

JOINT BASE SAN ANTONIO

# MILITARY & FAMILY READINESS CENTERS

**APRIL - MAY**  
2021 CALENDAR OF EVENTS



## THREE LOCATIONS TO SERVE JBSA FORT SAM HOUSTON - LACKLAND - RANDOLPH

Federal Voting Assistance • Volunteer Opportunities • Financial Readiness • Family Life • Work-Life • Relocation Readiness • Employment Assistance • Unit Family Readiness • Transition Assistance • Military & Family Life Counselors • Team Building • Survivor Benefit Services • Casualty Assistance • Deployment Readiness • Exceptional Family Members • Armed Forces Action Plan • Information & Referral • Resiliency

# JBSA-MILITARY & FAMILY READINESS FLIGHT

The Joint Base San Antonio-Military & Family Readiness Flight is 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.

We offer a variety of classes, trainings, and workshops that promote, educate, and facilitate readiness and resiliency:

Air Force Aid Society	Unit Family Readiness
Air Force Families Forever	Military & Family Life Counselors
Armed Forces Action Plan	Military Family Team Building
Casualty Assistance	Personal & Work Life
Deployment Readiness	Relocation Services
Employment & Career Development	Resiliency Training
Exceptional Family Member Program	Survivor Benefit Services
Financial Readiness	Transition Assistance Services
Heart Link	Volunteer Opportunities
Hearts Apart	Warriors in Transition
Information & Referral	Voting Assistance Program

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:

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

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

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

Briefings for groups, units, or one-on-one consultations are available by request. Programs and events are subject to change. Some services require a minimum number of participants to be effective. If the minimum is not met, the class may be canceled or rescheduled. Other services may have a limited number of seats or space. To ensure availability, call to sign up.

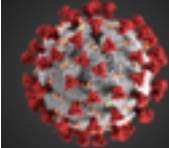
All services provided by the JBSA-M&FR Flight are open to all branches of the military, Active Duty Military and their families, Reservists, Coast Guard, National Guard, Retirees, Surviving Spouses, DoD civilian employees (APF and NAF), and DoD contracted employees, unless otherwise stated.



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

**JBSA-LACKLAND**  
Mon-Fri 7:30 AM-4:30 PM  
Closed: 1st & 3rd Thursday 12:30-4:30 PM,  
Federal Holidays & AETC Family days

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



## Modified Services & Operational Status

**JBSA-M&FRC continues to provide support by phone, email, and virtual classes.** As the COVID-19 virus continues to spread and the situation continues to change, adjustments to our operational status will also change.

**BEFORE PLANNING A VISIT, CALL TO CONFIRM OPERATIONAL STATUS.**

To schedule an in-person one-on-one consultation or to register for a virtual class, call or email the location of your choice.

**Fort Sam Houston**  
(210) 221-2705 or 221-2418  
usaf.jbsa.502-abw.mbx.mfrc@mail.mil

**JBSA-Lackland**  
(210) 671-3722  
802fss.fsfr@us.af.mil

**JBSA-Randolph**  
(210) 652-5321  
Randolphmfrc@us.af.mil

Registration is highly encouraged as the status of our services may change. All registered participants will be notified of any schedule changes or cancellations. When leaving a message, please include your name, phone number and details about the service you're requesting.

For up to date information regarding JBSA operations, visit [www.jbsa.mil/coronavirus](http://www.jbsa.mil/coronavirus).

## CALENDAR OF EVENTS APRIL-MAY 2021

JOINT BASE SAN ANTONIO-MILITARY & FAMILY READINESS FLIGHT

EVENT	APRIL	MAY	PAGE	LOCATION
RELOCATION	First Move for Military Spouses	29	27	p. 7 JBSA-FSH
	Immigration & Citizenship	28	26	p. 7 JBSA-FSH
	Newcomer's Orientation	Sharepoint	Sharepoint	p. 23 JBSA-RAN
	Newcomer's Orientation	2, 16	7, 21	p. 7 JBSA-FSH
	Newcomer's Orientation	14, 28	12, 26	p. 17 JBSA-LAK
	Newcomer's 4 Spouses	28	26	p. 7 JBSA-FSH
	Newly Assigned CC/CCC/CCF	6	4	p. 23 JBSA-RAN
	Newly Assigned CC/CCC/CCF	20	–	p. 17 JBSA-LAK
FINANCE	Plan My Move - Smooth Move Relocation	8, 22	6, 20	p. 17 JBSA-LAK
	Blended Retirement System	–	6	p. 24 JBSA-RAN
	Build A Budget	–	13	p. 18 JBSA-LAK
	Car Buying	15	–	p. 17 JBSA-LAK
	Car Buying	–	13	p. 9 JBSA-FSH
	Consumer Protection	–	20	p. 9 JBSA-FSH

This bi-monthly publication is produced by the 802d Force Support Squadron (FSS), JBSA-Military & Family Readiness Centers. Although every effort is made to publish accurate information, classes and guest speakers are subject to change due to unforeseeable circumstances. Some services require a minimum number of attendees in order to be effective. If the minimum is not met, the class may be canceled or rescheduled. Other services may be limited in size due to classroom space. To ensure availability, call to register.

EVENT		APRIL	MAY	PAGE	LOCATION	EVENT		APRIL	MAY	PAGE	LOCATION	
FINANCE	Credit & Debt Management	6	4	p. 8	JBSA-FSH	TRANSITION ASSISTANCE PROGRAM	DoD Transition Day	5, 12, 28	3, 12, 24	p. 11	JBSA-FSH	
	Divorce & Financial Impacts	26	24	p. 8	JBSA-FSH		TAP Workshop (3-day)	12-14	10-12	p. 25	JBSA-RAN	
	Financial Readiness Overview	13, 27	11, 25	p. 8	JBSA-FSH		TAP Workshop (3-day)	12-14, 26-28	3-5, 17-19	p. 20	JBSA-LAK	
	First Child Financial Planning	20	18	p. 8	JBSA-FSH		VA Benefits & Services	TAPevents.org	TAPevents.org	p. 11	JBSA-FSH	
	Fundamentals of Personal Finance	1	--	p. 23	JBSA-RAN		VA Benefits & Services	TAPevents.org	TAPevents.org	p. 20	JBSA-LAK	
	Home Sweet Home: Home-Buying Strategies	15	--	p. 23	JBSA-RAN		Career & Credential Exploration Track (2-day)	15-16	--	p. 25	JBSA-RAN	
	Home Sweet Home: Home-Buying Strategies	--	14	p. 9	JBSA-FSH		Career & Credential Exploration Track (2-day)	20-21	17-18	p. 11	JBSA-FSH	
	How to Budget	13, 27	11, 25	p. 8	JBSA-FSH		Career & Credential Exploration Track (2-day)	--	20-21	p. 20	JBSA-LAK	
	Marriage: Managing Finances Together	19	17	p. 8	JBSA-FSH		Department of Labor: Employment Workshop (2-day)	7-8, 15-16	4-5, 26-27	p. 11	JBSA-FSH	
	Officer First Duty Station Financial Training	15	12	p. 17	JBSA-LAK		Department of Labor: Employment Workshop (2-day)	15-16, 29-30	6-7, 20-21	p. 20	JBSA-LAK	
	Promotions & Strategic Financial Plans	12	10	p. 8	JBSA-FSH		Department of Labor: Employment Workshop (2-day)	--	13-14	p. 25	JBSA-RAN	
	Savings & Investments	9	14	p. 8	JBSA-FSH		Employment Fundamentals of Career Transition	13, 23	11, 14	p. 11	JBSA-FSH	
	Social Security & You	--	6	p. 8	JBSA-FSH		Entrepreneurship Track: Boots to Business (2-day)	--	19-20	p. 11	JBSA-FSH	
	Social Security & You	--	18	p. 24	JBSA-RAN		Survivor Benefit Plan Briefing	8	13	p. 25	JBSA-RAN	
	Social Security & You	--	27	p. 18	JBSA-LAK							
	Thrift Savings Plan	14	12	p. 8	JBSA-FSH		EFMP Family Connections	6	4	p. 12	JBSA-FSH	
Thrift Savings Plan	29	--	p. 18	JBSA-LAK	EFMP: What Does it Mean to Me?	20	--	p. 12	JBSA-FSH			
						EFMP	Lunch & Learn	22	27	p. 12	JBSA-FSH	
Basic Resume Writing	--	4	p. 24	JBSA-RAN	EFMP Q&A: Water Safety		--	18	p. 13	JBSA-FSH		
Employer Panel Q&A	23	28	p. 18	JBSA-LAK	Receiving an Autism Diagnosis		--	27	p. 21	JBSA-LAK		
Explore Business Ownership	28	--	p. 18	JBSA-LAK	Receiving an Autism Diagnosis		--	27	p. 26	JBSA-RAN		
General Resume Writing	14	12	p. 9	JBSA-FSH	EFMP Orientation		29	--	p. 21	JBSA-LAK		
Interviewing Skills	21	19	p. 9	JBSA-FSH								
LinkedIn 101	28	26	p. 9	JBSA-FSH	5 Love Languages for Singles		--	5	p. 21	JBSA-LAK		
LinkedIn & Professional Branding	20	--	p. 18	JBSA-LAK	AFAP Focus Group		28	26	p. 13	JBSA-FSH		
EMPLOYMENT	Military Spouse Federal Resume	--	24	p. 19	JBSA-LAK	PERSONAL, FAMILY & WORK LIFE	Briefer Training Course (BTC)	13	--	p. 15	JBSA-FSH	
	Resume. Ready, Set, Go!	13	--	p. 18	JBSA-LAK		Bundles for Babies	--	7	p. 21	JBSA-LAK	
	Resume Recovery	--	11	p. 19	JBSA-LAK		Car Seat 101	13	11	p. 13	JBSA-FSH	
	Reverse Career Fair & Networking	--	27	p. 19	JBSA-LAK		Conversational Corner	9, 23	7, 21	p. 13	JBSA-FSH	
	Teen & Young Adult Job Fair	--	8, 10-15	p. 10	JBSA-FSH		Couplehood to Parenthood	--	5	p. 26	JBSA-RAN	
	Tips for Writing A Federal Resume	--	4	p. 19	JBSA-LAK		emBOLDen: A Military Spouse Conference (2-day)	30	1	p. 14	JBSA-FSH	
	USAJobs Navigation & Federal Resume	7	5	p. 9	JBSA-FSH		Facilitator Training Course (FTC) (2-part)	--	11-12	p. 15	JBSA-FSH	
	USAJobs Navigation & Federal Resume	29	27	p. 24	JBSA-RAN		Four Lenses Temperament Discovery	--	12	p. 14	JBSA-FSH	
	Your Pathways to Employment	M	M	p. 9	JBSA-FSH		Infant Massage & Baby Nurturing	20	--	p. 13	JBSA-FSH	
							Microsoft Office: Excel (3-day)	13-15	11-13, 25-27	p. 10	JBSA-FSH	
	Individualized Initial Counseling	Call to Register	Call to Register	p. 24	JBSA-RAN		Microsoft Office: PowerPoint (3-day)	20-22	25-27	p. 10	JBSA-FSH	
	Individualized Initial Counseling	Call to Register	Call to Register	p. 10	JBSA-FSH		Microsoft Office: Word (3-day)	6-8	11-13	p. 10	JBSA-FSH	
	Individualized Initial Counseling	Call to Register	Call to Register	p. 19	JBSA-LAK		Military Spouse Information Session	--	6	p. 26	JBSA-RAN	
	Pre-Separation Counseling	7, 21, 28	5, 19	p. 24	JBSA-RAN		One Heart, Two Homes (3-day)	--	12, 19, 26	p. 21	JBSA-LAK	
	Pre-Separation Counseling	9, 22	6, 21	p. 10	JBSA-FSH		Parenting Skills for Single Service Members	--	5	p. 26	JBSA-RAN	
	Pre-Separation Counseling	12, 26	3, 17	p. 19	JBSA-LAK		ScreamFree Marriage (3-day)	7, 14, 21	--	p. 13	JBSA-FSH	



