DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT PATTERSON AIR FORCE BASE, OHIO

MAR 03 1998

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/DP
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Change to Officer Performance Feedback Sessions

1. Recently, Mrs. Druyun, Principal Deputy Assistant Secretary of the Air Force for Acquisition and Management, expressed concern at an acquisition development meeting that our acquisition officers were not getting any career counseling or performance feedback. Specifically, she felt that they were not getting any direction as to future assignments, the importance of PME, etc.

2. To ensure all officers, including those in acquisition, receive adequate feedback, we have recommended to AFPC/CC that the form be changed to include the topic areas listed on the attached sample. We also recommended that the field (AF Form 724A) and company (AF Form 724B) grade forms be consolidated.

3. In the interim, AFMC/CV is directing all supervisors of AFMC officers, regardless of career field, use the sample sheet in place of AF Forms 724A/B, side 2, when conducting feedback sessions. We believe the use of this information will help ensure more thorough and effective feedback sessions. Effective immediately, instruct your commander support staffs to attach a copy of the sample sheet to all officer performance feedback notification RIPs they suspense. Raters will fill out the sample form and staple it to side 2 of the AF Forms 724A/B, and provide a copy to the ratee following each feedback session. It is important the rater and the ratee clearly understand the intent/requirement to use the sample sheet.

4. If you have any questions or need clarification on procedural implementation, please call me at DSN 787-2912 or have your staff contact Major Betty Brown, HQ AFMC/DPAQP, DSN 986-2795.

FOR THE COMMANDER

Steve N Smith

STEVE N SMITH
Director, Personnel

FILE
DATE
OPR 61ABG
SUSP
INFO CC
CD
CV
All 21trs, dets,

Attachment:
Sample Feedback Form