

# The Airman and Family Readiness Center

Mission First  People Always



## HOURS OF OPERATION

MON - FRI  
7:30AM - 4:30PM

CLOSED WEEKENDS  
& FEDERAL HOLIDAYS



## THE Airman & Family Readiness Center

22 Peacekeeper Place, Minot AFB, ND 58705  
Phone: 701-723-3950/DSN: 453-3950

[WWW.5THFORCESUPPORT.COM](http://WWW.5THFORCESUPPORT.COM)

[FAMILY.SUPPORT@MINOT.AF.MIL](mailto:FAMILY.SUPPORT@MINOT.AF.MIL)



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Last Updated Apr 11'

### MILITARY HOMEFRONT

[www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

This is the official DOD web site for base information to assist you in your upcoming move. The site can be accessed from any computer. Click on Military Installations and type in the base you are looking for. From there you will find base information. A listing of the major units and contact phone numbers. Contacts, which is a mini phone book of the base services with phone numbers, web sites and hours of operation. The site also contains photos of the base and surrounding areas.

### MILITARY HOMEFRONT/PLAN MY MOVE

[www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

This service will give you 30, 60 and 90 day checklist and other useful tools. You can print calendars to track appointments. Proper planning is the key to every successful move. Get a jump start with Moving 101 that is available in the Plan My Move area or under the Troops and Family tab. You can check your entitlements and calculations to assist in the planning.

### AF COMMUNITY

Visit <http://www.afcommunity.af.mil/> for information on the resources provided by the Airman and Family Readiness Center to all Airmen and their families.

### AUTOMATED HOUSING REFERRAL NETWORK

AHRN.com is sponsored by the Department of Defense and is designed to improve the process of securing available housing for relocating military members and their families. A trusted source for finding housing fast!

### MILITARY MOVING STATION

Buying or selling a house? Let Moving Station help!  
Go to: <http://www.militarymovingstation.com>

### SURVIVOR BENEFIT PLAN CONSULTATION

Provide one-on-one briefing to all retiring members and their spouses ensuring they understand the Survivor Benefit Plan and the benefits that it can provide in estate planning. Ensures completion of proper documentation for establishing retirement pay and deductions, designation of beneficiaries for unpaid retired pay, and Survivor Benefit Plan elections.

### CASUALTY ASSISTANCE

Provide compassionate assistance in applying for benefits in times of injury, illness or death of active duty members and their families. Provide assistance with the Emergency Family Member Travel program to ensure family members can be at the bedside of an active duty member who is seriously ill or injured. Provide assistance with all SGLI programs.

### JOB FAIR

Connect with human resource specialists and employers from the local area and gain valuable information regarding job-search and career opportunities. Veterans' Groups and related agencies are also available to provide important job and benefit information. Held monthly at the Jimmy Doolittle Center.

### RESUME WRITING/INTERVIEWING SKILLS WORKSHOP

This workshop provides the tools required to write a civilian or federal service resume and interview successfully. Information, Web sites, and scenarios will be presented. Please see our monthly calendar for the next available workshop date.

### EMPLOYMENT ASSISTANCE PROGRAM

One-on-one career coaching, job search, resume writing, application assistance, and interview skills appointments are available, along with "walk-in" on- and off-base opportunity notices, updated daily. The Discovery Resource Center has free internet service to assist with online job searches, resume writing software, and a vast array of other library resources.

### CHILD CARE FOR PCS PROGRAM

This program is intended to help families who are in the process of a PCS move. All ranks may be eligible for 20 hours of free child care, per child, at both the base you are departing and the base where you are arriving for up to 60 days. Call the A&FRC for an appointment to obtain your certificate.

### SPONSORSHIP TRAINING

This training prepares members for sponsor duties. Sponsorship training is mandatory for first-time sponsors and annual training for all others. Take the training at <http://apps.mhf.dod.mil/esat>. Print a copy of your certificate for your records, the unit relocation manager, & e-mail a copy to the Airman & Family Readiness Center at [family.support@mino.af.mil](mailto:family.support@mino.af.mil). This site provides you with sponsor duty checklist; newcomers need assessment, welcoming letter templates & more.

### RIGHT START

The Military Personnel Element will register you upon arrival on station. This Intro Program is designed to inform newly assigned personnel of services and resources available on base and in the surrounding area. Newly assigned military/civilian personnel are required to attend. Spouses are highly encouraged to attend.

### AUTOMATED PLAN MY MOVE

Are you ready to PCS? Training is mandatory for all members PCSing from Minot. Simply go to AF Portal: Bases-orgs>My Base>Support Services>Airman and Family Readiness Center scroll to the Relocation area and choose the Plan My Move document. Remember, at the end of the training it will ask you to send a confirmation email to the A&FRC. This is what we will use to clear Vmpf. This training will familiarize you with Military Homefront and other useful links.

