

TROY HORACE

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SSN: xxx-xx-xxxx
Citizenship: United States
Security Clearance: Top Secret

Contact Current Employer: Yes
Veterans Preference: 5 points
Federal Civilian Status: N/A

Objective: Flight Management Specialist; GS-2101-12
ANN: AF4567

PROFESSIONAL PROFILE

United States Air Force Air Mobility Operations Planning and Flight Management Specialist with over 17 years' experience strategizing and coordinating requirements and following execution of critical airlift missions worldwide in support of warfighters, international humanitarian relief initiatives, Presidential airlift missions, Joint Force contingency operations, and Joint Chiefs of Staff exercises. Expert technical advisor and problem solver, quickly defining priorities and analyzing options to implement sound alternative and contingency strategies to resolve complex en route issues. Solid Airlift Operations Director, ensuring up-to-date data and intelligence resources for solid decision making. Demonstrated leadership success, developing and motivating personnel to achieve highly productive, mission focused work environment. Solid oral and written communication ability, providing written and oral briefings to senior leadership, mission support crews, and air and ground crews.

PROFESSIONAL EXPERIENCE

United States Air Force 01/1998 – Present
Major/O4 & 06/1983 – 05/1990
Name of Company, 07/2005 – Present 40 hours/week
Name of Command, Name of Base, City, State, Country

Deputy Chief, EUCOM Exercise Branch

Supervisor: Lt. Col. Jones, (123) 456-7890, permission to contact

Manage strategic, flight planning and contingency airlift operational requirements including highly complex military and DoD commercial airlift and ground services requirements and logistics coordination for critical missions worldwide supporting warfighters, international humanitarian relief initiatives, Presidential airlift missions, Air Force and Joint Force contingency operations, and Chairman, Joint Chiefs of Staff (CJCS) exercises.

- ◆ Apply Federal Aviation Regulations (FAR), Air Force Instructions, Regulations, Directives (AFI) (AFR) (AFD), DoD Foreign Clearance Guide, and knowledge of aircraft capabilities, airfield requirements and capabilities, aviation operations, atmospheric factors, and other performance impacting elements to plan and prepare domestic and international aviation operations.
- ◆ Review and analyze incoming mission planning requests and objectives. Plan and monitor commercial airlift budgets ranging from \$1M to \$8M. Define, calculate and coordinate operational requirements including type of aircraft, cargo and passengers, airfield capacity/capabilities/surface analysis, fuel, air refueling, force protection, geopolitical conditions, ground equipment, manpower, HAZMAT considerations, financial restrictions. Research and interpret international flight policy. Determine and evaluate efficiency and feasibility of various options. Manage foreign clearances for all personnel and flights; plan, produce, file and transmit flight planning products. Ensure compliance with UTRANSCOM Joint Material Essential Task Lists (JMETL).
- ◆ Provide oral and written briefs and reports to Contingency Division Chief detailing operational plans, progress and emerging issues. Prepare Excel slides, status reviews. Provide expert analysis and recommendations to improve short-range and long-range operational policies and procedures.

(United States Air Force continued)

