

## **Airman and Family Readiness Center (A&FRC). FAC: 7372**

CATCODE: 740253

OPR: AF/A1S

OCR: AFSVA, MAJCOM/A1

1.1. **Description.** The A&FRC assists commanders in their responsibility for the readiness of all DoD personnel and their families through financial and family counseling/education, relocation information, and employment/transition assistance.

1.2. **Requirements Determination.** Functional space requirements, shown in [Table 1.1](#), are for an example facility. Programmers should work with base and MAJCOM/A1 and manpower representatives to determine specific functional requirements for the proposed A&FRC (i.e., some functions shown in the table below may not be required at all bases).

1.3. **Scope Determination.** Increase of space requirements, above the minimum guidelines shown in [Table 1.1](#), may be justified according to larger base populations, mission, and A&FRC requirements.

1.4. **Dimensions.** See [Table 1.1](#) and UFC 4-730-01, *Family Service Centers, with Change I*, for additional guidance.

1.5. **Design Considerations.** See AFI 36-3009, *Airman and Family Readiness Centers*, and UFC 4-730-01. The Career Focus/Spouse Employment, Transition Assistance, Personal Financial Management, Air Force Aid Society, Readiness NCO/NCOIC, Personal and Work Life, Survival Benefits Program (SBP), Casualty, School Liaison Officer, and Special Needs Advocacy need private offices because of

confidential discussions/consultations with clients or work with confidential information. Some installations have combined Casualty Assistance Representative and Survivor Benefits Counselor functions; however, at installations where the functions are separate, separate offices are authorized. The Discovery Center (this is in lieu of a Computer Room listed in the UFC) provides intake, initial self-assessment as well as print and computer-based resources for customer use. A Discovery Center typically has computers, printers, scanners, and copier.

**Table 1.1. Space Requirements for A&FRC.**

<b>Offices</b>	<b>Office Type (See Tables</b>	<b>Qty</b>
Section Chief	C	1
Lead Community Readiness Consultant	D	1
Administration	F	1
Information and Referral Specialist (collocated with Discovery Resource Center below)	F	1
Personal Financial Management Program	E	1
Air Force Aid Society	E	1
Reserve Family Readiness Program	F	1
Personal and Work Life Program	E	1
Professional Volunteers	F	Varies
Career Focus/Spouse Employment Program	E	1
Volunteer Resource Program	F	1
Transition Assistance Management Program1	E	Varies
Relocation Assistance Program1	F	Varies
Relocation Assistance Coordinator	F	1
Special Needs Coordinator	E	1
School Liaison	E	1
Survivor Benefits Counselor	E	1
Casualty Assistance Representative (not needed if combined with Survivor Benefits Counselor)	E	0-1
Readiness NCO	E	1
Administrative Support	See Table 1.3	
Storage Rooms	User justified	
Folding Table Storage Room	User justified	
Special Purpose Spaces	m <sup>2</sup>	ft <sup>2</sup>
Conference Room	See Table 1.4	
Break Room	See Table 1.3	
Discovery Resource Center	G	# of Stations User justified
Classroom	See Table 1.4	
Teaching Kitchen	19	200
Waiting Areas	See Table 1.3	
Relocation Assistance Loan Closet	37	400
Relocation Assistance Food Pantry	19	200

<b>Offices</b>	<b>Office Type (See Tables</b>	<b>Qty</b>
Relocation Assistance Airmen's Attic	37	400
Red Cross Program	37	400
NOTES: 1. Area required per staff member.		