

Course Catalog

The list of courses in this catalog are available as of May 6, 2020. Please check the website for the latest information.

eSponsorship



eSponsorship Application & Training (eSAT)

Are you a service member looking to help people transition to a new duty station? Use this course to learn about the tools and resources to help you sponsor a newcomer's move. For more resources, visit [eSAT Tools](#).

Course Length: 30 minutes

Audience: Military service members



Sponsorship Awareness for Families

Are you a family member of a service member? Use this training to learn why the sponsorship process might be worth your while, and how you can take part in it.

Course Length: 90 minutes

Audience: Family members

LinkedIn



LinkedIn Basics for Military Spouses

LinkedIn is a great tool for anyone looking to network, showcase experience, search for new opportunities and much more. If you're looking to further your career, use this course to learn how *LinkedIn* can assist you in meeting your education and career goals.

Course Length: 20 minutes

Audience: All

LinkedIn



LinkedIn Premium: Training for Access for Military Spouses

Are you a military spouse eligible for the SECO *LinkedIn* Premium upgrade? *LinkedIn* Premium gives you access to a suite of tools that will help you find the perfect fit for your career. Use this course to learn how *LinkedIn* can assist you in reaching your professional goals and how *LinkedIn* Premium can take your search to the next level. After completing the training, use your *LinkedIn* Premium code to complete your upgrade via the [MySECO website](#).

Course Length: 45 minutes

Audience: All

Personnel Accountability



Personnel Accountability

There are a lot of different factors you need to consider during a crisis. Use this course to learn how to best account for yourself and others during both natural and man-made disasters.

Course Length: 10 minutes

Audience: All

Air Force Key Spouse



Air Force Key Spouse Initial Training, Part 1

Have you been appointed as a key spouse for your unit? Do you work or attend school full-time and need a training that works on your schedule? Are you an appointee with a geographically separated, reserve or Air Guard unit who may have trouble attending an in-person training? This course (Parts 1 and 2) will introduce you to your new role and responsibilities and can be completed at your own pace.

Part 1 contains information on the Course Introduction Webinar, as well as the first set of four modules: Key Spouse Program Overview, Communication, Generational Diversity and Operational Security. You must enroll in both parts and complete the final course assessment to become a key spouse.

Course Length: 120 Minutes

Air Force Key Spouse



Air Force Key Spouse Initial Training, Part 2 and Final Assessment

Have you completed Air Force Key Spouse Initial Training, Part 1? Part 2 contains the second set of four modules: Deployment, Disaster Preparedness, Information Security and Resilience, as well as information on the Course Capstone Webinar and final course assessment. You must enroll in both parts and complete the final course assessment to become a key spouse.

Course Length: 120 Minutes

Casualty Affairs



Casualty Assistance Program

The Department of Defense strives to ensure that military families have support in their time of need. View this eTutorial for general information about the Casualty Assistance Program and the services available to eligible beneficiaries.

Course Length: 9 minutes

Audience: All



Completing the DD93

Learn about the Death Gratuity benefit and what it means to you and your loved ones. In this course, you'll learn about the benefit that provides immediate funds to designated survivors when a military service member dies on active duty.

Course Length: 7 minutes

Audience: Family members, Military service members



Military Funeral Honors

Providing military funeral honors is the nation's way of showing gratitude and paying final tribute to a veteran's honorable military service. Use this etutorial to better understand the Military Funeral Honors program and eligibility.

Course Length: 6 minutes

Audience: All

Casualty Affairs



Surviving Family Members: Investigations Involving the Death of a Loved One

View this eTutorial for general information about investigations that may be conducted after accidents or incidents that involved the death of a loved one and the information provided to the primary next of kin upon request.

Course Length: 10 minutes

Audience: All



Surviving Spouses: Making the Final Move

Making that final military move without your service member may seem overwhelming. Use this e-tutorial to better understand the process and benefits available to you as you prepare to make the final steps in your relocation.

