

Yellow Ribbon Support Specialist (YRSS) Position Description

The YRSS works under the supervision of the Yellow Ribbon (YR) Regional Manager in the YRSS's geographical area and under the general supervision of the Yellow Ribbon Contract Manager. The YRSS will take all actions necessary to plan, execute and closeout YR training events at the Wing, State or Region, and will ensure the Service Members at the Wing, who need to attend an event per the CNGBI 1801.01A, have all needed information and are provided the ability to do so.

Overall Program Execution

The YRSS will:

1. provide event planning that includes local, regional, online and national efforts of the Yellow Ribbon Program and military support programs
2. facilitate access to YRRP information, events, activities, and services throughout the deployment/redeployment cycle
3. provide Wing YR program data summary to the YR Management Team
4. identify actual or potential problem areas, trends, accomplishments, issues, and practices within the Wing YR Program
5. be proficient in using the Yellow Ribbon Compliance System (YRCS) and make entries in the YRCS as Wing SM attend required events per the CNGBI 1801.01A.
6. provide reports from the YRCS as required by the YR Management Team
7. provide YRCS reports to Wing Leadership at least quarterly, or more frequently if requested by the Wing
8. in addition to the YRCS, utilize the SM Tracking tool, a spreadsheet provided by the YR Management Team, to track communication with SM and units who need to attend a YR Pre-deployment event, who have attended a Pre-deployment event, and who need to attend a Post 1 deployment event
9. provide coordination of the YRRP at the Wing level to include daily communication and coordination with unit deployment managers (UDMs)
10. ensure Yellow Ribbon events are posted in the Office of the Secretary of Defense (OSD) sponsored website at <http://www.yellowribbon.mil>. ensure event information is entered NLT four months prior to the start of any Wing, State or Regional event
11. participate in military outreach activities, facilitate distribution of YRRP public relations material, and increase overall awareness and participation in YRRP. Mass printing of outreach material is not authorized
12. provide plans for YR events to include venue, attendees and equipment. Event plans and the event budget is forwarded to the COR-ANG J1-ANG YRRP/PM for approval. Event costs are funded to the Wing by the ANG. Any market research must be authorized in writing by the Wing's Contracting office

Yellow Ribbon Support Specialist (YRSS) Position Description

13. send out e-mail invitations to eligible individuals to attend a YRRP event and those who registered but did not attend an YRRP event
14. visit applicable venue sites (as authorized by the YR Management Team and the Wing Contracting office), federal, state, and local agencies as necessary in order to complete tasks. A travel authorization must be approved when outside the local commute distance
15. obtain and maintain a Common Access Card (CAC)
16. complete OPSEC and Antiterrorism training on an annual basis
17. complete all training required by the Wing

Event Planning, Scheduling and Execution

The YRSS will:

18. work with Wing leadership to schedule/execute events and determine venue
19. coordinate for event speakers. Speakers may include briefers, facilitators, Military Family Life Consultants, and others to fulfill DoD-mandated subject matter
20. recommend locations for events based on wing requirements. Wing Commanders have flexibility and ownership to design events according to the needs of their Airman and mission
21. Wing and Joint-Wing level events will be conducted at locations within the state of the host Wing
22. provide support activities in all phases of planning, scheduling, execution, and post-event processes. Support activities will include:
 - a. Venue research and booking
 - i. Collaborate with a variety of agencies who request to be a part of the ANG YRRP events.
 - ii. coordinate with the YRRP Cadre of Speakers
 - b. Coordinate with community partners for scheduled events and communicate venue information to ensure participation
 - c. Event Administrative Support (name badges, session hand-outs, evaluations)
 - d. Travel arrangement support for attendees
 - i. Assist with travel arrangements and the production of travel orders.
 1. Coordinate and communicate with ANG members, family or designated representatives, unit administrative personnel and command Wing YRRP point of contact (POC)
 2. Create the guest Defense Travel System (DTS) profile if requested
 3. Prepare documentation for eligible Individual Travel Authorizations (ITAs) requests in compliance with Volume 1 of the JTR.
 - e. Event Logistics
 - i. Pack & ship event materials

