

**December 2019**

**Airman and Family Readiness Center**

**"Preparing Today for Tomorrow's Challenges"**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
			<b>Interviewing Techniques</b> 1000-1100 (EA)	<b>Right Start "Orientation for Newcomers"</b> 0800-1200 (RA) <b>Blended Families and the Holidays</b> 1000-1100 (P&WL)	<b>First Duty Officer</b> 1000-1200 (PFRC)	<b>New Key Spouse Orientation</b> 0800-1400 (P&WL)
8	9	10	11	12	13	14
		<b>Surviving the Holiday Season</b> 1100-1200 (P&WL) <b>Financial Readiness Program Changes</b> 1230-1300 (PFRC)	<b>Resume Writing "Private Sector"</b> 1000-1100 (EA)	<b>Gambling Awareness</b> 1145-1245 (PFRC)		
15	16	17	18	19	20	21
			<b>First Child Financial Brief</b> 0930-1030 (PFRC) <b>Holidays for Singles</b> 1000-1100 (P&WL) <b>Resume Writing "Private Sector"</b> 1000-1100 (EA)		<b>Relocation/Sponsorship Awareness Training</b> 0900-1100 (RA)	
22	23	24	25	26	27	28
					<b>Job Search Strategies</b> 1000-1100 (EA)	
29	30	31				



# DECEMBER CALENDAR

Flight Chief, Family Support Center  
Joe Missildine

Family Support Supervisor  
Sonya Stallworth

**Airman & Family Readiness Center**  
**953-2353**

- Administrative Clerk - Linda McAndrews
- Personal Financial Manager - Roger Knauff
- Employment Assistance - Kevin Myers
- Volunteer Resources - Ruben Aguilar
- Personal & Work Life - Sonya Stallworth
- Deployment - Kevin Myers
- Information, Referral & Follow-Up - Ruben Aguilar
- Work/Life Specialist (TAP, Air Force Aid, Relocation) - Pamela Jackson
- Work/Life Specialist (TAP, Air Force Aid, Relocation) - Kimberly Bryant
- Exceptional Family Member Program/Air Force Aid - Lela Brown
- Casualty Assistance & Survivor Benefits Representative - Mark Goodvine
- Work/Life Consultant (Gunter) - Rebecca Hackett
- Personal Financial Counselor - Tonya Kimball

Call for more information or to set up a one-on-one appointment.

55 South Mitchell Street, Building 677  
Maxwell AFB, AL 36112



**Abbreviations**

(FSB) - For more information or to pre-register contact Family Support Branch at 953-2353 • (AFSF) - For more information or to pre-register contact Airman and Family Services Flight at 953-2353 • (FA) - For more information and to pre-register contact Family Advocacy at 953-5022  
 (CAR) - Casualty Assistance Representative • (EFMP-FS) - Exceptional Family Member Program-Family Support • (CDC) - Child Development Center • (TAP) - Transition Assistance Program • (PFR) - Personal Financial Readiness • (P&WL) - Personal & Work Life • (FR) - Family Readiness  
 (RA) - Relocation Assistance • (AFAS) - Air Force Aid Society • (SLO) - School Liaison Office • (EA) - Employment Assistance • (I&R) - Information & Referral • (VR) - Volunteer Resources • (SA/YP) - School Age & Youth Programs

## **CLASSES**

### **Interviewing Techniques**

**4 December 2019, 1000 – 1100 (EA)**

This class will help you understand the skills needed to be successful and confident in your next interview. Register by 3 December.

### **Right Start “Orientation for Newcomers”**

**5 December 2019, 0800 – 1200 (RA)**

This is a one-day orientation for base newcomers opened by the Wing Commander. Right Start is mandatory for military members and DoD civilians. Spouses are cordially invited to attend. Military members must sign up in advance through their CSS or by contacting Ms. Pamela Jackson, 953-3799. Right Start consists of two parts. Part I is held from 0800-1200 at the Maxwell Club, Building 144. Participants have approximately an hour and a half for lunch before Part II begins. Part II is for active duty military only. It is held from 1345-1600 at Outpatient Ambulatory Clinic, Building 760. Please contact Ms. Jackson, Pamela.Jackson.10@us.af.mil, to sign up and for more information.

### **Blended Families and the Holidays**

**5 December 2019, 1000 – 1100 (P&WL)**

During the holidays being a blended family can be challenging but there are some steps you can take to make it smoother. Register by 4 December.

### **First Duty Station Officer**

**6 December 2019, 1000 – 1200 (PFRC)**

Required financial briefing within 90 days (RegAF) or 120 days (RC) of arrival at first duty station. Register by 5 December.

### **New Key Spouse Orientation**

**7 December 2019, 0800 – 1400 (P&WL)**

The Key Spouse is a trained volunteer appointed by the Group or Squadron Commander who works closely with the First Sergeant and is directly linked to the Airman and Family Readiness Center.

