

## **JOB DESCRIPTION**

**JOB TITLE:** RQ-4 Pilot Instructor SME

**SUPERVISOR:** Site Lead

**LOCATION:** Grand Forks AFB, ND

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### **MINIMUM QUALIFICATIONS**

#### **Education:**

Must possess a Bachelor's degree.

#### **Training and Experience:**

- Must possess previous experience as Global Hawk/Triton instructor pilot.
- Must possess previous experience as an IP in other aircraft with 1000 hours total pilot flying time (not including SUPT or joint undergraduate NAV training time) of which 150 hours are Global Hawk/Triton (not including "other" time), or
- Must possess previous experience as an IP in other aircraft with 500 hours Global Hawk/Triton (not including "other" time).
- IP Candidates that do not meet these qualifications but were previously an instructor pilot in another MDS may be approved on a case-by-case basis by the COR or CO after acceptance by the FTU/Detachment Commander.
- Must meet AFMAN 11-2E/RQ-4, Volume 1, Chapter 2, Instructor Pilot Prerequisites prior to certification as an RQ-4 IP.
- Must complete a formal Criterion Referenced Instruction (CRI) course within 6 months after start of training as an instructor. Completion of the Air Combat Command Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
- Instrument Refresher Course (IRC) Instructors require the following additional qualifications:
  - Must be graduate of Air Force Advanced Instrument School (AFAIS) at Randolph AFB, TX, Oklahoma City, OK, or equivalent.
  - Must have concurrent U-2/T-38 or RQ-4 instructional duties.

#### **General Skills:**

Must be able to handle multiple tasks, a self-starter, flexible in work assignments, detail oriented, highly organized, possess good interpersonal and written communication skills, and work under limited supervision.

#### **Computer Skills:**

Proficient in Microsoft Word, Excel and Outlook. Familiarity with normal government software and hardware.

#### **Security Clearance:**

Must possess and maintain a TS/SCI clearance. (Requirement applies to flying instructors only. All others must possess and maintain a Secret clearance.)

### **DUTIES AND RESPONSIBILITIES**

- Prepare classroom for instruction.
- Issue, track and receive any lesson-related student materials or equipment as required. This does not include individual student publications distributed by Government personnel, such as, any operational Technical Order (T.O.), Air Force Handbook (AFH), Air Force Instruction (AFI), Air Force Manual (AFMAN) and/or local instructions.
- Perform academic instruction as required by the applicable syllabi or training plans.

- Monitor self-paced and computer-based instruction to provide academic instruction as required. The contractor shall be responsible for the proper use of the equipment in the Learning Center and shall report any equipment problems IAW the Local Operating Procedures.
- Provide make-up instruction of academic lessons to students who have missed class or have failed an examination.
- Provide remedial student training. Remedial training shall be in accordance with the appropriate syllabus or training plan. Remediation shall be scheduled by the contractor and coordinated with the Government Training Subject Matter Expert (Government T/SME). Remedial training shall be scheduled to allow continued normal progression in the syllabus or training plan.
- Provide Instrument Refresher Course (IRC) instruction as required in the U-2, T-38, and RQ-4 syllabi, and periodically for qualified U-2, and RQ-4 pilots according to estimates included in this PWS.
- Coordinate and conduct aircraft preflight training required to support the syllabi.
- Review desired learning objectives with students in preparation for examination/evaluation.
- Administer, score and debrief student examinations IAW established policy. All examinations will be debriefed to one hundred percent (100%).
- Accomplish and archive trend analysis and evaluation as described in AFMAN 36-2234 and DAFH 36-2675, Volume 8. Analyze all examination results for trends toward faulty questions and deficient instruction. Maintain analysis in corresponding lesson production folder. Analysis results will be documented in the Training Evaluation Report (Refer to PWS Attachment 11).
- Develop, review, and respond to end-of-phase and end-of-course critiques of academic instruction.
- When required, perform as flight evaluation board or mishap (i.e., safety and/or accident) investigation board witness.
- Manage academic programs (i.e., configuration control) to comply with AFRs, AFIs and other publications as instructed in Appendix 3 of this PWS.
- Develop and maintain continuity folders, production folders, and student grade books.
- Maintain audiovisual library, films, tapes and lesson courseware. This includes as a minimum, posting changes and maintaining the master lesson courseware (approved contractor produced courseware only) for all syllabus and CT-required lessons (including Air Force taught lessons).
- Manage and control academic equipment (i.e., projectors, televisions, computer learning stations). If applicable, this includes uploading of Computer-Based Training (CBT). It is the responsibility of the contractor to maintain positive control of the equipment and ensure that the equipment remains in the assigned room.
- Maintain reference material used in support of academic courseware. This includes any T.O., reference notes, publications, IRC material and publications, etc.
- Maintain Training Tasks List (TTL) for U-2/T-38 and RQ-4 aircrew training.
- Perform other incidental and related duties as required and assigned.

**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.*