



irman & Family Readiness Center



## Hours of Operation

Monday–Friday 8 a.m.–4 p.m.

Closed at 2 p.m. every Thursday,  
weekends, federal holidays & PACAF  
Family Days

Torii Building 656

DSN 226-4735

Commercial: 011-81-3117-77-4735

**Website:**

<https://35fss.com/afrc>

**Facebook:**

<https://www.facebook.com/Misawa.AFRC>



## Relocation Assistance

Helps all military and DoD members prepare for relocation. Assists in planning moves, provides information about the new location, assists with unique situations and addresses concerns that may occur.



### Smooth Move

Outbound briefing to assist military members transitioning out of Misawa. Mandatory for O-3/E-4 and below. Optional for O-4/E-5 and above.

### Sponsorship Training

Provides information to newly assigned sponsors about their training duties and responsibilities.

### Newcomer's Orientation–Right Start

Newcomer's in-processing briefing and information for new military and civilian personnel. Spouses are highly encouraged to attend.

## Personal and Work Life

Helps all military and DoD members prepare for relocation. Assists in planning moves, provides information about the new location, assists with unique situations and addresses concerns that may occur.

### Heartlink–Spouse Orientation

Strengthen military families and enhance mission readiness by increasing spouse awareness of the Air Force mission, traditions, protocol, as well as available resources and services.

### Key Spouse Training

Volunteers represented in squadrons across the base that provide vital support to all unit families

## Volunteer Opportunities

Offers recruitment, placement, recognition and training opportunities for base and community volunteers.

## Employment Assistance

Delivers individual assessment, assistance with resume and job searches for military members, families and DoD civilian members.

## Personal Financial Management

Education, information and counseling on personal financial topics including debt management, retirement planning, budgeting, investing and purchasing decisions.

## Air Force Aid Society

Provides emergency financial assistance to eligible military members for basic needs such as basic living expenses, emergency leave or unexpected vehicle repairs. Community enhancement programs sponsored by AFAS:

- Give Parents a Break
- Child Care for PCS
- Bundles for Babies
- Car Care Because We Care



## Transition Assistance Program (TAP)

### Initial Individualized Counseling

**Step 1.** Required for all military personnel retiring/separating. Must be completed prior to attending Pre-Separation Briefing and NLT 365 days prior to date of separation/retirement. This first step assesses service member goals/needs and assigns a Tier level (I-III) based on individual preparedness for transition. .

### Pre-Separation Briefing

**Step 2.** Required for all military personnel retiring/ separating. Must be completed after Initial Individualized counseling, prior to attending TAP class and NLT 365 days prior to date of separation/retirement. Ensures separating/retiring military members are informed of entitlements/ benefits member may be eligible for to assist them and family members/significant others with the transition to civilian life. Spouses/significant others are welcome and encouraged to attend on a space-available basis.

### TAP GPS Three-Day Workshop

**Step 3.** Required for all military personnel retiring/ separating. Members can participate as soon as 36 months (after completing Steps 1 & 2 pre-requisites) and no later than 90 days prior to retirement/separation. The workshop consists of one day of training by DoD (Military Occupational Code Crosswalk, Finances and Resilience), one day of VA Benefits and Services briefings, and a one-day Department of Labor Employment workshop. Spouses/significant others are welcome and encouraged to attend on a space-available basis.

### Capstone

**Step 4.** Required for all military personnel retiring/separating. Capstone will validate/verify preparedness to be successful upon separation from military service through presentation of documentation of required Readiness Standards (based on tier assignment).

## Personal & Family Readiness

Provides proper planning, education and training to alleviate some of the family stressors associated with deployments, evacuations and peacetime/wartime emergencies.

- Pre-deployment / Re-integration
- Deployed Family Events / Hearts Apart
- Noncombatant Evacuation Operation (NEO)
- Emergency Family Assistance Center (EFAC)

## The Air Force Personnel Accountability & Assessment System (AFPAAS)

Air Force web-based tool designed to help AF personnel and their families who are directly affected by major natural and man-made disasters such as fires, hurricanes, floods and earthquakes. It is accessed through the user friendly website:

<https://afpaas.af.mil>

The Misawa Airman & Family Readiness Center is a one-stop location where individuals can obtain reliable information and assistance on a wide range of important topics.

**Services include:**

- Information and referral
- Consultation and follow-up
- Support to all Active Duty service members, retirees, DoD/DoDEA civilians and their eligible family members

### **Exceptional Family Member Program**

A family support element that provides assistance for family members with special medical or educational needs.

### **Voting Assistance Program**

Assists military personnel, their family members and all other voting age citizens with access to the installation voter assistance office, to register by absentee ballot.

### **Casualty Affairs**

Provides assistance to designated family members of seriously ill/injured or deceased members. Assistance includes counseling on benefits and entitlements as well as any other concerns the next of kin may encounter.

### **Survivor Benefits Plan**

Provides Survivor Benefits Plan education and counseling to retiring members and their spouses. SBP ensures annuity to make up for the loss of retirement income.

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### **Military & Family Life Consultant (MFLC) 226-2147**

Licensed clinical counselors provide short term situational and problem solving counseling services to service members and their families to augment existing military support services.

