



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

8 Mar 04

MEMORANDUM FOR SQUADRON PERSONNEL

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

SUBJECT: Personal Information File (PIF) Policy

1. I encourage all squadron members to periodically review his or her PIF and ensure your record contains current information. This can be done in the personnel section under the observation of one of the personnel section staff. PIFs will not be removed from the personnel section for review.
2. Supervisors especially need to review the PIFs of individuals they supervise. Make sure all information is correct and up-to-date. Remember, nothing can be removed from a PIF without the prior approval of the First Sergeant or the Commander.


THOMAS Y. HEADEN, Lt Col, USAF
Commander