Please call the Airman and Family Readiness Center at 723-3950 for more information, to schedule an appointment or to register for a class.

#### DISCOVERY RESOURCE CENTER

The Discovery Resource Center is the heart of the Airman & Family Readiness Center and provides valuable resources to include Quality of Life internet accessibility, fax, copier, scanning and printing. The DRC also has an expanded library and informational references available for check out.

#### READINESS TRAINING

All personnel going remote, TDY or deploying for 30 days or more are required to attend. Family members are highly encouraged to attend with the member. Classes are held every Wednesday at 2 p.m.

#### HEARTS APART MORALE CALLS

Available to all families/personnel going remote, TDY or deploying for more than 14 days. Morale calls keep families in touch with two free 15-minute phone calls per week.

#### 365-DAY TDY/REMOTE SPONSOR PROGRAM

This program is designed to help take some of the worry away while preparing for an upcoming remote tour or 365-day TDY. Assistance is given during all phases of the remote tour to include pre-departure, sustainment, and reintegration.

#### KEY SPOUSE

The Key Spouse program enables volunteer spouses from each squadron to learn all facets of support services available to assist spouses in their squadron during deployment, remotes, TDY's and overall adaptation to the military lifestyle. Please call the A&FRC for your Key Spouse contact information.

#### REINTEGRATION

One of the most difficult parts of being in the military is dealing with separation and reunions; but there is help available. All Consultants and Readiness NCOs can assist/educate on communication, financial or separation issues. Don't go through it alone. Please call the A&FRC for assistance.

#### EMERGENCY FAMILY ASSISTANCE CONTROL CENTER

The Airman and Family Readiness Center also serves as the EFAC before, during and after times of local or national disaster/emergencies with a primary mission to integrate services that will address the practical and emotional needs of families through the provision of disaster relief, contingency information and services.

#### EXCEPTIONAL FAMILY MEMBER PROGRAM-FAMILY SUPPORT

Families with a special-needs family member can benefit from the Exceptional Family Member Program-Family Support services offered by the Airman & Family Readiness Center. We can assist with on- and off-base information and referral on needs including parent training programs, support groups, relocation assistance, financial management, and school information.

#### UNDERSTANDING CREDIT

Learn how to build, maintain, and/or restore good credit in this class.

#### THRIFT SAVINGS PLAN

One-on-one consultations and semi-annual workshops offer information about the Thrift Savings Plan including types of investment available, rates of return, or limitations.

#### SPENDING, SAVING & DEBT REDUCTION EDUCATION

One-on-one consultations to help military members and their families with the various financial issues affecting their life. Using a variety of tools, the object of these sessions is to help you evaluate where your money goes and help you develop a plan to maximize your financial potential.

#### CAREER STATUS BONUS/REDUX BRIEFINGS

One-on-one session designed to explore options available to those military members who are at the 14 ½ year point deciding between the High Three retirement plan or CSB/REDUX plan. Spouses may attend.

#### OFF-BASE MOVE AFFORDABILITY ASSESSMENT

A one-on-one session targeted at single first-term Airmen assessing their ability to afford to live off-base. Income, debt, and expenses are assessed. A copy is provided to member. For an appointment contact your Unit Financial Specialist or call the A&FRC.

#### HOME BUYING SEMINAR

Offered twice yearly, this 4 hour seminar in partnership with the Base Housing Office and the Veteran's Administration focuses on financial planning, shopping for a real estate agent, property evaluation checklist, preparing to complete a mortgage application, the various loan options and other pertinent topics. VA counselors will be on hand to answer VA home loan questions.

#### COLLEGE EDUCATION FINANCIAL PLANNING

Participants explore ways to pay for college/post secondary education. Topics include: scholarship search, tax credits, tools to estimate college costs, 529 plans, work study and Free Application or Federal Student Aid (FAFSA) program.

#### VOLUNTEER RESOURCES

Volunteer on- or off-base to gain job experience and help the community. Free child care may be available. Keep up to date on current volunteer opportunities by checking our web site and having your name added to our volunteer email list.

#### RELATIONSHIP CONSULTATION

Services include information and education to help service members, civilians, spouses, and family members on relationship issues including Communication, Managing Differences, and Strengthening Relationships. Programs utilized included RELATE (an online relationship evaluation); CoupleCARE (a home-bases study program), and other relationship enhancing tools.

