

Staff Assistance Visit Process Guide

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1. Program Definition: Staff assistance visits (SAVs) are used by Higher Headquarters to assist unit CCVs in the management of their Stan/Eval programs. SAVs can be formal, OG directed, informal, or SQ requested.

2. OGV Responsibilities:

2.1. Conduct at least one formal SAV on each squadron's CCV per calendar year

2.2. Provide SAV notification via email to affected squadrons CC, DO and CCV at least 10 duty days prior to the SAV with a notification MFR. Example MFRs are located at:
G:\55og_staff_ws\OGV\2.0 Programs\3.3 SAVs & Official Visits

2.3. Develop local versions of HHQ inspection checklists (as applicable) to evaluate compliance during the SAV. Current versions are located at:
G:\55og_staff_ws\OGV\2.0 Programs\3.3 SAVs & Official Visits\4.0 55 OGV Inspection Checklists

2.4. Conduct an in-brief and out-brief with the SQ/CC and/or DO. In-brief will introduce the SAV team members, explain scope of the inspection and list programs to be inspected. Out-brief will be conducted to discuss initial findings and recommendations and to answer any questions.

2.5. Provide a report listing all observations, discrepancies, and recommended corrective actions within 10 duty days of the SAV. SAV reports will be furnished to the OG/CC and the inspected unit. *Exception, SQ requested SAVs results will only be furnished to the requesting unit.*
Example SAV reports are located:
G:\55og_staff_ws\OGV\2.0 Programs\3.3 SAVs & Official Visits\3.0 55 OG SAV reports

2.6. Report SAV results in the semi-annual SEBs and identify and highlight trends from SAVs. *Exception, SQ requested SAVs will not be reported in the SEB.*

3. Squadron CCV Responsibilities:

3.1. Be present, to the maximum extent possible, during SAVs

3.2. Ensure the SQ/CC or SQ/DO is present at the in-brief and out-brief

3.3. Provide a room and computer for OGV to conduct FEF and program binder reviews