- ◆ Subject Matter Expert for air mobility issue resolution. Provide expert advice and recommendations to Flight Management Teams to identify and implement contingency operations and alternative logistics to overcome obstacles and adjust to emerging political, tactical or operational conditions. Define priorities. Locate and secure alternative suitable airfields, equipment and manpower. Leverage embassy contacts to secure short-notice clearances. Relay emerging data, operational changes, NOTAMs, to Flight Managers, Air Traffic Control, mission support crews, air and ground crews, and counterparts in external Commands.
- ◆ Assist Chief in supervising 10 CJCS Exercise/Contingency Directors, preparing and disseminating responsibilities with clearly defined timelines and detailed requirements. Review and maintain daily Operations Summary. Monitor benchmark accomplishments; research delays. Support Directors with resources and expertise to overcome obstacles and issues. Provide guidance to Mission Support personnel. Brief Exercise Branch Chief throughout critical and high profile missions.
- ◆ Represent Command to DoD, HQ USAF, unified/combined commands and foreign governments. Liaison to National Imagery and Mapping Agency, and civilian contractor technical staff.
- ◆ MAJCOM advisor for accurate aviation flight planning information and procedures. Ensure currency of en route charts, airway flight publications, airfield supplements, International Civil Aeronautical Organization (ICAO) procedures, and terminal area charts and diagrams.
- ◆ Document, review and update air transportation metrics for all flights, encompassing costs, hours flown, aircraft, total cargo and personnel moved. Update country resources database to ensure valid contacts, geopolitical information, services available and issues. Conduct operational review and document lessons learned.
- ◆ Maintain and update GDSS, SMS, CAMPS, and LogBook. Expertly utilize tools including Standard Departure Procedures (SDP), ACFP, PFPS, JOPES. Unit trainer for incoming personnel. Establish and monitor training checklists; demonstrate procedures and oversee practice; provide feedback and additional opportunities to refine skills.
- ◆ Safe Custodian for classified material inventory, handling, disposal. Brief and debrief

Selected Accomplishments

- Provided key guidance to Special Ops Command for successful proposal to JCS increasing priority level for missions, facilitating significant cost savings while drastically increasing capabilities and response time for critical missions. Joint Operations Planner for successful short-notice critical USMC troop evacuation.
- Oversaw planning and accomplishment for 30 to 47 annual CJCS exercises valued at \$15M to \$36M.
- Led successful airlift plan for NORTHCOM #1 priority exercise encompassing 41 missions/1.6K pax/853 tons. Strategized PHOENIX JAGUAR exercise, moved 787 tons.
- Supported USMC nation building exercise with African country partners; 682 pax/286 tons moved.
- Strategized CJCS Exercise Shared Accord; airlifted 5450 troops, 195 tons on 8 missions; enhanced African theater security through multinational cooperation.
- Improved airlift support to warfighters through analysis and recommendations regarding foreign carrier operational protocols.
- Lead Planner for COMBINED ENDEAVOR, enhanced C41 crisis response of 41 partner nations.
- Enabled integration of 7 West African nations to halt flow of illicit weapons and human trafficking.

(United States Air Force continued)

Deputy Director J3, (08/2004 – 07/2005)

Special Assignment to Name of Assignment, Base, City, ST, Country

Supervisor: LTC Jones, USA (RET)

Supervised 23 Command Control Specialists, Operations Experts, Diplomatic Clearance Specialists, Logistics and Support personnel to strategize and oversee all airbase ground and air operations including global Joint Force, multi-national tactical, humanitarian relief, counter drug and counternarco terrorism (CNT), search and rescue, and training exercises. Coordinated operations within 7-nation, Central American Joint Operations Area. Briefed Colonel and Ambassador through oral and written reports.

- ◆ Hosted weekly staff meetings. Reviewed and analyzed upcoming and ongoing operations, benchmark deliverables. Defined priorities; budgeted missions; scheduled and assigned tasks. Solicited individual input and leveraged talents and innovative ideas of team to improve operations and overcome obstacles. Developed highly productive, goal-oriented work environment and strong sense of ownership of mission among staff.
- ◆ Directed 10 Army Operations Specialists in Joint Operations Center providing 24-hour Command/Control strategic and tactical communications capability. Secured diplomatic clearances including related to complex and sensitive issues.
- ◆ Prepared and presented staff evaluations, recognizing outstanding accomplishments. Addressed performance issues calmly and professionally. Engaged individual in identifying and implementing solutions. Wrote letters of award and recommended qualified individuals for advancement. Counseled soldiers and airmen on military life issues, conflict resolution, and career planning.
- ◆ Tracked career goals, professional development of staff. Facilitated extensive technical and leadership training, and provided challenging opportunities to significantly expand knowledge and skill of team.