	EVENT	APRIL	MAY	PAGE	LOCATION
VOLUNTEER	Single Parent Support Group	14	12	p. 21	JBSA-LAK
	Supporting the Bereaved	–	26	p. 26	JBSA-RAN
	Team Cohesion - Impact of Authentic Appreciation	–	25	p. 14	JBSA-FSH
	Tuesday Tea at Ten	6	4	p. 21	JBSA-LAK
	Virtual Friday Q&A for Military Spouses	F	F	p. 21	JBSA-LAK
	What to Expect When Expecting A Divorce	–	11	p. 14	JBSA-FSH
	Unit Voting Assistance Officer Training	22	–	p. 27	JBSA-RAN
	Volunteering 101	20	18	p. 15	JBSA-FSH
	Volunteer Advisory Council	–	13	p. 15	JBSA-FSH
UNIT FAMILY READINESS	JBSA Annual Volunteer Awards Ceremony	21	–	p. 15	JBSA-ALL
	R.E.A.L. Command Family Readiness Representative (2-day)	27-28	–	p. 15	JBSA-FSH
	R.E.A.L. Command Team Training	6	4	p. 14	JBSA-FSH
	R.E.A.L. Fund Custodian Training	–	26	p. 15	JBSA-FSH
	R.E.A.L. Key Contacts Training	–	26	p. 14	JBSA-FSH
	Key Spouse Initial Training	13	–	p. 26	JBSA-RAN
	Key Spouse Continuing Education	20	–	p. 22	JBSA-LAK
	Key Spouse Continuing Education	21	–	p. 14	JBSA-FSH
	Key Spouse Continuing Education	–	11	p. 27	JBSA-RAN
DEPLOYMENT	Key Spouse Mentoring Training	7	–	p. 22	JBSA-LAK
	Key Spouse Mentoring Training	14	–	p. 27	JBSA-RAN
	Key Spouse Refresher Training	21	–	p. 14	JBSA-FSH
	Key Spouse Refresher Training	–	11	p. 27	JBSA-RAN
	Key Spouse Refresher Training	–	19	p. 22	JBSA-LAK
	Pre-Deployment Briefing	6, 20	4, 18	p. 27	JBSA-RAN
	Pre-Deployment Briefing	6, 20	4, 18	p. 22	JBSA-LAK
	Pre-Deployment Briefing	Th	Th	p. 16	JBSA-FSH
	Post-Deployment Reunion & Reintegration	M	M	p. 22	JBSA-LAK
	Post-Deployment Reintegration	Tu	Tu	p. 27	JBSA-RAN
	Post-Deployment Reunion & Reintegration	Th	Th	p. 16	JBSA-FSH

## HOLIDAYS, SPECIAL OBSERVATIONS, & CLOSURES

### April 2021

Month of the Military Child  
 Child Abuse Prevention Month  
 National Autism Awareness Month  
 National Financial Literacy Month  
 Sexual Assault Awareness Month  
 14 Air Force Reserve Birthday  
 15 Purple Up! For Military Kids  
 18-24 Volunteer Appreciation Week  
 23 Army Reserve Birthday

### May 2021

Month of the Military Caregiver  
 National Military Appreciation Month  
 National Moving Month  
 7 Military Spouse Appreciation Day  
 15 Armed Forces Day  
 28 **AETC Family Day/Army Training Day (All Centers Closed)**  
 31 **Memorial Day (All Centers Closed)**

# JBSA-FORT SAM HOUSTON

## INFORMATION & REFERRAL

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

Information & Referral helps DoD ID cardholders and their families connect with the right resources to meet their specific needs on JBSA or within the local community.

## 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.

## LENDING CLOSET

Call to schedule an appointment.

The Lending Closet loans essential household goods like kitchen equipment, sleeping mats, irons, and more, while you're in transit. Permanent party, technical school students, TDY, and civilians may borrow items up to 30 days. A copy of your orders is needed.

## NEWCOMER'S ORIENTATION

April 2, 16 & May 7, 21 8 a.m. to Noon

A mandatory in-processing brief for all military personnel newly assigned to JBSA-Fort Sam Houston. Family members are welcome. Service members must coordinate attendance with their Unit Personnel Office. Held virtually.

## IMMIGRATION & CITIZENSHIP

April 28 & May 26 9 a.m. to Noon

Meet virtually with a Citizenship & Immigration Service Officer (USCIS) for information and assistance with applications. **Appointments are required.**

Virtual  
 Relocation Workshops  
 for Spouses

**DON'T LET A PCS  
 WEIGH YOU DOWN**



## NEWCOMERS 4 SPOUSES

April 28 & May 26 1-3 p.m.

New to the JBSA military community? This virtual discussion helps spouses bloom where they're planted. Meet with the experts to gain answers to your questions, learn about local resources, build a strong network, and discover your new surroundings. Held virtually.

## FIRST MOVE FOR MILITARY SPOUSES

April 29 & May 27 1-2 p.m.

Are you preparing for your first move as a military spouse? Register for this virtual discussion about exploring new installations, finding employment, tips for moving with kids, selecting new schools, planning for a special needs family member, and more.

## FINANCIAL READINESS

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

Financial Readiness can assist with developing an individual plan to achieve financial goals. Specialized services include money management, credit and financial planning, insurance and

consumer issues, and information on emergency assistance. Call for more information or to register.

