



Position: Mission XO/MXO

Reports to: Flight Director

The FD is in charge and is ultimately responsible for everything that the Mission does in planning, organizing and managing a mission to DC. The MXO is responsible for “making it happen.

- Second in command for the mission (the flight is one element of the mission)
- The Bus Captains report to the MXO
- All squad leaders report to the MXO
- While the FD (Flight Director) ensures everything is in place to successfully execute the mission (with a great deal of help from the MXO) and all planning is where it is supposed as shown on the mission checklist. The MXO ensures everything else delegated by the FD is handled and completed in a timely manner.
- On flight day, the job of the MXO is equally important and more demanding than the FD’s because any detail could be the MXO’s responsibility if the FD must deal with some unexpected problem.

The precise list of MXO responsibilities will vary from flight to flight as the FD and MXO decide on individual and shared responsibilities. In general, the MXO works closely with the Flight Director to ensure that all flight details are in place and executed according to plan:

1. The MXO must be able to take over all FD duties as circumstances dictate.
2. Both the FD and MXO work with the Preflight Coordinator PC to ensure that meetings are scheduled, venues selected, meeting agenda defined, refreshments coordinated, check-in stations defined and staffed, packets defined and provided, etc.
3. Both the FD and MXO will work with the GC to ensure that the Send Off and Home Coming are properly planned and executed
4. The VP of Operations is responsible for scheduling flights with the Ticket Coordinator reserving and arranging for payment of required seats. The FD and MXO are responsible for all details of a given mission pertaining to airline seats.

5. The FD and MXO are responsible for making reservations, managing the manifest, managing tickets and boarding passes. DC Tour Bus Coordination: the GC is responsible for ground transportation to/from MCO; the FD and MXO are responsible for ground transportation in DC. They will work with the tour bus company of choice (presently Eyre) to define needs, make necessary reservations and generally work with the bus company and individual driver to ensure that ground transportation needs are met.
6. Food Services: a typical flight consists of breakfast, lunch and dinner plus additional refreshments at Send Off and Home Coming. The MXO responsible for assigning BCs to arrange for breakfast, lunch and dinner and ensuring the food is delivered where and when it should be:
 - 6.1 Breakfast: (Burger King @ MCO)
 - 6.2 Lunch: (Firehouse Subs in MD)
 - 6.3 Dinner: \$payments for food court at BWI or outside vendor determined by the FD in D.C.
7. Airport Management: the FD and MXO are responsible for the movement of the flight group through any airport. They will meet with airport staff (normally both airline and airport proper) and ensure that all details are adequately worked out. At MCO this includes SW and GOAA (Greater Orlando Aviation Authority) personnel. At BWI, this is mostly coordinating with Glenn Anderson, the BWI Path Finders (Green Shirts) lead. DCA a version of Green Shirts is there to assist HF missions but lack the resources available at BWI.
8. DC Venue Coordination: on a typical flight, the DC locations visited are WWII Memorial, Korean Memorial, Viet Nam Memorial, USMC Memorial, ANC and Tomb of the Unknown Soldier. Other sites that may be visited include the USAF Memorial, MLK Memorial, and Lincoln Memorial. To the extent that any coordination is required to visit a site or participate in an activity, the FD and MXO are responsible for that. At present this includes;
 - 8.1 Tour bus access to ANC
 - 8.2 Laying a wreath at the Tomb of the Unknown
 - 8.3 Special activities at the WWII Memorial (Family Visits)
9. Loading and unloading the bus. This may seem trivial, but the process is complicated and more accidents occur during loading and unloading than at any other time. The FD and MXO must balance speed with safety to get people on or off the bus as quickly but as safely as possible. Guardians will be trained in proper procedures. Ensuring the wheel chairs are properly loaded and unloaded (the Bus Captains are directly responsible for wheel chairs; the MXO provides oversight)
10. Assembly: ensuring that everyone is there when the bus departs. The MXO typically uses the Sound Off principle to ensure that everyone is on the bus (or whatever), but there are likely 5 or 6 others who are not part of sound off (med team leader, photographer, even the FD) the MXO must ensure that they are "here" as well.
11. In charge of marshalling the participants and ensuring that they are where they are supposed to be when they are supposed to be there, for example at the proper location for breakfast,

moving to the gate at the proper time, at any designated assembly points during the flight, Squad Leaders and BC will use colored flags as visual aids when moving.

12. Acting as a sweeper the MXO is always at the rear to make certain there are no stragglers, or anyone left behind. They will check the gate area for any wheelchairs that have not been loaded onto the airplane. MXO will do a walk through after all have deplaned looking for items left behind.
13. The MXO will act as the recording secretary at the Mission Debrief and record all issues that are raised by staff and Squad Leaders. These minutes will be forwarded to the FD for their final report to the VP of Operations.

Approved by:	<i>Signature of the person with the authority to approve the job description Robert Hempel</i>
Date approved:	<i>Date upon which the job description was approved 1-21-2019</i>
Reviewed:	<i>Date when the job description was last reviewed 1-21-2019</i>