

*What can the
Special Needs Identification
and Assignment Coordination
process do for Families?*

Provide information and referrals
to community and
base resources

Enroll the sponsor in the
SNIAC Process

Provide contacts for families to
receive resource
information at their new base

Assist active duty members in
meeting mission requirements
while balancing career and family
responsibilities

*For more information, or to
schedule an appointment, please
call the Family Member Relocation
Clearance Coordinator at
535-5177.*

Did you know...?

The Air Force offers you access to Air Force OneSource Online, where you can find help and resources for many topics of interest to military families.

You can find information on taking care of a child with special health care needs and how to plan ahead when you have a child with special needs. There is information on how to help a child cope with a PCS move. You can also navigate the website and find other related websites and support groups for everything from ADHD to Downs Syndrome to web resources for children with special health care needs.

*More information on Special Needs
resources can be found at:*

www.airforceonesource.com
www.militaryhomefront.dod.mil
www.mfrc-dodqol.org
www.fcsn.org

**THE AIR FORCE SPECIAL
NEEDS IDENTIFICATION
AND ASSIGNMENT
COORDINATION PROCESS
(SNIAC)**



***Special Needs Identification
and Assignment Coordination
Process (Q-code)***

- ◆ **Identifies family members requiring special medical or educational services**
- ◆ **Does not affect promotion**
- ◆ **Does not prevent member from being reassigned**
- ◆ **Checks for resource availability in both military and civilian communities**
- ◆ **Mandatory enrollment**

What is the Special Needs Identification and Assignment Coordination (SNIAC) Process?

The SNIAC process is specifically designed to:

- ◆ Ensure service availability for family members of active duty military in the event of a PCS
- ◆ Assist family relocation when a medical or special education condition exists and services are not available at the current or projected location
- ◆ Assist families with finding resources on base and in the community

What is a Special Need?

A medical special need is one that requires specialized care (urology, neurology, psychiatry, developmental pediatrics, etc.) for an ongoing chronic illness

An educational special need is one that requires special educational services in order to progress

academically. These services are identified on an Individualized Education Plan or Individualized Family Service Plan and may include resource room, psychological services, occupational or physical therapy, or adaptive equipment.

Who should enroll?

Enrollment is mandatory for all active duty military personnel who have a family member with a special need.

How do I enroll?

To enroll, simply provide the Special Needs Coordinator (SNC) required information showing a special need has been identified. The Family Member Relocation Coordinator (FMRC) will notify the FSS/Career Development Staff and ensure the code special assignment coded identifier is added to the AD member's record.

How does the Special Needs Identification and Assignment Coordination process affect the assignment process?

The Air Force ensures members are assigned where family members with special needs can receive services required. The Family Member Relocation Clearance screening process identifies special needs and determines the availability of services at projected locations.

What about PCS, TDY, and mobility?

The SNIAC process does not affect who is eligible for PCS, TDY, or mobility.

How long will enrollment last?

Enrollment will continue as long as a special need exists. Once the special need no longer exists, simply go back to the SNC to have the Q-code removed from assignment records.