

## **KNOWLEDGE BASED DECISION MAKING**

**Topic:** To modify the method of updating the AMIAS instructions in the Handbook

### **Background Information – What we know**

#### Historical Perspective –

The “*Application Packet for Al-Anon Members Involved In Alateen Service*” was adopted in 2011. At that time, a portion of that packet contains instructions for using the FBI web site.

This packet was subsequently uploaded to the Area web site for AMIAS to refer to.

Since that time, the FBI has updated its web site at least twice, possibly more.

In March, 2015, the Area Chairman gave permission to update the instructions on Page 9 of the packet, to coincide with changes made to the FBI web site.

The site has been updated since that time, but our Area web site still has instructions which are no longer current.

There is a need to be able to update Page 9 (or the future instruction page) without the necessity of bringing a motion to the Assembly.

#### Existing Motions That Pertain To This Topic – None

#### What Do We Know About Our Members' Wants, Needs and Preferences?

Our members need clear and concise instructions on our web site and in the Packet in order to complete the forms.

#### What do we know about our capacity (resources)?

It is a matter of re-navigating the FBI web site and changing the instructions, to keep them current.

#### What are the implications of our choices? (pros and cons) ?

Pro – Our members have the most current information at hand to renew their AMIAS background checks.

Con – Members may become frustrated and simply not renew their AMIAS certifications.

What we wish we knew, but don't: How many members have not renewed their AMIAS certifications because of incorrect instructions?

Questions and Clarification: The current instruction page follows, for illustration purposes.

Need for motion? Yes – the motion is on the following page.

Presented by: Karen P, AAPP

FBI Fingerprint Impression Card can be found at [www.fbi.gov](http://www.fbi.gov) (See below)

FBI Applicant Information Form can be found [www.fbi.gov](http://www.fbi.gov) (See below)

Credit Card payment form. Can be found at [www.fbi.gov](http://www.fbi.gov) (See Below)

Step by step instructions to download FBI forms: Go to [www.fbi.gov](http://www.fbi.gov)

- Click "Services".
- Click "Identity History Summary Checks".
- Scroll down to Step 4 and click "Identity History Summary Request Checklist".
- Scroll down to the bottom of the next page and download the form.

To download the Fingerprint Impression Card:

- On the "Identity History Summary Checks" page, scroll down to Step 2.
- Click "standard fingerprint form (FD-258)".
- Scroll down to the bottom of the next page and download the form.

To Download the Applicant Information Form:

- On the "Identity History Summary Checks" page, scroll down to Step 1.
- Click "Applicant Information Form".
- Click "Request the Applicant Information Form" button on the next page.
- Click "download the form" on the next page.

If you need the Credit Card Payment Form:

- On the "Identity History Summary Checks" page, scroll down to Step 3.
- Click "Credit Card Payment Form".
- Scroll down to the bottom of the next page and download the form.

MOTION FORM DATE: \_\_\_\_\_

MADE BY: \_\_\_\_\_  
(Name) (Position – GR & Grp Name / Officer / Coordinator / Cmte Chair)

SECONDED BY: \_\_\_\_\_  
(Name) (Position – GR & Grp Name / Officer / Coordinator / Cmte Chair)

MOTION:

To make an exception to **procedure** by allowing the instructions for accessing the FBI web site on the last

page of the AMIAS Packet to be updated without the need of a motion at the Assembly. Information shall be passed to the Area Chairman, who will notify the web master of the changes needed.

MOTION #: \_\_\_\_\_ Motion for: Handbook \_\_\_\_\_ Bylaws \_\_\_\_\_

Simple Majority (votes needed): \_\_\_\_\_ Substantial Unanimity (votes needed): \_\_\_\_\_

FOR: \_\_\_\_\_ AGAINST: \_\_\_\_\_ ABSTENTION: \_\_\_\_\_ // PASS: \_\_\_\_ FAIL: \_\_\_\_