



Date: \_\_\_\_\_ Air National Guard  
 Approved by: \_\_\_\_\_ Yellow Ribbon Support Specialist (ANG YRSS)  
 \_\_\_\_\_ MPSC Position Description #

Contract Title:	Air National Guard Deployment Cycle/Yellow Ribbon Support Program
Contract Number/Period:	W9133L-09-R-0012; Base with four option years
Contracting Officer (Govt):	MAJ Patrick Staresina, NGB-ZC-AQ, JP1, 1411 Jefferson Davis Hwy, Arlington, VA 22202
MPSC Program Manager(s):	PM: Ms Donna Crews (contractor); Asst PM Ms Susanne Meehan (contractor)
MPSC PM Contact Information:	Voice: 918-857-1671 Email: dcrews@mpscrc.com ; Voice: 703-229-7205 Email: smeehan@mpscrc.com
Position Location(s):	States and Territories as Designated by NGB-J1
Position Level:	Professional (General Service Equivalent (GSE) Level 09 Step 1-2)
MPSC Contact Information:	Military Personnel Services Corporation (MPSC), ATTN: Jonathan Tipa, 6066 Leesburg Pike, Suite 900, Falls Church, VA 22041; Voice: 571-481-4016, Email: <a href="mailto:jmtipa@mpscrc.com">jmtipa@mpscrc.com</a>

**Position Summary:** The ANG YRSS provides assistance and coordinates all aspects of the state or territory's ANG Yellow Ribbon Program which includes outreach, communication and coordination for programs that will educate ANG Members and their Families about assistance and services available to them under the Yellow Ribbon Reintegration Program. The ANG YRSS provides day-to-day liaison and continuity of operations, programs, and initiatives. The ANG YRSS assists in the accomplishment of all phases of the Deployment Cycle, ensure integration of a number of support and service programs, and coordinates those required services and support to meet Airmen and Family needs. ANG YRSS will be formally supervised and provided program direction by the MPSC Program Manager (PM), but may also receive technical guidance from a state or territory government point of contact. Any changes to the duties and responsibilities of the ANG YRSS, outside of the scope of the contract, must be approved by NGB-J1 and the Contracting Officer. This position is located within the state or territory National Guard Joint Force Headquarters (JFHQ-State), or at a location approved by the state government point of contact with concurrence from the NGB-J1. This position is provided in support of Section 582 of the Fiscal Year 2008 National Defense Authorization Act and subsequently as directed by the Under Secretary of Defense for Personnel and Readiness Department-Type Memorandum (DTM 0-029) dated July 22, 2008, "Implementation of the Yellow Ribbon Reintegration Program."

#### Major Responsibilities:

- Serve as the JFHQ-State ANG Yellow Ribbon Program Manager working with the respective State J1, WING Family Program Coordinator, ARNG Soldier and Family Services program assistant and established local and state networks to manage the ANG Yellow Ribbon program in the state or territory.
- Work with National Guard contacts within the state and territory to assist and establish local and state networks to manage the ANG YR Program.
- Facilitate YR organizational efforts to build the program's credibility and understanding with respective Services, Service members and Families within the local community, State and Federal government agencies.
- Coordinate all aspects of the YR program within the state and territory. Ensure baseline requirements of the YR Program are provided to ANG Members and their Families.
- Serve as the state or territory "Subject Matter Expert" in regard to ANG reunion, reintegration, and wellbeing requirements and activities.
- Provide assistance to State J1, Wing Family Program Coordinators, units, and/or individuals with events, training, and activities required by legislation and as directed by the state or territory to ensure accomplishment of all YR requirements during phases of deployment.
- Provide support in the development of documents, briefings, Memorandums of Understanding and Memorandums of Agreement with other offices or agencies in support of the YR Program.
- Gather and analyze data, submit reports, and assist with identifying systematic problems for mitigation and resolution, track progress, report significant activities, and ensure program standards are met.
- Provide assistance to the state or territory leadership as may be directed within the scope of the contract and program objectives. In instances where there may be a question as to what tasks are within the scope of the contract, the YRSS will contact the MPSC Program Manager for clarification and direction.
- Serve as the conduit for command information and coordination pertaining to YR activities and requirements within the state or territory.
- Provide information, data, and reports as required by the National Guard Bureau, J1 office.

**Reporting Requirements:** In addition to state reporting requirements, as a minimum, the YRSS will provide the following reports:

- Daily completion of time and attendance through the MPSC intra-site.
- Monthly status report provided in electronic format to the MPSC Program Manager NLT 5<sup>th</sup> day of the month. Standardized information will be required based on direction of the MPSC Program Manager.
- Trip report for any approved travel within 5 working days after travel is completed. Report will be provided in electronic format in the format as required by the MPSC PM.
- Incident Report will be provided immediately to the MPSC PM via email and telephone for incidents/situations defined in the Standard Operating Procedures.
- Other reports as may be directed by the NGB-J1, MPSC PM, JFHQ-State J1, or their designated representative.

**Other Requirements:**

- **Contractor Identification:** The contractor will wear identification at all times while performing official duties. Employee shall identify themselves as a contractor in meetings, telephone conversations, written communication and work situations so that their actions will not be construed as acts of a Government official.
- **Travel/Misc Expenses:** Travel will be pre-approved by the MPSC PM prior to actual travel or expenditure of any funds.
- **Equipment Accountability and Security:** The contractor will account for and safeguard all equipment provided to them from MPSC or the Government in accordance with procedures outlined in the SOP.
- **Appearance:** Contractor will maintain a professional business appearance at all times.
- **Security Clearance:** Contractor must obtain and sustain a National Agency Check (NAC), Common Access Card, and any local security badges/authorizations as may be required based on their work location.

**Qualifications:**

- **Education:** Minimum of two years of college is desired (or equivalent life/work experience in a related field; i.e. family services, human resources, etc.).
- **Experience:** Military experience in the area of military personnel, human resources, deployment support, wellbeing, and/or family programs is desired (or equivalent, .i.e. providing like services for the military, military spouse, etc.).
- **Knowledge:** Knowledge of the Air National Guard structure, operation, policies and procedures are desired.
- **Skills:**
  - Require minimum oversight and have ability to work independently.
  - Exceptional customer service—good oral and written communication skills.
  - Proficiently read, write, and understand the English language.
  - A valid state driver’s license.
  - Proficiency in Microsoft Word, Excel, Power Point and Database use.
  - Ability to travel extensively to support ANG Geographically Separated Units.

**Supervision (Position Reporting Relationships):**

- This position has no supervisory responsibilities.
- The First-Line Supervisor is the MPSC PM or Assistant PM:  
\_\_\_\_\_ (name) \_\_\_\_\_ (position).
- The Second-Line Supervisor is the MPSC Executive with overall oversight responsibility for the contract:  
\_\_\_\_\_ (name) \_\_\_\_\_ (position).
- The on-site government point of contact may provide technical support and guidance, however, in accordance with the Federal Acquisition Regulation (FAR), will not directly supervise the contract employee.

**Performance:** MPSC contract employees are professionals—they will provide timely services as required in the contract and as may be required in subsequent MPSC directives, policies, and SOPs. YRSS will maintain a professional appearance, a positive ‘can-do’ attitude, will be reliable and timely, and will represent MPSC in a positive manner at all times. MPSC reserves the right to counsel and subsequently release any contractor whose performance does not meet or exceed these expectations—MPSC sets a high standard bar.

End.

<b>MPSC USE ONLY</b>	
Date:	_____
Approved by:	_____
Title:	_____