



POSITION: Operations Training and/or Stan Eval 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:

- Update data in PEX (or future equivalent systems to PEX) and locally-developed database systems as required.
- Interface with Aviation Resource Management personnel to update the Aviation Resource Management Systems (ARMS) (or future equivalent systems to ARMS), as required.
- Review and update student/permanent party records, folders, and grade books per the applicable Air Force Instructions (AFI 11-202V1 and AFI 11-2MDS-V1), associated MAJCOM installation supplements, and locally-developed guidance. Number of records will vary depending on unit manning/student throughput.
- Administer classes and exams as required and coordinate with scheduling to ensure crewmembers are scheduled for Crew Resource Management, Instructor Crew Resource Management, Instrument Refresher Course, and any other grounding or pre-deployment training requirements. Number of classes/exams will vary depending on unit manning/student throughput.
- Perform weekly individual gradebook checks of personnel training requirements.
- Prepare and periodic training/testing plans for approval and scheduling.
- Provide weekly updates to squadron or group leadership containing the flight and readiness status of personnel to facilitate tracking of duty status and performance report/decoration accomplishment.
- Coordinate with scheduling office to maximize training opportunities in accordance with unit leadership guidance. Scheduling and training will be consistent with AFIs.
- Provide daily tracking of upgrade and continuation training accomplishment for the unit operations supervisor (or equivalent); as well as, weekly summaries for the DO or group supervision.
- Assist in the development of new curriculum and syllabi for aircrew and ground training.
- Generate the following reports/forms as required:
 - AF Form 4324, Aircraft Assignment/Aircrew Qualification Worksheet;
 - Training Aids;
 - Monthly Aircrew Qualification Level Summary (also known as the “Letter of Xs”) and provide a copy of in-work and final documents to Wing Current Operations and Wing Stan Eval NLT the last day of each month;
 - Monthly and quarterly Ready Aircrew Program (RAP) reports and RAP inputs to squadron, group, and/or wing leadership each quarter;
 - RAP reporting as required by the current RAP tasking message;
 - Monthly summary of aircrew probation/regression status;
 - Grade Book report.
- Maintain accountability and control of flight testing materials.

- Coordinate with training officer to review and update student/permanent party records, folders, and grade books per the applicable AFIs (AFI 11-202V2 and AFI 11-2MDS-V2); as well as, associated MAJCOM/ installation supplements and locally-developed guidance.
- Notify crewmembers, scheduling, and unit leadership of upcoming and overdue testing, evaluations, and training requirements via e-mail, telephone, or in person.
- Generate the following reports/forms as required:
 - Evaluation and Testing Status and Trend Data reports;
 - Provide data to Wing Stan Eval for Standardization Evaluation Board 6 month report;
 - AF Form 8, Certification of Aircrew Qualification.
- Perform testing administrator duties/functions for the unit.
- Conduct monthly reviews for those aircrews entering into the first month of evaluation eligibility period.
- Interpret AFIs and provide guidance to personnel assigned to stan eval shops to help track training and readiness status of squadron personnel.
- Standardize technical order library throughout mission planning vault computers
- Standardize/execute mission data cartridge and in-flight map data cartridge (MSCs) checkout procedures (if applicable).

Minimum Qualifications:

- Active Secret Clearance
- A minimum of two (2) years of experience working with PEX or similar proprietary scheduling program.
- A minimum of two (2) years of experience working with Microsoft Access, Excel, and SharePoint.
- A minimum of two (2) years of experience working in a squadron, group, and/or wing training and/or stan eval shop or three (3) years of experience working in a DoD flying squadron, group, and/or wing equivalent training and/or stan eval office.
- 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.