Course Length: 7 minutes

Audience: All

Community Capacity Building



Community Capacity Building - 00 - 03 - Fundamentals

Looking to bring the community capacity building approach to your organization? Learn how to create a plan to build capacity in your community. With your fellow community members, you can create positive change. If you would like to further your education, please begin with Community Capacity Building - 04 - Advanced - Community Assessment.

Course Length: 4 hours

Audience: MC&FP staff, All, Service providers, DoD Civilian



Community Capacity Building - 04 - 09 - Advanced

Do you have an idea of how to build community capacity in your organization? Do you want to know how to go about implementing the community capacity building approach from start to finish? Community assessment is a key component of the community capacity building process. With the right tools and strategies, you can make a lasting difference. This course is a continuation of Community Capacity Building Fundamentals.

Course Length: 3 hours

Audience: All

EFMP Info for Families



EFMP - Early Intervention Services

Do you have a child age 0-3 with special needs? This course provides basic information on Early Intervention Services that focus on enhancing the capacity of families to meet those needs.

Course Length: 20 minutes

Audience: All



EFMP - eLearning - Adults with Special Needs

Take this course to learn more about available services and resources for adults with special needs. Topics include housing and transportation options, effective advocacy, considerations for living independently, opportunities for community involvement, advanced education and employment options, and available family support services for you and your family.

Course Length: Varies based on selections

Audience: All



EFMP - eLearning - Childhood Development Milestones and Identifying Delays

Do you wonder if your child has developmental delays? This course outlines early childhood milestones and helps parents identify any delays their child may experience.

Course Length: 15 minutes

Audience: All



EFMP - eLearning - Government Assistance Programs

Does someone in your family have a disability? The government may be able to help. Take this course to learn about the four federal programs available to assist you.

Course Length: 20 minutes

Audience: All



EFMP - eLearning - Individualized Education Program

How much do you know about Individualized Education Programs? Find out if your child qualifies for one, and learn everything you need to know about the process in this course.

Course Length: 20 minutes

Audience: All

EFMP Info for Families



EFMP - eLearning - Moving With An Individualized Education Program

If your child has an Individualized Education Process, you might worry about getting the same accommodations when you move. Learn how to help make sure your child gets comparable services wherever you go.

Course Length: 20 minutes

Audience: All



EFMP - eLearning - Post Secondary Transition

Do you have an exceptional child with a learning disability that is about to complete high school? Take this course to learn about post-secondary transition services and resources and how they can help your child thrive.

Course Length: 20 minutes

Audience: All



EFMP - eLearning - Special Education Process

Are you concerned that your child is not learning at the same pace or in the same way as his or her peers? If so, your child may have a disability interfering with his or her learning. By law, schools must provide special help to eligible children with disabilities. Take this course to learn about the options available to you and your family.

Course Length: 20 minutes

Audience: All



EFMP - eLearning - The Dispute Process

Are you the parent or guardian of a child with a disability whose school is not meeting his or her needs? Use this course to learn about the resources to help you in the dispute process.

Course Length: 20 minutes

Audience: All



EFMP Video - Early Intervention Services

In this video, you'll explore the services available for children with under the age of 3 who have a disability or developmental delay. These early intervention services help young children learn and thrive while providing support to the whole family.

Course Length: 3 minutes

Audience: All

EFMP Family Support Staff Training



EFMP Family Support Staff Training: Completing Quality Case Notes

As a service provider, how do you track interactions and progress with families? This module answers that question and more, focusing on the value of case notes, the components that should comprise each case note, and the practices for completing quality case notes.

Course Length: 60 minutes

Audience: All



EFMP Family Support Staff Training: EFMP Family Needs Assessment Training

How do you organize and record a family's needs, help them document and track goals, and support them during a permanent change of station? Take this module to learn how to complete the EFMP Family Needs Assessment, or FNA. This form documents and tracks the needs and goals of families with special needs. It can also help families and individuals identify, organize and prioritize support and services.

Course Length: 15 minutes

Audience: All

EFMP Videos



What is Advocacy?

EFMP - Advocacy - What Is Advocacy?

Speaking up isn't always easy, especially when we have to speak up for ourselves. Learning how to speak up for yourself and letting others know your needs and wants is a skill important at any age. It's never too late to start. To learn more about self-advocacy, check out this video.

