

5 January 2004



***Space, Missile, Command, and Control
Terminal Attack Controller Standardization and Evaluation Operating Instruction***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 4 ASOG/DOV (SMSgt Mark Lutz) Certified by: 4 ASOG/DO (Maj Donald Oberdieck)
Pages: 19
Distribution: F

This operating instruction outlines the Terminal Attack Controller (TAC) standardization/evaluation program for the 4th Air Support Operations Group (4 ASOG), headquartered at Heidelberg, Germany. It identifies responsibilities of the Group Standardization and Evaluation section, evaluator selection, documentation, and requirements.

Chapter 1 - Stan/Eval organization, duties, and responsibilities.....	3
1.1 Chief of Stan/Eval.....	3
1.2 Standardization Evaluation Examiner (SEE).....	4
Chapter 2 – Chief Stan/Eval and SEEs	
2.1. Chief of Stan/Eval selection criteria	5
2.2. SEE Selection criteria	6
2.3. Upgrade and certification.....	6
2.4. Manning.....	6
Chapter 3 - Ground phase testing procedures.....	7
Chapter 4 – Evaluation procedures.....	9
4.1. Evaluation procedures.....	9
4.2. No-notice procedures.....	9
4.3. Evaluation profiles and scenarios.....	9
4.4. TAC evaluation failures.....	10
4.5. TAC-I re-evaluation failures.....	10
4.6. SEE re-evaluation failures.....	10
4.7. Evaluation Windows.....	12
Chapter 5 – Controller Read File and Go/No Go procedures.....	13
Chapter 6 – Unique evaluation requirements and special interest item (SII) procedures.....	14

Chapter 7 – Documentation.....15

- 7.1. AF Form 3827.....15
- 7.2. Stan/Eval Folders.....15
- 7.3. AF Form 942.....15
- 7.4. Forms and letters.....16

Chapter 8 – Trends analysis and standardization/evaluation board process and responsibilities..17

Chapter 9 – Continuity Book.....18

Chapter 1
Unit Chief Stan/Eval and Stan/Eval Evaluators (SEE) Duties and Responsibilities

1.1. Chief of Stan/Eval will:

1.1.1. Ensure the TAC Stan/Eval Program requirements established in this instruction are implemented.

1.1.2. Schedule and conduct TAC Stan/Eval visits to subordinate active duty units once a year.

1.1.3. Establish and maintain individual Stan/Eval folders on all TACs assigned to the group's staff and review the records annually for currency. A review of personnel in inactive status is not required. Document any discrepancies found in the individual's Stan/Eval folder with a Memo for Record and file in Section IV.

1.1.4. Review group and unit TAC training lesson plans for standardization and recommend changes as needed.

1.1.5. Maintain an archive copy of all TAC evaluation records (i.e., hard copy with signatures and dates for six months) in accordance with AFI 13-112 vol. 2, paragraphs 1.7. and 1.8.

1.1.6. Maintain TAC qualifications as prescribed by AFI 13-112, Volume 1.

1.1.7. Review all evaluation records of newly assigned group-level TAC personnel to establish their currency and mission qualifications in accordance with AFI 13-112 vol. 2, paragraph 1.7.

1.1.8. Develop and include any specific TAC Stan/Eval Program requirements and procedures in the ASOG's Stan/Eval instruction.

1.1.9. Develop an applicable LPMQF database and questions.

1.1.10. Using both the MQF and the local procedures MQF (LPMQF) databases, construct the closed-book examinations in accordance with AFI 13-112 vol. 2, Chapter 3.

1.1.11. Conduct TAC evaluations on all subordinate squadron's chief of stan/eval.

1.1.12. Conduct a minimum of one formal SEE Objectivity Evaluation and one no-notice SEE Objectivity Evaluation on a randomly selected SEE, annually, from each subordinate squadron.

1.1.13. Develop a group checklist for all SEEs to use, referencing AFI 13-112 vol. 2, Table 2.1. Areas 1-24, during evaluations.

