

JOINT BASE SAN ANTONIO  
**MILITARY & FAMILY READINESS CENTERS**

# May

2016 Calendar of Events

*Are you PCS ready?  
The peak military moving  
season is fast approaching.*

RELOCATION SERVICES • VOLUNTEER  
OPPORTUNITIES • TRANSITION  
ASSISTANCE • FINANCIAL READINESS  
• FAMILY LIFE • EMPLOYMENT &  
CAREER DEVELOPMENT • UNIT  
FAMILY READINESS • RESILIENCY  
TRAINING • DEPLOYMENT READINESS  
• EXCEPTIONAL FAMILY MEMBERS •  
SCHOOL LIAISON SERVICES • TEAM  
BUILDING • CASUALTY ASSISTANCE  
& SURVIVOR BENEFIT SERVICES •  
MILITARY & FAMILY LIFE COUNSELORS

THREE LOCATIONS TO SERVE THE JBSA COMMUNITY  
**FORT SAM HOUSTON - LACKLAND - RANDOLPH**

# JBSA-Military & Family Readiness Services

The Joint Base San Antonio (JBSA) Military & Family Readiness Centers (M&FRC) are dedicated to providing a full range of quality programs and services that promote self-reliance, mission readiness, resiliency and ease adaptation into the military way of life.

One of our major functions is linking service members and their families with the right resources to meet their specific needs on JBSA or within the local community. We offer a variety of classes, trainings and workshops that promote, educate and facilitate readiness and resiliency:

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Air Force Aid Society	Information & Referral
Armed Forces Action Plan	Key Spouses & FRG
Army Emergency Relief	Military & Family Life Counselors
Military Family Team Building	Personal & Family Life
Casualty Assistance	Relocation Services
Deployment Readiness	Resiliency Training
Employment & Career Development	School Liaison Services
Exceptional Family Member Program	Survivor Benefit Services
Financial Readiness	Transitional Assistance Program
Heart Link	Volunteer Opportunities
Hearts Apart	Warriors in Transition

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Regardless of specific duty station location, patrons assigned to JBSA can attend trainings and utilize the services offered at all three locations. For more information about a program or service, call:

**JBSA-Fort Sam Houston (FSH)**  
(210) 221-2705 or 221-2418

**JBSA-Lackland (LAK)**  
(210) 671-3722

**JBSA-Randolph (RAN)**  
(210) 652-5321

Requests for briefings, group or unit trainings, at alternate locations, and one-on-one consultations are available by request. Programs and events are subject to change. Some services are based on the number of participants and require a minimum number in order to be effective. If the minimum is not met, the class may be canceled or rescheduled. Other services may be limited due to seating or space. To ensure availability, call to sign up.

All services provided by JBSA-M&FRC are open to all branches of the military, Active Duty Military and their Families, Reservists, Coast Guard, National Guard, Retirees, Surviving Spouses, DoD civilian employees and DoD contracted employees, unless otherwise stated.

**JBSA-Fort Sam Houston**  
Mon-Fri 7:30 AM-4:15 PM  
Closed:  
1st & 3rd Thursday 1-4 PM,  
Federal Holidays &  
AETC Family days

**JBSA-Lackland**  
Mon-Fri 7:30 AM-4:30 PM  
Closed:  
1st & 3rd Thursday 2-4 PM,  
Federal Holidays &  
AETC Family days

**JBSA-Randolph**  
Mon-Fri 7:30 AM-4:30 PM  
Closed:  
1st & 3rd Thursday 2-4 PM,  
Federal Holidays &  
AETC Family days

# CALENDAR OF EVENTS

## JOINT BASE SAN ANTONIO-MILITARY & FAMILY READINESS CENTERS

Event		May	Time	Location
RELOCATION	Citizenship & Immigration Assistance	10	9 AM to Noon	JBSA-FSH
	Citizenship & Immigration Assistance Naturalization Ceremony	24	9 AM to Noon; 2 PM	JBSA-FSH
	Newcomer's Orientation	6	8 AM to Noon	JBSA-FSH
	Newcomer's Orientation	2	8 AM to Noon	JBSA-RAN
	Newcomer's Orientation	4	8 AM to Noon	JBSA-LAK
	Newcomer's Orientation	20	8 AM to Noon	JBSA-FSH
	Newcomer's Orientation	16	8 AM to Noon	JBSA-RAN
	Newcomer's Orientation	18	8 AM to Noon	JBSA-LAK
	Newly Assigned CC/CCC/CCF	3	8-11 AM	JBSA-RAN
	Relocation & Overseas Orientation	11	10-11 AM/ 2-3 PM	JBSA-FSH
	Sponsorship Application Training	18	2-3 PM	JBSA-FSH
	Spouse Information Fair	12	9-11 AM	JBSA-FSH
	Trails and Tales Guided Tour	27	8-11:30 AM	JBSA-FSH
FINANCIAL	Basic Budget Management	12	9-10 AM	JBSA-FSH
	Basic Budget Management	26	2-3 PM	JBSA-FSH
	Couponing 101	12	10-11 AM	JBSA-FSH
	Thirst Savings Plan (TSP)	20	10-11:30 AM	JBSA-RAN
	Investing for Retirement	10	11:30 AM to 12:30 PM	JBSA-LAK
	Credit Building	11	11:30 AM to 12:30 PM	JBSA-LAK
	Officer's First Duty Station Mandatory Financial Training	11	9-11 AM	JBSA-LAK
	Officer's First Duty Station Mandatory Financial Training	17	8:30 AM to 12:30 PM	JBSA-RAN
	Social Security Disability Insurance	31	9 AM to 1:30 PM	JBSA-LAK
EMPLOYMENT	10 Steps to a Federal Job	4	9-11 AM	JBSA-FSH
	Basic Resume Writing	3	9:30-11 AM	JBSA-RAN
	Create An Effective Resume	24	2-4 PM	JBSA-LAK
	Employment Workshop	11	8 AM to 4 PM	JBSA-LAK
	Employment Readiness Orientation	Mondays	9-11 AM	JBSA-FSH
	Navigating USA Jobs & Federal Resume Writing	26	8:30-11 AM	JBSA-RAN

Information provided within this document is current at the time of publishing. Training and event dates are subject to change. Please call the location hosting the event to verify.

This is a monthly publication produced by the 802d Force Support Squadron (FSS), JBSA-Military & Family Readiness Centers.

