



NAF VACANCY ANNOUNCEMENT
MARINE CORPS COMMUNITY SERVICES
HUMAN RESOURCES DIVISION
1401 West Road, Camp Lejeune, NC 28547-2539
COM: (910) 451-9279 FAX: (910) 451-6771
Email: lejeune.vacancies@usmc-mccs.org Web site: www.mccslejeune.com
EQUAL OPPORTUNITY EMPLOYER

No: 151-09
Open: 3 Nov 09
Closes: 13 Nov 09

POSITION: FAMILY READINESS OFFICER
NF-0301-04 MINIMUM STARTING SALARY \$46,467 ANNUALLY

TYPE OF EMPLOYMENT: FULL-TIME

LOCATION: 2ND BATTALION, 2ND MARINE REGIMENT

AREA OF CONSIDERATION: ALL SOURCES

MINIMUM QUALIFICATION REQUIREMENT: Must have four years related experience demonstrating a high degree of interpersonal communication and analytical skills to adapt and respond to diverse situations unique to the military lifestyle. Bachelor's degree preferred.

SPECIAL NOTES: *Must be able to accommodate a flexible work schedule to include weekend and nighttime family briefs/programs. *Must be able to travel in order to support the Unit Family Readiness Program. *Must have the ability to obtain and maintain a final Secret security clearance.

1. **INTRODUCTION:** This position is located at the 2nd Battalion, 2nd Marine Regiment, 2nd Marine Division, Marine Corps Base Camp Lejeune, North Carolina. The incumbent reports to the unit commander and provides command outreach, support and assistance to the unit's military personnel and their families and assists Marines in their responsibility to attain and maintain personal and family readiness.

2. **DUTIES AND RESPONSIBILITIES:**

Serves as part of the unit commander's Family Readiness Command Team, which guides the unit's efforts in assisting Marines in attaining personal and family readiness. The unit commander establishes the priorities and direction of the Unit Family Readiness Program and the Family Readiness Officer (FRO) is the primary staff member responsible for carrying out the commander's vision and intent. Implements the Unit Family Readiness Program in its mission to support individual Marines in attaining family readiness. Support to families shall encompass Marines, spouses, children, and designated parents/extended family members of Marines. Conducts proactive outreach, rapport development and multi-faceted communication efforts to facilitate meaningful two-way communication between the command and its Marines and families. Assures the unit conforms to applicable guidance and regulations in the execution of the Unit Family Readiness Program and remains ready to successfully undergo the scrutiny of higher-headquarters assessments. Prepares and distributes official information via the mass communication system, Unit Family Readiness Program Newsletter, official unit website, unit toll-free phone numbers, and other media. Monitors and analyzes usage patterns for communications methods, to include Marine Online Readiness Roadmaps. Partners with the Public Affairs Officer (PAO) as appropriate. Distributes marketing materials developed and provided by Headquarters Marine Corps

(HQMC) and/or Marine Corps Community Services (MCCS). Develops and implements Unit Family Readiness Program communication plan of action and milestones, to include awareness marketing. Drafts speeches and strategic communications messages as required. Delivers briefs and presentations as needed (from General Officer to family member level). Provides Marines and designated family members with official command communication and Information and Referral (I&R) services for emerging challenges. In providing I&R services, establishes and maintains contact with other organizations, including but not limited to, MCCS, Marine and Family Services, Marine Corps Family Team Building (MCFTB), MCCS Area Coordinator, and other on-base and off-base resources. Communicates purpose and extent of the family support programs to Marines and extended family members. Actively encourage family member use of available resources and programs. Plans, coordinates and executes administrative and logistical requirements, in partnership with the MCCS Area Coordinator, MCFTB, or other applicable entities for Unit Family Readiness Program events such as Family Days, pre, during and post-deployment events, and others as required. Coordinates and attends Family Readiness Command Team meetings. Attends closing ceremonies for MCFTB trainings/sessions and volunteer appreciation events related to unit Marines and family members. Assesses family readiness training and education needs of unit Marines and families, and coordinates MCCS support to meet those needs. Establishes training schedules and coordinates delivery of training. Welcomes new families to the unit, establishing a relationship and providing information regarding the many resources available. Supports activities that build unit cohesion and a sense of community among the unit families. Assures Marines who are required to establish a Family Care Plan (FCP) have completed one that is executable. Explains the purpose and intent of the requirement and assists them in the completion of the FCP. Establishes and maintains liaison with, and serves as a mentor to, subordinate unit FROs. Assists in the development, implementation, and evaluation of subordinate Unit Family Readiness Programs. Conducts periodic assessments of subordinate units' personal and family readiness programs and provides appropriate recommendations for improvements. Oversees and directs the efforts of Family Readiness Program Assistants. Validates and tracks volunteer service hours in coordination with the Installation Volunteer Coordinator. Coordinates appropriate volunteer recognition. Monitors and maintains fund allocations. Develops long range and short range cost estimates for program funding requirements. Monitors overall budget execution. Acts as the approving official for reimbursement of volunteer expenses. Maintains contact and coordination with MCCS (e.g., Directors of MCFTB and Marine and Family Services) and others regarding the effectiveness of MCCS programs and services. Ensures Operational Security (OPSEC) and Privacy Act compliance. Adheres to principles and concepts of the Equal Employment Opportunity (EEO) program. Performs other related duties as assigned.

3. **Knowledge, Skills and Abilities (KSAs)**. KSAs are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position.

Qualified applicants will be evaluated on the degree to which they possess the KSAs shown below. Applicants should indicate their KSAs on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below; failure to submit the additional information may result in the applicant not meeting the “Best Qualified” list.

- a. Describe work or related experiences that demonstrate your knowledge of philosophies, policies and procedures governing the Unit Family Readiness Program.
- b. Describe work or related experiences that demonstrate your knowledge of military lifestyle and organizational structure.
- c. Describe work or related experiences that demonstrate your ability to establish realistic long and short term goals and objectives, set achievable deadlines and react quickly to changing priorities.
- d. Describe work or related experiences that demonstrate your ability to operate a personal computer and associated software such as Microsoft Excel, Publisher, Word, and Access.

- e. Describe work or related experiences that demonstrate your ability to tactfully and effectively deal with families in crisis situations.
- f. Describe work or related experiences that demonstrate your ability to deliver briefs and presentations to family members and military personnel of all ranks as needed.
- g. Describe work or related experiences that demonstrate your ability to gather, assemble and analyze complex organizational information, draw conclusions and devise solutions to problem areas.
- h. Describe work or related experiences that demonstrate your ability to lead others in the accomplish of work.

4. **Selection.** This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES.

5. **How to apply.** You may apply on line by attaching your resume and KSA's to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org. You may also submit a resume/application in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539. **Resumes/Applications must be received no later than 3pm, 13 November 2009.** The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our website at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf> .

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> .

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

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Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions.