

Travis Air Force Base
Military and Family Readiness Center (M&FRC)
Client Information and Service Delivery Statement of Understanding

Personal Readiness Inventory

DATE:	MILITARY MEMBER INFORMATION			
Name <i>(First, Middle Initial, Last)</i>		GRADE	<input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RETIRE	Date of Birth (DDMMYYYY) Last 4 of SSN
GENDER	DOD ID # <i>(On the back of CAC)</i>	<input type="checkbox"/> USAF <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard <input type="checkbox"/> Other		
UNIT		WORK PHONE <i>(Include area code):</i>	MOBILE PHONE <i>(Include area code):</i>	
PURPOSE OF VISIT: (Check One)				
<input type="checkbox"/> Air Force Aid <input type="checkbox"/> AFFF <input type="checkbox"/> Career Focus <input type="checkbox"/> EFMP <input type="checkbox"/> Family Life <input type="checkbox"/> Finance (PFR) <input type="checkbox"/> Readiness <input type="checkbox"/> Relocation <input type="checkbox"/> Information/Referral <input type="checkbox"/> Transition-Assistance <input type="checkbox"/> Volunteer <input type="checkbox"/> Other				
SPOUSE INFORMATION				
NAME <i>(First, Middle, Last)</i>		GRADE	LAST 4-SSN	STATUS BRANCH OF SVC
GENDER	UNIT	BASE	DUTY/WORK PHONE <i>(Include area code)</i>	
HOME ADDRESS <i>(Include Zip Code)</i>		HOME PHONE <i>(Include area code)</i>	CELL PHONE <i>(Include area code)</i>	
CHILDREN				
Name(s)		DOB	Name(s)	
DOB		DOB		DOB
PRIVACY ACT STATEMENT				
<p>AUTHORITY: 10 U.S.C. 8013 and Executive Order 9397 PRINCIPAL PURPOSE: Client demographics are required for accurate service delivery, analysis, and future program planning. ROUTINE USES; This information may be disclosed to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of other benefit; to congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget in connection with review of private relief legislation as set forth in OMB Circular A-19; to NARA for records management inspections; and to the Department of Justice for pending or potential litigation. DISCLOSURE IS VOLUNTARY: Failure to provide the necessary data will not result in the individual being denied services.</p>				
<p>If you've never been to the Military & Family Readiness Center (M&FRC) before, you may be unsure of what to expect. The following information is offered for you to consider and, if you wish, to discuss with a staff member.</p> <p>The M&FRC is here to assist you in a variety of ways. We can help customers prioritize their concerns and needs and assist them in understanding what resources may enable them to cope with personal and work related situations. Many people have learned that talking with a qualified, objective, third party is very helpful when confronting a new or stressful situation. The M&FRC offers classes and workshops and a resource room with books and computers that you may find very helpful.</p> <p>Although the Military and Family Readiness Center (M&FRC) respects your right to privacy, staff members do not have privileged communication. If your supervisor/commander/first sergeant made the appointment for you to come to the M&FRC, we may provide general feedback to that person, but will not ordinarily go into specific detail about your situation. Air Force policy requires any M&FRC staff member to contact proper authorities regarding any statement made or information disclosed by a client that pertains to any violation or possible violation of AFI 40-301, the Family Advocacy Program, or admission of a crime in violation of the Uniformed Code of Military Justice and federal/state law.</p> <p>You will be asked to provide demographic information, which is electronically stored (and secured). The record contains demographic information, a brief description of your visit(s), and your service plan. Records are maintained for the sole purpose of assisting you as the customer.</p>				
Chief, Military and Family Readiness Center				

Customer Signature _____

Date _____

M&FRC Staff Member Signature _____

Date _____

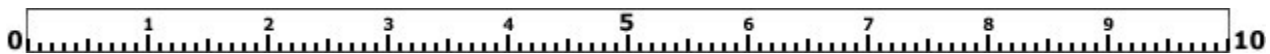
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Name: _____ Sponsors Last 4: _____ Date: _____

Please answer this brief inventory, it helps us understand your overall personal readiness and adjustment to military life. Additionally, your consultant will use your answers to clarify your goals for coming to the Military and Family Readiness Center.

Instructions: Based on the **past week** please rate how well things are going by entering a number based on the 0-10 scale below, with 10 as the best possible rating.



On a scale from 1 – 10 (with 10 being the best possible rating) How well are things going in relation to...	
...OVERALL ADJUSTMENT TO MILITARY LIFE (Understand & support the military lifestyle & mission requirements, etc...)	
...RELOCATION/MOVING (Ability to move when required)	
...ADJUSTMENT TO COMMUNITY (Ability to find on/off-base information, services, events & activities, etc...)	
...DEPLOYMENT READINESS (Ability to support short-notice deployments, awareness of available support for loved ones, etc...)	
...EMPLOYMENT (Job search techniques & skills, ability to secure suitable employment, etc...)	
...FINANCIAL READINESS (Basic needs & financial obligations met, savings, investments & retirement, etc...)	
...MILITARY/WORK ENVIRONMENT (Work environment/relationships OPSTEMPO/pace of work)	
...PERSONAL RELATIONSHIPS (Family, Friends, & loved ones etc...)	
...RETENTION (Intention to continue military career past current commitment)	
...TRANSITION TO CIVILIAN LIFE (Prepared for separation/retirement, aware of benefits & entitlements, etc.)	