	Event	May	Time	Location
EMPLOYMENT	Hiring Fair	25	9-11 AM/ 1-3 PM	JBSA-LAK
	Business Ownership for Veterans	13	1-4 PM	JBSA-LAK
	General Resume Writing	11	9-11 AM	JBSA-FSH
	Interview & Dress for Success	18	9-11 AM	JBSA-FSH
	Microsoft Office2013-Excel L2	19	8 AM to Noon	JBSA-FSH
	Microsoft Office2013-PowerPoint L2	5	8 AM to Noon	JBSA-FSH
	Microsoft Office 2013-Word L2	12	8 AM to Noon	JBSA-FSH
	Salary Negotiations	25	9-11 AM	JBSA-FSH
	Networking & Salary Negotiation	5	10 AM to Noon	JBSA-RAN
TRANSITION ASSISTANCE PROGRAM	Accessing Higher Education (ACES)	2-4	7:30 AM to 5 PM	JBSA-FSH
	Accessing Higher Education (ACES)*	10-11	7:30 AM to 5 PM	JBSA-FSH
	Accessing Higher Education (ACES)	23-25	7:30 AM to 5 PM	JBSA-FSH
	Boots to Business	24-25	8 AM to 4 PM	JBSA-RAN
	Four to Go	13	8 AM to 4 PM	JBSA-LAK
	Pre-Separation: AF	10	9 AM to Noon	JBSA-FSH
	Pre-Separation: AF	24	9 AM to Noon	JBSA-FSH
	Pre-Separation: Retirement	10	9 AM to Noon	JBSA-LAK
	Pre-Separation & Retirement	4	Noon to 4 PM	JBSA-RAN
	Pre-Separation & Retirement	18	Noon to 4 PM	JBSA-RAN
	Pre-Separation & Retirement	25	Noon to 4 PM	JBSA-RAN
	Pre-Separation: Soldier for Life	Tue-Fri	8:30-11:30 AM	JBSA-FSH
	Pre-Separation: Voluntary	12	9 AM to Noon	JBSA-LAK
	TAP-Goals, Plans, Success (GPS)	2-6	8 AM to 4 PM	JBSA-FSH
	TAP-Goals, Plans, Success (GPS)**	9-13	8 AM to 4 PM	JBSA-FSH
	TAP-Goals, Plans, Success (GPS)	2-6	7:45 AM to 4:30 PM	JBSA-LAK
	TAP-Goals, Plans, Success (GPS)	9-13	8 AM to 4:30 PM	JBSA-RAN
	TAP-Goals, Plans, Success (GPS)	16-20	8 AM to 4 PM	JBSA-FSH
	TAP-Goals, Plans, Success (GPS)	16-20	7:45 AM to 4:30 PM	JBSA-LAK
	TAP-Goals, Plans, Success (GSP)	23-27	8 AM to 4 PM	JBSA-FSH
VA Education Benefits Briefing	12	1-3 PM	JBSA-LAK	
VA Benefits Briefing	11	8 AM to 4:30 PM	JBSA-LAK	
VA Stand Alone Workshop	26	8 AM to 2 PM	JBSA-RAN	
SLO	Mentoring Training	12	Noon to 1:30 PM	JBSA-RAN
MFLC	Role Reversal - Caring for those Who Cared for You	19	5-7 PM	JBSA-LAK
	Peer-to-Peer Support Group	10	9:30-11:30 AM	JBSA-FSH
	Peer-to-Peer Support Group	19	12:30-2:30 PM	JBSA-LAK

\*Service Members with BA, \*\*Mandatory Retirement or over 20 years of service.

	Event	May	Time	Location
SBP	Survivor Benefit Plan	17	8-9:30 AM/ 1-2:30 PM	JBSA-RAN
EFMP	EFMP Support Group	5	11 AM to 12:30 PM	JBSA-RAN
	Coffee Talk-Support Group	18	11:30 AM to 1 PM	JBSA-FSH
	EFMP What Does It Mean To Me	12	1-3 PM	JBSA-FSH
	Evening at the Zoo	20	6-8 PM	JBSA-FSH
	EFMP Support Group	26	Noon to 1:30 PM	JBSA-LAK
PERSONAL & FAMILY LIFE	Army FAP Unit Training	11	9-11 AM / 1-3 PM	JBSA-FSH
	Army FAP Unit Training	25	9-11 AM / 1-3 PM	JBSA-FSH
	Bringing Baby Home (Part 1 of 2)	11	9 AM to 1 PM	JBSA-FSH
	Bringing Baby Home (Part 2 of 2)	25	9 AM to 1 PM	JBSA-FSH
	Car Seat 101	16	1-3 PM	JBSA-FSH
	Commander in Chief on the Homefront	4	1-2:30 PM	JBSA-LAK
	Military Spouse Appreciation Info Fair	5	10 AM to 1 PM	JBSA-LAK
	Military Spouse Tuition Aid & Scholarship	6	10-11 AM	JBSA-LAK
	Safety Seat Clinic	19	9:30-11:30 AM	JBSA-FSH
	Helping Us Grow Securely (HUGS) Playgroup	Tuesdays	10 AM to Noon	JBSA-FSH
	ScreamFree Parenting (Part 1 of 4)	2	9-11 AM	JBSA-FSH
	ScreamFree Parenting (Part 2 of 4)	9	9-11 AM	JBSA-FSH
	ScreamFree Parenting (Part 3 of 4)	16	9-11 AM	JBSA-FSH
	ScreamFree Parenting (Part 4 of 4)	23	9-11 AM	JBSA-FSH
	Single Parent Support Group	13	11:30 AM to 1 PM	JBSA-LAK
	Single Parent Support Group	19	Noon to 1 PM	JBSA-RAN
	Step Families 101 (Part 1 of 2)	9	Noon to 4 PM	JBSA-FSH
	Step Families 101 (Part 2 of 2)	23	Noon to 4 PM	JBSA-FSH
	Talk is Cheap	26	1-3 PM	JBSA-FSH
VOLUNTEER	Instructor Trainer Course (ITC)	17-18	8 AM to 3:30 PM	JBSA-FSH
	Organization POC VMIS	4	10-11 AM	JBSA-FSH
	Volunteer Advisory Council (VAC)	12	9-10 AM	JBSA-FSH
	Volunteer Management Information System (VMIS) Training	26	9-10 AM	JBSA-FSH
	Volunteer Orientation (M&FRC)	26	10-11 AM	JBSA-FSH
UNIT FAMILY READINESS	Key Spouse Refresher Training	4	9-10 AM	JBSA-LAK
	Key Spouse Cont Education	4	10:30 AM to 12:30 PM	JBSA-LAK
	Key Spouse Cont Education	19	9 AM to Noon	JBSA-RAN
	FRG Forum	11	11 AM to Noon	JBSA-FSH

	Event	May	Time	Location
<b>UNIT FAMILY READINESS</b>	FRG Leadership Academy	24	8:30 AM to 4:30 AM	JBSA-FSH
	Key Spouse Initial Training	25	8:30 AM to 2:30 PM	JBSA-LAK
	Key Spouse Refresher Training	10	9-10 AM	JBSA-RAN
	Key Spouse Annual Training	10	5:30-7:30 PM	JBSA-LAK
	FRG Treasure Training	18	9-11 AM	JBSA-FSH
<b>DEPLOYMENT</b>	Deployed Spouses Support Group	20	11:30AM to 1 PM	JBSA-LAK
	Reintegration: Post Deploy	Tuesdays	8-9 AM	JBSA-RAN
	Pre-Deployment Briefing	Tuesdays	7:30-9:30 AM	JBSA-LAK
	Pre-Deployment Resiliency	5	9-11 AM	JBSA-FSH
	Pre-Deployment Resiliency	12	1-3 PM	JBSA-FSH
	Pre-Deployment Resiliency	19	9-11 AM	JBSA-FSH
	Pre-Deployment Resiliency	26	1-3 PM	JBSA-FSH
	Personal & Family Readiness (Pre-Deploy)	10	9-10 AM	JBSA-RAN
	Personal & Family Readiness (Pre-Deploy)	24	9-10 AM	JBSA-RAN
	Post-Deployment Reintegration	Mondays	2:30-3:30 PM	JBSA-LAK
	Post-Deployment Reintegration	Tuesdays	8-9 AM	JBSA-RAN
	Post-Deployment Resiliency	Wednesdays	1-3 PM	JBSA-FSH

**MAY HOLIDAYS & SPECIAL OBSERVATIONS:**

National Physical Fitness & Sports Month	8th	-	Mother's Day
National Moving/Relocation Month	21st	-	Armed Forces Day
National Military Appreciation Month	27th	-	AETC Family & Army Training day (Closed)
6th - Military Spouse Appreciation Day	30th	-	Memorial Day (Closed)

Unless specified, patrons must sign up for trainings. Services may require a minimum number of participants to be held or may have limited seating. Event dates are subject to change, call to verify.

