



POSITION: Electronic Flight Bag Program 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:

- Manage the Wing/Ops Group EFB Program IAW AFGSCI 11-270 and Baseline Configuration announcements.
- Serve as the Wing/Group EFB manager and liaison with AFGSC EFB Program Manager AFGSC/A3TV. Serve as Primary Wing EFB Program manager along with designated alternate EFB Program manager. Ensure EFB Manager appointment letters are accurate, up to date, and submitted to AFGSC/A3T EFB Workflow email organizational box. Ensure squadron EFB Manager appointment letters are generated, archived, and forwarded to the EFB Workflow email.
- Responsible for all maintenance, upgrades, patching, and restoration functions that cannot be handled at the squadron level. Authorized to have the administrative passcode for the mobile device management (MDM) administrator console, Foreflight admin, and designated as local administrator for all Exclusive Use Stand-Alone (EUSA) computers.
- Coordinate with Stan/Eval Technical Order Distribution Officer (TODO), squadron EFB Managers, and Stan/Eval representatives to ensure all EFB standalone computers have appropriate and up to date electronic publications and Flight Information publications (FLIP): Technical Orders, Currency of Directives, Flight Crew Information Files (FCIF), Special Interest Items and any other applicable information as determined by 2 OG Chief of Stan/Eval. Ensure flight publications are standardized and available across EFB EUSA and digital platforms to include Group SharePoint sites and Shared drives. Update EUSAs using wireless, hard drive, or CD/DVD; and send emails to inform applicable aircrew of any updates to flight publications or EFB/standalone procedures, processes, or issues.
- Serve as the EFB system administrator using BlackBerry Unified Endpoint Management Software (BBUEM), or any future designated MDM software. Ensure appropriate training certificates and requirements are completed to be able to effectively use BBUEM to configure, track, issue, reset, update, and maintain the EFB program at a Wing level. Tasks include but are not limited to adding and removing user accounts, tracking lost or stolen EFBs, and ensuring unit compliance via device audits.
- Manage Foreflight administration account to ensure access to Foreflight services. Add and delete accounts on Foreflight and educate subordinate (squadron level) EFB program managers on EFB configuration for worldwide FLIP use.
- Manage commercial internet services (WiFi) required to support EFB connectivity. Maintain primary contact between Group units and internet service provider (ISP). Relay internet connectivity problems to internet service provider (ISP) and schedule repair or service work to establish and maintain unit network connectivity. May have to escort and accompany ISP technician through base-facilities on a recurring basis.
- (Note: ISP billing/payment is handled by the appropriate Resource Advisor and not the responsibility of the EFB program manager.)
- Work with appropriate Resource Advisor to establish sustainment cost and maintain necessary inventory of EFB equipment.



- Serve as equipment custodian for all EFB equipment within Operations Group. Maintain accountability and tracking of devices using inventory processes and software. Responsible for the decommissioning of obsolete equipment via appropriate channels to include: Information Technology Equipment Custodian (ITEC) and Defense Utilization and Marketing Office (DRMO).
- Responsible for distribution and inventory of “hardware refresh” EFB equipment. Inventory and enroll each device into AFGSC’s Device Enrollment Program (DEP) and MDM software, ensuring devices are enrolled prior to operational use.
- Identify, address, and elevate EFB requirements and concerns to leadership and the AFGSC/A3T. Monitor tech releases and iOS software updates/news to anticipate and develop a mitigation plan for obsolescence within the EFB program.
- Utilize and monitor Microsoft Teams EFB Program Manager Site for announcements and discussions within the EFB program. Use Microsoft Teams and SharePoint sites to maintain situational awareness, manage user profiles, assign training to new EFB managers, and liaise with AFGSC/A3T EFB Manager.
- Engage in future EFB capability discussions and plans as required by Operations Officer or delegate.

Minimum Qualifications:

- Active Secret Clearance
- Must possess working knowledge of iOS and MacOS;
- A minimum of two (2) years of Microsoft suite experience and ability to manage SharePoint and Microsoft Teams applications.
- 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.
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