

Military & Family Readiness Center Readiness NCO Position

Job Responsibilities

- The principal military advisor to the M&FRC director and staff on matters regarding readiness, resilience, and deployment for the Total Force and family members.
- Assists service members and families with advance planning and preparations for deployments and extended separations
- Developing and making available educational materials and information. Briefs and provides information and referral services to families in the absence of the military member.
- Assists with Military and Family Readiness support groups and other related activities.
- Assists M&FRC staff and IDS agencies to develop readiness publications, plans, marketing, education, and training.
- Provides advocacy for the unique educational needs of military children and families during deployments.
- Ensures development and implementation of a written M&FRC readiness response plan and its incorporation into installation operations planning to support national and local emergencies, natural disasters, and Noncombatant Evacuation Operations (NEO).
- Attains and maintains in-depth knowledge of base contingency/operational plans related to force readiness with a specific focus on personal/family readiness planning and serves as consultant to M&FRC and local leadership on exercising those plans.
- Briefs and assists military members, DoD civilians, and families during emergencies and natural disasters, and providing assistance during contingency operations.
- Is an integral member of the Emergency Family Assistance Center (EFAC) as defined by local and Air Force requirements.
- Liaison to installation and community organizations for on-base contingency and disaster preparedness planning to include deployment lines and mass casualty exercises.
- Provides military, civilian and family assistance and support before, during, and after local or national emergencies, natural disasters, mobilization, deployment, separation, or evacuation
- Responsible for marketing Air Force Aid Society community enhancement programs directly affecting personal and family readiness and resilience.
- Promotes the M&FRC programs/services at Chiefs' groups, first sergeant groups, commanders' calls, and other forums as required.
- Responsible for data collection and utilization of the AF Family Integrated Results and Statistical Tracking (AFFIRST) data system within the M&FRC. Attain and maintain in-depth working knowledge of AFFIRST.
- May serve as the Alternate Casualty Assistance Representative (CAR)/Survivor Benefit Plan (SBP) Counselor.

POSITION DESCRIPTION

Supports the Military and Family Readiness Center (M&FRC) overall functional mission to ensure programs and services are responsive to the needs of service members, DoD civilians and their families. Develops and provides personal and family readiness services related to pre-deployment, deployment/sustainment, redeployment/reintegration, and post deployment education and consultation to Total Force Airmen and their families. Develops, exercises, and implements disaster response support plans.

QUALIFICATIONS

- For RegAF position, approved candidate on the developmental special duty nomination list.
- E-6 through E-7 and must be able to obtain 4 or more years retainability prior to HYT.
- Skill-level commensurate with grade.
- Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on last 3 EPRs.
- Must have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months. PT exemptions will be considered on a case-by-case basis by the interviewing authority.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the past three years.
- Competency to write effectively and speak professionally, clearly, and distinctly.
- Familiarity and understanding of a wide range of Air Force programs affecting personnel policy, housing management, education, and other family programs.
- Demonstrated typing capability at a minimum of 25 words per minute (wpm).
- Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.
- No recorded evidence of mental and emotional instability, personality disorder, or other unresolved mental health problems.
- Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.
- No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.
- Never been convicted by a general, special, or summary courts-martial.
- Never received substantiated abuse findings defined in AFI 40-301, Family Advocacy Program.
- Must maintain a valid state driver's license and able to operate a government motor vehicle.
- Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- Must maintain eligibility to deploy and mobilize worldwide.
- Should have background or experience in disaster or contingency responses, professional support functions, base deployment mission/issues, Air Force organization and administration.

(Qualification requirements were retrieved from the SPECAT, pg 21, and the AFECD)

Additional Duties: Facility Manager, GPC Approving Official, MFAG POC

Assignment: The member will be assigned to the 4th Force Support Squadron for the period of 3 years with the option to extend for an additional year. The member's record will be updated with assignment availability code 50, CONUS maximum stabilized tour.

Application: Single PDF with:

- One copy of a records review listing (SURF).
- Copies of last three performance reports.
- Physical Fitness Assessment History
- 422

E-Mail Application To:

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