<b>JBSA-Fort Sam Houston (FSH)</b> (210) 221-2705 or 221-2418	<b>JBSA-Lackland (LAK)</b> (210) 671-3722 or 671-4057	<b>JBSA-Randolph (RAN)</b> (210) 652-5321
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**WOUNDED WARRIOR BENEFITS INFORMATION FAIR**

May 31 • 9 a.m. to 1:30 p.m.  
JBSA-Lackland Arnold Hall Community Center



Wounded Warriors and caregivers are invited to meet with representatives from the M&FRC, American GI forum, Operation Homefront, Veterans Affairs, Better Business Bureau, Solider & Family Assistance Center (SFAC), and Texas Veteran Commission to learn about available services, Social Security Disability Insurance (SSDI), and more. To register or for more information, call (210) 671-3722.



## MAY IS NATIONAL MOVING MONTH

According to the Department of Transportation and Better Business Bureau

***May is the busiest season for relocation and the Military's peak moving season is fast approaching!***

### **Are you ready to PCS?**

Planning ahead can help preparing a smooth relocation to your new duty assignment. There are tons of resources to help you take charge of your PCS move!

Depending on the leading service at your next installation, the name of the Family Support Center will vary: Military & Family Readiness Center, Airman & Family Readiness Center, Fleet & Family Support Center, Marine & Family Programs or Army Community Services. We offer one-on-one consultation for first military moves, first overseas moves, or those with challenging and complex situations like special needs family members or financial problems. In conjunction with a PCS move, free child care may also be available.

**Relocation Assistance Services** - Request information about your new location, housing referrals, education and training for overseas departure, inter-cultural relations, and eSponsorship application and training.

**Financial Management** - Ensure financial readiness by establishing a budget and money management skills. A move can sometimes put you in a tight financial spot, our Readiness Consultants might be able to help.

**Employment Assistance** - Get a jump start on employment opportunities by outreaching to your new location and learn about local employment and volunteer opportunities.

**School Liaison Office** - For school-related matters, kindergarten-12th grade, you may want information about local school districts and other education options including home schooling, private schools, and charter schools. They can also help with transcripts and the enrollment process.

**Exceptional Family Member Program (EFMP)** - Military families with a special needs family member may require special medical or educational services. Avoid delayed services by preparing a needs assessment for the gaining location. For a smooth move, connect with services before reaching your new location.

### **Online Resources:**

- [www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)
- [www.militaryonesource.mil/moving](http://www.militaryonesource.mil/moving)

# JBSA-Fort Sam Houston

## INFORMATION & REFERRAL

JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2705 or 221-2418

One of Information & Referral's major functions is linkage-ensuring DoD ID cardholders and their families are connected with the appropriate service.

## RELOCATION ASSISTANCE

JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2705

Reduce or eliminate problems arising due to frequent moves with specialized services such as: individual or group counseling; sponsorship and pre-arrival information; mandatory overseas briefings and post-move orientations; lending closet; and immigration services. Call for more information or to sign up for a class.

### NEWCOMER'S ORIENTATION

May 6 & 20 • 8 a.m. to Noon

Mandatory in-processing briefing for all military and civilian personnel newly assigned to JBSA. Service members must coordinate with their Unit Personnel Coordinator or Commander Support Element. Spouses are welcome to attend; all patrons must be seated by 7:50 a.m.

### CITIZENSHIP & IMMIGRATION ASSISTANCE

May 10 • 9 a.m. to Noon  
May 24 • 9 a.m. to Noon, Ceremony 2 p.m.

Review American customs and cultures, or meet with a Citizenship & Immigration Service (USCIS) Officer for assistance with applications. Eligible patrons will take the Oath of Allegiance at a Naturalization Ceremony beginning at 2 p.m., May 24. Registration not required.

### RELOCATION & OVERSEAS

#### ORIENTATION

May 11 • 10-11 a.m. & 2-3 p.m.

Mandatory for personnel E-5 and below; topics covered include entitlement, shipment of household goods, emotional stressors of relocation, employment, and education. Only one session is needed.



### SPOUSE INFORMATION FAIR

May 12 • 9-11 a.m.

Spouses, service members and civilians new to JBSA looking to connect with local military agencies are welcomed to attend the Spouse Information Fair. Meet with over 20 local military agencies and learn about services offered. Agencies include: civilian personnel, legal assistance, exchange and commissary, Spouses Club, Medical/TRICARE, FSS/MWR, School Liaison, Youth Programs, M&FRC and others. Registration not required.



### SPONSORSHIP APPLICATION TRAINING

May 18 • 2-3 p.m.

Mandatory training for military sponsors; review the roles and responsibilities or a sponsor as well as helpful resources. The Electronic Sponsorship Application & Training (eSAT), <http://apps.militaryonesource.mil/ESAT>, provides registration, training certificates, sponsorship duty checklist, newcomer needs assessment, welcome packet and links to important DoD and service relocation websites.



## TRAILS & TALES GUIDED TOUR

**May 27 • 8-11:30 a.m.**

A guided tour of Fort Sam Houston; learn about old and new structures that share a rich history dating back more than 150 years. Patrons must be ready for departure at the M&FRC by 8 a.m. Due to limited seating, registration is required.

## LENDING CLOSET

**Monday-Friday 8 a.m. to 3 p.m.**  
**\* 1st and 3rd Friday Noon to 3 p.m.**

The Lending Closet loans basic household goods while yours are in transit; kitchen equipment, high chairs, sleeping mats, irons and more. Permanent party, students, TDY, retirees and civilians may borrow up to 30 days. Please bring a copy of your orders.

## FINANCIAL READINESS

**JBSA-FSH • M&FRC, Bldg. 2797**  
**(210) 221-2705**

Financial Readiness provides information, tools, and resources to help develop individual strategies to achieve financial goals and provides information on emergency assistance. Specialized programs include: money management, credit and financial planning, insurance and consumer issues. Call for more information or to register.

## BASIC BUDGET MANAGEMENT

**May 12 • 9-10 a.m.**  
**May 26 • 2-3 p.m.**

This course is required before attending any financial classes and budget counseling, unless referred by your command. A copy of your current (LES) is needed.

## COUPONING 101

**May 12 • 10-11 a.m.**

An introduction to the concept of couponing; receive information and resources to help you save more.

## EMPLOYMENT READINESS

**JBSA-FSH • M&FRC, Bldg. 2797**  
**(210) 221-2418**

Employment Readiness offers services to help give you the competitive edge necessary to secure employment. Trainings include: job counseling, employment and education information, volunteer opportunities, and assistance in resume writing. Call for more information or to reserve a seat.

## EMPLOYMENT READINESS

### ORIENTATION

**Mondays • 9-11 a.m.**

Meet your Employment Readiness Team! This is an opportunity for us to get to know you and to assess how we can best assist you with your employment needs and desires.



### **Microsoft Office 2013 Foundational Classes**

**Foundational Classes (Level 1)** provide novice users with the skills and knowledge needed to advance.

**Intermediate lessons (Level 2)** build on instruction from foundational classes to provide advanced knowledge and skills.

Free to DoD ID cardholders of all skill levels. To register, call 221-2705. Trainings are held in the Computer Lab, limited seating.



