

Air Force Job Qualification Standard (AFJQS)
Airman and Family Readiness Center (A&FRC) Readiness Noncommissioned Officer (RNCO)
(Special Duty Identifier 8C000)

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

RELEASABILITY: There are no releasability restrictions on this publication.

1. **PURPOSE.** This AFJQS identifies tasks and duty requirements for individuals performing duties with the Airman and Family Readiness Center (A&FRC) Readiness NCO Special Duty Identifier (SDI). It provides the minimum training requirement and standardizes on-the-job training (OJT) tasks necessary to successfully manage Air Force Airman and Family Readiness program. This AFJQS serves as a roadmap to develop the Master Training Plan (MTP). This AFJQS will remain in effect until superseded or rescinded.

2. **TASK QUALIFICATION.** Personnel will be qualified to the GO/NO GO standard on this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions or other procedural guidance. GO also means trainee meets local requirements for accuracy and timeliness.

3. **ADDITIONAL DUTY or TASK.** If personnel are assigned an additional duty or task not listed in this AFJQS, the supervisor will develop an AF IMT 797, *Job Qualification Standard Continuation/Command JQS*. The supervisor/trainer will then develop a plan for the member to receive training and become duty position qualified.

4. **TRAINING DOCUMENTATION AND TRAINER/CERTIFIER IDENTIFICATION.** Document training required by this AFJQS in accordance with AFI 36-2670, *Total Force Development*. This AFJQS is approved for use in automated training management system, such as the Integrated Maintenance Database System (IMDS), Training Business Area (TBA), Air Force Training Record (AFTR), Total Force Training Record (TFTR) and myLearning.

5. This AFJQS has been coordinated with all applicable CFMs. Overall POC for this AFJQS is HAF/A1S, DSN 260-1266, usaf.pentagon.af-a1.mbx.af-a1s-workflow@mail.mil.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MESHELLE I. DYER, CMSgt, USAF
A&FRC Readiness NCO Career Field Manager

Attachment
Air Force Job Qualification Standard Task List

PART II. AFJQS A&FRC READINESS NCO TASK LIST

		CERTIFICATION			
Task No.	Tasks, Knowledge and Technical References	Start Date	Complete Date	Trainee Initials	Trainer Initials
1	<u>A&FR PROGRAM OVERVIEW</u> <u>TR: DAFI 36-3009; Deployment Support Program Desk Guide; Emergency Preparedness and Response Desk Guide; Evacuation Operations and Repatriation Desk Guide; Service Delivery Desk Guide, Installation Emergency Response Plans</u>				
1.1	Review DAFI 36-3009, <i>Airman and Family Readiness Centers</i>				
1.2	Explain Airman and Family Readiness Desktop Guides for A&FRC Core Programs (deployment planning/support, emergency preparedness & response, evacuation operations/repatriation, and service delivery)				
1.3	Explain A&FRC Core Programs and describe resources and referral				
1.4	Understand Community Readiness Service Delivery and Administration				
1.5	Describe Service Delivery Concept of Operations (CONOPS)				
1.5.1	Understand service delivery during emergency or contingency support operations				
2	<u>PRECEDENCE</u> <u>MILITARY FAMILY READINESS</u> <u>TR: DODI 1342.22, Sect. 675 of PL 109-364</u>				
2.1	Describe Military Family Readiness System (FRS) services and support				
2.2	Describe Domains of Family Readiness				
2.3	Know requirements for Emergency Family Assistance (EFA) Plans				
2.4	Describe Emergency Family Assistance Center (EFAC) organizational and functional responsibilities				
3	<u>DEPLOYMENT SUPPORT AND ASSISTANCE</u> <u>TR: DODI 1342.22, DAFI 36-3009, AFI 10-403, Deployment Support Desk Guide, Installation Deployment Plan (IDP)</u>				
3.1	Explain DoD deployment assistance services				
3.2	Explain mobilization and deployment readiness				
3.3	Describe A&FRC deployment assistance programs				
3.4	Describe deployment cycle support, services and education				
3.5	Explain Emotional Cycle of Deployment (ECOD)				
3.6	Describe pre-deployment briefing (requirements, timeframe, education)				
3.7	Deliver information and referral for Family Care Plans				
4	<u>EMERGENCY OPERATIONS</u> <u>TR: DoDD 3025.14; DODI's 1342.22, 3001.02; AFI's 10-2501, 36-3802, DAFI 36-3006; IEMP 10-2; Emergency Preparedness & Response and Evacuation Operations/Repatriation Desk Guides; Title 42 U.S.C., Stafford Act and Joint Publication 3-68</u>				
4.1	<u>Describe A&FRC Emergency Preparedness & Response Mission</u>				
4.2	Describe the Air Force Personnel Accountability and Assessment System (AFPAAS)				
4.2.1	Explain AFPAAS purpose, roles, and responsibilities				
4.2.2	AFPAAS Case Assignment and Management (Needs Assessment and Severity Levels)				
4.3	Describe the Emergency Family Assistance Center (EFAC)				
4.3.1	Explain EFAC purpose, mission, roles and responsibilities				
4.4	<u>Describe Evacuation and Repatriation Operations</u>				
4.4.1	Identify Preparation and Planning, Roles and Responsibilities				
4.4.2	Explain Roles and Responsibilities for Noncombatant Evacuation Operations (NEO)				
4.4.3	Explain Roles and Responsibilities for Safe Haven/Displaced Locations and Evacuee Support Operations				

