

# JOB DESCRIPTION

**JOB TITLE:** KC-130J Pilot (SME)  
**SUPERVISOR:** Site Manager  
**LOCATION:** MCAS Cherry Point, NC

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## PURPOSE OF POSITION

Provide aviation expertise and high-level proficiency, advanced technical knowledge and analysis of the highly specialized operational environment.

## MINIMUM QUALIFICATIONS

**Education:** Associates Degree. Bachelor's degree preferred.

**Training and Experience:** Minimum 2 years experience as a KC-130J Pilot within the last 7 years. Or a minimum of 2 years experience working on revision and maintenance of KC-130J Pilot courseware within the last 5 years. Extensive knowledge of KC-130J operational performance capabilities.

**General Skills:** Must possess highly developed organizational, planning and management writing skills, oral communication skills, project management skills, ability to schedule work flow, prioritize, delegate, meet deadlines, and be multi task oriented. Ability to work with little to no supervision.

**Computer Skills:** Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

**Security Clearance:** Must obtain/maintain a "Secret" level security clearance.

## DUTIES AND RESPONSIBILITIES

- Review curriculum, assess and recommend improvements to the training program.
- Attend required meetings/training.
- Update, modify and maintain currency of curriculum to support platform specific training.
- Assess training, syllabus and mission scenarios to ensure courseware and training documents reflect current tactics, techniques and procedures as defined in the NTTP, Joint Doctrine and Marine Corps War-Fighting Publications and are the most effective means of execution.
- Provide analysis of existing testing instruments and recommend changes to improve training baseline and measure proficiency of training objectives
- Review syllabi and recommend changes to the lessons based on NATOPS changes, engineering changes, tactics and evolving mission area changes.
- Revise and maintain console instructor guides in support of the KC-130J training.
- Revise and maintain simulator scenarios. This includes updating the orders of battle, flight paths, enemy and friendly reactions, threat platforms, time lines, and Integrated Air Defense Systems.

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- Perform other incidental and related duties as required and assigned.

### **SUPERVISORY/MANAGEMENT RESPONSIBILITY**

None

**NOTE:**

*In filling a vacant position, preferred or required credentials regarding education, training, experience, skills, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.*

*The order of duties and responsibilities listed in this job description is not designed or intended to rank the duties and responsibilities in any order of importance relative to each other.*