## CREDIT & DEBT MANAGEMENT

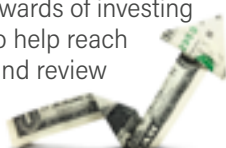
**April 6 & May 4 9-11 a.m.**

Learn how credit scores are calculated, key factors to improve your score, and discuss associated costs. Held virtually.

## SAVINGS & INVESTMENTS

**April 9 & May 14 9-11 a.m.**

Discuss the risks and rewards of investing and identify strategies to help reach your investment goals, and review different types of saving options. Held virtually.



## PROMOTIONS & STRATEGIC FINANCIAL PLANS

**April 12 & May 10 1-2 p.m.**

Discover tips to help make the most of your new financial opportunity and learn how to set up spending goals, reduce excessive debt, grow your retirement, set emergency funds, and more. This training fulfills a DoD Financial Touchpoints requirement. Held virtually.

## FINANCIAL READINESS OVERVIEW

**April 13, 27 & May 11, 25 9-9:30 a.m.**

Don't wait for a money crisis to arise. Get acquainted with financial wellness classes and services offered by M&FR, and discover resources that can help now and in the future. Held virtually.

## HOW TO BUDGET

**April 13, 27 & May 11, 25 9:30-11:30 a.m.**

Participate in this hands-on, guided process to learn how to create a spending plan worksheet. Attendees must bring a copy of their current LES, spouse's income information (if applicable), a list of monthly expenses, and debt information such as the total balance owed, monthly payment, and annual percentage rate (APR). Held virtually.

## THRIFT SAVINGS PLAN

**April 14 & May 12 9-11 a.m.**

Become familiar with contribution limits, tax-deferred investments, and rates of return. Learn what options are available after separating from the military or civil service. Held virtually.

## MARRIAGE: MANAGING FINANCES TOGETHER

**April 19 & May 17 1-2 p.m.**

Did you know money is one of the top issues that cause relationship problems? Marriage changes your financial situation, developing a plan together is essential! Get tips to help create a new household spending plan that works for both of you, review debts, credit reports and scores, discuss emergency funds, and more. This training fulfills a DoD Financial Touchpoints requirement. Held virtually.

## FIRST CHILD FINANCIAL PLANNING

**April 20 & May 18 9-11 a.m.**

Military families who are planning for their first child or adoption are encouraged to attend. This training fulfills a DoD Financial Touchpoints requirement. Held virtually.

## DIVORCE & FINANCIAL IMPACTS

**April 26 & May 24 1-2 p.m.**

Untangling household income and financial obligations is a process. Review financial topics to help navigate the process, such as establishing a spending plan based on new potential expenses and income, updating all account beneficiaries, reshaping retirement funds, and more. This training fulfills a DoD Financial Touchpoints requirement. Held virtually.

## SOCIAL SECURITY & YOU

**May 6 9:30-11 a.m.**

Learn about changes to social security benefits and how it can affect your retirement. Facilitated by a subject matter expert in Social Security. Held virtually.



## CAR BUYING

**May 13 11:30 a.m. to 1:30 p.m.**

Review topics associated with purchasing a new or used car, avoid sales traps, dealer scams, and predatory lending. Held virtually.

## HOME SWEET HOME: HOME-BUYING STRATEGIES

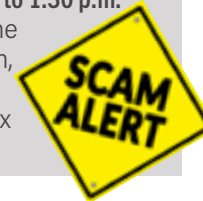
**May 14 11:30 a.m. to 1:30 p.m.**

Get tips to help with purchasing a home and resolving mortgage issues. Discuss differences between renting and owning and learn about the home-buying process, choosing a Realtor, and the closing process. Learn how to resolve mortgage payment issues and alternatives to foreclosure. Held virtually.

## CONSUMER PROTECTION

**May 20 11:30 a.m. to 1:30 p.m.**

Learn ways to minimize the odds of becoming a victim, how to report issues, protect your assets, and fix your credit. Held virtually.



## EMPLOYMENT READINESS

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

Employment Readiness helps patrons improve essential skills needed to secure employment in a competitive job market. Services include job counseling, resume writing assistance, educational information, and more. Call for more information or to reserve a seat.

## MILITARY FAMILY SUPPORT PROGRAM

Meet with a career counselor from Workforce Solutions Alamo to learn about employment opportunities for military spouses. To schedule an appointment, call (210) 850-2152.

## YOUR PATHWAYS TO EMPLOYMENT

**Mondays (Not held May 31) 9-11 a.m.**

Discover your path to employment by setting a foundation for success. Meet with Workforce Solutions, Texas Workforce Commission, USO, NAF & Civilian Personnel, CSP, and M&FRC to learn about local resources, services, and workshops that best support your employment goals. Held virtually.

## USAJOBS NAVIGATION & FEDERAL RESUME

**April 7 & May 5 9-11 a.m.**

Learn the building blocks of a successful federal resume. Gain an understanding of the federal hiring process, eligibility and preferences, how to navigate the site, and use it as leverage for an effective application process. Held virtually.

## GENERAL RESUME WRITING

**April 14 9-11 a.m. & 6-8 p.m.**

**May 12 9-11 a.m.**

Learn different resume formats and which one to use while writing a non-federal resume. Receive tips to help adequately prepare a summary statement, employment history, and more. Held virtually.

## INTERVIEWING SKILLS

**April 21 9-11 a.m.**

**May 19 9-11 a.m. & 6-8 p.m.**

Discover ways to prepare for a job interview and make a lasting impression — review topics like appropriate attire, networking, salary negotiation, and the importance of social media. Held virtually.

## LINKEDIN 101

**April 28 & May 26 9-11 a.m.**

Looking for a job? LinkedIn is a must for your social media toolbox! Learn about the benefits, how to create a professional profile that showcases your abilities and accomplishments. Held virtually.



# TEEN & YOUNG ADULT JOB FAIR

Job Fair Prep: May 8 8:30 a.m. to 12:30 p.m.  
Q&A With Employers: May 10-14 5-6 p.m.  
Job Fair: May 15 8:30 a.m. to 12:30 p.m.

This week long virtual job fair helps teens and young adults, ages 13-24, get a jump start in finding summer employment. Review tips and learn skills to help prepare for a job application. Participate in a Q&A session on Business and Industries, STEM/STEAM, Arts and Humanities, and multi-disciplinary studies. Meet with organizations and employers to learn about job openings, internships, volunteer opportunities, and employment opportunities for special needs individuals. Register at <https://e.afit.edu/6wwd44>.

## MICROSOFT OFFICE 2013

Whether you're trying to impress your boss or simply trying to catapult yourself out of unemployment, computer skills transfer to nearly any job in any industry. Register for free, hands-on, instructor-led virtual trainings. Participants are encouraged to attend each 3-day session before advancing to the next level. Open to all DoD ID cardholders.

**Basic (Level 1)** provides basic skills to improve workflow and productivity.

**Intermediate (Level 2)** builds on level 1 instruction to provide advanced knowledge and skills.

**Advanced (Level 3)** builds on level 2 instruction to provide more complex knowledge and skills.



### Word

**Level 1:** April 6-8 • 11 a.m. to 1 p.m. & 5-7 p.m.  
May 11-13 • 8-10 a.m.

**Level 2** May 11-13 • Noon to 2 p.m.



### Excel

**Level 1** April 13-15 • 11 a.m. to 1 p.m. & 5-7 p.m.  
May 11-13 • 5-7 p.m.

**Level 2** May 25-27 • 8-10 a.m.



### PowerPoint

**Level 1** April 20-22 • 11 a.m. to 1 p.m. & 5-7 p.m.  
May 25-27 • Noon to 2 p.m.

**Level 2** May 25-27 • 5-7 p.m.

Classes tend to fill quickly;  
call (210) 221-2705 to register!

# TRANSITION ASSISTANCE PROGRAM

JBSA-FSH • Joint Transition  
Readiness Center, Bldg. 3639  
(210) 916-7322 or 916-6089

TAP is a mandatory program for all service members separating or retiring out of the military and must begin no later than 365 days prior to their transition. The program provides training opportunities, and information to help service members meet their post-military goals. Services include self-assessment tools, pre-separation counseling, benefits overview, job search training, resume review, career options, academic and educational guidance, and more. Call or email [usaf.jbsa.802-fss.mbx.fsh-sfl-tap-org-box@mail.mil](mailto:usaf.jbsa.802-fss.mbx.fsh-sfl-tap-org-box@mail.mil) to schedule an appointment or sign up.

## INDIVIDUALIZED INITIAL COUNSELING

Monday-Friday **Call to Register**

Those separating or retiring from active-duty must meet with a counselor to officially start the transition process. Service members will complete a personal self-assessment to begin the development of their Individual Transition Plan to identify their unique needs and establish post-transition goals. This one-on-one counseling session must start no later than 365 days before their anticipated date of separation or retirement. **This is the first step of the Transition process.**

## PRE-SEPARATION COUNSELING

April 9, 22 & May 6, 21 9-11 a.m. or 1-3 p.m.

