

The Air Force Family Integrated Results & Statistical tracking (AFFIRST) system has an online user guide. AFFIRST is only accessed by approved Airman & Family Readiness Center (A&FRC) employees and their MAJCOM/HHQ Counterparts. Each A&FRC employee must have a user account and log in via their CAC Card certificate/pin. AFFIRST has an approved SORN, PIA and Authority To Operate (ATO).

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Recording Visit Information

Enter information about the visit. Asterisked fields are required. If you miss any required fields, they will display at the top for correction as displayed in figure below.

Error!
Please make sure the following fields are filled in and formatted correctly.

- Primary Staff
- Primary Service Code

Please scroll down to correct these errors.

Indicates required field (*)

Please enter the following information about the visit.

Policy/Guidance

Statement of Understanding NOT on File

Set SOU Filing Date to the Visit Date

Visit Date* 1/3/2013

Time Spent (In Minutes)* 10

Primary Staff* Please select a valid option.
Paul Wade2

Other Staff

Selected Other Staff: None Selected

Available Other Staff: Paul Wade2, Rachelle Mayo, Spe McClain, Thadd Hodges, Unknown

Associated Customers Present During Visit

Ricky Hale Jenna Hale

Type of Visit Office

Type of Visit Office

Source of Referral Self Referral

Service Codes [\(View Service Code Dictionary\)](#)

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-3009

7 MAY 2013

Personnel

AIRMAN AND FAMILY READINESS
CENTERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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3.11. Military Child Education. A&FRC staff, in partnership with civilian and military school liaison officers, will advocate for the educational needs of military children and will assist Airmen and families with information and referrals regarding local school districts and other educational options including home schooling, private schools, charter schools, and cyber schools. A&FRC staff in conjunction with school liaison officers, will ensure school personnel are aware of the unique issues impacting military children, i.e., deployments, frequent moves, etc.

3.12. Air Force Families Forever. Ensures family members of deceased Airmen are provided with immediate and long-term bereavement care, service and support. Serves as a conduit to facilitate the resolution of issues family members may have as it relates to the death of an Airman, in coordination with applicable subject matter experts.

3.12.1. The Airman and Family Readiness Section Chief ensures targeted outreach is performed for every Primary-Next of-Kin, Person Authorized to Direct Disposition, parent(s), and any other person(s) annotated on the fallen Service member's Record of Emergency Data (DD Form 93), whether legally defined as family or not.

3.12.2. A&FRCs will abide by directives and procedures as stated in the Desktop Guide for Air Force Families Forever program.

3.13. Records Management.

3.13.1. AFFIRST System. The AFFIRST web-based, data gathering, service delivery management system was established to provide timely information about daily activities, outcome-based results, and return on investment of A&FRC services throughout the Air Force. All staff members will utilize this system for data gathering, records keeping, and information management. A&FRPMs use AFFIRST in the categories designated to meet the specific needs of the ANG and other AF and OSD report requirements.

3.13.1.1. Joint Bases. At installations where the AF is the supporting service, AFFIRST is the approved data collection system. At joint base installations where another service is the lead, that service will dictate the method/system for documenting activities. Any A&FRC staff member who remains an Air Force employee, regardless of location, can be granted access to AFFIRST. Exceptions to Joint Basing policy must be submitted through AFPC/DPPF and approved by AF/A1SAA.