**Microsoft - Word Level 2**  
 May 12 • 8 a.m. to noon



**Microsoft - PowerPoint Level 2**  
 May 5 • 8 a.m. to noon



**Microsoft - Excel Level 2**  
 May 19 • 8 a.m. to noon

*The computer lab will be closed to all others while training is in session.*

## 10 STEPS TO A FEDERAL JOB

**May 4 • 9-11 a.m.**

Learn how to understand vacancy announcements, develop your electronic

federal resume, track applications and more on the federal government's job site, [www.USAJobs.gov](http://www.USAJobs.gov). This class is taught by a Certified Federal Job Search Trainer and Career Coach.

### **GENERAL RESUME WRITING**

**May 11 • 9-11 a.m.**

Creating a resume is one of the first steps in finding a job. Learn about the different resume formats and which one to use when writing a non-Federal resume. Get tips on how to effectively write summary statements, employment history and more.

### **INTERVIEW & DRESS FOR SUCCESS**

**May 18 • 9-11 a.m.**

Take pride in your appearance and follow expected guidelines of what to wear and be prepared for your interview. Discover ways to make a connection.

### **SALARY NEGOTIATIONS**

**May 25 • 9-11 a.m.**

Learn the art of salary negotiation and tap into the power of social media to find jobs and market yourself.

### **COMPUTER LAB**

**Monday-Friday • 8 a.m. to 4 p.m.**

Computers with internet access are available for personal use, like emailing, online banking, browsing the web, printing forms, schoolwork and are CAC enabled. The Lab is available for unit or group trainings and will be closed to all others during this time. Call to confirm daily availability.

### **VIRTUAL CAREER LIBRARY**

***VirtualCareerLibrary.com/ftsh***

A full range of career guidance and employment services are available.

Resources include: educational e-books, employment guides, school/college finders, courses, virtual job data cards, and more.

Free to all JBSA patrons participating in the Employment Readiness Program.



## **TRANSITION ASSISTANCE PROGRAM (TAP)/ SOLDIER FOR LIFE**

**JBSA-FSH • Soldier for Life, Bldg. 2264  
(210) 221-1213**

TAP provides counseling and job assistance to service members preparing to leave federal service. Services include: pre-separation counseling, benefits, job search training, self-assessment tools, resume review, job analyzer software, and referral to service providers. Call to schedule an appointment or sign up.

### **SOLDIER FOR LIFE PRE-SEPARATION** **Tuesday-Friday • 8:30-11:30 a.m.**

Soldiers planning to separate from the military must attend a mandatory counseling. Begin the process 18-months prior to your separation date. Facilitated by the Soldier for Life Program, call 221-1213.

### **TAP-GOALS, PLANS, SUCCESS (GPS)**

**May 2-6, 9-13, 16-20, 23-27 • 8 a.m. to 4 p.m.**

A mandatory 5-day workshop for all service members separating from the military; the GPS workshop is facilitated by the Department of Labor, Veterans Administration, and M&FRC. \*Workshops offered on these days are for patrons with over 20 years in service or mandatory retirement. Prerequisite: Pre-Separation Counseling. To register, call 221-1213.

### **ACCESSING HIGHER EDUCATION (ACES)**

**May 2-4 & 23-25 • 7:30 a.m. to 5 p.m.**  
**\*May 10-11 • 7:30 a.m. to 5 p.m.**

A 3-day track for those pursuing higher education; service members will review education requirements that support their personal goals. Topics include: achieving academic success, research and comparing institutions, and financials. Class is held at the Education Center, Bldg. 2408. \*Service members must have a Bachelor's degree to attend the 2-day workshop.

**AIR FORCE PRE-SEPARATION****May 10 & 24 • 9 a.m. to Noon**

Airmen planning to separate from the federal service must attend a mandatory counseling. Begin the process 18-months prior to your separation date. This training is held at M&FRC, Bldg. 2797. To register, call 221-2705.

**MILITARY & FAMILY LIFE COUNSELORS****JBSA-FSH • M&FRC, Bldg. 2797  
(210) 517-6666 or 997-7521**

Military & Family Life Counselors help service members, their families, and significant others in addressing issues from deployment and reintegration, marriage and relationships, stress and anxiety, depression, grief and loss, or daily life issues. Consultations and trainings are anonymous, no records are kept. After-hours and weekend appointments are available. Meetings can also be arranged off-site. Call to schedule an appointment.

**PEER-TO-PEER SUPPORT GROUP****May 10 • 9:30-11:30 a.m.**

Caregivers have the opportunity to build a peer support network, share experiences and information with a safe place to talk. Lunch is provided after the morning session. This group meets at the SFAC, Bldg. 3639 on BAMC.

**EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)****JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2705**

The EFMP is a mandatory enrollment program that assists service members and their families with special, physical, emotional developmental, or intellectual needs. EFMP works with military and civilian agencies to provide comprehensive

and coordinated medical, educational, housing, community support, and personnel services. Call to sign up or for details.

**EFMP: WHAT DOES IT MEAN TO ME**  
**May 12 • 1-3 p.m.**

This workshop is designed to explore how the 3 pillars of the program (Medical System, Human Resource, and Family Support) work and what each pillar offers an exceptional family member, their families, and sponsors.

**COFFEE TALK - EFMP SUPPORT GROUP****May 18 • 11:30 a.m. to 1 p.m.**

This EFMP support group meets monthly for a casual dialogue to share helpful resources and ways to overcome challenges. Join us to review Social Security Disability benefits and review disability laws.

**EFMP EVENING AT THE ZOO****May 20 • 6-8 p.m.**

EFMP families are welcomed to join us for an evening Adventure Tour of the Sam Antonio Zoo. Call to register.

**SCHOOL LIAISON OFFICE****JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2214**

The School Liaison Office assists parents with children in grades K-12. SLO can help with the transition between schools; provide information about local school systems, policies, programs and more.

**PERSONAL & FAMILY LIFE****JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2418**

Personal & Family Life assists in improving the quality of life for individuals and families. Classes provide knowledge and

skills needed to develop and strengthen communication, promote healthy relationships, child safety, coping with life events and realizing personal potential. Unit team building, Army unit annual domestic and child abuse prevention trainings are also available. Call for class details or to register.

### **HELPING US GROW SECURELY (HUGS) PLAYGROUP**

**Tuesdays • 10 a.m. to Noon**

An interactive playgroup for infants and toddlers; open to parents and their children, ages 5 and under. The playgroup meets at the Middle School Teen Center, Bldg. 2515. Registration not required.



### **screamfree PARENTING**

**MAY 2, 9, 16 & 23 • 9-11 a.m.**

This 4-part series must be attended in order. A principle-based approach to parenting that focuses on the parents instead of kids. Review strategies to stay focused and calm during those frustrating moments.

### **STEP FAMILIES 101**

**May 9 & 23 • Noon to 4 p.m.**

This 2-part series must be attended in order. The step family can be complex when it comes to family relationships. Discuss changes in the family dynamics, evolving roles, and the joys that come from being a stepparent.

### **ARMY FAP UNIT TRAINING**

**May 11 & 25 • 9-11 a.m. / 1-3 p.m.**

Mandated Unit Family Advocacy Training (IAW AR608-18) regarding domestic and child abuse identification, reporting, and prevention. Other topics covered include the Lautenberg amendment, restricted/unrestricted reporting and transitional compensation program. Seating is limited, call to reserve seats for your unit. Reservations will be accepted up to 2 weeks in advance.

### **CAR SEAT 101**

**May 16 • 1-3 p.m.**

Review the basics of car seat installation and make sure your child is seated properly within their car seat. This class is required before attending the Safety Seat Clinic.