- 1.1.14. Establish and maintain a trend analysis program in accordance with AFI 13-112 vol. 2, Chapter 5.
 - 1.1.15. Manage and ensure compliance with the Controller Read File (CRF) publications program as outlined in AFI 13-112 vol. 2, Chapter 6.
 - 1.1.16. Establish the time limits to complete the documentation on all TAC evaluations.
 - 1.1.17. Review documentation on all TAC and SEE evaluations for accuracy.
 - 1.1.18. When specifically coordinated and approved by the MAJCOM/NAF, support TAC evaluations within other commands.
- 1.2. Stan/Eval Examiner (SEE) will:
- 1.2.1. Abide by the directives of this instruction and assist the chief of stan/eval in developing, implementing, and executing the Stan/Eval Program.
 - 1.2.2. Conduct TAC evaluations only in those areas qualified (e.g., night, laser, etc.).
 - 1.2.3. Provide recommendations for improvement to the Chief, Stan/Eval.
 - 1.2.4. When specifically coordinated and approved by the MAJCOM/NAF/Group, support TAC evaluations within other commands.
 - 1.2.5. Share responsibility for safe mission conduct with the TAC being evaluated. If a breach of safety or discipline, or an unsafe situation develops during the evaluation, take immediate corrective action to ensure mission safety and thoroughly debrief the individual involved, their immediate supervisor, the commander, and Chief, Stan/Eval.

Chapter 2

Unit Chief Stan/Eval and Stan/Eval Evaluators (SEE) Selection Criteria, Upgrade Training, Certification, and Manning

2.1. **Chief of Stan/Eval** . Due to the critical nature of terminal attack control, commanders will appoint by letter, only their best-qualified individuals, based on the criteria listed below and the individual's knowledge and expertise to run the Stan/Eval Program. Minimum criteria for selection, unless waived by the appropriate authority, include:

2.1.1. Must be at least a TSgt, 1C471 or 1C271, or Major (Captain for squadrons), 1XXXU or 13D3B.

2.1.2. Must maintain TAC-CMR qualifications as required by this instruction and AFI 13-112, Volume 1.

2.1.3. Must maintain SEE qualifications.

2.1.4. Successfully complete the OJT Trainers and Certifiers Courses.

2.1.5. Successfully completed the USAFE chief of stan/eval upgrade program.

2.1.6. Successfully pass a SEE evaluation administered by their higher headquarters.

2.2. **SEE**. Commanders will appoint, by letter, SEEs selected from among the most highly qualified and experienced TACs assigned to their unit. Minimum criteria for selection, unless waived by the appropriate authority, include:

2.2.1. Must be a SSgt, 1C451 or 1C251 or Captain, 1XXXU or 13D3B.

2.2.2. Must maintain TAC-CMR qualifications as required by this instruction and AFI 13-112, Volume 1.

2.2.3. Must maintain SEE qualifications.

2.2.4. Successfully complete the OJT Trainers and Certifiers Courses.

2.2.5. Successfully complete USAFE SEE Upgrade Training Program and demonstrate a thorough knowledge of the TAC Stan/Eval Program, flight/ground safety standards, and governing supplements/instructions prior to SEE qualification.

2.2.6. Observe one TAC evaluation.

2.2.7. Successfully pass a SEE evaluation administered by their unit chief of stan/eval or higher headquarters chief of stan/eval.

2.3. Chief of Stan Eval/SEE Upgrade and Certification

2.3.1. Chiefs of stan/eval and SEEs will complete their respective USAFE upgrade sheets located at:

https://wwwmil.usafe.af.mil/direct/foas/4asog/DO/DO%20Shop/Evals_Upgrades.htm

2.3.2. Maintain a copy of the upgrade sheet in the individual's OJT record until they successfully complete a SEE objectivity evaluation, the AF Form 3827, and JQS documentation are complete.

2.3.3. SEEs will be evaluated using the 4 ASOG SEE evaluation checklist. It can be found at: https://wwwmil.usafe.af.mil/direct/foas/4asog/DO/DO%20Shop/Evals_Upgrades.htm.

2.3.4. After completing all requirements, the commander will appoint the individual, in writing, as either the chief of stan/eval, Permanent SEE, or Additional Duty SEE. A copy of the signed letter will be forwarded to 4 ASOG/DOV whenever there are changes.

2.4. Manning:

2.4.1. Commanders will appoint, as a minimum:

- chief of stan/eval
- one additional duty SEE

Chapter 3

Ground Phase Testing Procedures

3.1. TAC evaluations consist of a ground phase and a control phase evaluation. The ground-phase evaluation consists of a closed-book examination consisting of 50 questions based upon the MQF and the LPMQF. Except for “no-notice” evaluations, the ground-phase evaluation must be completed prior to the control-phase evaluation.

