

Supervisor's Employee Work Folder & Brief (AF Form 971)

It is Air Force policy that you have access to certain types of information regarding the employees you supervise. The Civilian Personnel Flight (CPF) provides you with employee information contained in the automated [Defense Civilian Personnel Data System \(DCPDS\)](#) to aid you in carrying out your supervisory responsibilities. This information must be maintained in an official Employee Work Folder & Brief. You should have a work folder for each employee you supervise.

The following is a list of additional records normally maintained in this folder.

Supervisor's Employee Work Folder contents:

- The most current [AF Form 971](#), Automated Supervisor's Employee Brief
- Training records, including [Formal Training Plans](#)
- Leave schedules (unless kept in central office files)
- Current AF Form 1378, [Position Description](#) or AF Form 1003, Air Force [Core Personnel Document](#)
- AF Form 860, Civilian Performance and Promotion Appraisal - Civilian Performance Plan
- Most recent AF Form 860A, Civilian Performance and Promotion Appraisal - Civilian Rating of Record Pending personnel actions, awards recommendations, etc.
- Disciplinary/adverse action backup materials
- Complaints of indebtedness

NOTE: Medical documentation, including injury compensation forms, suitability and/or security information must not be maintained in this folder. Other official folders are established for this purpose.

The automated Employee Brief, AF Form 971, is used to record personal emergency information and to document significant events and discussions you have with your employees regarding performance, recognition, training and conduct. Documenting is your responsibility and should not be assigned to clerical personnel. Employees have a right to see and initial notes concerning performance or conduct, and may review the contents of their work folder upon request.

Employee Work Folders must be maintained in a secure area that guards against unauthorized access, yet is readily accessible for you to enter notes and other documentation.

Disposition of Employee Work Folder:

- When an employee is selected for [reassignment](#), [change-to-lower grade](#), or [promotion](#), the losing supervisor forwards the complete work folder to the gaining supervisor within 10 days.
- When an employee is transferred to another Air Force installation or other Federal agency, or separates for reasons other than military service or adverse action, the work folder is destroyed after 60 days.
- When an employee enters military service, the work folder is sent to the CPF.
- When an employee is separated by adverse action, the work folder is maintained with the supervisor until no longer needed. CPF advice should be obtained before destruction.