5	<u>AIR FORCE AID SOCIETY (AFAS)</u> <u>TR: DAFI 36-3009, AFI 36-3111, AFAS Operations Guide</u>				
5.1	Know Emergency Assistance Philosophy, eligibility, and emergency assistance available				
6	<u>WARRIOR AND SURVIVOR CARE</u> <u>TR: AFI 34-1101, DAFI 36-3009</u>				
6.1	Describe A&FRC Support to AFW2 Program, Ill and Injured Airmen, Guardians, Families and Caregivers, and Air Force Families Forever				
7	<u>MORTUARY AFFAIRS PROGRAM</u> <u>TR: AFI 34-501, DAFI 36-3009</u>				
7.1	Describe A&FRC role in Survivor Continuum of Care				
8	<u>AIR FORCE FAMILY INTEGRATED RESULTS & STATISTICAL TRACKING (AFFIRST) SYSTEM</u> <u>TR: DAFI 36-3009, https://www.affirst.org</u>				
8.1	Describe use of AFFIRST for data gathering, record keeping, and information management				
8.2	Identify categories of AFFIRST data entry, e.g. workshops, coordination/outreach, tracked visits, informal contacts, leadership consultation				
8.3	Add, manage, edit customer records and document services in customer record areas				
9	<u>BUDGETING AND FINANCIAL MANAGEMENT</u> <u>TR: AFI 65-601V1, AFI 65-601V2, DAFMAN 65-605V1</u>				
9.1	Review Governing Air Force Instructions: AFI 65-601V1, AFI 65-601V2, DAFMAN 65-601V1				
9.1	Review AFI 65-601V1, AFI 65-601V2, DAFMAN 65-601V1				
9.2	Prepare, justify, execute Air Force appropriated funds (e.g. determine funding priorities, developing spend plans)				
9.3	Determine when and describe how to submit a program budget				
9.4	Describe statutory authority and objective of Advertising/Promotional Items				
10	<u>RECORDS/PUBLICATIONS/FORMS MANAGEMENT AND DISPOSITION</u> <u>TR: 33-363, 33-360, 33-332, DAFI 36.3009, AFMAN 37-123</u>				
10.1	Describe and Safeguard of PII				
10.2	Explain customer Statement of Understanding (SOU)				
10.3	Define information life cycle, e.g. active files, inactive fields, cutoff, data call				
10.4	Perform a Personal Readiness Inventory (PRI) for customer visit				
11	<u>OTHER KNOWLEDGE, SKILLS AND ABILITIES (KSAs) TR: DODI 6490.06, AFH 33-337, DAFI 36-3009</u>				
11.1	Describe non-medical counseling, training support and duty to warn.				
11.2	Develop and conduct briefings				
11.2.1	Explain Guard/Reserve needs and eligibility				
12	<u>MANDATORY TRAINING</u>				
12.1	Air University [AU] Airman & Family Readiness Basic Course ETCA Course ID: MAFHRMS 408 TR: DAFI 36-3009, Eaker Center/FDSZ, Maxwell AFB, AL				
12.2	Master Resilience Trainer-Readiness (MRT-R) Course ETCA Course ID: MAFHRMS 404 TR: AFI 90-506, Eaker Center/FDSZ, Maxwell AFB, AL				
12.3	Resilience Trainer Assistants (RTA) Trainer Course TR: 90-506, Local Community Support Coordinator (CSC)				
12.4	Air Force Personnel Accountability and Assessment System (AFPAAS) Case Management Training TR: DAFI 36-3009, https://afpaassupport.af.mil/				
12.5	Air Force Family Integrated Results and Statistical Tracking (AFFIRST) System Training TR: DAFI 36-3009, Training Center Air Force Training Management System Online Courses (https://www.affirst.org)				

13	<u>OTHER TRAINING (NOT MANDATORY)</u>				
13.1	Air Force Aid Society (AFAS) Training TR: AFAS Operations Guide, In-Service AFAS Training, AFAS Training Materials *For information and referral purposes				
13.2	Casualty Assistance Representative (CAR) Training TR: DAFI 36-3002, AFECD *Alternate CAR designees only				