3.2. The 4 ASOG chief of stan/eval is responsible for constructing two closed-book examinations using the MQF and LPMQF databases. Each exam will consist of 50 questions, with a minimum of ten (10) questions coming from the LPMQF. No more than 50% duplication of MQF and LPMQF questions will be on each exam.

3.2.1. Since all 4 ASOG units operate on the same ranges, 4 ASOG chief of stan/eval will develop one LPMQF for the entire group.

3.2.2. Units will use the Auto Tester program V4, dated 05 Jun 00.

3.2.3. 4 ASOG/DOV will develop ground phase tests and distribute the database semi-annually (January/July).

3.3. The examinations will measure the TAC’s knowledge of applicable TTPs essential for the safe and effective accomplishment of TAC duties. Successful completion of the examination requires a minimum passing score of 86 percent. All 50 questions are scored together (i.e. individual misses four questions on the MQF and two on the LMQF, his overall score is an 88%) All missed questions must be reviewed with the evaluator that administered the examination.

3.3.2 Individual failing an examination with less than 86 percent must complete a successful ground-phase re-evaluation within 30 calendar days, or prior to the current evaluation expiration date, whichever comes first. A minimum of 24 hours must elapse before a reexamination can be administered to allow for an adequate period of study.

3.3.2.1. When an individual fails a written examination, notify the unit commander in writing or electronically. For certified TACs, the individual will not control live aircraft without chief of stan/eval, SEE, or instructor supervision until the exam is passed.

3.3.2.2. Re-examinations will be accomplished using a different exam. Re-examinations will be generated so that a duplication of the original exam questions are kept to a minimum, but the re-examination must address the subject matter where deficiencies were determined. After successful completion, notify unit commander.

3.3.2.3. Failure of the re-examination will result in an overall rating of “Q-3.” Certified TACs must be decertified by the unit commander, and reentered into

mission qualification training (MQT), as determined by the unit commander. For initial TAC evaluation, the individual is removed from the program for a minimum of 30 days. After the 30-day period, the unit commander will determine whether the individual may be reentered into the program.

3.4. Ground-Phase Documentation Procedures. Chiefs of Stan/Eval or SEEs will enter the results of the academic examination on an AF Form 3827. Stan/Eval will retain the scored answer sheets/computer record until the AF Form 3827 is completed and signed by the unit commander. Document the review of the missed questions (e.g., "Questions 3, 22, and 30 were reviewed").

3.5. Updates and reviews.

3.5.1. Updates to the MQF. 4 ASOG will consolidate inputs and forward to USAFE NLT 15 May and 15 Nov.

3.5.2. Updates to the LPMQF. 4 ASOG will consolidate inputs NLT 15 May and 15 Nov. Updates will be published NLT 15 Dec 03.

3.6. Security. Only Stan/Eval personnel or individuals designated by the commander will administer examinations. The chief of stan/eval and SEEs will maintain strict control of all examinations and answer keys by securing them in a locked container or password protected computer program.

Chapter 4

Control Phase Evaluation Procedures

4.1. TAC control phase evaluation and re-evaluation procedures are covered in-depth in AFI 13-112 vol. 2, chapter 4.

4.1.1. Group SEEs may evaluate any continuation-training item during a normal, no-notice, or spot evaluation.

4.1.2. Control-Phase Evaluation. The primary criterion to a successful evaluation is to ensure TACs are capable of performing their assigned duties.

4.1.3. The control-phase of a TAC evaluation will focus on the type and difficulty of the mission required to support the unit's mission DOC taskings. To promote the efficient use of resources, control-phases (dry, live, night, laser) may be accomplished concurrently. If combined, include the designation of each control-phase evaluation on AF Form 3827 as appropriate (e.g., laser, night, live etc.). Only dry or live controls are required to complete the control phase of the evaluation. TACS must successfully control, at a minimum, four passes (total) attacking two different targets to complete an evaluation.

4.1.4. SEEs will use the 4 ASOG evaluation checklist. The 4 ASOG evaluation checklist can be found at:

https://wwwmil.usafe.af.mil/direct/foas/4asog/DO/DO%20Shop/Evals_Upgrades.htm

Units will forward any additions or corrections to the checklist to the 4 ASOG DO for approval.

4.1.5. SEEs may use the 4 ASOG SEE guide located at:

https://wwwmil.usafe.af.mil/direct/foas/4asog/DO/DO%20Shop/Evals_Upgrades.htm.

This is provided for informational use only to assist SEEs in accomplishing their duties.

