55 OG/OGV

30 Dec 19

Flight Crew Information File (FCIF) Process

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1. Program Definition: The Flight Crew Information File (FCIF) is a collection of publications and material that includes Safety and Non-Safety related information that is determined by the MAJCOM and units as necessary for day-to-day operations. The FCIF program is utilized to alert crewmembers to publications changes for TOs, AFIs, and Local Publications that affect aircraft operations.

2. OGV Responsibilities:

2.1. Establish and maintain the unit FCIF program

2.2. Upload OG/16NAF/ACC released FCIFs, Read Files, & Master Index to OGV Intelink

2.3. Notify EFB office to conduct a sync (294-5707). It is mandatory that a sync is conducted before posting an ISB/PSB in PEX.

2.4. Upload OG/16NAF/ACC released FCIFs to PEX and ensure Go/No-Go is assigned (as required)

2.5. Notify Squadron CCV offices once FCIFs have been uploaded in PEX via distro Email. For Mobile Device Bulletin (MDB) releases, utilize email distro list to include the 55 ECG/EFB Program Manager Org box.

2.6. Conduct a monthly review of the FCIF Master Index, all current read files and update the information when necessary. Provide accessibility to the information to 55 OG units via the OGV Intelink.

2.7. Maintain a list of all rescinded/expired FCIFs indefinitely and include the information in the FCIF Master Index.

2.8. Maintain a current listing of required Flight Crew Bulletin (FCB) items and provide accessibility to the information to all 55 OG units via the OGV Intelink.

3. Squadron CCV Responsibilities:

3.1. Notify unit members via appropriate unit email channels of any new FCIF released

3.2. Notify OGV via email of Squadron compliance with posting within 3 duty days of release

3.3. Update unit FCIF Library to reflect OGV Instruction/Publication Status Board (ISB/PSB)

3.4. Submit to OGV for review and dissemination, any unit Read Files that may be applicable to other units

3.5.   Review the unit FCIF Library quarterly using the ACC and 55 OG Quarterly Update Message

3.6. Remove expired/rescinded FCIF Read Files when directed by OGV

3.7.   Maintain required Flight Crew Bulletins (FCB), TOs, and associated directives in assigned   flight bags to reflect current OGV Instruction/Publication Status Board (ISB/PSB)

Attachment 1
FCIF PEX Checklist

- Save all FCIFs, **Attachment**s (from OGV Intelink FCIF Site) and OGV Index in squadron local folder for upload into PEX
- Replace the old Part B and/or Part C Index with the new index in the FCIF Part I Binder
- Update the FCIF status boards to alert crews of a new FCIF

New FCIF Part B

- Check the FCIF and the index to see if an FCIF has been rescinded

New FCIF Part C

- Check the FCIF and the index to see if an FCIF has been removed

Posting a New FCIF in PEX
(Reference only)

- Log into Pex and Select "Stan Eval", then "FCIF Administration"
- Ensure Correct Squadron is Selected
- Select Applicable MDS and crew positions for the FCIF
- Select "ADD"
- Select "TYPE", drop down menu select correct type of FCIF or Read File
- Select Applicable Squadrons, MDS(s), & Crew Positions
- Make Sure No/Go is selected for Part B and NOT selected for Part C and Sq Read Files
- Approved date is current date, select Effective date as when FCIF becomes effective, select Expiration date if known, enter Number, enter Subject, enter originator "Ex..55 OG/OGV", enter "See Attached Files" in content block or cut and paste message.
  If you cut and paste the FCIF message in the PEX message area this may cause some of the FCIF to become unreadable, ensure complete message is pasted. You will still need to upload the file to PEX.
- Click on the "Browse" button next to "File to Add" and browse to FCIF File Location and hit Open
- The File should now be listed in the Files to add area
- Then select the ADD File button. (This will load the file in the **Attachment** Section.)
- Repeat until all files for the FCIF are added
- Click on Save

Rescinding a FCIF in PEX
(Reference Only)

- Log into PEX and Select "Stan/Eval", then "FCIF Administration"
- Ensure Correct Squadron is Selected
- Select ALL MDS's
- Locate the FCIF that is rescinded and check the box on the left next to it
- Select "Rescind"
- This will place it in the Show Rescinded File
- Rescinded FCIFs are not required to be maintained by squadron delete all rescinded FCIFs

