# M&FRC Staff Support Request Form

**Request is for M&FRC Staff/Workshop**

***Minimum 2 weeks notice required. First Tuesdays and Thursday afternoons are not available.***

## Section I - Complete all blocks

| *Contact Name* | *Duty phone* | *Contact Email* | *Agency Name* |
|---|---|---|---|
| | | | |

| *Date of Request* | *Date(s) Needed* Minimum 2 weeks | *Start Time* | *End Time* | *Number of Attendees* |
|---|---|---|---|---|
| | | | | |

*Explanation / Justification for Need (Include event name, purpose of support, desired workshop, etc.)*

## Section II-a (To Request M&FRC Staff -briefings, workshops, etc.)

| *Comments (i.e., items to bring, briefing time, info table, etc.)* | *Location of Event* | *Support Specifics* | |
|---|---|---|---|
| | | *# of M&FRC Staff Needed* | |
| | | *Topic Requested* | |

## Section II-b Desired Briefings

| *Workshop Title* | *Length of Briefing* | *Brief Workshop Description* |
|---|---|---|
| Casualty Assistance Program ☐ | 30 Minutes | Information about Survivor Benefits Plan, Casualty and reporting, and updating VRED |
| EFMP 101 ☐ | 30 Minutes | Learn components of EFMP, family needs assessments, respite care, and enrollment/dis-enrollment |
| Financial Readiness | | |
| Basic Budgeting ☐ | 30 Minutes | Information on how to create, evaluate maintain basic budgets |
| Credit/Debt Management ☐ | 30 Minutes | Learn how to use credit and debt wisely. |
| Savings & Investing ☐ | 30 Minutes | Get information on how and why to invest for your future. |
| Four Lenses ☐ | 2 Hours | Personality assessment helps organizations build a solid understanding of the innate talent and potential of its individuals |
| M&FRC Programs Briefing ☐ | 15 Minutes | Overview of all M&FRC Programs |
| Resume Writing ☐ | 2 Hours | Get tips on writing a "best qualified" private sector resume |
| Sponsorship ☐ | 1 Hour | Get information on becoming a great sponsor for your unit |
| VA Benefits | | |
| General information ☐ | 15 Minutes | Introduction to Veteran's Benefits |
| Lunch and learn ☐ | 90 Minutes | Informal discussion during lunch about VA benefits |

***By signing below, you agree to comply with the policies and procedures on this form***

| *Printed Name* | *Date* | *Requester's Signature* |
|---|---|---|
| | | |

## *Section III - For M&FRC Use Only*

| *Reviewers' Signature* | *Date* | ☐ Approved ☐ Disapproved |
|---|---|---|
| | | *Comments* |

Email complete form to
78mss.dpf.workflow@us.af.mil

If you do not hear back from us within 3 duty days, please call us at 478-926-1256 or email the contacts again.