



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

SUBJECT: Suspense and Appointment Policy

1. Suspenses are part of Air Force life. Proper management of suspenses is essential to our daily operations – to both complete the required task and to minimize the potential disruption of those operations. The following is our unit policy regarding suspenses:

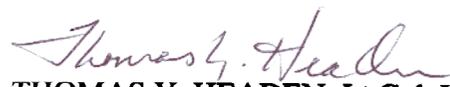
a. All group and higher headquarters suspenses will be completed and answered prior to the suspense date.

b. Enlisted Performance Reports, Officer Performance Reports, decorations, awards, and Performance Feedback Worksheets will be completed in a timely manner. Specifically, EPRs and OPRs, regardless of grade of the ratee, will be due to the squadron personnel sections no later than the closeout date. The group suspense is 5 duty days after closeout and higher headquarters suspense is 15 days after closeout. The suspenses to all levels of command – squadron, group, and headquarters – will be met!

c. Notes or taskings from the squadron commander will be answered within 2 duty days, unless otherwise indicated.

d. All scheduled appointments, including medical and dental, in-processing, out-processing, and squadron training, will be met.

2. The key to success in suspense management is **threefold**: **plan, start early; and do your best work the first time**. Following these three simple guidelines will help meet the suspense and reduce or eliminate reworking the product after review. Should extensions be absolutely necessary, contact the OPR to negotiate the delay.

  
THOMAS Y. HEADEN, Lt Col, USAF  
Commander