

SUPERVISOR'S EMPLOYEE WORK FOLDER CHECKLIST

This general checklist is not all-inclusive nor is it a mandatory format for maintaining the work folder. Supervisors maintaining employee records should be familiar with the following guidelines:

AFP 36-106 Supervisors Records

AFI 36-1001 Managing the Civilian Performance Program

Many supervisors have found six-part folders to be the most efficient method of maintaining employee records. The following is one option to set up the folder.

PART 1 (Supervisor's Employee Brief)

Employee personal information (annotate in pencil for easier updates). Remind employees to keep contact information current in Emergency Data System (EMDS).

Supervisor's comments – record any positive or negative events or occurrences, to include any disciplinary actions. Comments and counseling should be removed after two years; if maintained longer to support another action, keep in a separate file. Notices of oral admonishments and reprimands can be maintained up to two years; suspensions up to three years.

Employee experience data, education, performance, training and awards information, plus details of employee grade and series.

PART 2 (Performance Plan and Ratings)

Civilian Core Document (AF Form 1003) or Position Description (AF Form 1378). The AF Form 1003 should be signed by the employee and supervisor at the beginning of each appraisal period or within 30 days of entrance on duty. If a Position Description is used, an AF Form 860 (Civilian Performance Plan) should be used to advise the employee of duty expectations.

AF Form 860A (Civilian Rating of Record) and AF Form 860B (Progress Review Worksheet) are kept in this section.

Plan/appraisals for current year and last three years on file

Originals of all performance forms/documentation are kept in a separate Employee Performance File (EPF) within the work folder. Employees should be given copies of the above documents, not originals. Supervisors must ensure any outdated material is removed from the EPF.

PART 3 (Training Records and Awards)

Formal training plans

Post any training course less than 8 hrs (longer training automatically updated)

Certificates of appreciation; justification for honorary or non-monetary awards

PART 4 (Projected Annual Leave Schedules)

- [] Leave projections submitted NLT mid-February or upon assignment
- [] Review leave requests in August to ensure any use-or-lose leave scheduled
- [] Ensure all use-or-lose leave approved in writing by mid-November and that employee has opportunity to use before end of leave year
- [] Documentation for Family Leave, FMLA, Voluntary Leave Transfer Program

PART 5 (Personnel Actions and Others)

- [] Copies of pending Requests for Personnel Action (RPAs) are filed until the **employee's copy** of the Notification of Personnel Action (SF 50) is received
- [] Original SF 50 given to the employee
- [] Pending RPA removed and shredded.
- [] Pending Request for Personnel Security Action, AF Form 2583

DISPOSITION INSTRUCTIONS

<u>Occurrence</u>	<u>Action</u>
a. Supervisor leaves organization	Folder is retained for next supervisor.
b. Employee transfers to another organization on the same base	Losing supervisor should send the work folder (including the EPF) in a sealed envelope to the gaining supervisor, normally within 15 calendar days.
c. All other employee transfers or separations	Forward the work folder, including the EPF, to the Employee Relations Specialist within 15 calendar days.

REMINDERS

Medical documentation (except light duty and physical limitation information), suitability information, E-E agreements, and security information (except when action pending) must NOT to be maintained in this folder.

AF Form 55 should be maintained in a central file along with or near the 971 folders. This is to protect Privacy Act information because the form requires frequent inspection by people who are not entitled to access to all employee information.