



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 42D AIR BASE WING (AU)**  
**MAXWELL AIR FORCE BASE, ALABAMA**

**MEMORANDUM FOR SPOUSES OF OFFICER TRAINING SCHOOL STUDENTS**

**FROM:** 42 MSS/DPF (Family Support Center)

**SUBJECT:** Family Support Center Services Available to You and Your Family

1. The Maxwell-Gunter Family Support Center would like to welcome you to the Air Force family! We know that you will be assigned to another Air Force installation in a short time, but there is information we can provide that is consistent with every Air Force installation. You will find a Family Support Center at each Air Force installation world-wide with a variety of services available for you and your family. These centers are staffed by highly trained human-services professionals.

2. Family Support Centers are designed to provide the following services:

**Information and Referral Services** - specialists will help you determine your needs and refer you to the organization either on or off base that can help you.

**Career Focus Program** - If you are looking for a job, this is your first contact! It also includes assistance in career planning, resume writing, improving job search skills, and local job banks with job opportunities.

**Volunteer Resource Program** - Volunteering is an excellent opportunity to network with others and increase employment marketability. This program is the focus for all volunteer activity at the installation.

**Relocation Assistance Program** - You can get updated information about your new base and community before you even move. It also includes assistance in preparing for a move, planning moving costs, job market outlooks, and skills to reduce stress during the move.

**Personal Financial Management Program** - This program offers information, education and personal financial counseling. Trained counselors can provide advise on budgeting, investments, and credit management.

**Air Force Aid Society** - This program is available to you in emergency financial situations. This private, nonprofit organization can offer interest-free loans or grants for basic needs.

**Family Life Education and Skills Development:** A host of programs are available through Family Life Education. All programs are based on local needs, such as support during family separations, bicultural programs, parenting programs, marriage enrichment, etc.

**Family Services Program** - This program offers additional assistance to families who are relocating through the lending closet. You can borrow household items to help you get settled until your household goods arrive.

**Transition Assistance Program** - When your spouse prepares to leave active duty, there is assistance available. Workshops, seminars and individual counseling sessions that assist in the transition to civilian life.

3. If you need information while your spouse is TDY to Maxwell-Gunter or information on your upcoming assignment, please contact the Maxwell-Gunter Family Support Center at (334) 953-2353 or DSN 493-2353. Remember, Family Support Centers stand ready to serve you!

//signed//  
DEBORAH L. ROOT, GM-13  
Director  
Family Support Center