MacDill AFB Military and Family Readiness Center (M&FRC) Client Information and Service Delivery

Statement of Understanding (SOU) (good for 1 year)

				MILITAI	RY MEMI	BER INFO	ORMA	TION			
NAME (Last, First, MI)				PAY GRD	LAST 4 SSN			STATUS	COMPONENT	BRANCH	
SEX	MARITAL STATUS DATE O		DATE OF BII	RTH	UNIT				BASE		
HOME ADDRESS (Include Zip Code)					WORK PHONE		WORK EMAIL				
					PERSONAL PHONE		PERSONAL EMAIL				
EFMF) _	Please in	dicate if any	one in you	 r family are i	amily are identified as p		part of the EFMP.			
FS An EFMP Family Support Coordinator may contact you to offer information & resources.											
SPOUSE INFORMATION NAME (Last, First, MI) DoD ID SEX ADDRESS (if different than military member)											
								12 - 12 (9 % 20			
PERSONAL EMAIL				PHONE							
MINOR CHILDREN INFORMATION Name of the Control of Cont											
	Name (Last, First)			Sex D	ate of Birth		Name (La	isi, Firsi)	Sex	Date of Birth	
PRIVACY ACT STATEMENT											
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.											
<u>Demographics and Services</u> : You are being asked to provide information for secure electronic storage in our Air Force Family Integrated Results and Statistical Tracking (AFFIRST) system. Your record contains demographic information, a brief description of your visit(s), and information regarding your service plan. Records are maintained for the sole purpose of continued service to you. You may request to view your record at any time and request to have your own specific comments about your visit(s) added to your AFFIRST record.											
<u>Privacy and Disclosure</u> : The M&FRC respects your right to privacy, however, staff members DO NOT have privileged communication. If your supervisor, Commander, or First Sergeant made your appointment for you, we may provide them general feedback about the consultation, but normally will not go into specific details. Air Force policy requires any M&FRC staff to contact proper authorities regarding any statement made or information disclosed if it pertains to possible violations to AFI 40-301 (Family Advocacy Program) or admission of a crime in violation of the Uniformed Code of Military Justice, federal, or state law(s).											
Minor Children Clause: If the customer is a minor child, as the parent/guardian, by signing this form, you grant permission for your minor child to participate in our services and/or activities. You agree to and shall indemnify and hold harmless the M&FRC, its offices, agents, and employees, from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind; including all expenses of litigation, court costs, and attorney's fees, for any injury or damages which you, your child, or any other person or entity might sustain as a result of your child participating in a service/activity.											
<u>Photographs</u> : Please be aware that on occasion, photographs may be taken during classes, workshops, and/or events for use in promoting our programs and services. The photographs may be used in various media outlets, including (but not limited to) marketing publications and various social media venues. If you DO NOT want your picture taken or shared, please inform a staff member during the event in which photographs are being taken.											
Jane Spencer, Civ, DAF Chief, Military & Family Readiness Flight											
By signing below, you are acknowledging you have read and understand the above information.											
Memb	er Signature			Date							
Spous	e Signature (i	if receivino «	ervices)	Date		M&FRCS	Signatur	e			

Personal Readiness Inventory

Name:

Please answer this brief inventory to help us understand your overall personal readiness and retention.

<u>Instructions</u>: Based on the past few weeks, please rate how well things are going by placing a check mark on the scales below; with 10 being the highest rating. If an area does not apply, then mark it a 10. We will use your answers to help clarify your goals and target future resources and services.