Selected Accomplishments

- Identified and implemented improved operations to USSOUTHCOM scheduling processes resulting in drastic improvement to contingency operations planning and execution. Developed and implemented anti-terrorism and force protection plans.
- Successfully proposed and accomplished in-transit tracking to JTF-B helicopter deployments. Coordinated support for Presidential visit to Columbia.
- Strategized MEDEVAC plan for 3 Engineering Task Forces for protection of over 900 troops in austere locations.
- Executed 14 Central SKIES CNT missions; contributed to destruction of over \$50M of narcotics.

Name of Command, TACC, Name of Base

CJCS Exercise and Contingency Director, (02/2003 – 08/2004)

Supervisor: Lt. Col. Jones, USAF (RET)

Planned and directed airlift and tanker participation in worldwide contingencies and CJCS exercises. Represented AMC at worldwide exercise planning conferences with JCS, HQ USAF, unified and combined commands, and foreign governments. Coordinated with AMC staff to define exercise objectives, expertly applying USTRANSCOM JMETL.

- ◆ Developed and oversaw deployment and redeployment airflows encompassing strategic airlift/airdrop, air refueling, and commercial contract airlifts. Planned high-priority airlift operations of US armed forces.
- ◆ Presented AMC initiatives, operational capabilities, challenges, advantages, and risks at Advanced Logistics Readiness Officers Course.
- ◆ Briefed TACC leadership on global airlift operations including status reports and budget analysis.

(United States Air Force continued)

Selected Accomplishments

- Directed 43 Global Reach missions, moving 7,000 pax and 110 tons.
- Secured scarce theater airlift for JCS exercises EASTERN VIPER and EASTERN CASTLE, deploying 60 troops and 34 tons on 3 missions. Coordinated regional security for multi-national theater engagement.
- Directed Eastern FALCON/INITIAL LINK involving 8 missions moving 2000 pax and 75 tons from Kuwait to Bahrain. Enabled multiple-role training event and coalition interoperability.
- Moved 4,400 troops in Operation Iraqi Freedom (OIF) Spring rotation. Strategized 10 commercial missions and deployed 1,800 warfighters to Operation Enduring Freedom (OEF) for Afghanistan security support.

Name of Command, Name of Base

Aeronautical Route Planning Director, (01/2001 – 12/2003)

Supervisor: Lt. Col. Jones, USAF (RET) (123) 123-4567

Directed all route planning actions for 9,000 missions per month; analyzed weather, air traffic control, and foreign nation requirements to optimize fuel and cargo decisions. Command focal point for global air route analysis and automated computer flight plan support. Defined or validated air route structure for 300 daily mobility mission movements. Consistently selected for most complex and sensitive missions.

- ◆ Key member of MAJCOM contingency planning staff to transfer time-sensitive information to forces in field. Provided expert analysis and recommendations for senior decision makers.
- ◆ Served as Branch Chief in absence of actual, monitoring priorities and benchmark deliverables. Provided expertise and advice to Route Planners, Flight Managers, Air and Ground Crew, and mission support for pre-flight and en route issues. Quickly analyzed and made sound decisions for critical contingency and short-term notice emerging mission developments.

Selected Accomplishments

- Planned airflow for 405K personnel and 15K tons of cargo in support of OEF/OIF; achieved 99.9% flight plan reliability on largest mobility operation since Berlin Airlift.
- Strategized requirements and route planning for POTUS trip to Africa for \$15B economic recovery and AIDS initiative.
- Designed 300+ route database for Integrated Flight Management (IFM) program to drastically reduce workload while increasing productivity.

Name of Command, Name of Base

MAJCOM Regional Operations Director, (01/2000 – 01/2001)

Supervisor: Lt. Col. Jones, USAF (RET)

Supervised 5 Controllers to provide expert command and control for global missions including scheduled, short-notice, humanitarian relief, presidential support, Prime Nuclear Airlift Force (PNAF), joint and combined exercises, international contingencies, and warfighter operations. Integrated complex requirements, priorities and operational factors to accomplish air refueling and airlift resources. Recommended courses of action to senior decision makers. Ensured consistent, accurate timely relay of information between MAJCOM and forces in field.