Attachment 2
Generating a Squadron Read File

1. **All Squadron Read Files must be generated on the ACC50 form. If the Squadron Read File has not been formatted into the form, you will need to create it. Document is found on the E-Pubs website under Forms, Major Commands, Air Combat Command.**

- Start by checking the FCIF box in the upper left hand corner
- Enter the Squadron Read File number
  - Use your squadron number followed by the two digit year, two digit file number
  - Ex: 343 17-99
  - 338 17-99
  - 45 17-99
  - 97 17-99
- The Release Date should be current day
- Unit Post date will also be current day
- If the Squadron Read File has a rescind date, enter it, otherwise check 'Until Further Notice'
- The subject line should be short and concise
- Applicability should always be limited to your unit
  - If the SQ Read file applies to more than just your unit, forward to OGV for Part B, Part C FCIF consideration
- The text contained in the body of the ACC50 should have been written by the submitting office. CCV, DOT, DOS, exc
- Be sure to select the C-135 Aircraft box in the right column
- When finished, fill in both the Releasing Authority and Releasing Office rows at the bottom of page 1 to include phone and signature block. Both rows will be the same person from CCV
- The second page is reserved for the releasing authority. Predominantly it is the Chief of CCV, or the SQ/CC.
- Save the document using the Squadron Read File number followed by the Subject line of the read file
  - Ex: 343 17-99 July Checkride Eligibility Letter
- Keep track of where this document is saved as you will need to upload it to both Intelink and PEX as described below

DISTRIBUTING:

1. Update the Squadron Read File Master Index located on Intelink under your respective squadron:
   - Each unit's Squadron Read File Master Read File Index is located in the following file location on the 55 OG/OGV Intelink under your respective unit:
     - APL / Volume 1 / Current Read File / Squadron Read File

   Updating the Squadron Read File Master Index:
   - Navigate to the 'Squadron Read File Master Index' Tab
   - Add the Control Number (Squadron Read File number) that you had just created into a new row above the last released Squadron Read File
     - They should be most recent to least recent order
   - Add the Date Distributed, and the Expiration Date (all of which should be found in the FCIF)
   - The Title of the Squadron Read File as found in the read file under the title column
   - OPR reflects the office that the SQ Read File originated from (I.E. a training related SQ Read File would have DOT as the OPR)
   - Remove green color from text of previous Squadron Read Files
   - Highlight new FCIFs in green text to show they are most recent
   - Highlight newly rescinded Squadron Read Files in red
     - Ensure any rows highlighted in red from the previous release have been added to the "Rescinded" tab. Then Delete the rows highlighted in red on the "Active" tab

2. Upload the signed Squadron Read File and updated Master Index onto the 55 OG/OGV Intelink website in the correct unit folder
   - On the home page, select "Aircrew Publications Library"
     - Once in the APL, follow this file path to your unit folder:
     - Volume 1 / Current Read File / Squadron Read File
   - You can now drag and drop the newly signed Squadron Read File and updated Master Index into your unit folder on Intelink
     - *NOTE* If you have supporting documents, name them exactly the same as the Squadron Read File with the label "Attachment #1,2,3…) appended

3. Upload the Squadron Read File into PEX for distribution to aircrew members:

   - Log into PEX and navigate to the FCIF Admin Tab, Click 'Add' at the bottom of the screen
   - Starting in the upper left corner of your screen:
     - Under "Type", select "Squadron"
     - Under Squadron(s), select your Squadron
     - Check all MDSs that apply
     - Select all crew positions that apply
   - Now move to the form un the center of the screen
     - Do not change the Approved Date as it populates automatically
     - Check effective date checkbox – it also auto populates
     - If the FCIF has a rescind date, check the expiration date and enter it next
     - Do not check the "NoGo" box as this is not a Part B

- o The Number and Subject are the same as on the SQ Read file you are posting
- The Originator section is to match the office of the approving official who signed the ACC50
- The Original Title should always match the Originator section
- Place the words: "Please read attached document and sign off." In the Content section *Do not change font.
- Move down to File to Add section and click the 'Browse' button
- Find and select the SQ Read File and Master Index to be uploaded
- The File Name section should auto populate with the appropriate name, double check
- Click 'Add File' when you are finished editing if needed
- The file uploaded should be seen in the 'Attachments' field
- Add any supporting documents if needed
- Click the Save button when you are finished with your attachments