DEPARTMENT OF THE AIR FORCE

Headquarters Air Force Washington DC 20330-1610 Air Force Job Qualification Standard 8C000 SDI A&FRC Readiness NCO 14 April 2022

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 This AFJQS will remain in effect until superseded or rescinded.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

Task No. Tasks, Knowledge and Technical References No. Tasks, Transk, Transk, Knowledge and Technical References No. A&FR PROGRAM OVERVIEW TR: DAFI 36-3009; Deployment Support Program Besk Guide; Emergence Preparedgess and Response Plesk Guide; Entertained Transk Program Agentic Program Agentic Programs (deployment planning/support, emergency preparedness & response, evacuation operations/repatriation, and service delivery) 1.3 Review DAFI 36-3009, Alriman and Family Readiness Centers 1.4 Understand Community Readiness Service Delivery and Administration 1.5 Describs Service Delivery Concept of Operations (CONOPS) 1.5. Understand Service delivery during emergency or contingency support operations 1.5 Describs Service Delivery Concept of Operations (CONOPS) 1.5. Understand service delivery during emergency or contingency support operations 1.6 Program Agentic Programs and Service Administration 1.7 Describs Daministration Programs (Administration) 1.8 Describe Military Family Readiness System (FRS) services and support 1.9 Describe Domains of Family Readiness System (FRS) services and support 1.0 Describe Domains of Family Readiness 1.1 Describe Domains of Family Readiness 1.2 Describe Domains of Family Readiness 1.3 Del Domains of Family Readiness 1.4 Describe Imergency Family Assistance (EFA) Plans 1.5 Describe Imergency Family Assistance (EFA) Plans 1.6 Describe Imergency Family Assistance (EFA) Plans 1.7 Deliver Imergency Family Assistance (EFA) Plans 1.8 Del 1342.22 DAFI 36-3099. AFI 10-438. Denlowment Ban (DP) 1.9 Describe AFRC deployment assistance services 1.0 Describe AFRC deployment profits (COD) 1.0 Describe AFRC deployment Plans (Profit Sylvan Companies) 1.1 Describe Profit Sylvan (Profit Sylvan Companies) 1.2 Explain Enotional Cycle of Deployment Plans 1.3 Describe AFRC deployment Plans (Profit Sylvan Companies) 1.4 Describe AFRC Demrence Profit Sylva	PART II. AFJQS A&FRC READINESS NCO TASK LIST						
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	7.7.2						
Support Operations	4.4.3						
		Support Operations					

5	AIR FORCE AID SOCIETY (AFAS)			
	TR: DAFI 36-3009, AFI 36-3111, AFAS Operations Guide			
5.1	Know Emergency Assistance Philosophy, eligibility, and			
	emergency assistance available			
6	WARRIOR AND SURVIVOR CARE			
	TR: AFI 34-1101, DAFI 36-3009			
6.1	Describe A&FRC Support to AFW2 Program, Ill and Injured			
7	Airmen, Guardians, Families and Caregivers, and Air Force Families Forever			
7	MORTUARY AFFAIRS PROGRAM TR: AFI 34-501, DAFI 36-3009			
7.1	Describe A&FRC role in Survivor Continuum of Care			
8	AIR FORCE FAMILY INTEGRATED RESULTS & STATISTICAL			
· ·	TRACKING (AFFIRST) SYSTEM			
	TR: DAFI 36-3009, https://www.affirst.org			
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	BUDGETING AND FINANCIAL MANAGEMENT TD: AEL 65 601V1 AEL 65 601V2 DAEMAN 65 605V1			
	TR: AFI 65-601V1, AFI 65-601V2, DAFMAN 65-605V1 Review Governing Air Force Instructions:			
9.1	AFI 65-601V1, AFI 65-601V2, DAFMAN 65-601V1			
9.1	Review AFI 65-601V1, AFI 65-601V2, DAFMAN 65-601V1			
	Prepare, justify, execute Air Force appropriated funds			
9.2	(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	RECORDS/PUBLICATIONS/FORMS MANAGEMENT AND DISPOSITION			
	TR: 33-363, 33-360, 33-332, DAFI 36,3009, AFMAN 37-123			
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 11	Perform a Personal Readiness Inventory (PRI) for customer visit OTHER KNOWLEDGE, SKILLS AND ABILITIES (KSAs) TR: DODI 6490.06,			
11	AFH 33-337, DAFI 36-3009			
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	MANDATORY TRAINING			
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			
12.2	TR: AFI 90-506, Eaker Center/FDSZ, Maxwell AFB, AL Resilience Trainer Assistants (RTA) Trainer Course			
12.3	TR: 90-506, Local Community Support Coordinator (CSC)			
12.4	Air Force Personnel Accountability and Assessment System			
12.7	(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)	<u> </u>		

13	OTHER TRAINING (NOT MANDATORY)		
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		
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