This is the second step of the formal transition process. Pre-Separation Counseling, just like Initial Counseling, must start no later than 365 days before your transition date. Review by-law information to include benefits, entitlements, and resources for eligible transitioning service members. Caregivers and spouses are encouraged to attend pre-separation counseling with their service member. **Prerequisite: Individualized Initial Counseling.**

## DOD TRANSITION DAY

Separation: April 12 & May 12, 24

Retirement: April 5, 28 & May 3

8 a.m. to 4 p.m.

This day is comprised of following required instructional classes: Managing Your Transition, MOS Crosswalk, and Financial Planning for Transition. These classes follow a distributive model and may be completed at different times. Held virtually. **These classes are a requirement. Prerequisite: IIC and Pre-Separation.**

## VA BENEFITS & SERVICES

Currently available on [tapevents.org](http://tapevents.org)

This course explains how to navigate your transition journey with Department of Veterans Affairs (VA) benefits and services. Topics include supporting yourself and your family, getting career ready, finding a place to live, maintaining your health, and connecting with your community.

**Prerequisite: Individualized Initial Counseling & Pre-Separation Counseling.**

## DOL EMPLOYMENT WORKSHOP

Separation: April 15-16 & May 4-5

Retirement: April 7-8 & May 26-27

8 a.m. to 4 p.m.

A 2-day workshop hosted by the Department of Labor provides information to stay current in a competitive job market by reviewing emerging technology for networking and searching for employment. Learn how to build an effective resume and brush up on interviewing skills. Held virtually. **Subject to individual plans, this class may be required; prerequisite: DoD Transition Day workshops.**

## CAREER & CREDENTIAL EXPLORATION TRACK

April 20-21 & May 17-18 8 a.m. to 4 p.m.

A 2-day workshop hosted by the Department of Labor guides those pursuing career technical training. Discuss different vocational fields and identify the skills needed to develop an action plan for achieving career goals. Review accredited training institutions and credentialing programs. Held virtually. **Subject to**

individual plans, this class may be required; prerequisite: Individualized Initial Counseling & Pre-Separation Counseling.

## EMPLOYMENT FUNDAMENTALS OF CAREER TRANSITION

Separation: April 23 & May 11 8 a.m. to 4 p.m.

Retirement: April 13 & May 14 8 a.m. to 4 p.m.

This course lays the foundation for transition from military to civilian careers by introducing essential tools and resources needed to evaluate career options, gain information for civilian employment, and understand the fundamentals of the employment process. **Prerequisite: Individualized Initial Counseling & Pre-Separation Counseling.**

## ENTREPRENEURSHIP TRACK: BOOTS TO BUSINESS

May 19-20 8 a.m. to 4 p.m.

A 2-day entrepreneurial education track hosted by the Small Business Administration discusses opportunities and challenges of business ownership. Review steps for evaluating business concepts; foundational knowledge for developing a business plan; information on SBA resources available to help access start-up capital; and additional technical assistance. Register online at <https://sbavets.force.com>

## DOD SKILLBRIDGE CAREER SKILLS PROGRAM

The DoD SkillBridge, Career Skills Program on JBSA provides transitioning service members opportunities to help turn their military skills into post-service careers by connecting with apprenticeships, internships, and certification trainings during their final 180 days of active duty service. Currently, opportunities have been coordinated with AACOG Law Enforcement Academy, AAFES, Accenture, CPS Energy, the Exchange, Hiring Our Heroes Corporate Fellowship and training, HOLT CAT, Microsoft Software Systems Academy, Onward to Opportunity, Rackspace, Southwest Research Institute, Texas Parks and Wildlife, and United Health Group. Service members may also seek



independent opportunities. To start, TAP must be completed with a signed DD2648 by your commander. For more information, call (210) 563-8223, 727-1281 or email [usaf.jbsa.502-abw.mbx.career-skills-program@mail.mil](mailto:usaf.jbsa.502-abw.mbx.career-skills-program@mail.mil).

## MILITARY & FAMILY LIFE COUNSELORS (MFLC)

JBSA-FSH • M&FRC, Bldg. 2797  
(210) 421-9387

Military & Family Life Counselors help service members, their families, and significant others by discussing issues from deployment and reintegration, marriage and relationships, stress and anxiety, depression, grief and loss, and other life concerns. Consultations are anonymous, with no records kept. Call to schedule an appointment; meetings may be arranged off-site, after-hours, and on weekends.

## PERSONAL FINANCIAL COUNSELOR

Personal Financial Counselors provide free financial counseling services to service members and their families. Consultations are anonymous, with no records kept. Some evening and weekend times are available. Call (210) 238-2407.

## EXCEPTIONAL FAMILY MEMBER PROGRAM

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

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, and community support; and personnel services. Call for details or to register.

## EFMP FAMILY CONNECTIONS

**April 6 & May 4 11:30 a.m. to 12:30 p.m.**  
Caring for a special needs family member can be challenging, whether it is a spouse or a child. This support group helps connect families to our special needs community to share ideas, challenges, and concerns, and discover resources within the community. Held virtually.



**April 20 2-4 p.m.**  
Whether newly enrolled or just curious about the program, this class guides you in understanding what an Exceptional Family Member is, how to enroll in the program, where to find support, and more. Leaders are encouraged to attend to review the requirements of the program and the resources available to their service members. Held virtually.

## LUNCH & LEARN WITH EFMP

Join us in sharing helpful resources and ways to overcome challenges. Held virtually.

## IEP & 504 Plans

**April 22 11:30 a.m. to 1 p.m.**  
Discussing Individual Education Plans and 504 Plans with your child's school can be difficult. Join us for a guest speaker from Brighton Services to review strategies based on your child's needs and tips for engagement and effective communication.

## Texas ABLE

**May 27 11:30 a.m. to 1 p.m.**  
The Texas Comptroller of Public Accounts explains the Texas ABLE Savings Program. Texas ABLE (Achieving a Better Life Experience) assists individuals with disabilities and their families in saving funds to pay for many disability related expenses critical to the individuals' health, independence and quality of life.



## EFMP Q&A: WATER SAFETY

**May 18 11:30 a.m. to 12:30 p.m.**  
Did you know about 1 in 5 people who die from drowning are children 14 and younger? Or that nonfatal drowning injuries can cause severe brain damage that may be long-term? Join us for a guest speaker from the Miss Tristan Foundation to learn about water safety. Held virtually.

## PERSONAL & WORK LIFE

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

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

## TEXAS WIC

The national Supplemental Nutrition Program for Women, Infants and Children provides support to expecting parents from pregnancy to delivery to raising a child up to 5 years of age. Meet with a clerk, Licensed Vocational Nurse, or Nutritionist to learn about nutrition, breastfeeding, counseling services, and more. Open to all JBSA patrons. WIC is an equal opportunity program. Due to COVID-19, WIC services are facilitated online and voucher pick-up is available by appointment only. Call (210) 704-4180 to schedule an appointment.

## SCREAMFREE MARRIAGE

**April 7, 14, 21 9 a.m. to Noon**  
Learning to stay calm in the face of common marital conflicts is the key to creating and enjoying deep, lifelong connections. This 3-part series challenges previous notions about what marriage should be and how to appreciate all that is right now and what will be in the future. Held virtually.

## CONVERSATIONAL CORNER

**April 9, 23 & May 7, 21 9-10:30 a.m.**  
Pour a cup of coffee, grab a laptop or cellphone to join us for a virtual

conversation. Topics will cover a range of subjects open to diverse perspectives and experiences.

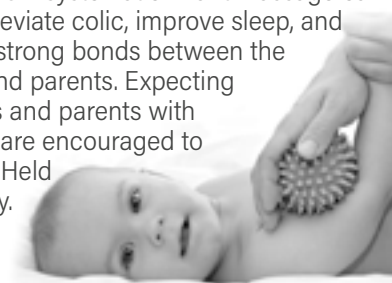
## CAR SEAT 101

**April 13 & May 11 9-11 a.m.**  
Forward-facing, rear-facing, convertible-seat, angles, tether straps, hooks and anchors - there are many different aspects to consider when installing a car seat. This course provides information about the different types of car seats and reviews the basics of car seat installation to keep your child safe. After the class, sign-up for the Car Seat Safety Clinic to have your car seat checked by a Child Passenger Safety Technician and Senior Checker. Held virtually.



## INFANT MASSAGE & BABY NURTURING

**April 20 9:30-11 a.m.**  
Learn how systematic infant massage can help alleviate colic, improve sleep, and create strong bonds between the baby and parents. Expecting parents and parents with infants are encouraged to attend. Held Virtually.



