

55 OG/OGV – Flight Examiner Upgrade Checklist Updated 8 Aug 2019		Date:	
Flight Examiner Candidate:	Rank:	Crew Pos.	Squadron:
All items on this checklist will be accomplished within 120 days after date on FE Appointment MFR. Previous 55 th WG Evaluators only need to accomplish the starred items.			
Chief or Deputy Chief of OGV is waiver authority for variations to this checklist			
Checklist Item	Init	Date	
1. FE Certification Letter signed by SQ/CCV			
2. SQ/CCV designates an FE to guide newly appoint FE candidate through FE upgrade (Last name of FE: _____)			
3. Tour of SQ/CCV			
*4. Attend Stan/Eval University - Sign up via DOS Held second Thursday of each month at 0830 in the OG Conference Room			
5. Regulation Review			
<i>i.</i> AFI 11-202 V2, ACC Sup 1, & 55 OG Sup 1			
<i>ii.</i> OGV Process Guides: FE Management (para. 4), Flight Evaluation, and No-Notice Guide			
<i>iii.</i> 11-2RC-135 V2 or 11-2MDS			
<i>iv.</i> 55 OG Evaluation Profile Letter (EPL)			
6. FE Open Book Test (Score: _____)			
7. CCV: PEX Training - FE Permissions Assigned			
8. Conduct at least one Evaluation w/ Squadron FE Observer (Must have Step 4 completed)			
*9. Interview with Chief of OGV (or deputy) - Open door interview times are Tuesdays from 0900-1000			
*10. SQ/CC Interview			
*11. DOT: Add to Letter of X			
*12. CSS: AF Form 2096 – Obtain Q-Prefix			
*13. CCV: 4324 to SARM			

OGV – OBJECTIVITY EVALUATION		
14. Conduct Objectivity Evaluation w/ OGV (294-6107)		
15. CCV: Scan completed checklist with SQ/CC signed designation letter and save a copy to 55 OG/OGV SharePoint under unit CCV's section 10 – "Evaluation Management" in the mandatory documents folder. Email a confirmation to 55 OG/OGV Inbox.		