Course Length: 4 minutes

Audience: All



Advocacy Communication Tips

EFMP - Advocacy - Advocacy Communication Tips

We all want to be heard and understood. This video offers communication tips and techniques you can practice in everyday settings. You'll learn how to express your thoughts and concerns in a respectful and productive manner.

Course Length: 4 minutes

Audience: All

EFMP Videos



Organization as an Advocacy Tool

EFMP - Advocacy - Organization as an Advocacy Tool

So many documents, so little time! Getting organized and staying that way is do-able. In this quick video, you'll find examples of educational documents and important medical records you'll want to keep organized. We'll also share with you tools to help you keep everything in order.

Course Length: 4 minutes

Audience: All



EFMP Video - Allistair's Story: A Real World EFMP Testimonial

Being enrolled in EFMP isn't just about assignment considerations. You can have peace of mind knowing that during training and deployment your family has an EFMP advocate to go to for help.

Course Length: 2 minutes

Audience: All



EFMP Video - BJ's Story: A Real World EFMP Testimonial

Gearing up for a move soon? Enrolling in the EFMP will help to ensure your family's special medical and educational needs are considered during the assignment process.

Course Length: 2 minutes

Audience: All



EFMP Video - Exceptional Family Member Program

Explore the services the Exceptional Family Member Program can offer your family in this video. Family members of all ages with special medical or educational needs are all eligible. Learn how the program can make a difference in your life.

Course Length: 6 minutes

Audience: All



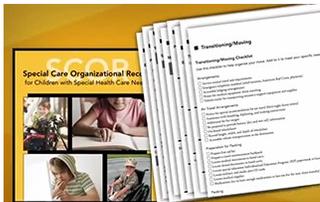
EFMP Video - PCS Travel Considerations

Discover tips on easing your family's transition to a new duty station through planning your move. With a plan in place, you can be confident your family will arrive at your new duty station mission-ready. This video will help you on your journey.

Course Length: 4 minutes

Audience: All

EFMP Videos



EFMP Video - Special Care Organization Record

Learn how the Special Care Organization Record, or SCOR, can help you maintain records for your family member with special needs. Using the SCOR will make it easier for someone else to step into the role of caregiver, if that is ever needed.

Course Length: 5 minutes

Audience: All

Family Advocacy Program



FAP in a Flash

Are you a commander, senior enlisted leader or supervisor who wants to prevent abuse? This course will help you learn the Family Advocacy Program's approach to preventing domestic abuse, child abuse and neglect. It walks you through four scenarios, based on real situations, to help you respond to incidents and protect military families. To enroll in this course, you must have a Common Access Card, or CAC.

Course Length: 45 minutes

Audience: Military leaders & supervisors



Intimate Partner Physical Injury Risk Assessment Tool Training

As a clinician for the Family Advocacy Program, you look for ways to improve services and keep victims of domestic abuse safe. This course was developed to help you better understand the Intimate Partner Physical Injury Risk Assessment Tool, and how you can use it to evaluate risk and develop management strategies to prevent future abuse. The training includes an end-of-assessment to help you apply what you've learned. Visit [IPPI-RAT Resources](#) for more information.

Course Length: 60 - 90 minutes

Audience: FAP Clinicians

Finance



Money Matters - Car Buying Strategies

Discover tips on buying a new or used car in this course and how to avoid the pitfalls that buyers make. Learn about the three deals of car buying, the common "car buying game," and our legal rights.

Course Length: 45 minutes

Audience: Family members, Service providers, Military service members



Money Matters - Consumer Credit

It's more than your money; it's your financial reputation. Get a better understanding of the good, bad and ugly of credit in this course. You will learn how to build and maintain good credit, and the ins and outs of credit reports.

Course Length: 45 minutes

Audience: Family members, Service providers, Military service members



Money Matters - Developing Your Spending Plan

Do you have a budget that puts money in your savings account each month? Use this course to help you create a spending plan for your financial success.