### **SAFETY SEAT CLINIC**

**May 19 • 9:30-11:30 a.m.**

Make sure your child is safe while traveling on the road by ensuring restraints are properly installed and fit the child appropriately. Child and vehicle must be present; parents will be seen by appointment only at the Fire Station, Bldg. 3830. *Prerequisite: Car Seat 101.*

### **TALK IS CHEAP**

**May 26 • 1-3 p.m.**

This class is designed to focus on communication skills, listening and speaking skills and understanding the fundamentals of rhythm, tone and emotional factors of communication.

## **VOLUNTEER SERVICES**

**JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2705**

Volunteer Services provides volunteers with opportunities based on interest and agency needs. Volunteers support the military in a variety of capacities such as: coaches, office assistants, FRG leaders, program assistants, and more. Call to sign up or for information.

### **ORGANIZATIONAL POINT OF CONTACT (OPOC) VMIS**

**May 4 • 10-11 a.m.**

Unit/Agency Organizational Points of Contact (OPOC) will receive training with the Volunteer Management Information System (VMIS). Open to all registered OPOCs.

### **VOLUNTEER ADVISORY COUNSEL (VAC)**

**May 12 • 9-10 a.m.**

A monthly meeting for agencies with volunteers to discuss current issues, share

program plans, success and proposed events.

### **VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)**

**May 26 • 9-10 a.m.**

Volunteers will receive hands-on training with the Volunteer Management Information System (VMIS). Open to all registered volunteers.

### **VOLUNTEER ORIENTATION**

**May 26 • 10-11 a.m.**

Volunteers newly assigned to the M&FRC will in-process and receive training on their responsibilities.

## **MILITARY FAMILY TEAM BUILDING (MFTB)**

**JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2418**

MFTB/AFTB is about mission readiness and family readiness. It helps service members grow as leaders and teaches families how to adapt and embrace challenges. Call to sign up or for details. Open to all branches of service and DoD cardholders on JBSA. Call to book a training for your unit or organization.

### **INSTRUCTOR TRAINER COURSE (ITC)**

**May 17-18 • 8:30 a.m. to 3:30 p.m.**

A professional development course designed to improve instructional skills. ITC modules include Platform Skills, The Adult Learner, Characteristics of Effective Instructors, Managing the Learning Environment, and the Preparation Process.

## **DEPLOYMENT READINESS**

**JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-2418**

Deployment Readiness offers workshops, briefings and support groups to enhance mission preparedness and self-reliance

throughout different phases of a deployment cycle. Registration is required for unit family readiness programs, sign up no later than 48 hours prior to the event.

### **POST-DEPLOYMENT RESILIENCY**

**Wednesdays • 1-3 p.m.**

This training is given to service members and their families in order to identify strengths and to facilitate reintegration. Participants will develop positive and additional relationship skills and build on existing skills.

### **PRE-DEPLOYMENT RESILIENCY**

**May 5, 19 • 9-11 a.m.**

**May 12, 26 • 1-3 p.m.**

This training draws heavily on the experiences of service members in order to prepare for the realities and challenges commonly encountered prior to and during a deployment.

### **FAMILY READINESS GROUP FORUM**

**May 11 • 11 a.m. to Noon**

The FRG Forum is an open forum that offers networking and an opportunity to discuss issues, share lessons learned, facilitates questions and discussions.

### **FRG TREASURE TRAINING**

**May 18 • 9-11 a.m.**

Mandatory for current and incoming FRG Treasurers. Topics covered: regulations for managing covers, FRG informal funds, and fundraising. Commanders, FRG Leaders and FRG Funds Custodians are encouraged to attend.

### **FRG LEADERSHIP ACADEMY**

**May 24 • 8:30 a.m. to 4:30 p.m.**

This training covers key positions, roles and responsibilities. Establish a network, resources and communications.

# JBSA-Lackland

## INFORMATION & REFERRAL

**JBSA-LAK • M&FRC, Bldg. 1249  
(210) 671-3722**

Information & Referral is a one-stop information and referral center for DoD ID cardholders and their families. One of its major functions is linkage-ensuring personnel and their families are connected with the appropriate service on and off JBSA.

## RELOCATION ASSISTANCE

**JBSA-LAK • M&FRC, Bldg. 1249  
(210) 671-3722**

Relocation Assistance offers an array of services to assist you and your family when you experience a permanent change of station (PCS). One-on-one appointments are available to provide invaluable information that will ensure your move is as smooth as possible. Plan your move online <http://go.usa.gov/39D9V>. Call for more information or to sign up.

## NEWCOMER'S ORIENTATION

**May 4 & 18 • 8 a.m. to Noon**

A mandatory in-processing briefing for all service members new to JBSA. Coordinate with your Unit Personnel Coordinator or Commander Support Element to schedule your orientation.

## FINANCIAL READINESS

**JBSA-LAK • M&FRC, Bldg. 1249  
(210) 671-3722**

Personal Financial Readiness offers guidance to aid you with financial matters such as budgeting, debt reduction, and basic investment planning. Services are designed to address money management issues and range from basic spending plans to long-term investments. Call to register.

## INVESTING FOR RETIREMENT

**MAY 10 • 11:30 a.m. to 12:30 p.m.**

Learn how to build a strong financial foundation and understand the investment and the role of money. Facilitated by the Better Business Bureau. This workshop is held the Wilford Hall Annex, Bldg. 4600.

## OFFICER FIRST DUTY STATION

### MANDATORY FINANCIAL TRAINING

**May 11 • 9-11 a.m.**

This is mandatory for 2LT, 1LT and CAPT assigned to their first permanent duty station. Explore all aspects of finances to include pay, entitlements, insurance, credit management, Thrift Savings Plan and more.

## CREDIT BUILDING

**May 11 • 11:30 a.m. to 12:30 p.m.**

As young as 18, businesses and institutions deem people by their credit score. Understanding what makes up a credit score and knowing how to strengthen it is crucial. Learn to identify simple steps to strengthen your score and more. Facilitated by Air Force Federal Credit Union. This workshop is held the Wilford Hall Annex, Bldg. 4600.

## BUSINESS OWNERSHIP FOR

### VETERANS

**May 13 • 1-4 p.m.**

Receive the latest information about starting a small business before you open your doors. The Small Business Development Center will discuss writing effective business plans, market research, how to select a good location, time management and other important topics. This workshop is held at the Arnold Hall Community Center.

## SOCIAL SECURITY DISABILITY

### INSURANCE (SSDI)

**May 31 • 9 a.m. to 1:30 p.m.**

This event will provide Social Security Disability Insurance (SSDI) information to Wounded Warriors, service member's and families. This workshop is held at the Arnold Hall Community Center.

# EMPLOYMENT ASSISTANCE

JBSA-LAK • M&FRC, Bldg. 1249

(210) 671-3722

Employment Assistance offers job search assistance and referral services. Classes are designed to help give you the competitive edge necessary to secure employment. Services include: job counseling and training, employment and education information, volunteer opportunities, and assistance in resume writing. Call to register.

## EMPLOYMENT WORKSHOP

May 11 • 8 a.m. to 4 p.m.

Review the Federal employment process, resume writing techniques, interviewing skills and how to dress for success. Participants will need to bring a copy of their current resume and a tie (if applicable).

## CREATE AN EFFECTIVE RESUME

May 24 • 2-4 p.m.

Review key elements in the resume writing process, career objectives, and descriptive accomplishment statements. Patrons will begin to construct a draft resume, bring Job lead and a copy of your resume if possible.

## HIRING FAIR

May 25 • 9-11 a.m. & 1-3 p.m.

Amazon is hiring part-time seasonal fulfillment associates for their center near JBSA-Lackland. Applications and drug screenings will be offered at the Military & Family Readiness Center. Must be 18 years and older to apply. Please bring your resume, dress is business casual.