### **Surviving the Holiday Season**

**10 December 2019, 1100 – 1200 (P&WL)**

The holidays are upon us! They can be both joyful and stressful at the same time. Learn about great ideas and tips on how to survive and enjoy your holiday season. Register by 9 December.

### **Financial Readiness Program Changes**

**10 December 2019, 1230 – 1300 (PFRC)**

Learn about changes in the Financial Readiness Program including “touchpoint” requirements, training options, time requirements, and more. Register by 9 December.

### **Resume Writing “Private Sector”**

**11 December 2019, 1000 – 1100 (EA)**

This work shop will cover the private sector resume and help you develop the best resume to get that needed interview. This workshop will provide information for inexperienced resume writers. Register by 10 December.

### **Gambling Awareness**

**12 December 2019, 1145 – 1245 (PFRC)**

What are the odds that you will learn something about gambling in this class? Register by 11 December.

### **First Child Financial Brief**

**18 December 2019, 0930 – 1030 (PFRC)**

Required of members six months prior until 90 days after updating DEERS for any first dependent child under age 18. Register by 17 December. This required briefing is coordinated with AFAS “Baby & You”.

### **Holidays for Singles**

**18 December 2019, 1000 – 1100 (P&WL)**

When you are single it can seem that the world caters to couples and families, especially during the holidays. This class looks at things to do in the local area that can make your holidays brighter. Register by 17 December.

### **Resume Writing “Private Sector”**

**18 December 2019, 1000 – 1100 (EA)**

This work shop will cover the private sector resume and help you develop the best resume to get that needed interview. This workshop will provide information for inexperienced resume writers. Register by 17 December.

### **Relocation/Sponsorship Awareness Training**

**20 December 2019, 0900 – 1100 (RA)**

The focus is to gain knowledge on relocation resources, understand how to use the electronic tools and how to be the BEST sponsor possible through all phases of relocation. Register by 19 December. Please contact Ms. Jackson, Pamela.Jackson.10@us.af.mil, to sign up and for more information.

### **Job Search Strategies**

**27 December 2019, 1000 – 1100 (EA)**

This work shop will provide direction and help you start a successful employment search. Register by 26 December.

## **ONGOING CONTINUED**

### **Moving Off Base (PFR)**

Looking to rent or own a new place? Attend this required class for all airmen living in the dorms considering moving off base. Find out what to look for in a lease, how to create a budget and realistic spending plan and much more! Move on over to this class before moving off base. By appointment only.

### **Volunteer Resources (VR)**

Looking for volunteer opportunities? Are you an Agency in need of volunteers? Do you have any questions about volunteering? Volunteer Resources provides ongoing assistance for Airman, Civil Service, Retirees, Spouses, and other family members seeking volunteer opportunities and also collaborates with on and off base agencies to recruit volunteers. For a list of volunteer opportunities check out <https://www.maxwell.af.mil/RESOURCES/Volunteer/> or sign up to be on the Volunteer Connect email list. For more information, or sign up to be on the email list, please call 334-953-2353.

### **PCSing (RA)**

The relocation program offers move counseling to military and civilians. Additionally, up-to-date information on all DoD installations and State Department locations can be found on the Military HomeFront website: <http://www.militaryonesource.mil>.

### **Personal Financial Counselor (PFC)**

The mission of the Personal Financial Counselor is to help military members and their families with reaching their financial goals primarily in regards to the new Blended Retirement System (BRS) and Transition (Relocation and/or Separation) related questions. The PFC is available to meet on or off base. To set up an appointment, please call (334) 618-6991.

### **Personal and Work Life Consultant (P&WL)**

The Personal and Work Life Consultant promotes resiliency and helps families meet challenges throughout the military family life cycle. The Personal and Work Life program is designed to enhance the customer’s awareness and skills managing their daily lives by offering one-on-one consultations and life education classes. For more information, please call 953-2353.

### **Military and Family Life Consultant (MFLC)**

The Military and Family Life Consultant, or MFLC, Program provides non-medical, short term, situational, problem solving counseling services. The MFLC Program addresses issues that occur across the military lifestyle and helps Service Members and their families cope with normal reactions to the stress and life situations. To contact any Adult or Child MFLC at either Maxwell, Gunter or MEMS, please call 334-953-2353.

### **Deployment**

The mission of the Family Readiness Coordinator is to assist service members and their families in managing the challenges of deployments and separations before, during and upon reintegration. Pre-deployment and Post-Deployment briefings are conducted to provide information concerning programs and services available to deployed service members and their families. Post-Deployment Briefings are held every Tuesday at 1500 at the A&FRC. Spouse/guardians are encouraged to attend. For more information, please call 953-2353.

## **ONGOING**

### **Individual Initial Counseling: By Appointment Only**

MANDATORY 365 days prior to separation. Initial Counseling must be completed prior to enrolling in Pre-Separation Counseling and TAP is mandated by law for all separating (1 year prior) or retiring (2 years prior) service members to ensure personnel are aware of benefits/entitlements and resources available to them. Call 953-2353 for your individual initial counseling.