

## **Issue Submission Form**

Form Submission: completed forms must be emailed to <a href="mailto:AW2.Symposium@conus.army.mil">AW2.Symposium@conus.army.mil</a>. If you use a mail application on your computer such as Windows Mail or Outlook, the "Email Form" button will automatically attach the form and fill in the <a href="mailto:AW2.Symposium@conus.army.mil">AW2.Symposium@conus.army.mil</a> address. If you use an internet mail service such as Google or Yahoo mail, you must save the form on your computer, attach it to an email, and fill in the Symposium email address manually. If you have any problems, please call your Advocate or the AW2 Call Center at 1-877-393-9058

Please fill out a submission form for each issue. An issue should focus on only one challenge or concern.

An issue contains three sections: title, scope and recommendations. Someone reading your issue should understand: What is the challenge or concern?

• Why is it a challenge or concern?

why this issue is important.

• How can the challenge or concern be addressed by the Army or another agency responsible for the care and transition of wounded, ill, and injured Soldiers, Veterans, Family members, and caregivers?

**SCOPE:** A clear and concise paragraph about that issue. The scope should be approximately three to four sentences in length. The first sentence addresses the challenge or concern; the second provides facts or additional information; and the last sentence tells

**Title:** Summarize the issue. It is not a sentence.

**RECOMMENDATION:** Tell us what you want the end state to be; what will fix the challenge and concern for all wounded, ill, and injured Soldiers, Veterans, Family members, and caregivers facing it. The recommendation must relate to the challenge or concern identified in the scope.

Contact Information is optional and does not need to be provided for an issue to be submitted; however, your contact information will allow AW2 to contact you for more details or for clarification of your issue.

Name:

Phone:

Email: