



POSITION: Aircrew Scheduling Support

LOCATION: Barksdale AFB, LA; Minot AFB, ND; Whiteman AFB, MO; Dyess AFB, TX; and Ellsworth AFB, SD

SECURITY CLEARANCE: Secret

General Tasks and Responsibilities:

- Coordinate with training officers, Aviation Resource Management offices, Unit Deployment Manager, and Operations Officer (DO) to arrange a schedule to facilitate operations, qualification, upgrade, test, exercise, and continuation training accomplishment to meet required currency and progression standards, in accordance with DO priorities.
- Build long and short-range schedules to ensure full coverage of all aircrew, instructor, evaluator, support personnel, and supervisor positions.
- Coordinate with senior squadron, group, and/or wing leadership on a daily and weekly basis to facilitate flying operations.
- Keep track when crewmembers will be on leave, temporary duty, have scheduled medical appointments, or other scheduling commitments, and deconflict crewmember schedules and work with flight leadership to ensure crews are available to meet assigned sortie taskings.
- Track daily flight/ground/academic training requirements and accomplishments to facilitate accurate flight scheduling as directed by the DO and/or shop chiefs.
- Update data in Patriot Excalibur (PEX) (or future equivalent systems to PEX) and locally-developed database systems as required.
- To the maximum extent possible, schedule aircrews based on experience to mitigate Operational Risk Management.
- Report updates to squadron, group, and wing leadership.
- Facilitate last-minute schedule changes to ensure full coverage by working with the current mission commander/operations supervisor (or equivalent) and flight responsible for the shift that is not fully manned.
- Obtain aircraft and equipment availability data from maintenance and schedule crewmembers for training, exercises, simulators, and operations, as required.
- Publish/post scheduling data for unit long/short-range ground/academic, flying, and simulator training event schedules on PEX, or other computer database systems.
- Comply with operations group and scheduling chiefs' locally-developed guidance when building the schedule.
- Determine flight, ground, and simulator schedule requirements for upgrade, initial qualification, requalification, transition, currency, and continuation training based on syllabus requirements, student progression, weather, and daily equipment/training range availability.
- Perform daily updates of scheduling data to compensate for changing conditions and training completion rates.
- Coordinate with Wing Scheduling, outside agencies, exercise participants, and higher headquarters (i.e., RED FLAG, GREEN FLAG, Weapons School support) for reporting and to facilitate exercise and special event schedule coordination.



- Provide inputs to Wing Scheduling and update daily Supervisor of Flying, Top 3, and schedules.
- Correlate sortie length and airspace requirements with syllabus requirements.
- Attend meetings, as required, including but not limited to:
 - Weekly Special Use Airspace Scheduling meeting for schedule coordination;
 - Weekly Planning/Coordinating Airspace Restrictions meeting for schedule coordination and deconfliction;
 - Monthly Range Scheduling meetings for schedule coordination and deconfliction.

Wing Scheduling Support:

- Develop and maintain a comprehensive long-range scheduling system including, but not limited to, the prioritization of tankers and agile combat employment operations.
- Collaborate with operational units to align long-term mission planning with organizational objectives.
- Ensure optimization of resources and strategic alignment with broader tenant units (such as AFRC and ANG units) and AFGSC goals.
- Analyze historical mission data to enhance future planning.
- Generate detailed reports for Operations Group leadership to inform decision-making.
- Provide training on utilizing the long-range scheduling system.
- Facilitate knowledge transfer to ensure the Operational Group gains proficiency in leveraging the new capabilities.

Minimum Qualifications:

- Active Secret Clearance
- A minimum of two (2) years of experience working as a squadron aircrew scheduler.
- A minimum of two (2) years of experience working with PEX or similar proprietary scheduling program.
- Knowledge and understanding of national, DoD, and U.S. Air Force statutory and regulatory policies, directives, and procedures relating to logistics and operations activities.
- Ability to gather, assemble, and analyze facts, draw conclusions, conduct analysis, devise recommended solutions, and package the entire process in briefings, papers, or reports suitable for executive use and decision-making.
- Skill in oral communications is necessary to inform the leadership of program changes, to make presentations to management of a complex nature, and to lead and serve effectively on process teams.
- Skill in written communications to allow effective articulation of assigned tasks and publication of new and updated products.
- Experience navigating Non-Classified Internet Protocol Router (NIPR) and Secret Internet Protocol Router (SIPR) type IT systems.
- Must be able to work in a team environment and independently with limited supervision all while developing and maintaining interpersonal relationships.