Selected Accomplishments

- Devised 2 urgent airevac plans, diverting aircraft, coordinated movement of medical crews and patients. Executed over 100 presidential spt airlift/tanker missions supporting Presidential Vietnam/Malaysia visit.
- Overcame mx challenges and austere basing to complete Operation Deep Freeze; located and tasked replacement C-141 and delivered critical supplies.

(United States Air Force continued)

Name of Squadron, Name of Base, City, St, Country

Assistant Operations Officer/C-141 Navigator, (01/1999 – 01/2000)

Supervisor: COL Jones, (123) 123-4567, permission to contact

Directed and led worldwide operational activities for 215-personnel strategic airlift squadron providing combat ready crews in support of national military strategy. Planned and coordinated flight requirements in support of daily airlift, airdrop, air refueling, and training operations.

- ◆ Monitored and coordinated aircrew upgrade and continuation training. Supervised operations support and intelligence activities, ensuring up-to-date information throughout all operations.
- ◆ Coordinated direct liaison with other Commands and high headquarters to accomplish Presidential support, special operations, and highly sensitive airlift missions.
- ◆ Led monthly professional development sessions for squadron navigators.

Selected Accomplishments

- Flew successful classified tactical airdrop supporting US Navy SEALs.
- Safely dropped 600 troops for 82nd Airborne largest training exercise.
- Repeatedly selected to Presidential support missions in hostile environments; delivered mission critical transport and communications equipment for POTUS visit in Kosovo war theatre.
- Operations Group/Logistics Group Process Improvement Team member, providing expertise to increase mission success by 50%.

Readiness Flight Commander/C-141B Navigator, (01/1998 – 01/1999)

Supervisor: Brig. Gen. Jones, USAF, (123) 123-4567

Commanded diverse flight made up of Crew Control, Tactics, Computers, Mobility, Scheduling, Flight Management and Training to provide combat ready airlift aircrews in support of national military strategy. Managed aircrew upgrades, continuation training, flight and ground scheduling and aircrew readiness for 220 crew members performing peacetime and wartime missions in support of White House, Departments of State and Defense, and combatant commands. Planned and coordinated unit's daily airlift, airdrop, air refueling, and training operations.

- ◆ As Chief Navigator, ensured continued development of navigator force.
- ◆ Mission Commander for CAPSTONE 1998-3.
- ◆ Primary Navigator in 12-ship formation supporting Operation BIG DROP IV tactical operations involving 80 aircraft from 32 air wings; 2,300 jumpers and 64 platforms. Achieved 100% on time and on target results. Planned flight routes, aerial delivery procedures, refueling, threat and weather avoidance for worldwide strategic airlift and combat missions.
- ◆ Assisted Chief of Tactics in tactical and Joint Airborne/Air Transportability Training missions.

KC-135Q Navigator/Flight Simulator Instructor/Communications Security Monitor, (05/1985-05/1990)
1800 KC-135 Flying Hours

United States Air Force Reserve

10/1992 – 01/1998

EDUCATION

Name of University

Master of Science in Quality Systems Management, 1999

Name of University or Military Academy

Name of Degree, 1983

Name of High School, City, ST

High School Diploma, year

TRAINING

C141 Initial Qualification Course, 1992
Equipment Task Analysis Course Manager, 1991
KC-135 Navigator Combat Crew Training, 1985

AFFILIATIONS

USAFA Association of Graduates
American Production and Inventory Control Society
PADI Diving Society

SELECTED AWARDS

Defense Meritorious Service Medal
Air Medal
Armed Forces Expeditionary Medal
Armed Forces Humanitarian Service Medal

TECHNICAL SKILLS

Master Navigator (Total 2500 Flying Hours), GDSS, SMS, ACFP, LogBook, Standard Departure Procedures (SDP), CAMPS, PFPS, JOPEs, Advanced Open Water Diver, Conversant in Spanish; MS Office Suite including Word/Excel/Access/PowerPoint/Outlook