

55 OG/OGV

07 Sep 17

No-Notice Evaluation Process

1. Program Definition
2. OGV Responsibilities
3. Squadron CCV Responsibilities
4. Flight Evaluator (FE) Responsibilities

1. Program Definition: The No-Notice evaluation program provides commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness.

2. OGV Responsibilities:

2.1. Track No-Notice accomplishments from individual CCV's.

3. Squadron CCV Responsibilities:

3.1. Report annual No-Notice evaluation goals to OGV NLT the 10th duty day of Jan. Report the status of accomplishment NLT the 5th duty day of Jul/Jan as part of the required SEB data.

3.2. The following will not be given No-Notice evaluations without OG/CC approval: 55 WG/CC; 55 WG/CV; 55 OG/CC; 55 OG/CD; SQ/CCs, SQ/DOs; and 55 OG/OGV, 82 RS, 95 RS, 95 RS/Det 1 staff.

3.3. No-Notice evaluation goals will be calculated based upon the January Letter of Certifications (Letter of X's) and will be rounded up to the nearest whole number. All assigned and attached flyers, except those listed in paragraph 3.2 count towards squadron manning.

3.4. Squadron CCVs annual no-notice evaluation goals should include at a minimum 10% (5% for 390 IS and 488 IS) of the unit with an even distribution across crew positions of all qualified crewmembers based on the Jan Letter of Certifications. This should include, at minimum, 1 No-Notice evaluation per each crew position. (Exception: 338 CTS RC-135S/U EWOs, ASE and RC/OC/WC-135 Nav no-notice goals will be combined). Each applicable crew position is defined in the table below:

Table 1 (Crew Positions)

MDS	Crew Positions						
RC-135 Cockpit	Pilot	Co-Pilot	Nav				
RC-135 CMC	CO	AMS	AA	SSD	DLO		
RC-135U Msn Crew	TC/Rav 8	Rav 1/2	Rav 3/4/5	Rav 9	ASE 1/2	ASE 3	
RC-135S Msn Crew	TC	Rav 1/2	Rav 3	ASE 1	ASE 2		
RC-135V/W Msn Crew	TC	Rav X	ASE 1	ASE 2	ASE 3	ASE 4	IIO
OC/WC-135 Cockpit	Pilot	Nav					
OC-135 Msn Crew	SMT						

3.5. Squadrons will create unit no-notice trackers based off the generic template provided by OGV on Intelink. The tracker will include no-notice accomplishment information for all individual crew positions.

3.6. Squadrons will forecast their schedule for no-notice evaluations evenly throughout the year and make every attempt to complete at least 50% of their goal by 1 July. No-notice accomplishment will be reported by the 5th duty day following the end of each quarter via email to 55 OG/OGV using the unit's current no-notice tracker. Quarterly no-notice reporting will be separate from that included with the semi-annual SEB data.

3.7. Each No-notice evaluation will count only toward the primary crew position for which the examinee is being evaluated. (Example: An individual flying as AMS cannot also be counted as a CO No-Notice.

3.8. An examinee may utilize a No-Notice SPOT evaluation to update a QUAL/INSTM/MSN evaluation expiration date provided all requirements for the evaluation are completed within the periods described.

3.8.1 For evaluations in the eligibility period of the examinee, all requisites must be completed within the eligibility period of the current evaluation.

3.8.2. For evaluations accomplished outside the eligibility period, all requisites must be completed within a six-month period beginning with the month in which the first ground requisite or flight evaluation was administered, whichever occurs first.

4. Flight Evaluator (FE) Responsibilities:

4.1. "Normal Preparation" for each mission is defined as the time period between the first brief during mission planning day and the step brief on the day of the flight.

4.2. FEs will evaluate all activities accomplished by the examinee on the sortie/alert shift, but may not specify additional events, i.e. profile changes, induced malfunctions. FEs may ask examinees to perform duties in conjunction with the planned profile.

4.3. If examinee elects to realign qualifications, annotate the intent in the “Comments” block of the OG Form 8a prior to filing. **“Examinee elects to align qualification dates and will accomplish all other requisites within the required period.”**

4.4. Ensure examinees that elect to align qualification dates are aware of all other requirements they must accomplish and the date they need to be done by.