

55 OG/OGV

14 February 2019

Flight Examiner (FE) and Standardization/Evaluation Liaison Officer (SELO) Management Process

- 1. FE Upgrade Process**
 - 2. OGV Responsibilities**
 - 3. SQ/CCV Responsibilities**
 - 4. FE Candidate Responsibilities**
 - 5. FE Instructor Responsibilities**
 - 6. SELO Training and Responsibilities**
 - 7. Outstanding FE/SELO Award Program**
 - Attachment 1: 55 OG/OGV FE Designation MFR**
 - Attachment 2: 55 OG/OGV FE Upgrade Checklist**
 - Attachment 3: FE Upgrade Flowchart Process**
 - Attachment 4: 55 OG SELO Checklist**
 - Attachment 5: Outstanding FE/SELO Quarterly Awards package**
 - Attachment 6: Outstanding FE/SELO Annual Awards package**
-

1. Flight Examiner Upgrade Process:

- 1.1. SQ/CC will select and designate FE Candidates in writing using the FE Designation MFR. An example of this designation MFR is located as Attachment 1 of this process guide. A printable version is available on the 55 OG/OGV [Intelink](#) page.
- 1.2. SQ/CCV will generate and provide each FE Candidate with a printed version of the FE Designation MFR and OGV FE Upgrade Checklist. A printable version is available on the 55 OG/OGV [Intelink](#) page.
- 1.3. SQ/CCV Chiefs will endorse the FE Designation MFR to initiate the upgrade process.
- 1.4. FE Candidates will bring the SQ/CCV Chief-signed MFR when they attend Stan/Eval University; the OGV course instructor will sign off that portion of the checklist at the conclusion of the course.
- 1.5. FE Candidates will accomplish the certification process within 120 calendar days of the date the checklist was assigned. The waiver authority is the Chief of OGV.
- 1.6. SQ/CCV will appoint an FE to act as an observer for the FE Candidate. The Observer FE will brief the Candidate on squadron evaluation procedures and supervise the candidate's first evaluation.
 - 1.6.1. The evaluation will consist of a full flight evaluation to include mission planning, Emergency Procedures Evaluation (EPE), flight profile, mission debrief and AF Form 8/AF 3862 documentation.

- 1.6.2. While the FE Candidate will administer the first evaluation, the Observer FE will be the final authority and serve as the evaluator of record. By signing the checklist, the Observer FE is certifying the candidate is ready for their Objectivity Evaluation.
- 1.6.3. SQ/CCV, following the FE candidate's Observation Evaluation, will submit the 4324 to SARM and notify squadron administration to add the FE to the Letter of Xs.
- 1.7. 55 OG/OGV will conduct an Objectivity Evaluation of the newly certified FE before they're scheduled to administer any flight examinations.
- 1.8. SQ/CCV will scan and upload the FE's completed checklist and signed designation letter to The FE_Checklist_Archive on [Intelink](#). This folder is located at CCV > FE_SELO Management > Mandatory Documents > FE_Checklists Archive
- 1.9. SQ/CCV will provide a copy of the signed and completed MFR and checklist to the FE candidates.

2. OGV Responsibilities

- 2.1. Monitor the upgrade and training of all FEs.
- 2.2. Provide FE academic training in the form of Stan/Eval University.
- 2.3. Issue 55 OG/OGV Flight Evaluation Checklists. Hard-copies can be made available on request, but soft-copy checklists are available on the EFB at 55 OG > Vol 3 Publications (Local) > WG Standards.
- 2.4. Provide FE Candidates with an interview with chief of OGV, or designated representative, and a tour of OGV. Walk-in hours are Tuesdays from 0900-1000.
- 2.5. An OGV Evaluator will conduct an Objectivity Evaluation once the Candidate's FE Upgrade Checklist is complete. The OGV Evaluator for an Objectivity flight does not need to be like-specialty. The waiver authority is the Chief of OGV.
 - 2.5.1. The OGV Examiner will grade the OGV Observation Evaluation IAW FE Objectivity Evaluation Grading Criteria, Attachment 9, AFI 11-202V2_ACCSUP_I.

3. SQ/CCV Responsibilities

- 3.1. Generate a FE Designation MFR for all FE Candidates from [Intelink](#) and submit to SQ/CCV Chief for approval and signature.
- 3.2. Provide FE Candidate copies of signed FE Designation MFR and FE upgrade checklist.
- 3.3. Designate a primary FE Instructor/Observer for all FE Candidates. The FE Instructor/Observer should be a like-entity specialist from CCV, though the duty may be delegated to an outside office when no entity specialist is available in CCV.
- 3.4. Provide a tour of SQ/CCV office for FE Candidates.