## VIRTUAL CAREER LIBRARY

[VirtualCareerLibrary.com/lacklandafb](http://VirtualCareerLibrary.com/lacklandafb)

A full range of career guidance and employment services are available. Resources include: educational e-books, employment guides, school/college finders, courses, virtual job data cards, and more. Free to all JBSA patrons participating in the Employment Readiness Program.



# TRANSITION ASSISTANCE PROGRAM (TAP)

JBSA-LAK • M&FRC, Bldg. 1249

(210) 671-3722

TAP provides counseling and job assistance to service members, DoD civilians and family members preparing to leave federal service. Information is also provided for service members to make informed decisions regarding reenlistment. Services include: pre-separation counseling, benefits, job search, resumes, self-assessment tools, and more. Call to schedule an appointment.

## TAP-GOALS, PLANS, SUCCESS (GPS)

May 2-6, 16-20 • 7:45 a.m. to 4:30 p.m.

This 5-day workshop is mandatory for all service members separating from the military. The GPS workshop is facilitated by the Department of Labor, Veterans Administration, and M&FRC. Spouses welcomed. *Prerequisite: Pre-Separation.*

## PRE-SEPARATION: RETIREMENT

May 10 • 9 a.m. to Noon

This is a mandatory briefing; appointments may be scheduled up to 24-months before your retirement date. Call to reserve a seat.

## VA BENEFITS BRIEFING

May 11 • 8 a.m. to 4:30 p.m.

Mandatory briefing providing information on available Veteran benefits and services – learn how to apply for health care, education, home loans, insurance, and disability benefits. *Prerequisite: Pre-Separation Counseling.*

## VA EDUCATION BENEFITS BRIEFING

May 12 • 1-3 p.m.

Facilitated by the Texas Workforce Commission, this briefing is designed to inform service members about the Post-9/11 GI Bill and other education benefits.

## PRE-SEPARATION: VOLUNTARY

May 12 • 9 a.m. to Noon

This is a mandatory briefing, appointments

may be scheduled up to 12-months prior to your separation date. Call to reserve a seat.



**FOUR TO GO**  
May 13 • 8 a.m. to 4 p.m.

Service members planning retirement or are in their last re-enlistment before retirement are

encouraged to attend. Meet with experts on various topics such as financial issues surrounding retirement, TRICARE for retirees, veteran's information, the disability rating process, survivors benefit plan, and employment issues.

**MILITARY & FAMILY LIFE COUNSELORS (MFLC)**

JBSA-LAK • M&FRC  
(210) 540-5025 or 540-5030

Military & Family Life Counselors help service members, their families, significant others address issues from deployment and reintegration, marriage and relationships, family issues, communication challenges, stress and anxiety, depression, grief and loss, and daily life issues. Consultations are anonymous, no records are kept.

**PEER-TO-PEER SUPPORT**

May 19 • 12:30-2:30 p.m.

Caregivers have the opportunity to build a peer support network, share experiences and information with a safe place to talk. A light lunch is provided from 11:30 a.m. to 12:30 p.m. This group meets at the Wilford Hall Annex, Bldg. 4600. For more information, call 557-2018.

**ROLE REVERSAL: CARING FOR THOSE WHO CARED FOR YOU**

May 19 • 5-7 p.m.

Representatives from the Alamo Area Council of Governments Bexar Area Agency on Aging and M&FRC will provide information on secondary dependency,

family care plans, accessing services, long distance care-giving, and more. This workshop is held at the Wilford Hall Annex, Bldg. 4600.

**CASUALTY ASSISTANCE & SURVIVOR BENEFITS**

JBSA-LAK • (210) 671-3243 or 671-3216

Active duty service members interested in elections for Survivor Benefit Plan (SBP) must attend a briefing at least 120 days prior to retirement effective date.

**EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

JBSA-LAK • M&FRC, Bldg. 1249  
(210) 671-3722

EFMP is a mandatory enrollment program that works with military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services to active duty personnel and their family members. Call for more information.

**EFMP SUPPORT GROUP**

May 26 • Noon to 1:30 p.m.

This month, the EFMP support group will focus on addressing challenging behaviors with Applied Behavioral Analysis (ABA). Parents, teachers and caregivers will review useful strategies that can be implemented in real-life situations This group meets at the Youth Center, Bldg. 8420.



**SCHOOL LIAISON OFFICE**

JBSA-LAK • M&FRC, Bldg. 1249  
(210) 671-3722

The School Liaison Office assists parents

with children in grades K-12. SLO can help with the transition between schools and provide information about local school systems, policies, programs and more.

## PERSONAL & WORK LIFE

JBSA-LAK • M&FRC, Bldg. 4600

(210) 292-3543

Personal & Work Life collaborates with a number of other helping agencies to provide education and promote family preparedness through readiness support. Call to register for a class.

## MILITARY SPOUSE

### MILITARY SPOUSE: COMMANDER AND CHIEF ON THE HOMEFRONT

May 4 • 1-2:30 p.m.

In honor of Military Spouse Appreciation, join us for a presentation focusing on the accomplishments, challenges, and sacrifices involved in the life of a military spouse. This event is held at the Wilford Hall Annex, Bldg. 4600.

### MILITARY SPOUSE APPRECIATION INFORMATION FAIR

May 5 • 10 a.m. to 1 p.m.

Military spouses are invited to join us for an information fair. Learn about a variety of programs, services, and information about community and military agencies, with special appearance by Sparky the Fire Dog and McGruff, the Crime-Fighting Dog.

### MILITARY SPOUSE TUITION ASSISTANCE & SCHOLARSHIPS

May 6 • 10-11 a.m.

Review tuition assistance resources and scholarships available to military spouses. Discuss how to select a college or university and tools, links and apps available through Military One Source. This event is held at the Wilford Hall Annex, Bldg. 4600.

### SINGLE PARENT SUPPORT GROUP

May 13 • 11:30 a.m. to 1 p.m.

The Single Parent Support Group is a brown

bag forum for both long- and short-term single parents. Share helpful resources and ways to overcome challenges as a single parent. This month, a Child and Youth MFLC will discuss parenting skills and explore ways to managing extra time with children during the summer. This group meets at the Wilford Hall Annex, Bldg. 4600.



KEY SPOUSE

### KEY SPOUSE REFRESHER

May 4 • 9-10 a.m.

Review information, resources, and services that are available in the local area. Open to Key Spouse and Key Spouse Mentors who have completed the mandatory initial training from their previous installation.

### KEY SPOUSE CONTINUED EDUCATION

May 4 • 10:30 a.m. to 12:30 p.m.

Active Key Spouse and Key Spouse Mentors are required to attend at least one continued education every quarter. Review the process following the death of an active duty member to include dependent benefits and entitlements. Representatives from the Casualty Assistance Office, Mortuary Affairs, and Air Force Families Forever will be present to answer questions.

### KEY SPOUSE ANNUAL TRAINING

#### SAPR & SUICIDE AWARENESS

May 10 • 5:30-7:30 p.m.

This workshop meets the Air Force annual requirement for M&FRC to offer Suicide Awareness & Prevention and Sexual Assault & Prevention Response training.

### KEY SPOUSE INITIAL TRAINING

May 25 • 8:30 a.m. to 2:30 p.m.

Mandatory for all newly appointed Key Spouses and highly recommended for Key Spouse mentors. Patrons interested in learning more about the program or volunteering are also encouraged to attend. Review the nine core modules in the standard Air Force Key Spouse training curriculum. Upon completion, volunteers will receive a certificate.

