55 OG/OGV   05 JAN 15

Trends Process

1. Program Definition
2. OGV Responsibilities
3. Squadron CCV Responsibilities
4. Non-embedded CCV Responsibilities (82 RS and 95 RS)
Attachment 1: Trend Observation Summary
Attachment 2: Trend Letter

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1. Program Definition:

1.1. A trend is a recurring deficiency in performance or knowledge requiring attention, monitoring or correction.

1.1.1. A trend in testing exists when a question has a miss rate of 30% or more and has appeared on applicable requisite examinations at least five times.

1.1.2. A trend exists when an evaluation area/sub area is downgraded, Q- or U, three or more times during the previous six-month period. (Note: OGV is the final authority for trend identification. Meeting trend threshold alone is not the sole means of identifying whether or not a deficiency is to be considered a trend)

1.2. An observation is a recurring deficiency that approaches but does not meet trend threshold. An observation exists when an evaluation area/sub area is downgraded, Q- or U, twice over the previous six months. An observation may still be considered to aid in determining a trend across crew positions and/or platforms.

2. OGV Responsibilities:

2.1. Review the Trend/Observation Summary from each squadron to determine if a trend exists within a single squadron or across multiple squadrons. When an observation is noted, OGV will review previous trend analysis and determine if the recurring deficiency warrants identification as a trend without meeting the trend threshold.

2.2. Assign an OPR at the appropriate level when a trend is identified.

2.3. File the Trend Letter and track status under Trends Tracking on Intelink.

2.4. Review closed trends to ensure appropriate corrective action was taken and the deficiency no longer exists. Update status under Trends Tracking on Intelink.

2.5. Report all trend information for the periods covered by the Stan/Eval Board.

3. Squadron CCV Responsibilities:

3.1. Provide Trend/Observation Summary (Attachment 1) to OGV within five duty days following the end of the quarter. If there are no areas meeting trend/observation threshold, a brief report stating such is still required (Attachment 1, paragraph 4).

3.2. If assigned as OPR for a trend, coordinate with the applicable training office to determine an appropriate corrective action. Generate a Trend Letter (Attachment 2) and provide it to OGV within five duty days after trend identification.

3.3. Monitor open trends and ensure appropriate corrective action is being taken.

3.4. Close a trend only after the OPR verifies the deficiency in performance or knowledge no longer exists in the applicable crew force and report to OGV. Such verification may be accomplished and documented through supplementary evaluation, aircrew testing, etc.

4. Non-embedded CCV Responsibilities (82 RS and 95 RS):

4.1. The 82 RS/95 RS will handle the tracking of trends by emailing all missed questions from requisite testing to the respective 343 RS/38 RS CCV in order to be tracked with their testing trend database.

4.2. Evaluation trend data submitted by the 82 RS/95 RS will be incorporated into the respective 343 RS/38 RS trends database.

4.3. Due to their physical separation, debrief of trend information will come from 55 OGV via the SEB minutes.

Attachment 1
Trend Observation Summary

MEMORANDUM FOR 55 OG/OGV

FROM: SQ/CCV

SUBJECT: Trend/Observation Summary for [*quarter year*]

1. The following exam questions meet the trend threshold for the quarter:

Question Data Bank	#	Analysis determines question to be bad or good and attributed to poor test taking

2. The following areas meet trend threshold for the quarter:

Crew Position	Area	Explanation (general area deficiency or common to specific sub area)

3. The following areas meet observation threshold for the quarter:

Crew Position	Area	Explanation (general area deficiency or common to specific sub area)

4. [*No exam questions or area/sub areas meet trend/observation threshold for the quarter.*]

5. Please contact [*trend program manager*] with any questions/concerns.

[*Name*], [*Rank*], USAF
Chief, SQ/CCV

Attachment 2
Trend Letter

MEMORANDUM FOR 55 OG/OGV
                              SQ/CC

FROM: SQ/CCV

SUBJECT: Trend Letter for [*Crew Position*], [*quarter year*]

1.   a. <u>Action Agency/OPR</u>:
          b. <u>Trend</u>: [*area/subarea*]
          c. <u>Opened/Closed</u>:
          d. <u>Suspense</u>:

2. Analysis: Provide a brief description of the situation. Provide enough information to answer what, when, and how.

3. Corrective Action: Describe the planned corrective action to correct the deficiency. Include the type of training that will be accomplished and by whom, and any requests for participation by applicable OGV members. OGV will review the plan and determine if the squadron's proposed actions are appropriate.

                              [*Name*], [*Rank*], USAF
                              Chief, SQ/CCV

1st Ind, SQ/CC
MEMORANDUM FOR 55 OG/OGV
Approve/Disapprove

                              [*Name*], [*Rank*], USAF
                              Commander, SQ

cc:
SQ/DO
SQ/DOT