- 3.5. Administer FE Open Book examination.
- 3.6. Ensure FE Candidates will accomplish certification process within 120 calendar days of the date the checklist was assigned. The waiver authority for exceptions is Chief of OGV.
- 3.7. Scan and upload the FE's completed checklist and signed designation letter to The FE_Checklist_Archive on [Intelink](#). This folder is located at CCV > FE_SELO Management > Mandatory Documents > FE_Checklists Archive.

4. FE Candidate Responsibilities

- 4.1. Sign up and attend Stan/Eval University as soon as practical after SQ/CCV Chief signs FE Designation MFR.
- 4.2. Schedule tour of OGV and interview with OGV Chief or delegated representative.
- 4.3. Develop and demonstrate a working knowledge of MAJCOM, 55 OG, and Squadron Stan/Eval programs and associated publications.
- 4.4. Complete FE Open Book test.
 - 4.4.1. Accomplish a Flight Evaluation. This will be the first evaluation administered by the FE Candidate, though the FE Observer will be the final authority and evaluator of record. The evaluation will consist of a full flight evaluation to include mission planning, Emergency Procedures Evaluation (EPE), flight profile, mission debrief, and AF Form 8/AF 3862 documentation.
- 4.5. Make an appointment with SQ/CC to accomplish SQ/CC interview.
- 4.6. Once the FE Upgrade Checklist is completed, and the Candidate has become a certified-FE, they will schedule an Objectivity Evaluation with OGV. This Evaluation will be graded IAW FE Objectivity Evaluation Grading Criteria, Attachment 9, AFI 11-202V2_ACCSUP_I.
 - 4.6.1. The OGV Examiner for an Objectivity flight does not need to be like-specialty, as they will only be checking proper evaluation procedures.
- 4.7. Previously FE-Certified members returning to the 55 OG, need only complete step 9 of the 55 OG/OGV FE Upgrade checklist and have been approved by their Squadron Commander.

5. SQ/CCV-FE Instructor Responsibilities

- 5.1. Monitor the FE Candidate's FE Upgrade training progress. Certify the completion of each required item on the checklist as they are accomplished, with initials and date in the appropriate checklist areas.
- 5.2. Brief the FE Candidate on FE responsibilities, grading policies, objectivity, and SQ/CCV office procedures.

- 5.3. Supervise/conduct a guided review of all MAJCOM, 55 OG, and Squadron Stan/Eval programs and AFIs as well as related process guides. This should include FE documentation and the 55 OG EPL.
- 5.4. Demonstrate the Stan/Eval functions of PEX to ensure FE is proficient in creating and routing AF Forms 8/AF 3862.
- 5.5. Observe the FE Candidate's initial Evaluation. This will be the first evaluation administered by the FE Candidate, though the FE Observer will be the final authority and evaluator of record. The evaluation will consist of a full flight evaluation to include mission planning, Emergency Procedures Evaluation (EPE), airborne mission, mission debrief, and AF Form 8/AF 3862 documentation.

6. Standardization/Evaluation Liaison Officer (SELO)

- 6.1. A SELO is an individual (officer or enlisted) designated by the SQ/CC who is tasked to perform squadron Stan/Eval administrative duties. SELO responsibilities include:
 - 6.1.1. Attend Stan/Eval University.
 - 6.1.2. Accomplish all 55 OG SELO training checklist requirements.
 - 6.1.3. Assist with daily operations of SQ/CCV section.
 - 6.1.4. Perform any additional duties as required and directed by the SQ/CCV Chief.

7. Outstanding FE/SELO Awards Program

- 7.1. Squadrons may submit one FE and one SELO nomination per period.
- 7.2. Quarterly nominees will have performed duties for the entire award period. Annual nominees will have performed duties for at least 180 days.
- 7.3. The nomination package will consist of the FE/SELO nomination resume using the required quarterly/annual award template on [Intelink](#).
- 7.4. Nomination or selection as the FE/SELO of the Quarter/Year does not restrict nomination of the same individual for subsequent periods.

Attachment 1
55 OG/OGV FE Designation MFR

DD Mmm YY

MEMORANDUM FOR 55 OG/OGV

FROM: XXXX/CC

SUBJECT: FE Designation Letter

Request (Rank, First, MI, Last) be entered into training as a (Squadron, crew position) FE.

FIRST M. LAST, Rank, USAF
Chief, XXth Stan/Eval

1st Ind, 55 OG/OGV FOR XXXX/CC

(Rank, First, MI, Last) has completed all requirements for FE Upgrade IAW AFI 11-202V2, as supplemented. (Signature not required for previous FE's)

Effective Date:

FIRST M. LAST, Rank, USAF
Chief, 55th Operations Group Stan/Eval

2nd Ind, XXXX/CC

I certify (Rank, First, MI, Last) as a (Squadron, Crew position) FE.

