



# March 2024

## Military & Family Readiness Center (M&FRC)

Consolidated Support Facility - Building 20245, Suite 126  
 Call 505-846-0741/0751 or send email to [377FSS.FSH.MFRF@us.af.mil](mailto:377FSS.FSH.MFRF@us.af.mil)  
 to register for classes or make an appointment.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Find us on Facebook Kirtland AFB Military & Family Readiness Center	Attend A&FRF events & earn Leadership Pathways Points. 	M&FRC events in the AF Connect app 	 <b>Tabitha Bush</b> (505) 853-1707 <a href="mailto:tabitha.bush.2@us.af.mil">tabitha.bush.2@us.af.mil</a>	<b>February 2024</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> TAP Workshop 0800-1600 (Room 120)		<b>6</b>	<b>7</b> DOL Employment Track 0800-1600 (Room 120)		<b>9</b>
			<b>First Duty Station-Officer</b> 1300-1500 M&FRC Training Rm	<b>Ditching the Dorms</b> 1330-1430 M&FRC Training Rm	<b>Initial Counseling</b> 0800-1200 By Appointment M&FRC	
<b>10</b> 	<b>11</b>	<b>12</b> <b>Retiree Group Briefing</b> <i>(SBP Mass Briefing &amp; Pre-Separation Counseling)</i> 0800-1200 Room 120	<b>13</b> <b>Résumé Workshop</b> 0900-1100 M&FRC Training Rm	<b>14</b> <b>Separatee Group Pre-Separation Counseling</b> 0800-1100 Room 120	<b>15</b> <b>Capstone</b> 0900-1100 by appointment M&FRC <hr/> <b>Hiring Event</b> 0900-1200 Room 120 <hr/> <b>Bundles for Babies</b> 0900-1130 M&FRC Training Rm	<b>16</b>
<b>17</b>	<b>18</b> <b>Tax Prep for Service Members</b> 1330-1500 M&FRC Training Rm	<b>19</b> <b>TEAMS</b> 0800-1500 Room 120 <hr/> <b>Owning Your VA Benefits</b> 1000-1100 M&FRC Training Rm <hr/> <b>Your Credit: Get It and Optimize It</b> 1300-1400 M&FRC Training Rm	<b>20</b> <b>Saving, Investing, Retirement Accounts, and the TSP</b> 1330-1500 M&FRC Training Rm	<b>21</b> <b>377 ABW TRAINING DAY</b> <b>M&amp;FRC CLOSED</b> <hr/> <b>Ditching the Dorms</b> 1330-1430 M&FRC Training Rm	<b>22</b> <b>Initial Counseling</b> 0800-1200 by appointment M&FRC <hr/> <b>Home Buying 101</b> 0900-1100 M&FRC Training Rm	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> <b>Retiree Group Briefing</b> <i>(SBP Mass Briefing &amp; Pre-Separation Counseling)</i> 0800-1200 Room 120 <hr/> <b>Financial Planning for Divorce</b> 1330-1500 M&FRC Training Rm	<b>27</b> <b>Newcomers' Welcome Orientation, Info Fair &amp; Bus Tour</b> 0730-1400 Room 120 <hr/> <b>Financial Planning for Marriage</b> 1330-1500 M&FRC Training Rm	<b>28</b> <b>Separatee Group Pre-Separation Counseling</b> 0800-1100 Room 120 <hr/> <b>Car Buying 101</b> 1330-1500 M&FRC Training Rm	<b>29</b> <b>Capstone Event</b> 0900-1100 by appointment	<b>30</b> <div style="border: 1px solid black; padding: 5px;"> <b>Julia Lee, VA Benefits Advisor</b>            505-853-1701 (office) * 703-380-8162 (cell)  <a href="mailto:julia.lee.ctr@vatap.calibresys.com">julia.lee.ctr@vatap.calibresys.com</a> </div>
<b>31</b>	<b>April 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		<div style="border: 1px solid black; padding: 5px;"> <b>Survivor Benefits Plan &amp; Casualty Assistance Representative</b>  <b>Tabitha Bush</b>            (505) 853-1707 <a href="mailto:tabitha.bush.2@us.af.mil">tabitha.bush.2@us.af.mil</a> </div>	<div style="border: 1px solid black; padding: 5px;"> <b>Aaron Arner, Personal Financial Counselor</b>            Office 505-853-1713 Mobile 505-220-8732  <a href="mailto:arnera@MagellanFederal.com">arnera@MagellanFederal.com</a> </div>	<div style="border: 1px solid black; padding: 5px;"> <b>Military &amp; Family Life Counselors (MFLC)</b>            (505) 415-4027, (505) 440-2481 or (505) 730-0080         </div>	
		<div style="border: 1px solid black; padding: 5px;"> <b>M&amp;FRC Resource Center</b> has nine computers with commercial Internet &amp; CAC readers, printer, scanner, phone, fax, job announcements, handouts &amp; reference materials.         </div>		<div style="border: 1px solid black; padding: 5px;"> <b>377 ABW Retiree Activities Office</b>            (505) 846-1536  <a href="mailto:377ABW.CVR.RetireeActivities@us.af.mil">377ABW.CVR.RetireeActivities@us.af.mil</a> </div>	<div style="border: 1px solid black; padding: 5px;">           The VFW Veterans Service Officer (VSO) is available 0930-1430 on Friday to assist Service Members, Retirees &amp; Veterans with submitting their VA disability claims. Call the M&amp;FRC to schedule an appointment.         </div>	



