

*MacDill AFB Military and Family Readiness Center (M&FRC)*  
**Client Information and Service Delivery**  
**Statement of Understanding (SOU)** *(good for 1 year)*

Clear Fields

MILITARY MEMBER INFORMATION											
NAME (Last, First, MI)			PAY GRD	LAST 4 SSN	DoD ID	STATUS	COMPONENT	BRANCH			
SEX	MARITAL STATUS	DATE OF BIRTH		UNIT			BASE MacDill AFB				
HOME ADDRESS (Include Zip Code)				WORK PHONE		WORK EMAIL					
				PERSONAL PHONE		PERSONAL EMAIL					
EFMP- FS	Please indicate if anyone in your family are identified as part of the EFMP. 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)					
PERSONAL EMAIL				PHONE							
MINOR CHILDREN INFORMATION											
Name (Last, First)			Sex	Date of Birth		Name (Last, First)			Sex	Date of Birth	
PRIVACY ACT STATEMENT											
<small>AUTHORITY: 10 U.S.C. 8013 and Executive Order 9397</small> <small>PRINCIPAL PURPOSE: Client demographics are required for accurate service delivery, analysis, and future program planning.</small> <small>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.</small> <small>DISCLOSURE IS VOLUNTARY: Failure to provide the necessary data will not result in the individual being denied services.</small>											

**Demographics and Services:** 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.

**Privacy and Disclosure:** 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.

**Photographs:** 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.

Dora B. Mays, Ph.D., AFC  
 Chief, Military & Family Readiness Flight

**By signing below, you are acknowledging you have read and understand the above information.**

\_\_\_\_\_  
 Customer Signature (Military)                      Date

\_\_\_\_\_  
 Customer Signature (Spouse)                      Date  
*only if receiving services*

\_\_\_\_\_  
 M&FRC Signature                      Date

# Personal Readiness Inventory

Name: \_\_\_\_\_ Sponsors Last 4: \_\_\_\_\_ Date: \_\_\_\_\_

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

Instructions: 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.

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## OVERALL ADJUSTMENT TO MILITARY LIFE (Understand & support the military lifestyle & mission requirements, etc...)

0	1	2	3	4	5	6	7	8	9	10
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## RELOCATION/MOVING (Ability to move when required)

0	1	2	3	4	5	6	7	8	9	10
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## ADJUSTMENT TO COMMUNITY (Ability to find on/off-base information, services, events & activities, etc...)

0	1	2	3	4	5	6	7	8	9	10
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## DEPLOYMENT READINESS (Ability to support short-notice deployments, awareness of available support for loved ones, etc...)

0	1	2	3	4	5	6	7	8	9	10
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## EMPLOYMENT (Job search techniques & skills, ability to secure suitable employment, etc...)

0	1	2	3	4	5	6	7	8	9	10
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## FINANCIAL READINESS (Basic needs & financial obligations met, savings, investments & retirement, etc...)

0	1	2	3	4	5	6	7	8	9	10
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## MILITARY/WORK ENVIRONMENT (Work environment/relationships OPSTEMPO/pace of work)

0	1	2	3	4	5	6	7	8	9	10
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## PERSONAL RELATIONSHIPS (Family, Friends, & loved ones etc...)

0	1	2	3	4	5	6	7	8	9	10
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## RETENTION (Intention to continue military career past current commitment)

0	1	2	3	4	5	6	7	8	9	10
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## TRANSITION TO CIVILIAN LIFE (Prepared for separation/retirement, aware of benefits & entitlements, etc.)

0	1	2	3	4	5	6	7	8	9	10
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