## VOLUNTEER SERVICES

JBSA-LAK • M&FRC, Bldg. 1249

(210) 671-3722

Volunteer Services provides volunteers with opportunities based on interest and agency needs. Volunteers support the military in a variety of capacities such as: coaches, office assistants, program assistants, and more. Call to sign up or for information.

## DEPLOYMENT READINESS

JBSA-LAK • M&FRC, Bldg. 1249

(210) 671-3722

Mobilization readiness helps service members and their families prepare for deployments, provides access to support through courses, support groups, and prepares them for unique challenges that they face when returning.

## POST-DEPLOYMENT REUNION & REINTEGRATION

**Mondays • 2:30-3:30 p.m.**

Required for all service members returning from deployment; this training covers reintegration into home life and provides resources to deal with associated stressors. Spouses are highly encouraged to attend. Briefings are held on the second floor of Logistics Readiness, Bldg. 5160.

## PRE-DEPLOYMENT BRIEFING

**Tuesdays • 8-10 a.m., 7:30 a.m. Sign-in**

All service members scheduled to deploy, TDY longer than 30 days, or go on a remote assignment are required to attend. Briefings are held on the second floor of Logistics Readiness, Bldg. 5160.

## CONNECT OVER COFFEE: DEPLOYED SPOUSES SUPPORT GROUP

**May 20 • 11:30 a.m. to 1 p.m.  
Register by May 16**

Spouses who are separated from their loved ones due to deployments and remote tours are welcomed to join us for a pizza party. MFLC will review the stages of deployment.

# JBSA-Randolph

## INFORMATION & REFERRAL

JBSA-RAN • M&FRC, Bldg. 693

(210) 652-5321

Military & Family Readiness serves as a one-stop information and referral center for single, married, active-duty, Guard, Reserves, DoD civilians, and retired members as well as their families. One of its major functions is linkage-ensuring personnel and their families are connected with the appropriate service on and off JBSA.

## RELOCATION ASSISTANCE

JBSA-RAN • M&FRC, Bldg. 693

(210) 652-5321

Relocation Assistance offers an array of services to assist you and your family when you experience a permanent change of station (PCS). One-on-one appointments are available to provide invaluable information that will ensure your move is as smooth as possible. Plan your move online <http://go.usa.gov/39D9V>. Call for more information or to sign up.

## NEWCOMER'S ORIENTATION

**May 2, 16 • 8 a.m. to Noon**

Mandatory in-processing for all newly assigned JBSA-Randolph military and civilian personnel. Spouses are invited to attend. Call 652-3036 to register.

## NEWLY ASSIGNED COMMANDERS & FIRST SERGEANT BRIEFING

**May 3 • 8-11 a.m.**

Newly assigned Commanders and First Sergeants; this briefing will provide the mandatory Commander briefings, satisfy AFI requirements and introduce you to key personnel from the base support agencies;

Equal Opportunity (EO), Family Advocacy (FAP), Medical (HIPAA), Military & Family Readiness (M&FRC) and Sexual Assault Prevention Response (SAPR).

assigned to their first permanent duty station. Explore all aspects of finances to include pay, entitlements, insurance, credit management, Thrift Savings Plan and more.



## SPONSORSHIP TRAINING

In accordance with AFI 36-2103, all Sponsors must complete the Electronic Sponsorship Application & Training (eSAT), <http://apps.militaryonesource.mil>. The online application features a checklist, newcomer's needs assessment, customizable letters, emails and more. Once complete, contact M&FRC for additional information on how to become an effective sponsor. Family members interested in becoming a sponsor can access the eSAT through the My Training Hub.

## LOAN LOCKER

**Tuesday-Thursday 8-11 a.m.**

If you're in need of a few items until your household goods arrive, check them out from the Loan Locker. We have basic items that can be borrowed while your household goods are in transit. Please bring a copy of your orders.

## FINANCIAL READINESS

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321**

Personal Financial Readiness provides information and guidance to aid you with financial matters such as budgeting, debt reduction, and basic investment planning. Services are designed to address money management issues, financial readiness education, and basic spend plans.

## OFFICER FIRST DUTY STATION MANDATORY FINANCIAL TRAINING

**May 17 • 8:30 a.m. to 12:30 p.m.**

This is mandatory for 2LT, 1LT and CAPT



**May 20 • 10-11:30 a.m.**

Review contribution limits, matching contributions, advantages of tax-deferred investments, rates of return, and more. Facilitated by Broadway Bank.

## EMPLOYMENT ASSISTANCE

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321**

Employment Assistance offers job search assistance and referral services for employment opportunities. Classes are designed to help give you the competitive edge necessary to secure employment. Services include: employment and education information, volunteer opportunities, and assistance in resume writing. Call for more information or to sign up for a class.

## BASIC RESUME WRITING

**May 3 • 9:30-11 a.m.**

Don't get frustrated over a resume – learn techniques that will help with preparing a non-federal resume.



## USA JOBS NAVIGATION & FEDERAL RESUME WRITING

**May 26 • 8:30-11 a.m.**

Learn how to create a federal resume using the USA jobs Federal system.

**NETWORKING & SALARY NEGOTIATION**

**May 5 • 10 a.m. to Noon**

Learn the art of networking and current do's and don'ts of salary negotiation.

**RESOURCE CENTER**

**Monday-Friday • 8 a.m. to 4 p.m.**

The Resource Center has a limited number of computers with internet access for job searching and checking emails.

**VIRTUAL CAREER LIBRARY**

*VirtualCareerLibrary.com/randolph*

The virtual library features a full range of career guidance and employment services. Resources include: educational e-books, employment guides, college finders, courses, virtual job data cards, and more. Free for all JBSA patrons participating in the Employment Readiness Program.



**MILITARY & FAMILY LIFE COUNSELORS (MFLC)**

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 627-1223 or 834-6904.**

Military & Family Life Counselors help service members, their families, and significant others address deployment and reintegration issues; marriage, relationship and family issues; communication challenges; stress and anxiety; depression, grief and loss; and daily life issues. Consultations and trainings are anonymous, no records are kept. After-hours and weekend appointments are available as well as off-site or group meetings. Call to schedule an appointment.

**TRANSITION ASSISTANCE PROGRAM (TAP)**

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321**

TAP provides counseling and job assistance to service members, DoD

civilians and family members preparing to leave federal service. Information is also provided for service members to make informed decisions regarding reenlistment. Services address pre-separation counseling, benefits, job search training, resume review, and self-assessment tools. Call to schedule an appointment or to register for a class.

**PRE-SEPARATION & RETIREMENT COUNSELING**

**May 4, 18, 25 • Noon to 4 p.m.**

This is a mandatory briefing and is required before attending the TAP GPS workshop. Pre-separation appointment may be scheduled up to 24-months before retirement date or up to 12-months prior to separation.

**TAP-GOALS, PLANS, SUCCESS**

**May 9-13 • 8 a.m. to 4:30 p.m.**

This 5-day workshop is mandatory for all service members separating from the military. The GPS workshop is facilitated by the Department of Labor, Veterans Administration, and M&FRC. *Prerequisite: Pre-Separation & Retirement Counseling.*

**OPERATION BOOTS to BUSINESS**  
*from service to startup*

**May 24-25 • 8 a.m. to 4:30 p.m.**

A 2-day entrepreneurial education workshop hosted by the Small Business Administration. Discuss the opportunities and challenges of business ownership, review steps for evaluating business concepts, foundational knowledge required to develop a business plan, and information on SBA resources available to help access start-up capital and additional technical assistance.