Course Length: 45 minutes

Audience: Family members, Service providers, Military service members



Money Matters - Investing for Your Future

Never invested? No need to worry. Invest with ease. Use this course to learn how to set financial goals and make smart investments to meet them. You can also learn about military and non-military retirement programs.

Course Length: 45 minutes

Audience: Family members, Service providers, Military service members



Money Matters - Money and the Move

Use this course to explore the costs of moving in the military. Learn what to expect and how to prepare for it.

Course Length: 45 minutes

Audience: Family members, Service providers, Military service members

Morale, Welfare and Recreation



Inclusion Management - MWR

Are you a service provider for the MWR program? Use this course to discover how to deliver more inclusive programs that serve patrons of all abilities.

Course Length: 1 hour

Audience: MWR management and leadership



Inclusive Customer Service - MWR

Are you a staff member in the MWR program? Use this course to explore how to create a more welcoming environment for patrons with disabilities.

Course Length: 2.5 hours

Audience: All MWR Staff

MilFam 101



MilFam 101 - 1.0 Social Service Delivery Model

Are you a service provider and new to the military? Learn more about the integrated social service model used in the Military Family Readiness System. In this course, you'll also learn how programs are delivered to military service members and their families.

Course Length: 10 minutes

Audience: Service providers



MilFam 101 - 2.0 Module Overview

Are you a Family Program staff member looking to improve your job knowledge? Learn the six core competencies of the Family Program staff in this course. These essential skills enable you to ensure a seamless and integrated system of programs and services for military families.

Course Length: 10 minutes

Audience: Service providers



MilFam 101 - 2.1 Communication

Use this course to help you communicate more effectively. This allows you to provide better support to military families.

Course Length: 20 minutes

Audience: Service providers

MilFam 101



MilFam 101 - 2.2 Intake & Assessment

Use the skills you learn in this course to build a better relationship with those you support. The course includes how to: establish boundaries and rapport, understand the client, and use assessment strategies and tools.

Course Length: 20 minutes

Audience: Service providers



MilFam 101 - 2.3 Crisis & Intervention

Military families live with the possibility of crisis on a daily basis. Learn how you can best help your clients respond to a crisis in this course.

Course Length: 20 minutes

Audience: Service providers



MilFam 101 - 2.4 Collaboration & Relationship Building

Big solutions come from big groups! Help military families build and broaden their support networks with the skills you learn in this course. That way, they can take on problems together.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 2.5 Compassion Fatigue

Providing extensive care and support to someone you love can take a toll on your own health too. Discover the signs of compassion fatigue, and learn how to prevent it.

Course Length: 20 minutes

Audience: Service providers



MilFam 101 - 2.6 Facilitation & Briefing Skills

Engaging your audience always helps them learn better. Use this course to learn about different facilitation and briefing techniques you can use to engage more deeply with your audience.

Course Length: 20 minutes

Audience: Service providers

MilFam 101



MilFam 101 - 3.0 Program Areas

We offer many different programs and services to support military families. With the information in this course, you will learn how the integrated social service model can help you better deliver these services to military families.

Course Length: 10 minutes

Audience: Service providers

MilFam 101 - 3.1 Emergency Family Assistance

Do you know why it's important to make an Emergency Family Assistance Plan? Explore the components of this plan throughout the course, and learn how it relates to the Family Readiness System.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.2 Exceptional Family Member Program

Do you know what the three key components of the Exceptional Family Member Program are? Do you know what makes this program so important to the Family Readiness system? Explore this course to find out how it can help you better support families.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.3 Family Advocacy Program

Are you a MilFam service provider who wants more information on the Family Advocacy Program? Use this course to learn what it is, and how it relates to the Family Readiness System.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.4 Financial Readiness

Are you a MilFam service provider who wants more information on the Financial Readiness Program? Use this course to learn what it is, and how it relates to the Family Readiness System.