## AFAP FOCUS GROUP

**Dependants: April 28 3-4 p.m.**  
**Health Care: May 26 11 a.m. to 1 p.m.**  
Have an idea that could improve the readiness or well-being of the military community? Bring your ideas and join us for a brainstorming session. Discuss what qualifies as an AFAP issue, then submit your issue for future review by military leaders to take action and offer a resolution. Held virtually.



## A Virtual Military Spouse Conference

**emBOLDen**  
inspiring confidence, courage, and strength

### Networking

April 30  
6:30-8:30 PM

### Conference

May 1  
8 AM-3:45 PM

With 2020 being a year that tested our resiliency, this year's emBOLDen Military Spouse Conference focuses on discovering your significance - define your significance in all areas of your life as it applies to being a spouse, parent, and career professional. Spark your creativity, ingenuity, and self-awareness with multiple workshops, keynote speakers, and networking opportunities. Register at <https://e.afit.edu/QQQQddFW> now through April 22.

## WHAT TO EXPECT WHEN EXPECTING A DIVORCE

May 11 10 a.m. to 2 p.m.

Navigate the legal, financial, and emotional aspects of divorce. This quarterly workshop is open to those who are contemplating or going through a divorce. Facilitated by a family law attorney, a marriage and family therapist, and a certified divorce financial analyst professional. Held virtually.

## FOUR LENSES TEMPERAMENT DISCOVERY

May 12 9 a.m. to Noon

Learn to identify temperament styles and how each one measures self-worth during this interactive workshop. Expose attitudes and probable motivation while learning how to identify natural talents, improve communication, and embrace diversity. Held virtually.

## TEAM COHESION - IMPACT OF AUTHENTIC APPRECIATION

May 25 10 a.m. to Noon

This interactive virtual workshop explores various ways to express authentic appreciation and how this element helps create a healthy and motivating work climate, critical for creating loyalty and success within an organization.

## KEY SPOUSE REFRESHER TRAINING

April 21 9-10 a.m.

Open to Key Spouses and Key Spouse Mentors who have completed the mandatory initial training from a previous installation. Review program requirements, trends and local resources. Held virtually.

## KEY SPOUSE CONTINUING EDUCATION

April 21 10 a.m. to Noon

Key Spouses and Key Spouse Mentors participate in professional development training and networking opportunities to maintain skills and learn about new resources. This quarterly training compliments the Initial Training. Held virtually.



## R.E.A.L. COMMAND TEAM TRAINING

April 6 & May 4 9-11 a.m.

Commanders and First Sergeants receive insight into the Soldier & Family Readiness Group operations and learn about the roles between the command team and the SFRG leaders. Review the basics of SFRG funding, volunteer management, and recruiting concepts. Held virtually.

## R.E.A.L. KEY CONTACTS TRAINING

April 26 9-11 a.m.

All SFRG Key Contacts must attend this training. Receive an outline of roles and responsibilities, learn how to address potential issues, and identify resources and pointers for executing the job. Held virtually.

## R.E.A.L. FUND CUSTODIAN TRAINING

April 26 1-3 p.m.

Current and incoming SFRG Fund Custodians are required to attend this training and review regulations for managing informal funds and fundraising. Held virtually.

## R.E.A.L. COMMAND FAMILY READINESS REPRESENTATIVE TRAINING

April 27-28 9 a.m. to 3:30 p.m.

As the liaison between the command and SFRG Volunteers, the CFRR needs to know the ins and outs of the SFRG and how their role assists both the command and volunteers. Soldiers appointed as the CFRR receive information during this virtual, 2-day training to assist with operational, logistical, and administrative aspects of the SFRG. The following required certifications are provided after completion: CFRR, Rear Detachment, VMIS, CARE Team, Informal Fund Custodian, and Social Media OPSEC.

## MILITARY FAMILY TEAM BUILDING (MFTB)

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

MFTB is about mission readiness and family readiness. It helps service members grow as leaders and teaches families how to adapt and embrace challenges. Open to all DoD cardholders on JBSA. Unit training available by request.

## BRIEFER TRAINING COURSE (BTC)

April 13 8 a.m. to 3 p.m.

Whether providing a desk-side briefing to a commander or tasked to present information to a diverse audience, this professional development course is designed to address how to prepare for and present an elective briefing. Held virtually.

## FACILITATOR TRAINING COURSE (FTC)

May 11-12 8 a.m. to 3 p.m.

A 2-day professional development course reviews the different personality styles in a group, how to reach a group consensus, and other skills needed to be a successful facilitator. Held virtually.

## VOLUNTEER SERVICES

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

Volunteers support the military and the community in a variety of capacities such as coaches, office assistants, SFRG leaders, program assistants, and more. Volunteer Services coordinates with the community to connect patrons with volunteer opportunities. Call for details.

## VOLUNTEERING 101

April 20 & May 18 1-3 p.m.

Learn about volunteer opportunities in the community and how to navigate the Volunteer Management Information System. Participants also discuss rules and regulations for volunteering on a military installation. Held virtually.



April 21 3-4 p.m.

Join us at [fb.com/JointBaseSanAntonio](https://fb.com/JointBaseSanAntonio) and watch live as we recognize and thank those who've contributed countless hours of service and made a positive impact within JBSA and our local community.

## VOLUNTEER ADVISORY COUNCIL

May 13 9-11 a.m.

Agencies with volunteers and volunteer coordinators meet to review management techniques, current issues, and program plans. Share successes, events, and volunteer opportunities. Held virtually.



# 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 the phases of a deployment cycle. Registration is required for unit family readiness workshops no later than 48 hours prior.

## PRE-DEPLOYMENT BRIEFING

**Thursdays 8-10 a.m.**  
All service members scheduled to deploy, TDY longer than 30 days, or go on a remote assignment are required to attend. Held virtually.

## POST-DEPLOYMENT REUNION & REINTEGRATION

**Thursdays 10 a.m. to Noon**  
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. Held virtually.

## FEDERAL VOTING ASSISTANCE PROGRAM

JBSA-FSH • M&FRC, Bldg. 2797  
(210) 221-8683

The Federal Voting Assistance Program provides information and guidance to service members, their families, and all other U.S. civilian DoD employees, by contributing to a better understanding of voter rights and absentee voting. For more information, email [usaf.jbsa.502-abw.mbx.502-fss-votingassistance@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-fss-votingassistance@mail.mil).



# ARMED FORCES ACTION PLAN AFAP

**Service Members • Retirees • Teens  
• Military Spouses • Gold Star Families •  
Reservists • Civilian DoD Employees**

What does Tricare for Life, In-State College Tuition for Military Spouses, Standardized Military ID Cards, Military Spouse Preference for Federal Jobs, Paternity Leave for married soldiers, School Liaison Officers, and Video Surveillance at Child Development Centers have in common?

**They were all AFAP issues.**

AFAP is a platform to voice ideas and suggestions for improving the standards of living within our military community. It gives patrons an opportunity to identify critical issues and present them to senior leadership for action and resolution.

**Issues and ideas can range from healthcare benefits to childcare, recreation to education, employment to entitlements, and more.**

**Submit an issue!**



[go.usa.gov/x9m9d](https://go.usa.gov/x9m9d)

Scan the QR code and click  
"Submit an Issue."

# JBSA-LACKLAND

## INFORMATION & REFERRAL

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

Information & Referral help patrons connect with the right resources to meet their specific needs on JBSA or within the local community.

## RELOCATION ASSISTANCE

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

Relocation Assistance is available to service members and their families through the process of a permanent change of station (PCS). Take charge of your PCS by visiting Plan My Move at [installations.militaryonesource.mil](https://installations.militaryonesource.mil) to learn about entitlements, benefits, planning tools, and more. Call for more information or to register for a class.

## PLAN MY MOVE SMOOTH MOVE RELOCATION

**April 8, 22 & May 6, 20 9:30-10:30 a.m.**

This brief targets E-4 and below, and personnel with overseas assignments. Open to all ranks and their family members. Active duty will be cleared from the Virtual Out-Processing checklist. Held virtually.



## NEWCOMER'S ORIENTATION

**April 14, 28 & May 12, 26 7:30-10:30 a.m.**

A mandatory in-processing briefing for all service members new to JBSA-LAK. Contact your Unit Personnel Coordinator or Commander Support Element to schedule an appointment or call (210) 671-9211 to

register for the virtual orientation. Held virtually.

## NEWLY ASSIGNED COMMANDERS & FIRST SERGEANTS BRIEFING

**April 20 8-11:15 a.m.**

Newly assigned Commanders, Command Chiefs, and First Sergeants: this mandatory briefing satisfies AFI requirements while introducing key personnel from installation support agencies such as Family Advocacy, Military & Family Readiness, and Sexual Assault Prevention Response. Held virtually.