4.2. No-Notice Evaluations.

4.2.1 A no-notice evaluation is given at or after the beginning of normal mission preparation. For the purpose of this instruction, a no-notice evaluation may be initiated NLT one hour prior to departing to the control point.

4.2.2. The intent is to preclude extraordinary preparation for the mission because it is to be an evaluation. During no-notice evaluations, closed-book examinations will be completed within 30 days of the field check. Additionally, no-notice evaluations may be conducted within an individual's eligibility period.

4.2.3. No-notice evaluations will be conducted on a minimum of ten percent of a unit's TAC-qualified individuals within a calendar year.

4.2.4. If all requirements were not completed, the areas evaluated must be documented on AF Form 3827. For those areas not observed, mark “not observed” on the AF Form 3827. The individual must test as stated in paragraph 4.4.4. and the incomplete evaluation will not be used to satisfy a recurring evaluation requirement. It should be noted that the unit would receive credit for a no-notice evaluation.

4.3. Evaluation Profiles and Scenarios. Evaluators will attempt to use joint training exercises when possible to accomplish formal evaluations. For all evaluations, Stan/Eval will develop realistic profiles and scenarios that reflect likely tactical situations from the unit’s DOC tasking while employing approved TTPs, and allow for an accurate assessment of the TAC’s proficiency. The Group’s chief of stan/eval will maintain and review all 4 ASOG evaluation profiles and scenarios.

4.3.1. Profiles. Evaluation profiles will be a basic outline of evaluation requirements to include the mission scenario, equipment requirements, and actions required. Several profiles should be maintained to reflect the diverse missions assigned to the unit.

4.3.2. Scenarios. Evaluation scenarios are an extension of the evaluation profile and will include the use of a specific OPLAN/OPORD, input scripts, graphics, and the air tasking order (ATO) with special instructions (SPINS). Several scenarios will be generated to support one evaluation profile.

4.4. Failure to Pass the Control Phase.

4.4.1. Notify the unit commander in writing or electronically when an individual receives an overall “Q-3” on the first evaluation. Note the loss of TAC status on the letter of x’s.

4.5. TAC-I. During a re-evaluation, TAC-Is receiving a second unsatisfactory (U) grade in any area in Table 4.1., Areas 7-24, will lose TAC-I status. Unit commanders will remove the individual from TAC-I duties in writing. Annotate the loss of TAC-I status on the letter of x’s.

4.6. SEEs. During a re-evaluation, SEEs receiving a second unsatisfactory grade in Table 4.1., areas 1 through 24, will lose SEE status. Unit commanders will remove the individual from SEE duties in writing. Annotate the loss of SEE status on the letter of x’s.

4.6.1. TAC status need not be downgraded if the discrepancies were only in Table 4.1., Areas 25.1 through 25.7.

4.7. Evaluation windows.

Evaluation Month	Beginning of Eval Window	End of Eval Window
Jan	Jan	Apr
Feb	Feb	May
Mar	Mar	Jun
Apr	Apr	Jul
May	May	Aug
Jun	Jun	Sep
Jul	Jul	Oct
Aug	Aug	Nov
Sep	Sep	Dec
Oct	Oct	Jan
Nov	Nov	Feb
Dec	Dec	Mar

Chapter 5 Controller Read File and Go/No Go Procedures

- 5.1. Units will manage the controller read file IAW AFI 13-112 Vol. 2.
- 5.2. Any items generated at the squadron or detachment level will be forwarded to 4 ASOG/DOV for inclusion into the CRF.
- 5.3. The chief of stan/eval will maintain the CRF to include:
- 5.3.1. Posting changes to the CRF
 - 5.3.2. Revisions.
 - 5.3.3. Semi-annual review.
- 5.3. CRF, Volume 1, will contain a numerical index reflecting all current information with the group assigned control number, date of issue, suspense date for review or removal, title, OPR, date rescinded, and disposition. Local CRFs will be indexed with the local assigned control number. As a minimum, the control number, post NLT date, date posted, and suspense date will be annotated on the CRF.
- 5.3.1. The following control number sequence will be used for items in the CRF:
 - ~~✍~~ First letter “HP” – Air Staff, USAFE, and 3rd AF issued items. “GP” – Group issued items. “LP” – Locally issued items.
 - ~~✍~~ Followed by a two number identifier for the calendar, i.e. “03”
 - ~~✍~~ Followed by a two number identifier for sequence number for that year, i.e. “01-99”
- Example: GP03-05 is the fifth item issued from the group during 2003.
- 5.4. Units will maintain a color-coded card system on all personnel within the unit. The cards will be green on one side to designate the individual is in compliance with the latest Read File and/or has signed off the Read File during the present month.
- 5.4.1. In addition to the requirements in para 5.4 (above), all unit personnel will review the CRF monthly, prior to their initial field exercise or deployment, and whenever a change is posted.
 - 5.4.2. (Added) Personnel who have reviewed and initialed the CRF will turn their card to green. Personnel not reviewing the CRF will have their card turned to the red side indicating they are not permitted to conduct operational missions until the CRF has been reviewed and signed. All cards will be turned to red the last duty day of the month by the chief of stan/eval or the permanent SEE to provide for a monthly review.
 - 5.4.3. (Added) Commanders or their designated representative may telephonically brief personnel already in the field to “bring them in the green.” In this case, the individual.