Course Length: 20 minutes

Audience: Service providers



MilFam 101



MilFam 101 - 3.5 Military Family Lifecycle Transition Support

Use this course to learn about Military Family Lifecycle Transition Support. The programs and services it offers help guide military families through life transitions. Discover how it relates to the Family Readiness System.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.6 Volunteer Coordination

Do you know what volunteer coordination looks like for your branch? Learn how it can help your installation, and how it relates to the Family Readiness System with this course.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.7 Non-medical Counseling

Learn more about non-medical counseling resources in this course. Discover how these services relate to the Family Readiness System.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.8 Employment Readiness Program

Are you a MilFam service provider who wants to learn how the Employment Readiness Program can help you? Use this course to learn what it is, and how it relates to the Family Readiness System.

Course Length: 30-40 minutes

Audience: Service providers



MilFam 101 - 3.9 Information & Referral

Do you know what types of information and referral services we offer support service members and their families? Learn about them in this course, and how they relate to the Family Readiness System.

Course Length: 30-40 minutes

Audience: Service providers

MilFam 101



MilFam 101 - 4.0 Guide To Military Standards

Are the services you offer up to standard? Review quality standards that help you measure and improve a Family Program's effectiveness. Discover how these standards impact other Family Programs.

Course Length: 30-40 minutes

Audience: Service providers

Relocation 101



Relocation 101 - 01 MilitaryINSTALLATIONS

Do you provide relocation support to service members and families? Are you looking for a central information source that provides a detailed snapshot of services at military installations? If your answer to either question is "Yes," you'll want to know more about the *MilitaryINSTALLATIONS* online directory. You can use this module to access, navigate, certify and find all the information you need.

Course Length: 25 minutes

Audience: Service providers



Relocation 101 - 02 Plan My Move

Do you know what the *Plan My Move* tool is, or why it's helpful to have an account? In this module, discover what the *Plan My Move* tool can do for you in this module, and how to navigate all the options offered. Whether the move is across the country or to the other side of the world, the tracking tools, checklists and related resources will help make moving easier.

Course Length: 25 minutes

Audience: Service providers



Relocation 101 - 03 Defense Installation Messaging System (DIMS)

Have you ever wondered why the *Defense Installation Messaging System*, or *DIMS*, is so important? This course will help you, the service provider, understand just how vital this tool is. You'll learn how to access and navigate *DIMS* and related tools and resources. You'll also learn how to use *DIMS* data to update content on the *MilitaryINSTALLATIONS* application.

Course Length: 25 minutes

Audience: Service providers



Creating a TAR and an Assignment

Creating a TAR or a TAR assignment for the first time? Take this course to learn more about creating a new TAR and TAR assignment.

Course Length: 6 minutes

Audience: MC&FP staff, Service providers, DoD Civilian



Creating a TAR Assignment-For Contractors

Are you a contractor and need to create a TAR assignment? Take this course to learn more about creating a TAR Assignment.

Course Length: 5 minutes

Audience: MC&FP staff, Service providers, DoD Civilian



How to Use the TAR Search Feature

Do you use the TAR but have trouble finding the things you need? Take this course to learn multiple ways to access the TAR search feature and to learn difference ways to find a TAR and TAR assignment.

Course Length: 4 minutes

Audience: MC&FP staff, Service providers, DoD Civilian



Making the TAR Work for You

Do you use the TAR and are not comfortable with all of its features? Take this course to learn about email notifications, the View TAR page, and how to add notes and attachments.

Course Length: 7 minutes

Audience: MC&FP staff, Service providers, DoD Civilian



Navigating My Dashboard

Take this course to learn how to navigate the TAR 'My Dashboard' page.

Course Length: 5 minutes

Audience: MC&FP staff, Service providers, DoD Civilian



Style Guide Training

Are you a Military Community and Family Policy, or MC&FP, staff member trying to improve your communication skills? Use this course to ensure that everything you create meets the standards put in place by the MC&FP Style Guide.

Course Length: 1 hour

Audience: MC&FP staff

Suicide Prevention



Simple Things Save Lives

Do you know someone going through a tough time? Have you had friends or loved ones post concerning messages online? Would you like to be better prepared to help them through? If you answered yes to any of these questions, come take a look at this short video, YOU could help save a life.

Course Length: 6 minutes

Audience: All