

55 OG/OGV

05 JAN 15

Standardization/Evaluation Board (SEB)

- 1. Program Definition**
 - 2. OGV Responsibilities**
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 - 4. FE Responsibilities**
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1. Program Definition: The SEB is a forum convened at the group level to review and resolve aircrew-related issues. It provides an effective means to monitor employment effectiveness, flight safety and supervisory oversight.

2. OGV Responsibilities:

2.1. OGV provides a SEB template to every squadron for them to fill with data prior to the SEB.

2.1.1. These templates are stored on the OGV Intelink site: [SEB Templates](#)

2.2. OGV compiles SEB data to report to the 55 OG/HHQ.

2.3. OGV notifies SQ/CCV offices the SEB date/time/place so they can ensure their FEs are scheduled.

2.4. OGV sends out a copy of the SEB minutes to SQ/CCVs, and forwards them to HHQ.

3. SQ/CCV Responsibilities:

3.1. SQ/CCVs provide required SEB data NLT the 5th duty day of January/July, regardless of minimal manning, to 55 OG/OGV or uploaded to Intelink.

3.1.1 SEB data will be completed using the most up to date Excel form supplied by OGV.

3.1.1.2 These templates are stored on the OGV Intelink site: [SEB Templates](#)

3.1.2. SEB Data Required:

- Evaluation numbers (grouped by crew position/type of evaluation)
- No-Notice completion numbers
- Testing results (Open, Closed and Boldface)
- FE Manning (will use the most recent LoX when determining numbers)
- Evaluation waivers (to include SQ/CC Deployed and 3-month extensions)
- Trends Data
- Supp Eval descriptions
- Current roster of all FEs

3.1.3. SEB data will reflect only the semester being reviewed; for example, the Jul-Dec SEB evaluations tab will only have statistics from Jul-Dec. (Exception: Jul-Dec No-Notice will reflect entire year's numbers)

3.2. SQ/CCVs track SEB minutes review by absent FEs and will report completion to OGV NLT 31 days after the release date of the SEB minutes.

4. FE Responsibilities:

4.1. Attendance at the semiannual SEB is mandatory for all FEs to include FE candidates enrolled in training. OGV will post an FE only Read File with the meeting minutes attached and send an attachment identifying the names of all attendees to all CCVs. Absent FEs will read the minutes within 30 days of the posted Read File and notify their respective CCV when accomplished. CCVs will report the results via sent attachment to OGV immediately following the 30 day period after SEB minutes are released via the Read File.