Yellow Ribbon Support Specialist (YRSS) Position Description

- ii. Training, planning, and implementation that supports the ANG YRRP event schedule.
 - f. On-site venue coordination and check-out
 - i. Attendee registration and check-in on-site
 - ii. Coordinate on-site set-up for meeting rooms and Community Partner displays
 - iii. Agencies that do not have speaking roles will set-up vendor booths and tables outside the normal breakout rooms in an area identified by the venue
 - g. Establish an event help desk and assign personnel to staff the desk
 - h. Print training certificates as needed
 - i. After Action Review (AAR)
 - i. Provide a memorandum in a format provided by NGB-J1-R at 3 days post-event
 - ii. Provide the AAR as required by yellowribbon.mil NLT 90 days post-event
23. assist in providing information to, gathering information from, and conducting hands-on assistance to Wing Commanders, Force Support Squadron Yellow Ribbon (FSS YR) POCs for their respective commands, and ANG members and family or designated representatives concerning the registration process
utilize <http://www.yellowribbon.mil> as the official record to request funding (Title 10 days/dollars/funds and Operations and Maintenance (O&M)) and report actual attendance and costs of the Yellow Ribbon Events. Each YRRP event phase requires a Funding Form. Submittal should be at least 90 days before the event is scheduled for Wing approval and execution
24. be responsible to create and submit Invitational Travel Authorizations to the Wing/FSS POC via the Defense Travel System for final concurrence and approval for attendees to travel to yellow ribbon events. be responsible to assist in creation of travel vouchers. if required, for approval by the Wing/FSS POC
25. access the Air National Guard Reserve Order Writing System (AROWS) for initial entering of Special Training day (ST) Title 10 orders into AROWS if required by the Wing. After initial entry by the YRSS the AROWS order will then move onto the next step to the Wing YRRP POC for final approval and procurement through Government resources
26. identify and coordinate childcare requirements for children ages 0 to 5 years old, and youth ages 6 to 17 years old
27. identify and coordinate support requirements including but not limited to audiovisual equipment, computer and projector support, and routine office supplies (e.g. pens, pencils, paper, and name tags, as well as event speakers), per Command requirements for each YR event
28. establish an operations center at Yellow Ribbon events to facilitate registration, provide administrative support throughout the event, and track accountability and participation of event attendees
29. use the Microsoft Suite of programs to monitor unit deployment rosters and compare them to event registration rosters

Yellow Ribbon Support Specialist (YRSS) Position Description

30. prepare weekly and monthly reports for the YR Management Team, Wing YRRP POCs and command leadership using eligibility and attendance rosters to measure participation levels and provide cancellation and “no-show” data
31. using the Yellow Ribbon website (<http://www.yellowribbon.mil>), assist in issuing and collecting all session and overall event critiques/feedback sheets/surveys from attendees for each event, and scan them into (<http://www.yellowribbon.mil>) after each event
32. based on feedback, submit an event AAR in a format provided by NGB-J1-R, on the third business day following the YRRP event. Additionally submit an AAR at <http://www.yellowribbon.mil> NLT 90 days after the event. The AAR shall capture what happened, why it happened, with lessons learned and shall provide the Government with an assessment of the quality of services delivered
33. assist in drafting agendas regarding Wing, State and Regional events (Government will provide template). Coordinate speakers and vendor support
34. on a monthly basis, prepare monthly scheduling updates and attendance registration rosters for reconciliation with expected attendees. Scheduling updates shall include changes in location or times

Wing Yellow Ribbon Event Planning and Logistics Management

The YRSS will:

35. coordinate with Wing leadership provide Wing support including day-to-day support to Airmen and Family members and act as a liaison with other support entities including Wing Airman and Family Readiness Program, Transition Assistance and Resilience activities.
36. provide guidance, assistance, and day-to-day support and continuity for the Wing Commander's operations and initiatives and support the unit Deployment Cycle Support Program. Provide logistics and planning support for Wing activities such as Resource Fairs, Family Day and other activities that support the Wing Commanders initiatives.
37. support program integration, outreach and communication and prepare information packets for hand-outs in support
38. enter contact data into Air Force Family Integrated Results and Statistical Tracking (AFFIRST) with activities as provided by Airman and Family Readiness Program (AFRP) and complete the requested entry as requested by the AFRPM.
39. Support PDF line for marketing the YRRP to deployers