# Military & Family Readiness Center (M&FRC)

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to register for classes or make an appointment.



<p><b>TAP Workshop</b> 4-6 March 2024; 0800-1600 Room 120</p> <p><b>Senior TAP Workshop</b> 20-22 March 2024; 0800-1600 Room 120</p>	<p>Step 3 of TAP is the 3-day TAP Workshop and the 2-day Transition Tracks. Initial Counseling and Preseparation Counseling must be completed before attending the TAP Workshop. The TAP Workshop helps transitioning Service members prepare for civilian life and meet the mandatory Career Readiness Standards. Dress code is casual civilian business attire. No uniforms. Participants should bring their personal laptop to use for workshop activities. Spouses are welcome and encouraged to attend. The Senior DOL Employment Track is for Field Grade Officers and Senior NCO only (i.e. O-6, O-5, O-4, E-9, E-8 &amp; E-7)</p>
<p><b>First Duty Station-Officer</b> 6 March 2024, 1300-1500 M&amp;FRC Training Room</p>	<p>All first duty station officers are required to attend this brief within 90 days of arriving at KAFB. Participants will learn about personal financial budgets, debt reduction, Thrift Savings Plan, the Air Force Aid Society, and other financial topics to assist themselves and those they supervise.</p>
<p><b>DOL Employment Track</b> 7-8 March 2024; 0800-1600 Room 120</p> <p><b>Senior DOL Employment Track</b> 23-24 March 2024; 0800-1600 Room 120</p>	<p>Step 3 of TAP is the 3-day TAP Workshop and one or more of the 2-day Transition Tracks. The 2-day DOL Employment Workshop covers emerging best practices in career employment, including in-depth training to learn interview skills, build effective resumes, and use emerging technology to network and search for employment. Spouses are welcome and encouraged to attend. Dress code is casual civilian business attire. Participants should bring their personal laptop to use for workshop activities. The Senior DOL Employment Track is for Field Grade Officers and Senior NCO only (i.e. O-6, O-5, O-4, E-9, E-8 &amp; E-7)</p>
<p><b>Ditching the Dorms</b> 7 &amp; 21 March 2024; 1330-1500 M&amp;FRC Training Room</p>	<p>This class helps Airmen financially prepare for the cost of moving into their own place. Discussion includes financial readiness, initial costs, renter's insurance, and the importance of emergency savings for unexpected costs.</p>
<p><b>Initial Counseling</b> 8 &amp; 22 February 2024, 0800-1200 By Appointment M&amp;FRC</p>	<p>Step 1 of the Transition Assistance Program (TAP) is Initial Counseling which must be accomplished not less than 365 days before separation or retirement. TAP is mandatory for all separating/retiring Service members on Title 10 orders for 180 or more consecutive days. Service members should start TAP up to 24-14 months before separation or retirement. M&amp;FRC will email the Service member the Self-Assessment &amp; Individual Transition Plan (ITP) which must be completed &amp; returned to the M&amp;FRC before attending.</p>
<p><b>Retiree Group Briefing</b> <i>(SBP Mass Briefing &amp; Preseparation Counseling)</i> 12 &amp; 26 March 2024, 0800-1200 Room 120</p> <p><b>Separatee Group Preseparation Counseling</b> 14 &amp; 28 March 2024, 0800-1130 Room 120</p>	<p>Step 2 of TAP is Preseparation Counseling and must be accomplished not less than 365 days before separation or retirement. Initial Counseling must be completed before attending. Pre-Separation Counseling ensures Service members are informed of the services and benefits available to assist them and their families with the transition to civilian life. Spouses are welcome and encouraged to attend. The Survivor Benefit Plan (SBP) Mass Briefing is mandatory for all retiring Service members. SBP provides the survivors of participating retirees a monthly income that starts when the member dies and retired pay stops. Spouses are welcome and strongly encouraged to attend.</p>
<p><b>Résumé Workshop</b> 13 March 2024, 0900-1100 M&amp;FRC Training Room</p>	<p>Learn how to begin the process of writing an effective resume which will help open the door to your next career opportunity. <b>20 Leadership Pathways Points</b></p>
