

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



Annex J- Cadet Feedback Program



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22 November 2020

MEMORANDUM FOR THE 25TH CADET WING

FROM: CADET COLONEL STEPHEN C. EPP

SUBJECT: Annex J-Cadet Feedback Program

1. Feedbacks are essential in the Air Force Structure as they allow a rater to list expectations and guidelines to his/her/their ratees. It also gives those cadets a better understanding of how they are measuring up to those expectations and where they can improve. Simultaneously, feedbacks allow subordinates to address concerns or present ideas that they may have to improve the program. Appointment times will be set up by the rater but selected by the ratee.
2. Ratees who miss feedbacks: Ratees must inform the rater 24 hours in advance if they are unable to make a meeting with the rater. If a serious event occurs (i.e. illness, death in the family, etc.), this must be communicated to the rater as to “excuse” the feedback until a later date, at the rater’s discretion. If a ratee fails to communicate to the rater of his/her/their absence, then the rater must fill out a formal written counseling, with reasons for giving the counseling. If the ratee fails to appear for a second feedback, or a rescheduled feedback, an official Letter of Reprimand (LOR) must be filled out and sent to the respective Group Commander.
3. Raters who miss feedbacks: Raters must inform the cadet that they are rating 24 hours in advance if they are unable to attend the feedback. If a serious event occurs (i.e. illness, death in the family, etc.), this must be communicated to the ratee as to “excuse” the feedback until a later date, at the rater’s discretion. If a rater misses a feedback with a cadet, the cadet being rated may submit a formal memorandum for record (MFR) to their squadron commander explaining the events that transpired. Squadron Commanders and Group Commanders will counsel appropriately.
4. Feedbacks for all cadets will be conducted using the **AF Form 931** – “Airman Comprehensive Assessment” together with their respective rater, then signed, scanned and sent via email to the Cadet Wing Standards and Evaluations Officer (CW/SEO). These documents can be found on the Cadet Link under “Official Publications”. Each round of feedbacks will be uploaded to the Cadet Link by close of business on the due date.

a. Initial Feedbacks will be completed by each rating official with his/her/their respective subordinates, but no later than **29 January 2021**. This is often done in a small timed section in the first or second LLAB. When administering feedbacks, a cadet supervisor is setting the tone for how the mission should be accomplished and also how cadets will be evaluated throughout the semester. Give clear and precise expectations that can be measured empirically. One form can be completed with the flight name listed instead of a form for each individual cadet.

b. Midterm feedbacks will be completed by **05 March 2021**. Cadet supervisors should gather all information on the mentored cadet. For example, all of their 1206's from the respective cadet officers in the Mission Support Group. Once all of the information is gathered, base their performance off of the expectations given in the initial feedback. The midterm feedbacks will be completed on the same forms, typed and filled out, and signed by the rater and ratee. Remember that the mid-point of the semester is crucial to the cadet's development. By utilizing the Specific Measurable Attainable Results focused Time (SMART) goals initiative, this will give each cadet the opportunity to grow and strive for a measurable goal that will demonstrate personal progression. Remember that constructive feedback is most useful to mentor the cadet and help them achieve the standards labeled in the initial feedback.

c. Final Feedbacks are due on or before **16 April 2021**. Final feedbacks are used to rate the cadets on how they have progressed according to expectations set during the initial feedback and judges the cadets on what they have accomplished throughout the semester. The rater should take into consideration all accolades and distinguished accomplishments, balanced with constructive criticism, while providing feedback.

7. Along with the AF Form 931- "Airman Comprehensive Assessment", cadet raters will utilize the Cadet Wing Ranking Sheet. This sheet outlines expectations of cadets and serves as an underlying continuity document to help better evaluate cadets. Cadet raters are expected to go over the cadet ranking sheet with ratees as to let them know what areas to improve. This must be updated by FLT/CC no later than the close of business every Friday at 23:99.

//Signed/sce/AFROTC/21 Nov 2020//
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25th Wing Commander, Det 025