



Login

Welcome to AFFIRST 4.0!

Please enter your User Name and Password.

Notice

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work products are private and confidential. See User Agreement for details.

Use of this system constitutes consent to monitoring for all lawful purposes.

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 (0701-0070). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to HQ AFPC/DPFF, Airman & Family Division, 550 C Street West, JBSA Randolph AFB, TX 78150



Login

Welcome to AFFIRST 4.0!

Please enter your User Name and Password.

User Name

Password

Login

Log in with your Common Access Card (CAC)

CAC Login

Notice

Mandatory notice and consent provisions for all DOD information system user agreements:

By accessing this application, you acknowledge and consent that you access Department of Defense (DOD) information systems.

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

You consent to the following conditions:

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personal misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g. authentication and access controls) to protect U.S. Government interests – not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching, or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under those circumstances, such communications and work product are private and confidential, as further explained below:

Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operations, protection, or defense, or for communications security. This includes all communications.

The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications or data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

Whether any particular communication or data qualifies for protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DOD direction. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.



Site Login Disclaimer

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

OK

Cancel

Indicates required field (*)

 Enter the customer's general information.

Customer's SSN
(Whole or Last 4)

DOD ID

First Name*

Middle Initial

Last Name*

Gender

Date of Birth 

Relationship To Sponsor

Contact Details

Address

Space Remaining: 200

Address 2

City

State/APO

Zip Code

Home Phone

Mobile Phone

Work Phone

Home Phone

Mobile Phone

Work Phone

Email

Secondary Email

Marital Status

PRP? Yes No

EFMP? Yes No

AF Wounded Warrior? Yes No

Branch of Service*

Military Component*

Status*

Record Type*

Rank

Squadron [Add New Squadrons](#)

Test, John
XXX-XX-3455

Delete Customer Add To My Customers

Customer Info

Track Visit

Add to Workshop

Edit Customer

Files



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* 10/7/2013

Time Spent (In Minutes)* 0

Primary Staff* Please Select

Other Staff Selected Other Staff: None Selected Available Other Staff: AFFIRST AFFIRST Amanda Martignetti Amy Guinto Cynthia Bush Gordon Vermicelli

Show Help

Associated Customers Present During Visit Patrick Baker Edmund Woodworth

Type of Visit Office

Source of Referral Self Referral

Service Codes

(View Service Code Dictionary)

Primary Service Code* Please Select

Additional Service Code Select One (Optional)

Additional Service Code Select One (Optional)

Visit Notes

Comments

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).

Home > AFFIRST Functional Sections > Tracking Customer Visits > Recording Visit Information

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

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1SA

Certified by: AF/A1S
(Brig Gen Eden J. Murrie)

Supersedes: AFI 36-3009, 18 January
2008

Pages: 29

AFI 36-3009 7 MAY 2013

19

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.