#### MILITARY & FAMILY LIFE CONSULTANT

MFLCs are here to listen and are available to help address deployment/integration, relationship, communication, stress anxiety, and daily life issues, etc. After hours and weekend appointments are available. Group or off-site meetings can be arranged. Consultations and trainings are free and anonymous. No records are kept. Call (701) 240-2425

#### SELF-DEVELOPMENT

A variety of self-development classes are offered on Wednesday mornings from 1000 to 1130. All Airmen and their family members are welcome to attend these highly interactive, fun workshops. Topics include Communication, Self-Esteem, Stress Management, Gender Differences in Communication, Four Lenses Teambuilding, Time Management, Making the Marriage Decision, Balancing Responsibilities, and much more. See our web site for our current class schedules. These interactive workshops are also available to be brought out to units or spouse groups at convenient times.

#### CHILDBIRTH EDUCATION

Learn to relax and prepare for your baby's birth in this four week class. Please see our monthly calendar, or call the A&FRC for the next available class dates.

#### ADULT LEARNING CENTER CLASSES

##### *English As A Second Language*

This free class helps students develop skills in speaking, reading and writing English. The class is open to adults not enrolled in high school, trade school or college. Please call the Adult Learning Center (ALC) at 857-4488.

##### *GED Preparation*

A free class to assist students in preparing for the five parts (writing, science, social studies, reading and math) for GED testing. Please call the ALC at 857-4488.

##### *Academic Review*

This class is a review of academics for students who have a diploma or GED but need to improve reading comprehension, basic math, algebra, spelling, vocabulary, grammar usage and writing skills. Contact the ALC at 857-4488.

#### HEARTLINK/SPOUSE ORIENTATION

An activity-based, interactive "Right Start for Spouses" where attendees can learn about benefits, the local community, on and off-base resources, AF protocol, and much more. The quarterly workshop provides participants with a free lunch at the Jimmy Doolittle Center, the opportunity to network with other spouses, and a unique forum to ask questions to our base leadership panel. See our monthly calendar or call the A&FRC for upcoming dates.

#### MILITARY CHILD EDUCATION

A&FRC staff will advocate for the educational needs of military children and assist Airmen and families with information and referrals regarding local school districts and other educational options including: home schooling, private schools, charter schools and cyber schools. A&FRC staff will ensure school personnel are aware of the unique issues impacting military children, i.e. deployment and frequent moves.

#### MILITARYONESOURCE

MilitaryOneSource is great for those not living near the base, who need assistance after business hours or just want to stay home. Educational materials found on OneSource are pre-paid. Call OneSource at 1-800-707-5784 or go to: [www.militaryonesource.com](http://www.militaryonesource.com) for more information.

#### AIR FORCE AID SOCIETY

The Air Force Aid Society (AFAS) is the official charity of the U.S. Air Force. The philosophy of AFAS assistance is to meet the needs in emergency situations as a step towards lasting solutions to a problem. The AFAS may help with assistance in the form of an interest free loan, a grant or a combination of both for such things as: basic maintenance, emergency leave, dependent funeral, essential car repair, fire or other disasters and medical/dental problems not covered by Tricare!

#### CHILD CARE FOR VOLUNTEER SERVICES

Free child care may be available when you volunteer at some base agencies. Please call the A&FRC for more information.

#### FALCON LOAN

A loan of \$500 or less that can be used for emergency needs such as basic living expenses (phone, rent, utilities, food and gas), vehicle related expenses (payments, repairs, insurance), emergency travel, and medical/dental bills. Appointments are required to initiate the application process, so please call the A&FRC if interested.

#### BUNDLES FOR BABIES

This class is for expectant mothers in their last trimester. It offers information on AFRC programs and the financial impact of having a baby. Please see our monthly calendar for more information and the next available class date.

#### GIVE PARENTS A BREAK

This program is designed to relieve the stress that accompanies parenthood when a member is deployed, TDY more than 30 days, or in unique circumstances as determined by Commanders/First Sergeants. This program allows the parent to receive four hours of free childcare twice a month at the Child Development Center or School Age Program/Youth Program. Please make an appointment with the A&FRC to obtain your certificate and the upcoming dates.

#### CAR CARE BECAUSE WE CARE

This program is to keep the primary vehicle of active duty Air Force members running. First-term Airmen assigned to their first duty station and spouses of active duty members assigned to a remote tour or deployed for more than 30 day are eligible. Please schedule an appointment with the A&FRC to obtain your voucher.

#### PRESEPARATION COUNSELING

Mandatory preseparation counseling is required by all separating or retiring military personnel. This briefing must be accomplished prior to your final 120 days of service. For maximum effect attend this briefing up to two years prior to your separation or retirement! The briefing is scheduled by appointment only.

#### TRANSITION ASSISTANCE PROGRAM (TAP) Workshop

This three-day comprehensive workshop will provide separating service members and their spouses with job search skills. A veteran's representative provides information on veteran's benefits. Other presenters include the A&FRC, Job Service, Vet Center and the Education Center. For maximum effect attend this workshop up to 2 years prior to your separation or retirement! Pre-registration is required.