA Recognition Day observances are held across the country on military

installations to honor America's POW/MIAs. Chapters are encouraged to organize local events such as, reading the names of POW/MIA for 24 hours, 5K events, and luncheons to commemorate this observance. National POW/MIA Day results from an annual Presidential Proclamation and occurs each year on the 3rd Friday of September. See the following website for more details: <http://www.dpaa.mil/>

b. Legislative Awareness Week.

i. The Legislative Awareness Week events highlight AFSA Legislative accomplishments, educated Airmen on their role in the process, and solicits members input for quality-of-life advocacy targets. Chapters are encouraged organize local events such as, seminars, luncheons, and other general awareness activities. Chapters should also invite local military leaders (command chief master sergeants and first sergeants), civic leaders, and other keynote speakers to participate. See the following website for more details: www.hqafsa.org

c. Wreaths Across America.

i. Wreaths Across America is a program that works with cemeteries all over the country to place wreaths on individual graves during an assigned day in December to honor veterans that are no longer with us.. Chapters are encouraged to raise funds through activities such as, Christmas gift wrapping, corporate sponsorship, etc., to sponsor wreaths and participate in associated ceremonies. See the following website for more details: <http://www.wreathscrossamerica.org/>

d. Veteran Stand Down.

i. Stand Downs are typically one- to three-day events providing supplies and services to homeless Veterans, such as food, shelter, clothing, health screenings and VA Social Security benefits counseling. Veterans also receive referrals to other assistance such as health care, housing solutions, employment, substance use treatment and mental health counseling. They are collaborative events, coordinated between local VA Medical Centers, other government agencies and community-based homeless service providers. Chapters are encouraged to contact event organizers to volunteer and/or assist with a local Stand Down. See the following website for more details: <http://www.va.gov/homeless/events.asp>