

## Family Support Center FAC: 7372

CATCODE:740253

OPR: AF/A1S

OCR: AFSVA, MAJCOM/A1

1.1. **Description.** This facility is provided for the purpose of providing military members and their family information on passports, voting, legal matters, insurance, retirement, military separation, career counseling, loans and so forth.

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 Family Support Center (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.

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

1.4. **Design Considerations.** See DAFI 36-3009, *Military 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.**

| Offices   | Office Type<br>(See Tables | Qty    |
|---|----------------------------|--------|
| Section Chief   | D                          | 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<br>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                             |
| Relocation Assistance Airmen's Attic   | 37             | 400                             |
| Red Cross Program  | 37             | 400                             |
| NOTES:<br>1. Area required per staff member.   |                |                                 |