**VA STAND ALONE WORKSHOP**

**May 26 • 8 a.m. to 2 p.m.**

Those exempt from the mandatory 5-day TAP GPS Workshop must attend

a Veterans Administration stand-alone workshop. Topics covered include critical VA programs and services ranging from general benefits information, disability compensation, and GI Bill benefit.

## CASUALTY ASSISTANCE & SURVIVOR BENEFITS

JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-2104 or 652-3633

The Casualty Assistance Office provides casualty reporting; dignified and humane casualty notifications; and ensures efficient, thorough and compassionate follow-on assistance to the next-of-kin for as long as is needed. Other services and programs provided to our military community include: Service member's Group Life Insurance, Family Member Service member's Group Life Insurance (FSGLI), Traumatic Injury Protection, and Emergency Family Member Travel Program. Call to schedule an appointment.

### SURVIVOR BENEFIT PLAN (SBP)

May 17 • 8 -9:30 a.m. / 1 -2:30 p.m.

The Survivor Benefit Plan briefing with the SBP Counselor is required by law and helps the service members and their spouse become familiar with the options, effects, and advantages of SBP. Duration: 90 min.

## SCHOOL LIAISON OFFICE

JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321

The School Liaison Office assists parents with children in grades K-12. SLO can help with the transition between schools and provide information about local school systems, policies, programs and more.

### MENTOR TRAINING

May 12 • Noon to 1:30 p.m.

Volunteer mentors spend time with young

people and encourage positive choices, promote high self-esteem and encourage academic achievement. Participants who complete the requirements will be placed within a local public school.

## EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321

EFMP is a mandatory enrollment program that works with military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services to active duty personnel and their family members. Call for information.

### EFMP MONTHLY SUPPORT GROUP

May 5 • 11 a.m. to 12:30 p.m.

This support group meets monthly for a casual dialogue to share helpful resources and ways to overcome challenges.

## PERSONAL & FAMILY LIFE

JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321

Personal & Family Life partners with a number of other helping agencies to provide education and promote family preparedness through readiness support. Call to sign up or for details.

## MILITARY SPOUSE

### MILITARY SPOUSE APPRECIATION

May 6 • 1-3 p.m.

In honor of Military Spouse Appreciation day, the Military & Family Readiness Center (M&FRC) would like to acknowledge the significant contributions, support, and sacrifices of military spouses. Stop by the Military Spouse Appreciation table at the M&FRC or The Exchange.



### KEY SPOUSE REFRESHER TRAINING

May 10 • 9-10 a.m.  
The Key Spouse Refresher training is hosted on the second Tuesday of every month. Open to Key Spouses and Key Spouse Mentors that have already completed the mandatory initial training course and would like a review.

### KEY SPOUSE CONT EDUCATION

May 19 • 9 a.m. to Noon  
Active Key Spouse and Key Spouse Mentors are required to attend a minimum of 1 continued education every quarter. Participate in a hands on Counter Active Shooter Training (CAST). Learn ways to protect yourself and others. Seating is limited, call to register.

### SINGLE PARENT SUPPORT GROUP

May 19 • Noon to 1 p.m.  
A brown bag forum for both long- and short-term single parents to connect, share helpful resources, and ways to overcome challenges as a single parent.

## **DEPLOYMENT READINESS**

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-5321**

Deployment readiness helps service members and their families prepare for deployments, provides access to support through courses, support groups, and prepares them for unique challenges that they face when returning. Registration is required.

### POST-DEPLOYMENT: REINTEGRATION

**Tuesdays • 8-9 a.m.**  
All military members returning from

a deployment are required to attend this briefing. This training reviews reintegration into home life and provides resources to deal with associated stressors. Military spouses are encouraged to attend. This briefing is held at M&FRC.

### PERSONAL & FAMILY READINESS PRE-DEPLOYMENT

May 10, 24 • 9-10 a.m.  
All military members scheduled to deploy, go TDY longer than 30 days or on a remote assignment are required to attend this briefing. Military spouses are encouraged to attend and learn about various programs and resources available to them. This briefing is held at M&FRC.

## ARMED FORCES ACTION PLAN

**Service Members • Retirees • Teens**  
**Military Spouses • Survivors •**  
**Reservists • Civilian DoD Employees**

Did you know GI Bill entitlements used to expire after 10 years of separation from service? During transition, some veterans incurred family and work obligations that hindered the full use of this benefits.

An AFAP recommendation was sent asking to eliminate the expiration date. Working to improve the GI Bill entitlement service, the expiration date was extended to 15 years!

Other resolutions from AFAP include: benefit transfer to family members, Tricare for life, and more.

### Tell Us What You Think

Have an idea or suggestion to improve the military family, welfare, or quality of life?

Can you identify critical issues affecting the readiness or morale at Joint Base San Antonio?

**Be a part of this powerful process.**

Volunteers are needed, call (210) 221-2705 or email [usaf.jbsa.502-abw.mbx.502-fss-volunteer@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-fss-volunteer@mail.mil) for more information.

# THE SPIRIT BEHIND READINESS

The strength of our Nation's military comes not just from the brave women and men who defend the values we cherish, but also from their families, who serve alongside them and make great sacrifices in service to our country. With determination and unshakable resolve, military spouses endure long absences and shoulder the burdens of war, constantly wondering what kind of dangers lie ahead for their loved ones. Through numerous moves and difficult deployments -- often as they uproot their lives and families and restart their careers -- their steadfast devotion to their spouses and to our Nation represents the best our country has to offer. On Military Spouse Appreciation Day,

*we recognize the selfless heroes who stand with the finest fighting force the world has ever known, and we honor their relentless courage and commitment*

Military spouses serve alongside our troops through trial and triumph, and in their example, we see the bravery and pride that reflect who we are as a Nation.





## **JBSA-FORT SAM HOUSTON MILITARY & FAMILY READINESS CENTER**

3060 Stanley Road, Suite 95, Building 2797

(210) 221-2705 or (210) 221-2418

Hours of operation:

Monday-Friday 7:30 a.m. to 4:15 p.m.

Closed 1st & 3rd Thursday from 1-4 p.m. for in-service training

Closed for all federal holidays & AETC family days

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## **JBSA-LACKLAND MILITARY & FAMILY READINESS CENTER**

2160 Kenly Ave., Building 1249

(210) 671-3722

Hours of operation:

Monday-Friday 7:30 a.m. to 4:30 p.m.

Closed 1st & 3rd Thursday from 2-4 p.m. for in-service training

Closed for all federal holidays & AETC family days

## **TECHNICAL TRAINING AIRMAN READINESS ELEMENT**

1561 Stewart St., Building 5616

(210) 671-4057

Hours of operation:

Monday-Friday 7:30 a.m. to 4:30 p.m.

Closed 1st & 3rd Thursday from 2-4 p.m. for in-service training

Closed for all federal holidays & AETC family days

## **WILFORD HALL SATELLITE OFFICE**

1235 Wilford Hall Loop, Building 4600

(210) 292-3543

Hours of operation:

Monday-Friday 7:30 a.m. to 4:30 p.m.

Closed 1st & 3rd Thursday from 2-4 p.m. for in-service training

Closed for all federal holidays & AETC family days

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## **JBSA-RANDOLPH MILITARY & FAMILY READINESS CENTER**

555 F Street West, Building 693

(210) 652-5321

Hours of operation:

Monday-Friday 7:30 a.m. to 4:30 p.m.

Closed 1st & 3rd Thursday from 2-4 p.m. for in-service training

Closed for all federal holidays & AETC family days



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Visit [www.jbsa.mil/Resources/MilitaryFamilyReadiness](http://www.jbsa.mil/Resources/MilitaryFamilyReadiness)  
for more information and to view the monthly calendar online.