providing the briefing will annotate the card with the date and his initials followed by a "B" indicating the item was briefed

5.4.4. (Added) Volume 1, Part B of the read file will have two tabs (1 & 2). Tab 1 will contain pertinent CMR and TAC directives and messages. Tab 2 will contain general directives and messages pertinent to all unit personnel. CMR and TAC personnel are responsible for reading both Tab 1 and 2. All other unit personnel are responsible for Tab 2.

5.5. Units will use a visual, color-coded system to identify personnel who are current and qualified to perform CMR and TAC duties.

5.5.1. Training managers, at a minimum, will review personnel training status weekly.

5.5.2. The Chief TAC-I, at a minimum, will review personnel currency status weekly.

5.5.3. The chief of stan/eval or a permanent SEE , at a minimum, will review evaluation status and that the CRF is signed, weekly.

5.5.4. Only the Commanders, Superintendents, training managers, chief TAC-I, chief of stan/eval or permanent SEEs may verify or change the GO/NO GO status of an individual.

5.6. It is the individuals responsibility to verify his GO/NO GO status prior to conducting any mission.

5.7. (Added) Use of digital libraries is encouraged. In such libraries, CRF vol. 2 must contain the location of the library (CD ROM, URL address, etc.), and procedures for accessing the library. These libraries must be available to all unit personnel at all times.

Chapter 6
Unique Evaluation Requirements and Special Interest Items (SII) Procedures

6.1. Unique evaluation requirements.

6.1.1. Unique evaluation requirements nominated by subordinate units will be signed by the unit commander and forwarded to 4 ASOG/DOV for review. At a minimum, they will consist of the following:

6.1.1.1. Task.

6.1.1.2. Standards for Q, Q-, and U ratings. For items that are Go/No Go, only the Q and U standards are required.

6.2. Special interest items.

6.2.1. Special interest items are areas identified by the MAJCOM, NAF, or group will be maintained by the group chief of stan/eval

6.2.1.1. These items will be incorporated into the appropriate 4 ASOG evaluation checklist.

6.2.2. SII items nominated by subordinate units will be signed by the unit commander and forwarded to 4 ASOG/DOV for review. At a minimum, they will consist of the following:

6.2.2.1. Task.

6.2.2.2. Standards for Q, Q-, and U ratings. For items that are Go/No Go, only the Q and U standards are required.

Chapter 7 Documentation

7.1. AF Form 3827. Procedures to complete the AF Form 3827 are covered in AFI 13-112 vol. 2, attachment 6.

7.1.1. The evaluator will sign a temporary AF Form 3827 (minus supervisor and commander signatures) and place it in the examinee's stan/eval folder.

7.1.2. The completed AF Form 3827, with signatures, will be placed in the individual's stan/eval record within 60 days of completing the evaluation. In the event that this cannot be accomplished, include a memo for record explaining the reason for the delay.

7.1.3. When operations and training requirements prevent the appropriate personnel from signing the original form, a signed electronic or fax copy is acceptable until such time as the individuals can sign the original.

7.1.4. Subordinate units will fax, or e-mail electronic copies of the completed AF Form 3827 to 4 ASOG/DOV for review. Until units have a digital form creation capability, unsigned electronic formflow or ICS copies are acceptable.

7.2. Stan/eval records

7.2.1. Stan/eval record documentation is covered in AFI 13-112 vol. 2, paragraph 4.2.

7.2.2. For personnel who PCS, retire, leave the service, or no longer perform TAC duties, their records will be maintained in an inactive status separate from the active records, per AFI 13-112 vol. 2.

