



**DEPARTMENT OF THE AIR FORCE**  
**AIR FORCE RECRUITING SERVICE (AETC)**

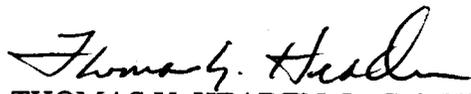
8 Mar 04

**MEMORANDUM FOR SUPERVISORS**

**FROM:** 367 RCS/CC  
3990 East Bijou Street  
Colorado Springs CO 80909-6806

**SUBJECT:** Performance Feedback Policy

1. One of the most important responsibilities of a supervisor is to accurately inform their subordinates about their performance. Without accurate feedback, it is often difficult for someone to know if they are doing what the "boss" wants them to do.
2. The performance feedback system developed by the Air Force is designed to facilitate a flow of information about duty performance and provide a written record for the subordinate to keep and reference as needed.
3. I expect every supervisor in the 367<sup>th</sup> to take the feedback system seriously and use it as intended—to give honest feedback with suggested improvement areas if needed. I also expect feedback to be given in a timely manner.
4. Please direct any questions regarding this policy to the undersigned (719) 554-1241

  
THOMAS Y. HEADEN, Lt Col, USAF  
Commander