

## 55 OG ESAP POC Process Guide

- 1. Program Definition**
  - 2. OGV Responsibilities**
  - 3. Unit Responsibilities**
  - 4. Coordination Timeline**
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**1. Program Definition:** The HHQ Evaluation Standardization Assessment Program consists of a series of aircrew evaluations performed by HHQ Flight Examiners. The intent of the program is to ensure that the unit aircrew evaluation system is providing accurate assessment information to the unit commander regarding the qualification of the unit's aircrew. The program assesses the capability of the unit's flight examiners to make accurate objective decisions and consistent subjective decisions during unit aircrew evaluations and EPEs. The program evaluates the flight examiners ability to construct and execute a thorough and fair evaluation and/or EPE. The program also assesses the consistency of the evaluation results by comparing Qualification Levels and numbers/types of downgrades issued during the HHQ ESAP visit(s), with Qualification Levels and downgrades issued during the current IG inspection cycle.

**2. OGV Responsibilities:** OGV establishes the flying schedule, determines the objectives of the ESAP visit and acts as a representative of the OG/CC and work with the local HARM, AFE and group training office to determine training requirements for the HHQ Flight Examiners not qualified on the unit's weapon system.

**3. Unit Responsibilities:** CCV's will need to schedule QUAL/MSN's & Ground EPE's. Provide schedules to OGV 1 week out of scheduled ESAP visit. Track individuals that have completed objectivity checkrides.

#### **4. Coordination Timeline:**

##### **1 month out:**

- Designate a working area with computers for HHQ members
- Pull a PEX report of available evaluators for the timeframe of the ESAP, send to 16<sup>th</sup> AF
  - o 55 OG/RAC Team should be able to help with creating spreadsheet/report
    - 55OG.RAC.TEAM@us.af.mil
- Work with PEX administrator to get full evaluator rights for HHQ members in PEX
  - o 16<sup>th</sup> AF POC should supply a PEX account worksheet that includes: Last name, First name, MI, Rank, Squadron, Office symbol, DOD ID#, email address, & PEX permissions required
- Schedule In-Brief/out-brief with OG/CC; accomplished by contacting the 55 OG Executive Officer
- Work with SFS to complete an EAL for all HHQ members, EAL will need signed by OG/CC and authenticated by SFS
  - o Required items: Full name (Last, First MI.), Rank, Controlled Picture ID #, Clearance, & Access Codes (Area's)
- Scrub all PEX eval criteria profiles, update if needed

##### **2-3 Weeks out:**

- Coordinate with HARM office to ensure non-135 individuals are good with training. AFI11—2RC-135 V1 55 OG SUP 1, has the grounding events table.
  - o Request an ITS/IDS pull of the personnel not 135 variant qualified and forward to HARM office for review
  - o Coordinate all training to be completed first day of visit so individuals do not have much down time
  - o Most likely training needed will be LL01 (Aircrew Flight Equipment Familiarization Training) & EGRESS
    - LL01 is taught by AFE, contact them to get a class schedule
    - EGRESS, reach out to units to see if an EGRESS instructor is willing to teach a class
      - Contact Wing Scheduling to reserve a static for approx. 2 hrs in order to conduct initial EGRESS training. Schedule training for the first day the HHQ members will be reporting to duty.
- Get a primary and secondary CCV rep along with contact number as a POC for the time frame of the ESAP, forward info to 16<sup>th</sup> AF POC
- Compose a phone list of unit phone numbers for CCV/DOS/SARM/ADO/Step Desk, forward to 16<sup>th</sup> AF POC
- Work with unit Stan Eval shops to ensure QUAL/MSN's & Ground EPE's are being scheduled. Ensure QUAL/MSN's are loaded into PEX as a report will be pulled 1 week prior and sent to 16<sup>th</sup> AF.

- Unit CCV shops work with evaluators to come up with a ground EPE schedule; email schedule to OGV. (All scheduled evaluations may not be performed due to 16<sup>th</sup> AF HHQ member's availability. Do not conduct ground EPE evaluations unless being observed by HHQ member; another date and time may need to be provided to 16<sup>th</sup> AF).

**1 Week out:**

- Pull another PEX report of available evaluators for the timeframe of the ESAP, send to 16<sup>th</sup> AF
- Coordinate with Wing SSO that everything is good in JPAS for HHQ individual getting into SCIF's
  - 16<sup>th</sup> AF POC should have coordinated with their security office and sent a visit request to SMO code: SSO Offutt
- Email 16<sup>th</sup> AF POC scheduled ground EPE's and a PEX report for time period of ESAP

**Day of arrival:**

- Meet individuals at predetermined area. Escort individuals to In-Brief with OG/CC or Deputy.
- Escort individuals to designated working area

**Miscellaneous:**

- Schedule out-brief with 55 OG/CC or Deputies. Invite squadron leadership to attend out-brief.