7.3. AF Form 942.

7.3.1. The AF Form 942 will be used to annotate initial record reviews, annual record reviews, ground phase and control phase evaluations. All forms will have the following information:

- Name: Last, First, MI
- SSN: Social Security Number

7.3.2. For the following entries, fill in the blocks as follows (entries are not case specific):

7.3.2.1. Initial record review

- Type Aircraft: N/A
 - Type of Evaluation: Assigned XX ASOS (this indicates that an initial records review has taken place.)
 - Date Completed: YYYYMMDD
 - Qualification Level (Command): USAFE
- 7.3.2.2. Annual record review
- Type Aircraft: N/A
 - Type of Evaluation: Annual records review
 - Date Completed: YYYYMMDD
 - Qualification Level (Command): N/A
- 7.3.2.3. Ground Phase Evaluation
- Type Aircraft: N/A
 - Type of Evaluation: Initial or periodic ground phase
 - Date Completed: YYYYMMDD
 - Qualification Level (Command): Pass or Fail (USAFE)
- 7.3.2.4. Control Phase Evaluation
- Type Aircraft: Number and type of aircraft used for the evaluation
 - Type of Evaluation: Initial or periodic control phase
 - Date Completed: YYYYMMDD
 - Qualification Level (Command): Q-1, Q-2, or Q-3 (USAFE)
- 7.3.2.5. No notice Evaluation
- Type Aircraft: Number and type of aircraft used for the evaluation
 - Type of Evaluation: No notice
 - Date Completed: YYYYMMDD
 - Qualification Level (Command): Q-1, Q-2, or Q-3 (USAFE)
- 7.3.2.6. Re- Evaluation
- Type Aircraft: Number and type of aircraft used for the evaluation
 - Type of Evaluation: Re- Evaluation
 - Date Completed: YYYYMMDD
 - Qualification Level (Command): Q-1, Q-2, or Q-3 (USAFE)
- 7.3.2.7. SEE Evaluation
- Type Aircraft: Number and type of aircraft used for the

- evaluation
- Type of Evaluation: Initial or periodic SEE evaluation
- Date Completed: YYYYMMDD
- Qualification Level (Command): Q-1, Q-2, or Q-3 (USAFE)

7.4. Forms. The following forms can be found at
https://wwwmil.usafe.af.mil/direct/do/doy/doym/DOYM_set.htm or
<https://wwwmil.usafe.af.mil/direct/foas/4asog/DO/DO%20Shop/forms.htm>

☞☞Initial folder review

☞☞AF Form 3827

☞☞AF Form 942

Chapter 8

Trends Analysis and Standardization/Evaluation Board Process and Responsibilities

8.1. Trends analysis program.

8.1.1. Units will conduct a trends analysis on the following schedule:

Report due to 4 ASOG/DOV NLT 15th of the month	Period covered	Type report
April	January – March	Quarterly
July	January – June	Semi-annual
October	July - September	Quarterly
January	July – December	Semi-annual

8.1.2. Units will report the trends analysis to 4 ASOG/DOV using the format located at: https://wwwmil.usafe.af.mil/direct/do/doy/doym/DOYM_set.htm or <https://wwwmil.usafe.af.mil/direct/foas/4asog/DO/DO%20Shop/forms.htm>

8.1.3. The baseline for setting a trend within 4 ASOG is a 5% occurrence rate. This does not prohibit commanders from establishing a trend that is below the 5% threshold.

8.1.4. Whenever a unit establishes a trend, they will provide corrective actions taken and the OPR.

8.1.5. Trends reports will be maintained for at least the last 4 quarters.

8.2. Standardization/evaluation board (SEB) process and responsibilities.

8.2.1. The SEB will be accomplished IAW AFI and USAFE supplement 13-112 vol. 2, chapter 5.

8.2.2. The SEB will normally be scheduled for August and April.

8.2.3. The SEB format will follow AFI 13-112 vol. 2, attachment 3.

8.2.4. The chief of stan/eval or his designated representative will be the SEB recorder.

Chapter 9 Continuity Book

- 9.1. The stan/eval continuity book will contain the following information:
- ☒☒ Chief of stan/eval, permanent and additional duty SEE appointment letters.
 - ☒☒ 4 ASOG stan/eval instruction 13-112 vol. 2
 - ☒☒ Trends analysis reports
 - ☒☒ SEB minutes
 - ☒☒ Self assessment checklists
 - ☒☒ SAV and inspection reports (the most recent at the minimum)