

DIVISION 6 ANNUAL BATTLE RHYTHM  
As of 1 November 2017

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)
7 January	Chapter President (CP) submits 4th Qtr AA&F, updated DOO (After annual elections), annual chapter budget, and annual chapter audit to Regional Director (RD)	C/D
14 January	RD reviews and submits 4th Qtr AA&F, annual DOOs, chapter budgets, and chapter audits to Division President (DP)	D
20 January	DP reviews and submits 4th Qtr AA&F, annual DOOs, chapter budgets, and chapter audits to International HQ.	D
January General Membership (GM) Mtg	Execute Annual Elections.	C
January-February GM Mtg	Executive Officer Turnover/Transition Period	C
15 February	Division Senior Advisor updates and distributes Key Personnel List (KPL) to Chapter/Division Leadership	C/D
February GM Mtg	New Executive Council leads first GM Mtg. CP routes updated private organization paperwork to local Force Support Squadron, as needed.	C
March GM Mtg	CP takes vote for delegates representing Chapter at Division Conference.	C
15 March-15 April	*RD Leads 1st Qtr VTC	C/D
Early-April	**Division Conference/Elections	C/D
7 April	CP submits 1st Qtr AA&F to RD	C
14 April	RD reviews and submits 1st Qtr AA&F to DP	D
20 April	DP reviews and Submits 1st Qtr AA&F to International HQ	D
June GM Mtg	(Recommended) CP forms POW/MIA Committee and Legislative Action Week Committee.	C

15 June-15 July	*RD leads 2nd Qtr VTC	C/D
July GM Mtg	CP takes vote for delegates representing Chapter at AFSA International Professional Airmen's Conference (PAC)	C
7 July	CP submits 2nd Qtr AA&F to RD	C/D
14 July	RD reviews and submits 2nd Qtr AA&F to DP	D
20 July	DP reviews/submits 2nd Qtr AA&F to International HQ	D
Late-August	***AFSA International Professional Airmen's Conference (PAC)	C/D
3rd Friday in September	(Suggested) Execute POW/MIA Event(s)	C
15 September-15 October	*RD leads 3rd Qtr VTC	D
Early October	(Recommended) Chapter participates in Legislative Awareness Week (Date varies)	C
Early October	Legislative Action Week (Dates may Vary)	C
October GM Mtg	(Recommended) Chapter forms Wreaths Across America Committee	C
7 October	CP submits 3rd Qtr AA&F to RD	C
14 October	RD reviews and submits 3rd Qtr AA&F to DP	D
20 October	DP reviews and submits 3rd Qtr AA&F to International HQ	D
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) Execute Wreaths Across America Event	C
December GM Mtg	CP distributes Executive Council nomination procedures to the GM	C
15 December-15 January	*RD leads 4th Qtr VTC	D
<p>*RD shall coordinate with DP/VP 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 events such as, reading the names of POW/MIA for 24 hours, 5K events, and luncheons to commemorate this observance. 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 to 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](http://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>