## FINANCIAL READINESS

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

Financial Readiness provides resources, information, and addresses money management issues ranging from basic budgeting to long-term investment planning, and debt reduction. Individual and group briefings are available. Call to register.

## CAR BUYING

**April 15 10 a.m. to Noon**

Review topics associated with purchasing a new or used car, avoid sales traps, dealer scams, and predatory lending. Held virtually.

## OFFICER FIRST DUTY STATION MANDATORY FINANCIAL TRAINING

**April 15 & May 12 10 a.m. to Noon**

Mandatory for all non-prior enlisted officers serving at their first duty station within 90 days of arrival—explore all aspects of finances to include pay, entitlements, insurance, credit management, Thrift Savings Plan, and more. Held virtually.

**THRIFT SAVINGS PLAN**  
April 29 10 a.m. to Noon  
Become familiar with contribution limits, tax-deferred investments, and rates of return. Learn what options are available after separating from the military or civil service. Held virtually.

**BUILD A BUDGET**  
May 13 10 a.m. to Noon  
Building a budget and spending plan can help identify signs of impending financial challenges. Learn how to create an effective plan that integrates income, savings, expenses, and debt. Held virtually.

**SOCIAL SECURITY & YOU**  
May 27 10 a.m. to Noon  
Learn about changes to social security benefits and how it can affect your retirement. Facilitated by a subject matter expert in Social Security. Held virtually.

**MILITARY SPOUSE LICENSURE REIMBURSEMENT**  
**Did You Know...**  
When you transfer your existing professional license due to a PCS, you can be reimbursed **up to \$1,000** for certification and relicensing costs.

- Is it for a qualified occupational license or certification of the same profession from your previous location?
- Is the move a result of a PCS across U.S. state lines?
- Have you already paid for the exam and registration fees required by the state?
- Open to military spouses from all branches of services.

For reimbursement eligibility and application details, visit <http://go.usa.gov/xyE34>.



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

Employment assistance helps patrons build essential skills for locating and securing employment. Services include resume writing assistance and review, job or career counseling, information on local employment possibilities, and education and volunteer opportunities. Call to register.

**MILITARY FAMILY SUPPORT PROGRAM**  
Meet with a career counselor from Workforce Solutions Alamo to learn about employment opportunities for military spouses. To schedule an appointment, call (210) 850-2152.

**RESUME, READY, SET, GO!**  
April 13 1-3 p.m.  
Knowing what to put on your resume can be confusing. This workshop introduces the different types of resume formats, including the federal style. Held virtually.

**LINKEDIN & PROFESSIONAL BRANDING**  
April 20 1-3 p.m.  
This business and employment-oriented social media site is an excellent resource for finding employment. Review tips for developing a professional profile and ways to optimize networking strategies. Held virtually.

**EMPLOYER PANEL Q&A**  
April 23 & May 28 11 a.m. to 2 p.m.  
Explore new horizons and discover valuable insight and advice from a panel of JBSA alliance employers seeking to hire service members and their spouses. Uncover training opportunities to help take your career to the next level and meet your professional goals. Held virtually.

**EXPLORE BUSINESS OWNERSHIP**  
April 28 6-8 p.m.  
Take a close look at businesses that thrive in all economic conditions. Discuss business ownership, franchise

opportunities, and weigh the difference between benefits and challenges. Held virtually.

**TIPS FOR WRITING A FEDERAL RESUME**  
May 4 1-3 p.m.

Review the latest tips and trends for preparing a federal resume and explore the USAJobs website. Learn how to read a vacancy announcements, understand the Knowledge, Skills, and Abilities (KSA) process, and build a resume to target a job. Held virtually.

**RESUME RECOVERY**  
May 11 2-3 p.m.  
Does your resume or cover letter need some fine-tuning? Review helpful tips to bring your resume up-to-date and make it stand out. Held virtually.



**MILITARY SPOUSE FEDERAL RESUME**  
May 24 6-7 p.m.  
Learn how to leverage military spouse hiring preferences, navigate USAJobs.gov, discuss career goals, and compose a federal resume. Held virtually.

**REVERSE CAREER FAIR & NETWORKING**  
May 27 3-7 p.m.  
Abandon the traditional job fair format and reverse the roles - employers will approach job seekers during a round table discussion to provide insight and advice as they pitch their elevator speech to you. San Antonio community partners, Military Spouse Employment Partnership, and JBSA support agencies also assist with career guidance and resume reviews. Held virtually.

**TRANSITION ASSISTANCE PROGRAM (TAP)**

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

TAP is a mandatory program for all service members separating or retiring out of the military and must begin no later than 365 days prior to their transition. The program provides training opportunities, and information to help service members meet their post-military goals. Services include self-assessment tools, pre-separation counseling, benefits overview, job search training, resume review, career options, academic and educational guidance, and more. Call to schedule an appointment or sign up.

**INDIVIDUALIZED INITIAL COUNSELING**  
**Call for Schedule Details & Appointments.**  
Service members begin their transition process by completing a personal self-assessment to identify post-transition goals and begin the development of their Individual Transition Plan. Those separating or retiring from active-duty must complete this mandatory one-on-one counseling no later than 365 days before their anticipated date of separation or retirement. **This is the first step of the Transition process.**

**PRE-SEPARATION COUNSELING**  
April 12, 26 & May 3, 17 8-9:30 a.m.  
This is the second step of the formal transition process. Pre-Separation Counseling, just like Initial Counseling, must start no later than 365 days **before** your transition date. Review by-law information to include benefits, entitlements, and resources for eligible transitioning service members. Caregivers and spouses are encouraged to attend pre-separation counseling with their service member. **Prerequisite: Individualized Initial Counseling**

## TAP WORKSHOP

April 12-14, 26-28 & May 3-5, 17-19  
8 a.m. to 4:30 p.m.

This mandatory 3-day workshop provides a standardized core curriculum and reviews common challenges, financial planning, and VA benefits to help service members to depart career ready. Facilitated by the Department of Labor, Veterans Administration, and M&FR. After completion, additional workshops aligned with an individual's post-transition plan are offered. Held virtually. **Prerequisite: Individualized Initial Counseling & Pre-Separation Counseling.**

## VA BENEFITS & SERVICES

Currently available on [tapevents.org](#)  
This course explains how to navigate your transition journey with Department of Veterans Affairs benefits and services, including: supporting yourself and your family, getting career ready, finding a place to live, maintaining your health, and connecting with your community. **Prerequisite: Individualized Initial Counseling & Pre-Separation Counseling.**

## DOL EMPLOYMENT WORKSHOP

April 15-16, 29-30 & May 6-7, 20-21  
8 a.m. to 4:30 p.m.  
A 2-day workshop hosted by the Department of Labor provides information to stay current in a competitive job market by reviewing emerging technology for networking and searching for employment. Learn how to build an effective resume and brush up on interviewing skills. Held virtually. **Subject to individual plans, this class may be required; prerequisite: TAP workshop.**

## CAREER & CREDENTIAL EXPLORATION TRACK

May 20-21 8 a.m. to 4 p.m.  
A 2-day workshop hosted by the Department of Labor guides those pursuing career technical training. Discuss different vocational fields and identify the skills needed to develop an action plan for achieving career goals. Review accredited training institutions and credentialing

programs. Held virtually. **Subject to individual plans, this class may be required; prerequisite: TAP workshop.**

## SURVIVOR BENEFITS

JB-SA-LAK • Bldg. 5616  
(210) 671-3243, 671-3216, 671-3796

The Survivor Benefit Plan (SBP) briefing is required by law for all retiring service members and their spouses no later than 120 days prior to their approved retirement date. SBP Counselors make contact 180 days before the approved retirement date to ensure all service members are scheduled for this important briefing. Call for details or to schedule an appointment.

## RECORD OF EMERGENCY DATA

DD Form 93, Record of Emergency Data, or RED - no matter how you refer to it, it's a vital part of your military personnel records. Updates should be made at least annually and always upon life changes (new address, marriage, divorce, birth of a child, and other changes to beneficiaries). It's the service member's responsibility to keep it current in vMPF. When was the last time you updated yours? For more information call (210) 671-3796, 671-3243, 671-3216 or email [802fss.fsrc@us.af.mil](mailto:802fss.fsrc@us.af.mil).

## EXCEPTIONAL FAMILY MEMBER PROGRAM

JB-SA-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.



We know the system. We can help.

## EFMP ORIENTATION

April 29 Noon to 1:30 p.m.  
Discover who qualifies as an exceptional family member, how to enroll or dis-enroll, the 3 pillars that make up the program, and how it factors into assignment choices. Learn how the program can support you and your family through respite care, TRICARE, ECHO, education rights, and more. Held virtually.

## RECEIVING AN AUTISM DIAGNOSIS

May 27 Noon to 1:30 p.m.  
Receiving an Autism diagnosis for your child can be a very stressful time. Discuss your options, what to expect, and review the most researched and effective treatment for ASD. Held virtually.