<p><b>Capstone</b> 15 &amp; 29 March 2024, 0900-1100 By Appointment M&amp;FRC</p>	<p>Step 4 of the Transition Assistance Program (TAP) is Capstone which must be accomplished not less than 90 days before separation or retirement. Capstone is a one-on-one meeting with M&amp;FRC staff to verify completion of Career Readiness Standards (CRS), and a viable Individual Transition Plan (ITP). Capstone is not complete until the Service member's commander has reviewed and signed the Service member's eForm.</p>
<p><b>Hiring Event</b> 15 March 2024, 0900-1200 Room 120</p>	<p>Your new career awaits! Job seekers are encouraged to dress professionally and bring multiple copies of their updated résumés. Numerous employers will be present. Active Duty, Guard, Reserve, Retirees, DoD Civilians, and Eligible Family Members are encouraged to attend this FREE event.</p>
<p><b>Bundles for Babies</b> 15 March 2024, 0900-1130 M&amp;FRC Training Room</p>	<p>Bundles for Babies, provides information to help parents prepare and adjust to a new baby. All expecting parents are welcome. Each Air Force, Space Force, Navy &amp; Marine family can apply for a gift card from the Air Force Aid Society. <b>25 Leadership Pathways Points</b></p>
<p><b>Tax Prep for Service Members</b> 18 March 2024, 1330-1500 M&amp;FRC Training Room</p>	<p>Learn how to do your own current taxes and plan for future tax years; recommend bringing W-2s. No tax forms will be completed in class.</p>
<p><b>Transition Employment Assistance for Military Spouses (TEAMS)</b> 19 March 2024, 0800-1500 Room 120</p>	<p>TEAMS workshops are DOL Transition Assistance Program modules designed to assist military spouses to plan and prepare for career growth and transition. Your Next Move (0800-1000) helps you define and explore career opportunities. Résumé Essentials (1000-1500) helps you create your most effective résumé.</p>
<p><b>Owning Your VA Benefits</b> 19 March 2024, 1000-1100 M&amp;FRC Training Room</p>	<p>Learn about VA benefits, services and how to navigate the websites and set up and use your va.gov account.</p>
<p><b>Your Credit: Get It and Optimize It</b> 19 March 2024, 1300-1400 M&amp;FRC Training Room</p>	<p>Learn about creating and keeping a good financial reputation to maintain your security clearance and obtain credit on the best terms.</p>
<p><b>Saving, Investing, Retirement Accounts, and TSP</b> 20 March 2024, 1330-1500 M&amp;FRC Training Room</p>	<p>In this class the Personal Financial Counselor will focus on optimizing your money strategy with specific techniques.</p>
<p><b>Home Buying 101</b> 22 March 2024, 0900-1100 M&amp;FRC Training Room</p>	<p>Learn about home buying decisions, what it cost to buy a home, the top 3 financial missteps when buying housing, the role of Real Estate Agents, how to prequalify for a mortgage and the types of mortgage loans.</p>
<p><b>Financial Planning for Divorce</b> 26 March 2024, 1330-1500 M&amp;FRC Training Room</p>	<p>Touchpoint financial information for personnel recently or soon-to-be divorced.</p>
<p><b>Financial Planning for Marriage</b> 27 March 2024, 1330-1500 M&amp;FRC Training Room</p>	<p>Touchpoint financial information for personnel recently or soon-to-be married.</p>
<p><b>Car Buying 101</b> 28 March 2024, 1330-1500 M&amp;FRC Training Room</p>	<p>Personal Financial Counselor will provide information and resources about making educated car purchases.</p>
<p><b>Newcomers' Welcome Orientation, Info Fair &amp; Bus Tour</b> 27 March 2024, 0730-1400 Room 120</p>	<p>This event is for personnel new to Kirtland AFB to accomplish required briefings and receive essential information from key agencies. Speakers include Base Leadership, SARC, Safety Office, Base Emergency Preparedness Office, IG Office, OSI, 377 SFS, Environmental Office, Public Affairs, Chaplain Corps, Equal Opportunity, Family Advocacy, Casualty Assistance, Voting Assistance, and M&amp;FRC. The Info Fair and Base Tour follows the briefings. Continental breakfast and lunch provided. Spouses are welcome and encouraged to attend. <b>30 Leadership Pathways Points (for family members only)</b></p>