

**DEPARTMENT OF THE AIR FORCE  
DETACHMENT 025  
ARIZONA STATE UNIVERSITY**



**Annex H- Continuity Guidelines**

## ANNEX H - CONTINUITY GUIDELINES

1. The purpose of this annex is to provide a detailed layout of how continuity will be used in the wing this semester. Continuity will be kept as a reference document produced by the previous cadet who held a position to share pertinent information concerning all aspects of that position.

### EXPECTATIONS

2. Every Professional Officer Course (POC) position within the Cadet Wing will maintain continuity. All files will be maintained electronically, however, a hard copy may be produced upon request. Continuity for each position will be available in a read-only form on the cadet link.

3. Every POC will submit continuity to their specific job's portion of the Fall 2020 Google Drive. All continuities will be reviewed by CW/CWV who will provide feedback to the POC. Submissions may be subject to change if deemed necessary. POC who fail to uphold their responsibilities of uploading and maintaining continuity will be subject to appropriate disciplinary measures that shall be determined by the Cadet Wing Commander.

4. The purpose of continuity is to have a document that can be read by any cadet, which will allow them to step into the job and understand the duties, requirements, and responsibilities of the position. The continuity should be the baseline document required for all newly appointed POC to understand their new position, whether they are appointed during the standard rotation or for any unexpected reasons. These are subject to change each semester and cadets should expect changes to their appointed duties during the semester.

### POSITIONS RESPONSIBLE FOR CONTINUITY

5. Every position on the Wing Organizational Chart, per Annex A, will be required to uphold and submit continuity. The only exceptions are Group Deputies, Deputy Flight Commanders and Cadet Link Deputies, whose continuity will be incorporated into their Commander's continuity. Flight Commanders will collaborate with the other Flight Commanders in their respective Training Level category (e.g. FTP and IMT) to create a combined flight continuity for record. Thus, there will be one IMT Flight Commander continuity and one FTP Flight Commander continuity. The Squadron Commanders will also need to collaborate and submit a combined continuity to the CW/CWV. This same rule will apply for the respective IMT and FTP Group Commanders.

### CRITERIA AND CONTENT

6. Continuity will be stored as a word document and submitted to the Standards and Evaluation Officer **electronically**. The continuity may be kept as a hardcopy in a binder if desired. The continuity should be maintained and kept up to date by the cadet in its respective position. Each cadet officer is responsible for providing the continuity folder to the CW/CWV by next duty day or at CW/CWV's discretion. As a minimum, the continuity must have:

- a. Responsibilities: Will entail a step by step instruction of how to execute and complete the required responsibilities.

- b. Budget (As Applicable): The highly detailed amount to be requested for such position throughout the semester is to be charted in this section. As the semester progresses, specific requests for any spontaneous events may be submitted. The Flight/CAG Commander should have figured out the exact purchase amount as closely as possible for an accurate request and document that request in the Budget section of the continuity
- c. Organization Chart: This includes all the individuals within the chain of command and detailing what those individuals' responsibilities are. (e.g. SQ/CC's chain of command down to a flight deputy).
- d. Events: Each event for which the position is responsible will be thoroughly described to aid in the complete recreation and/or improvement of each event. The description will include, but is not limited to: planning, execution and post event timelines, budget, contacts, briefings, etc.
- e. After Action Reports: Official Memorandums summarizing major events that just occurred. Include a brief description of how to accomplish the task better next semester.
- f. Communication: This includes letters to other organizations (internal and external), relevant memorandums and any other written documents deemed pertinent to the function of the unit. Other units, offices, or agencies contact information pertinent to your position will be annotated in this section. This section will also contain information to communicate within and outside the position's change of command (i.e. list of contacts, frequently used phone numbers, email address, briefings, etc.).
- g. Miscellaneous Documents: Units are authorized to add other documents to the minimally required sections or add additional sections if need be, to provide the maximum amount of useful information for the next commander. This may include items such as nominations given, awards received, and a detailed page emphasizing the areas of improvement. In addition to any other documents or notes that would benefit the cadet who will hold that position next semester. However, to keep continuity efficient, miscellaneous documents should not be redundant or outdated.

7. There will be an optional section at the end of the continuity titled Job Expansions. The purpose of this section is to provide any additional information on projects, events, or additional duties, not listed in the job requirements, which a cadet carried out in their position and believes were a necessity for their success in the position. Comments on the job duties are useful to keep them up to date for the next commander.

## **CONTINUITY LABELING**

8. All Continuities will be appropriately labeled in their respective position folders inside the Fall 2020 Google Drive. Any pertinent information inside of folders should be labeled in a way relating to a required content section.

9. Continuity will undergo a final inspection by the CW/CWV at the end of the semester, along periodic inspections throughout the semester as decided by the CW/CWV to maintain accurate documentation. Electronic copies will be the only form checked during the inspection. The

CW/CWV will review each continuity for detail and discrepancies, which will be highlighted and returned to the sender for correction. Revised versions will need to be corrected and sent back up to the Standards and Evaluations Officer within one week. If the continuity is repeatedly failed, the CW/CWV will take disciplinary action in handling their case. Continuities must be reviewed and submitted to CW/CWV by **25 November 20**.

#### **CONTINUITY DOCUMENTATION**

10. Replace information as necessary to be turned in at the end of the semester to the CW/CWV. These items may include but are not limited to, new points of contact, newly acquired additional duties, After Action Reports, and Weekly Action Reports. Previous protocol is to be followed regarding formatting, including Table of Contents, Section Headings, and structure. These continuities will then be uploaded to the cadet link by the CW/CWV for the following semester.