## MILITARY & FAMILY LIFE COUNSELORS (MFLC)

JB-SA-LAK • Bldg. 5616, Rm. 135  
(210) 984-1076 or 238-5528

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

## PERSONAL & WORK LIFE

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

Personal & Work Life collaborates with many helping agencies to provide education and promote family

preparedness through readiness support. Call to register for a class.

## VIRTUAL FRIDAY Q&A FOR MILITARY SPOUSES

Fridays (Not held May 28) 2-2:30 p.m.  
Join us each week to receive valuable resources and talk with experts as we explore ways to get and stay connected.

## TUESDAY TEA AT TEN

April 6 & May 4 10-11 a.m.  
Connect virtually each month to share ideas, connect, and support one another.

## SINGLE PARENT SUPPORT GROUP

April 14 & May 12 11:30 a.m. to 1 p.m.  
Long- and short-term single parents receive information on available resources, network with other parents, and participate in open discussions. Held virtually.



## 5 LOVE LANGUAGES FOR SINGLES

May 5 2-4 p.m.  
Discover your primary love language and how to connect with other languages, based on the theories of Dr. Gary Chapman. Held virtually.

## BUNDLES FOR BABIES

May 7 8:15 a.m. to Noon  
Information is provided on financial planning from conception to college, support programs offered within the community, and parenting skills. Active duty expecting parents assigned to JB-SA-Lackland are encouraged to attend. This training fulfills a DoD Financial Touchpoints requirement. Held virtually.

## ONE HEART, TWO HOMES

May 12, 19, 26 11 a.m. to 1 p.m.  
A 3-part co-parenting workshop designed to help parents manage the challenges of co-parenting in a positive manner by understanding how actions may affect



the child now and in the future. Learn how to develop co-parenting strategies in the best interest of the child, how to help the child feel at ease in two homes, and how to integrate stepparents into the co-parenting team. This is a 3-part series, all sessions must be attended to receive a certificate of participation and may be accepted as an approved co-parenting course by the Texas courts. Held virtually.

### KEY SPOUSE MENTOR TRAINING

April 7 2-3 p.m.

Have you been identified to take on this role? This mandatory training reviews the roles, expectations, and responsibilities of a KSM, and mentoring opportunities. This training is intended to be taken after the Initial Training, only one session needed. Held virtually.

### KEY SPOUSE CONTINUING EDUCATION

April 20 5:30-6:30 p.m.

Key Spouses and Key Spouse Mentors participate in networking opportunities and continuing education trainings to maintain skills and learn about new resources. This quarterly training compliments the Initial Training. Held virtually.

### KEY SPOUSE REFRESHER TRAINING

May 19 2-3 p.m.

Open to Key Spouses and Key Spouse Mentors who have previously completed the Initial Training module. Review program requirements, local trends, and resources. Held virtually.



## VOLUNTEER SERVICES

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

Volunteer Services provide 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

Deployment Readiness helps service members and their families prepare for deployment through trainings and support groups that assist with the unique challenges of a deployment cycle.

### POST-DEPLOYMENT REUNION & REINTEGRATION

Mondays (Not held May 31) 9-10 a.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. Held virtually.

### PRE-DEPLOYMENT BRIEFING

April 6, 20 & May 4, 18 9-10 a.m.

All service members scheduled to deploy, TDY longer than 30 days, or go on a remote assignment are required to attend. Held virtually.

## FEDERAL VOTING ASSISTANCE PROGRAM

JBSA-LAK • M&FRC, Bldg. 1249  
(210) 671-3723

The Federal Voting Assistance Program (FVAP) provides services to Active Duty members, their families, and all eligible voters with information and guidance on the voting process. For more information, email [lackland.vote@us.af.mil](mailto:lackland.vote@us.af.mil).

# JBSA-RANDOLPH

## INFORMATION & REFERRAL

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

Information & Referral helps patrons connect with the right resources to meet their specific needs on JBSA or within the local community.

## RELOCATION ASSISTANCE

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

Relocation Assistance offers an array of services to assist with a permanent change of station. One-on-one appointments are available to provide information that ensures your move is as smooth as possible. Visit Plan My Move at [planmymove.militaryonesource.mil](http://planmymove.militaryonesource.mil) and Military Installations at [installations.militaryonesource.mil](http://installations.militaryonesource.mil) for more tips.

### SPONSORSHIP TRAINING

In accordance with AFI 36-2103, the Sponsorship Application & Training (eSAT) at <https://myhub.militaryonesource.mil> features a checklist, newcomers' needs assessment, customizable letters, and more. Once completed, contact M&FRC for additional information. Family members may become a sponsor by completing the eSAT.



### LOAN LOCKER

Call to schedule an appointment.

In need of a few items until your household goods arrive? Borrow basic items from the Loan Locker while yours are in transit. Please bring a copy of your orders.

### NEWCOMER'S ORIENTATION

Available on SharePoint

Mandatory in-processing for all newly assigned JBSA-Randolph military

and civilian personnel. Until it's safe and authorized to resume in-person orientations, contact your CSS for SharePoint information.

### NEWLY ASSIGNED COMMANDER, COMMAND CHIEF & FIRST SERGEANTS BRIEFING

April 6 & May 4 8 a.m. to Noon

Newly assigned Commanders, Command Chiefs, and First Sergeants; this mandatory briefing satisfies AFI requirements while introducing key personnel from installation support agencies like Equal Opportunity, Family Advocacy, Medical, M&FRC, and Sexual Assault Prevention and Response, and Legal. Held virtually.

## FINANCIAL READINESS

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

Personal Financial Readiness provides information and guidance to assist 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 spending plans.

### FUNDAMENTALS OF PERSONAL FINANCE

April 1 10-11:30 a.m.

Discuss the benefits of using a spending plan and advantages of saving to build your financial future. Find out the real cost of credit and why credit history is so important. Held virtually.

### HOME SWEET HOME: HOME-BUYING STRATEGIES

April 15 10-11:30 a.m.

Get tips to help with purchasing a home and resolving mortgage issues. Discuss

differences between renting and owning and learn about the home-buying process, choosing a Realtor, and the closing process. Get advice on how to resolve mortgage payment issues and alternatives to foreclosure. Held virtually.

### BLENDING RETIREMENT SYSTEM

**May 6 9-10:30 a.m.**  
Find out what BRS means to your financial future. Review the basics, contributions and government matching, and the new recently introduced fund options. Held virtually.

### SOCIAL SECURITY & YOU

**May 18 10 a.m. to Noon**  
Learn about changes to social security benefits and how it can affect your retirement. Facilitated by a subject matter expert in Social Security. Held virtually.

## EMPLOYMENT READINESS

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

Employment Assistance offers job search and referral services for employment opportunities. Services include employment and education information, volunteer opportunities, and assistance in resume writing. Call to register.

### MILITARY FAMILY SUPPORT PROGRAM

Meet with a career counselor from Workforce Solutions Alamo to learn about employment opportunities for military spouses. To schedule an appointment, call (210) 850-2152.

### USAJOBS NAVIGATION & FEDERAL RESUME WRITING

**April 29 & May 27 9-11 a.m.**  
Learn how to create a federal resume and navigate the USAJobs website. Held virtually.

### BASIC RESUME WRITING

**May 4 9:30-11 a.m.**  
Don't get frustrated over a resume – learn

techniques that help with preparing a non-federal resume. Held virtually.

## TRANSITION ASSISTANCE PROGRAM (TAP)

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

TAP is a mandatory program for all service members separating or retiring out of the military and must begin no later than 365 days prior to their transition. TAP provides training opportunities and information to help service members meet their post-military goals. Services include self-assessment tools, pre-separation counseling, benefits overview, job search training, resume review, educational guidance, and more. Individualized Initial Counseling and Pre-Separation Counseling are also mandatory for those planning to re-enlist. Call to schedule an appointment.

### INDIVIDUALIZED INITIAL COUNSELING

**Call for details & appointments.**

Service members begin the transition process by completing a self-assessment to identify post-transition goals and begin to develop their Individual Transition Plan. Those separating or retiring from active-duty must complete this mandatory one-on-one counseling no later than 365 days before their anticipated date of separation or retirement. Airmen may schedule appointments as early as 48 months prior to retirement or separation.