Effective Date:

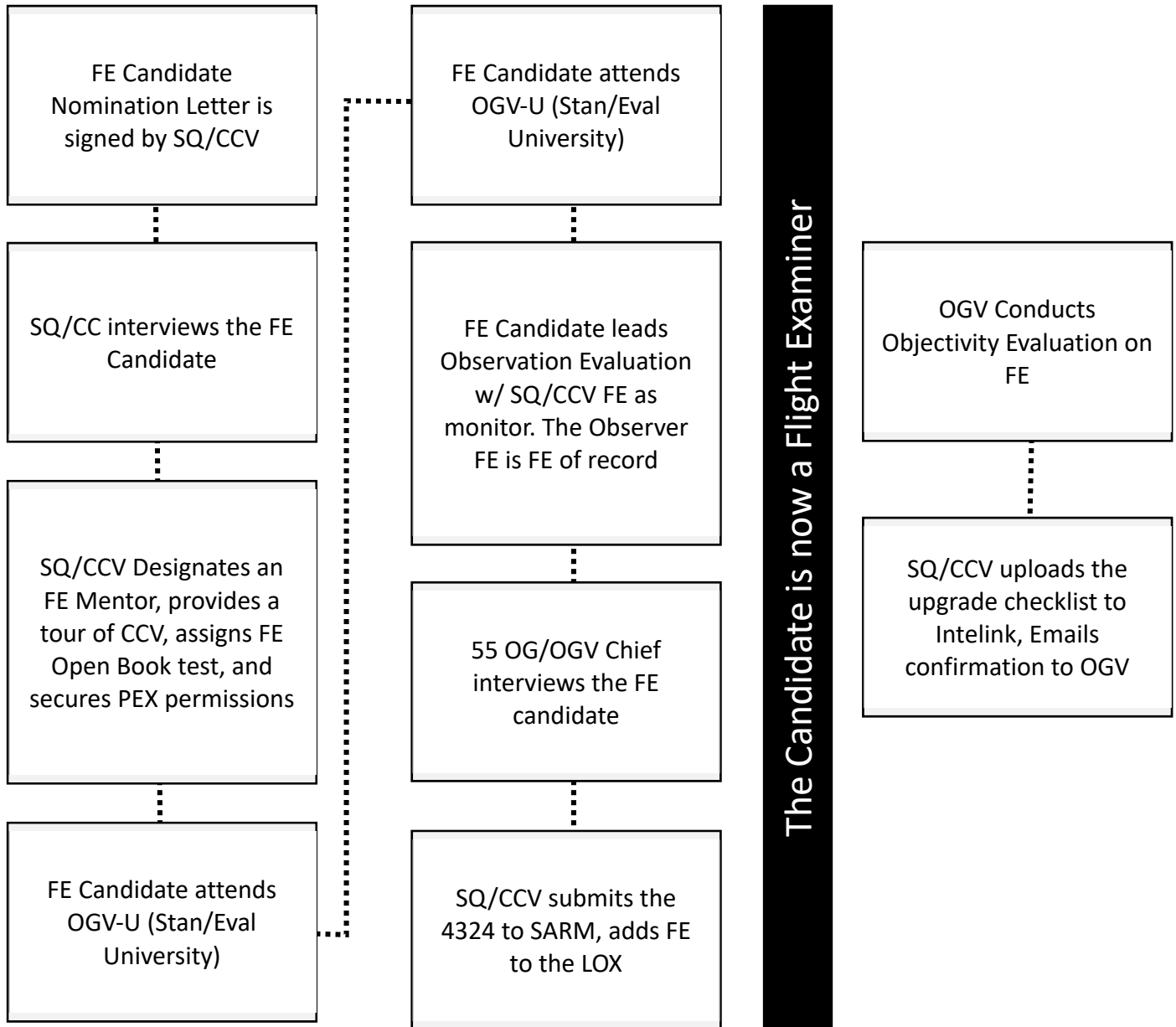
FIRST M. LAST, Rank, USAF
Commander, XXth Reconnaissance Squadron

Attachment 2
55 OG/OGV FE Upgrade Checklist

55 OG/OGV – Flight Examiner Upgrade Checklist		Date:	
Updated 14 Feb 2019			
Flight Examiner Candidate:	Rank:	Crew Pos.	Squadron:
All items on this checklist will be accomplished within 120 days after date on FE Appointment MFR			
Date begun: _____ Expiration Date: _____			
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. SQ/CC Interview			
4. Tour of SQ/CCV			
5. Attend Stan/Eval University - Sign up via DOS Held second Thursday of each month at 0830 in the OG Conference			
6. 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)			
7. CCV: PEX Training - FE Permissions Assigned			
8. FE Open Book Test (Score: _____)			
9. Conduct at least one Evaluation w/ Squadron FE Observer (Must have Step 5 completed)			
10. Interview with Chief of OGV (or deputy) - Open door interview times are Tuesdays from 0900-1000			
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.		

