

PART 3: 2018 SUBMITTING AFSA REPORTS

1 January 2018

The purpose of this document is to describe how chapter transmit their required reports. The naming of those reports is covered in the accompanying document: **PART 2: 2017 NAMING AFSA REPORTS.**

CHAPTERS DO NOT SEND REPORTS DIRECTLY TO AFSA HQ, BUT TO THEIR REGIONAL DIRECTOR

3XX chapters, submit to: 3XX Regional Director Rich Mansfield, email: richmansfield55@gmail.com

4XX chapters, submit to: 4XX Regional Director Murphy Green, email: mlgretired@aol.com

5XX chapters, submit to: 5XX Regional Director Colin Mike Gates, email: AFSADiv2RD5XX@gmail.com

Rich Mansfield
427 Durham Street
Hampton Roads, VA 23669
757-303-7508

Murphy Green
7036 Sportsman Drive
Harrison, TN 37341
423-344-5672

~~**Colin Mike Gates**
341 Eaton Village Trace
Lenoir City, TN 3771-8705
865-986-7526~~

Reports are submitted as an attachment to an email. The filename of the report is used as the subject of the email. In the body of the email put the following statement along with the name and title of the chapter president, "I have reviewed the attached report and submit it for official file at International Headquarters."

NOTES:

One report per email.

Use personal/chapter email, not mil mail.

Close using your chapter position, not Air Force duty.

SAMPLE REPORT SUBMISSION FOR THE ANNUAL BUDGET FOR CHAPTER F0499:

TO: Your Regional Director

CC: Some/all of your executive council, especially the vice president & yourself

SUBJECT: F0499 CY2018 Annual Budget

BODY:

I have reviewed the attached report and submit it for official file at International Headquarters

Billy Bob Wahoo
Chapter 499 President