### PRE-SEPARATION COUNSELING

**April 7, 21, 28 & May 5, 19, 26 Noon to 3:30 p.m.**  
This is the second step of the formal transition process. Pre-Separation Counseling, just like Initial Counseling, must start no later than 365 days before your transition date. Review by-law information like benefits, entitlements, and resources for eligible transitioning service members. Caregivers and spouses are encouraged to attend pre-separation counseling with their service member. Appointments may be scheduled as early

as 48 months prior to retirement or separation. Held virtually. **Prerequisite: Individualized Initial Counseling.**

### TAP WORKSHOP

**April 12-14 & May 10-12 8 a.m. to 4 p.m.**  
This mandatory 3-day workshop provides standardized core curriculum. Review common challenges, financial planning, and VA benefits to help depart career ready. Facilitated by the Department of Labor, Veterans Administration, and M&FR. After completion, additional workshops aligned with your post-transition plan are offered. Held virtually. **Prerequisite: Pre-Separation Counseling.**

### CAREER & CREDENTIAL EXPLORATION TRACK

**April 15-16 8 a.m. to 4 p.m.**  
A 2-day workshop hosted by the Department of Labor guides those pursuing career technical training. Discuss different vocational fields and identify skills needed to achieve career goals. Review accredited training institutions and credentialing programs. Held virtually. **Subject to individual plans, this class may be required; prerequisite: TAP workshop.**

### DOL EMPLOYMENT WORKSHOP

**May 13-14 8 a.m. to 4 p.m.**  
A 2-day workshop hosted by the Department of Labor provides information to help stay current in a competitive job market. Review emerging technologies for networking and job searching. Learn how to build an effective resume and brush up on interviewing skills. Held virtually. **Subject to individual plans, this class may be required; prerequisite: TAP workshop.**

## CASUALTY ASSISTANCE & SURVIVOR BENEFITS

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 652-2104 or 652-5321**

The Casualty Assistance Representatives provide dignified and humane casualty notification, efficient, thorough reporting,

and compassionate follow-up assistance to the next-of-kin of fallen active-duty Air Force members. Additional services include assistance with the processing of Family Servicemembers' Group Life Insurance, Traumatic Injury Protection Program, Emergency Family Member Travel Program and the Survivor Benefit Plan. Call for details or to schedule an appointment.

### RECORD OF EMERGENCY DATA

RED is one of the most critical forms in your military personnel record - When was the last time you updated yours? Updates should be made at least annually and always upon life-changing events (birth, marriages, divorce, changes of beneficiaries and addresses). Don't delay - it's your responsibility to keep it current in vMPF. For more information, call (210) 652-2104 or 652-3633.

### SURVIVOR BENEFIT PLAN BRIEFING

**April 8 & May 13 9-10 a.m.**  
The Survivor Benefit Plan briefing with a SBP Counselor is required by law and helps the service members and their spouse become familiar with the options, effects, and advantages of SBP. Held virtually.



## MILITARY & FAMILY LIFE COUNSELORS (MFLC)

**JBSA-RAN • M&FRC, Bldg. 693  
(210) 744-4829 or 996-4037**

Military & Family Life Counselors help service members, their families, and significant others address deployment and reintegration issues; marriage, relationship and family issues; depression, grief and loss; and daily life issues. Consultations and trainings are anonymous; no records kept. After-hours and weekend appointments are available as well as off-site or group meetings. Call to schedule an appointment. For Child & Youth Behavioral, call (210) 627-0338 or 627-0525.

# EXCEPTIONAL FAMILY MEMBER PROGRAM

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 and retired personnel and their family members. Call for information.

## EFMP ORIENTATION

Service members newly assigned to JBSA-Randolph receive an EFMP welcome email with contact information for all EFMP offices and local resources. For more information or specific details, send an email to [Randolphmfrfrc@us.af.mil](mailto:Randolphmfrfrc@us.af.mil) or call (210) 652-5321 and leave a message with your name, phone number, and details about the support you are requesting.

## RECEIVING AN AUTISM DIAGNOSIS

May 27 Noon-12:30 p.m.

Receiving an Autism diagnosis for your child can be a very stressful time. This session discusses the next steps, what to expect, and the most researched and effective treatment for ASD. Held virtually.



## PERSONAL & WORK LIFE

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

Personal & Family Life partners with many helping agencies to provide education and promote family preparedness through readiness support. Call to register.

## PARENTING SKILLS FOR SINGLE SERVICE MEMBERS

May 5 9-9:45 a.m.

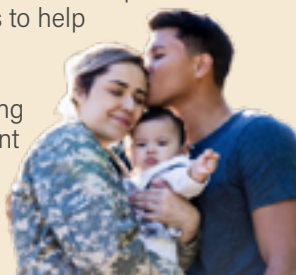
Discuss deployment related issues, techniques for long-distant parenting, and how to resolve the guilt single parents often

experience. Review strategies for developing a support network and tips for developing effective parenting skills. Held virtually in partnership with MFLC.

## COUPLEHOOD TO PARENTHOOD

May 5 10-10:45 a.m.

The journey from couplehood to parenthood is filled with many life changes. During this session, new parents learn what to expect through the transition by reviewing common causes of possible friction, techniques to help minimize conflict escalation, and strategies for dealing with the deployment of a parent. Held virtually in partnership with MFLC.



## MILITARY SPOUSE INFORMATION SESSION

May 6 9-11 a.m.

Spouses new to the military or JBSA are encouraged to take part in this virtual information session. Review different topics to help adapt to the military lifestyle like acronyms, protocols, finance, resiliency, health care, and local community resources.

## SUPPORTING THE BEREAVED

May 26 10-11 a.m.

Learn how to comfort the bereaved by reviewing different stages of grief, physical and emotional reactions to grief, and survivor's guilt. Discuss special considerations when the bereaved is a long distance away. Held virtually in partnership with MFLC.

## KEY SPOUSE INITIAL TRAINING

April 13 8:30 a.m. to 3 p.m.

This training is mandatory for all newly appointed Key Spouses and Key Spouse Mentors who have not received the initial training from their previous location. Review the 8 core modules in the standard Air Force Key Spouse training curriculum, roles, and responsibilities. Held virtually.

## KEY SPOUSE MENTOR TRAINING

April 14 9-10 a.m.

Are you a Key Spouse Mentor, or have you been identified to take on this role? This mandatory training reviews the roles, expectations, and responsibilities of a KSM and mentoring opportunities. This training is intended to be taken after the Initial Training, only one session needed. Held virtually.

## KEY SPOUSE REFRESHER TRAINING

May 11 9-10 a.m.

Open to Key Spouses and Key Spouse Mentors who have completed the mandatory initial training from a previous installation. Review program requirements, trends and local resources. Held virtually.

## KEY SPOUSE CONTINUING EDUCATION

May 11 10:30 a.m. to 12:30 p.m.

Key Spouses and Key Spouse Mentors participate in professional development training and networking opportunities to maintain skills and learn about new resources. This virtual quarterly training compliments the Initial Training.



## VOLUNTEER SERVICES

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

Volunteer Services provide volunteers with opportunities based on interest and agency needs. Volunteers support the military in a variety of capacities such as youth coaches, office assistants, program assistants, and more. Call for details.

## 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 and support groups, and prepares them for unique challenges faced when returning. Registration is required.

## POST-DEPLOYMENT REINTEGRATION

Tuesdays 8-9 a.m.

All military members returning from deployment are required to attend this briefing. Discuss reintegration into work and home life, and review resources to help deal with associated stressors. Military spouses are encouraged to attend. Call to register. Held virtually.

## PRE-DEPLOYMENT BRIEFING

April 6, 20 & May 4, 18 9-10 a.m.

All service members scheduled to deploy, or going on a remote assignment are required to attend. Military spouses are encouraged to attend. Call to register. Held virtually.



## FEDERAL VOTING ASSISTANCE PROGRAM

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

The Federal Voting Assistance Program (FVAP) provides information to service members, their family, and overseas citizens. Services include assistance with voter registration, absentee voting, how to fill out forms, and more. Email [randolph.vote@us.af.mil](mailto:randolph.vote@us.af.mil) for details.

## UNIT VOTING ASSISTANCE OFFICER TRAINING

April 22 9-10:30 a.m.

Newly appointed Unit Voting Assistance Officers learn about their roles and responsibilities for assisting eligible voters.





## **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 a.m. to 4:30 p.m.

Closed 1st & 3rd Thursday from 1-4:30 p.m. for in-service training

Closed for all federal holidays & AETC family days

## **TRANSITION ASSISTANCE PROGRAM**

Joint Transition Readiness Center, 3931 Okubo Barracks, Bldg. 3639

(210) 916-7322 or 916-6089

### **Hours of Operation:**

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

Closed federal holidays.

## **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 12:30-4:30 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 12:30-4:30 p.m. for in-service training

Closed for all federal holidays & AETC family days

## **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 2-4:30 p.m. for in-service training

Closed for all federal holidays & AETC family days



[www.jbsa.mil/Resources/MilitaryFamilyReadiness](http://www.jbsa.mil/Resources/MilitaryFamilyReadiness)



[facebook.com/mfrcjbsa](https://facebook.com/mfrcjbsa)

