

## **Airman & Family Readiness Programs Descriptions**

**All classes are held in the Airmen & Family Readiness Center, Bldg. 1249, unless otherwise noted. For reservations, please call 671-3722.**

**3-Day TAP Seminar:** An optional intensive job search seminar on multiple employment related topics taught by the Texas Workforce Commission. The pre-separation counseling, completion of the DD form 2648 must be accomplished prior to attending this seminar

**AMVETS Representative:** An AMVETS National Service Officer will be in Bldg 1249 to help with disability claims. Call for an appointment at 210-699-5087.

**BMT Family Seminar:** For family members of graduating BMT airmen. Helpful hints to ease transition into the Air Force.

**Bundles for Babies:** Valuable information for expecting parents; receive a gift for the active duty and/or spouse who attend from the Air Force Aid Society.

**DTAP (Disabled Transition Assistance):** Disabled Veteran criteria and benefits are discussed. Qualification factors are reviewed. Personal interviews conducted when requested.

**Executive Transition Assistance Program (ETAP):** This seminar will provide eligible participants (Colonels and Chief Master Sergeants) with the necessary knowledge and skills to organize their search for a second career in the private, non-profit and government sector. Needs to be scheduled through AETC. Priority is given to AETC active duty personnel with an approved retirement date and person's retirement eligible or separating.

**Family Readiness Briefing:** All Airmen scheduled to deploy or going remote are required to attend a briefing.

**Four to Go:** For individuals considering retirement in the next four years, get answers to questions that you need to know now.

**Heart Link:** AF spouse orientation for all military spouses of AD members, reserves, other military spouses or soon to be military spouses based at Lackland. Learn about Lackland, the Air Force and its services.

**How to Apply for Federal Employment:** Learn how to fill out a federal employment resume, knowledge on preferences, ratings, job listings.

**How to Start a Small Business:** The Small Business Development Center will teach a class on writing effective business plans, doing market research, selecting a good location, time management and other important topics.

**Interview Techniques:** Learn how to be interviewed, what questions to expect; answers to common questions, how to dress, grooming tips.

**Key Spouse Training:** The Key Spouse Program is the official AF readiness program that supports Airmen and their families during deployments, separations and emergencies by enhancing and encouraging communication between units and families. The A&FRC provides the training to spouses that have volunteered and have been appointed by unit leadership.

**Pre-Separation Briefing for Retirees Only (Mandatory):** Military personnel retiring will be briefed on their benefits and services and complete the DD Form 2648 during this brief. This must be completed before attending the 3-Day Transition Assistance Program.

**Pre-Separation Briefing for Voluntary Separating (Mandatory):** Military personnel separating voluntarily from the service will be briefed on their benefits and services and complete the DD Form 2648 during this brief. This must be completed before attending the 3-Day Transition Assistance Program.

**Resume Writing:** Learn the different styles of resumes; what works; what to include; guidelines

**Return and Reunion Seminar:** Informal forum to open up discussion about the stressors families and individuals experience due to separation. Remote assignment families are welcome. Appointments needed to attend.

**Right Start Orientation:** Newcomer's orientation to Lackland. Spouses welcome.

**Senior Leadership Management TAP (SLM):** An optional intensive job search seminar on multiple employment related topics taught by the Texas Workforce Commission for those in management position or who would like to be. The pre-separation counseling, completion of the DD form 2648 must be accomplished prior to attending this seminar

**Teaching as a Second Career:** Taught by coordinator for Troops for Teachers for anyone interested in becoming a teacher. Learn about certification issues, job availability, funding, etc.

### **Special Classes and One-on One Appointment**

**Air Force Aid Society:** Financial help through loans and grants according to AFI 36-3109

**Budget Management:** Presents aspects of what goes into making a good budget.

**Checkbook Management:** How to maintain checkbook registers and conduct bank statement reconciliation

**Credit Management:** Learn how to avoid getting into debt and how to get out of debt if already there.

**Exceptional Family Member Program (EMFP):** Works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, medical, educational and personnel services to Service members who have a family member with special needs.

**Foreign Born Spouse Assistance:** Referrals for English as a Second Language and Citizenship class's information.

**Military Family Life Consultant:** Free, no records, anonymous short term, situational, problem solving counseling to service members and their families.

**OCONUS Returnees:** Information on and connections to re-acclimation back to the States.

**Personal and Family Life Education:** Referral information available on variety of life issues.

**Relocation Assistance:** Information on Lackland or departing new base, sponsorship training, and other various relocation issues

**School Liaison:** Connect families, schools, and military community to facilitate the education transition and academic experiences of children and youth.

**Student Spouse Orientations:** Learn life skills through information and an array of resources offered to new Air Force families.

**Volunteer Resources:** Information on how to find a volunteer position and what volunteers need to know.

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