Attachment 3 FE Upgrade Flowchart Process



Attachment 4 55 OG SELO Checklist

55 OG/OGV – SELO Training Checklist Updated 14 Feb 2019		Date:	
SELO Name:	Rank:	Crew Pos.	Squadron:
Training Items		Init	Date
1. SQ/CCV Tour			
2. Request SELO PEX Permission			
3. Attend Stan/Eval University - Sign up via DOS Held second Thursday of each month at 0830 in the OG Conference Room			
4. 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,			
<i>iii.</i> 11-2RC-135 V2 or 11-2MDS			
<i>iv.</i> 55 OG Evaluation Profile Letter (EPL)			
5. SQ/OG Program/Process Guide Review			
<i>i.</i> Forms 3862/8 Review/Routing Process			
<i>ii.</i> eFEF Review (AF 942)			
<i>iii.</i> Trends Identification and Reporting			
<i>iv.</i> FE Management			
<i>v.</i> Test Management			

SELO Certification		
<p>6. I certify the SELO trainee has completed all 55 OG/OGV and squadron specific training items</p> <p>_____ (Last, First MI) _____ (Signature)</p>		
<p>7. 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.</p>		

Attachment 5

Outstanding FE/SELO Quarterly Awards package

NOMINATION FOR AWARD		
AWARD 55th Operations Group Quarterly Awards	CATEGORY (if Applicable) FE	AWARD PERIOD DD Mmm - DD Mmm 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Maj / Ima NMI Evaluatores	MAJCOM, FOA, OR DRU ACC	
DAFSC/DUTY TITLE K12JD / Stan/Eval Facilitator	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 272-2440 & COMM (402) 232-2440	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 55th Unit / CCV / 101 Poindexter Blvd / Offutt AFB / NE / 68113		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Chickn Sanders / DSN 271-2309 & COMM (402) 294-2309		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<div style="text-align: center; border-top: 1px dashed black; border-bottom: 1px dashed black; margin: 10px 0;">FE AWARD</div> <p>DUTY INFORMATION: - 1-2 heading lines. Does not count as bullets.</p> <p>PERFORMANCE OF CCV/FE DUTIES: - 4-6 lines total - single spaced, bullet format - Information on evaluations administered, programs managed and other CCV related accomplishments</p> <p>ACRONYM LIST: (Alphabetical Order) ACC - Air Combat Command MDS - Mission Design Series</p> <div style="text-align: center; border-top: 1px dashed black; border-bottom: 1px dashed black; margin: 10px 0;">SELO AWARD</div> <p>DUTY INFORMATION: - 1-2 heading lines. Does not count as bullets.</p> <p>PERFORMANCE OF CCV/SELO DUTIES: - 4-6 lines total - single spaced, bullet format - Information on programs managed and other CCV related accomplishments</p> <p>ACRONYM LIST: (Alphabetical Order) ACC - Air Combat Command MDS - Mission Design Series</p>		

Attachment 6

Outstanding FE/SELO Annual Awards package

NOMINATION FOR AWARD		
AWARD 55th Operations Group Yearly Awards	CATEGORY (If Applicable) FE	AWARD PERIOD DD Mmm - DD Mmm 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Maj / Ima NMI Evaluatores	MAJCOM, FQA, OR DRU ACC	
DAFSC/DUTY TITLE K12JD / Stan/Eval Facilitator	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 272-2440 & COMM (402) 232-2440	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 55th Unit / CCV / 101 Poindexter Blvd / Offutt AFB / NE / 68113		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Chickn Sanders / DSN 271-2309 & COMM (402) 294-2309		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<div style="text-align: center; border-top: 1px dashed black; border-bottom: 1px dashed black; margin: 10px 0;"> FE AWARD </div> <p>DUTY INFORMATION:</p> <ul style="list-style-type: none"> - 1-2 heading lines. Does not count as bullets. <p>PERFORMANCE OF CCV/FE DUTIES:</p> <ul style="list-style-type: none"> - 6-10 lines total - single spaced, bullet format - Information on evaluations administered, programs managed and other CCV related accomplishments <p>ACRONYM LIST: (Alphabetical Order)</p> <p>ACC - Air Combat Command</p> <p>MDS - Mission Design Series</p> <div style="text-align: center; border-top: 1px dashed black; border-bottom: 1px dashed black; margin: 10px 0;"> SELO AWARD </div> <p>DUTY INFORMATION:</p> <ul style="list-style-type: none"> - 1-2 heading lines. Does not count as bullets. <p>PERFORMANCE OF CCV/SELO DUTIES:</p> <ul style="list-style-type: none"> - 4-6 lines total - single spaced, bullet format - Information on programs managed and other CCV related accomplishments <p>ACRONYM LIST: (Alphabetical Order)</p> <p>ACC - Air Combat Command</p> <p>MDS - Mission Design Series</p>		