SUPERVISOR'S EMPLOYEE WORK FOLDER (971 Folder)

CHECKLIST FOR MAINTENANCE & FILING

GENERAL INSTRUCTIONS: The following information is provided as a quick reference to ensure first-level supervisors meet requirements in maintaining the Supervisor's Employee Work Folders. Use of a six-part file folder is highly recommended.

ITEM	REGULATORY GUIDANCE	COMMENTS
PART 1		
The automated AF Form 971 is made up of 3 parts: A, B, C	AFPAM 36-106	Supervisor's Employee Brief (Computer Generated)
Part A		
Emergency Medical POC	AFPAM 36-106	Update regularly with employee. Remind employees to complete this information also in the Emergency Medical Data System (EMDS)
Part B		
Letters of Appreciation	AFI 36-1004	May retain forever
Debt Letters	AFPAM 36-106	Retain for 2 years
Discussions	AFI 36-704	Retentions vary
Formal Counseling	AFI 36-704	Retentions vary / ** Per Labor contract, as appropriate
Oral Admonishments	AFI 36-704	Retentions vary / ** Per Labor contract, as appropriate
Reprimands & Suspensions	AFI 36-704	Retentions vary / ** Per Labor contract, as appropriate
RPA (SF 50s), *Notification of Personnel Action*, for a Performance Award and/or Time-Off Award (Note: Appraisal-related only)	Local Determination	Retain for 2 years
Part C		
Employee experience, awards, performance & promotion factor ratings, training information, and education		
PART 2		
Core Personnel Doc (AF Fm 1003) or AF Form 860, *Civilian Performance Plan*	AFI 36-1001	Retain the last 4 **original appraisals** & all associated midterm feedback & interim assessments
—OR—		
NSPS: DD Form 2906 (*Performance Plan, Interim Review(s)/Closeout Assessment, Annual Performance Appraisal*)	DoD 1400.25-M, Civilian Personnel Manual	
PART 3		
AF Form 860A, *Civilian Rating of Record*	AFI 36-1001	
AF Form 860B, *Civilian Progress Review Worksheet*	AFI 36-1001	
PART 4		
AF Form 1378, *Civilian Personnel Position Description* (PD)	AFPAM 36-106 AFPD 36-14	PD/CD shows sensitivity, FLSA determination, title, series, grade
SF 52, *Request for Personnel Action*	AFPAM 36-106	Destroy SF 52 after SF 50 is received & annotated in Part B of AF Form 971
PART 5		
All Medical Documentation (includes Civilian Physical Fitness information, FMLA forms, etc.)	AF guidance	Retain in a **sealed** envelope marked "**Confidential Medical Information**"
AF Form 55, *Employee Safety & Health Record*	AFI 91-301	
PART 6		
Training Plans & Evaluations	AFI 36-401	

Highlighted item applies only to the **NSPS** Pay System.

***** Any Adverse information must be written in pencil on a separate sheet since retention is not permanent.***

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