



CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of Dec 2023

SUPERVISOR'S EMPLOYEE WORK FOLDER

Applicable to U.S. appropriated fund civilian employees

PURPOSE: The Supervisor's Employee Work Folder (SEWF) is a set of records used in managing the performance of employees at the unit level. Each supervisor is required to maintain a SEWF on each employee they supervise. While the SEWF can be hard copy or electronic, please keep in mind that an employee has the right to review the contents of the SEWF Folder in the presence of their supervisor and has a right to obtain copies of any documents contained therein. For both hard copy and electronic SEWFs the supervisor is responsible for ensuring the record is securely maintained. The following is a list of records normally maintained by the supervisor in the SEWF:

SECTION 1: AF Form 971, Supervisor's Employee Brief (Computer-Generated). This computer-generated document is sent to the supervisor when personnel actions occur (appointments, transfers, promotions, reassignments, etc.). It has three sections: Part A (Employee Information); Part B (Supervisor's Comments); and Part C (Employee Experience, Awards, Performance Appraisal and Training Information). See AF Form 971 for a more detailed explanation of each section. If you do not receive a copy or need an updated copy, please submit a request to the 86 FSS Customer Service Team at 86fss.fseciviliancustomerservice@us.af.mil.

SECTION 2: Training Records. Formal or individual training plans and training requests.

SECTION 3: Complaints of Indebtedness.

SECTION 4: Work and leave schedules. Documents pertaining to the work schedule and changes thereto (e.g., placement on or removal from an alternative work schedule). See the Ramstein Air Base (RAB) Hours of Work and Holiday Observances factsheet located on the RAB Civilian Personnel Flight website, linked under References, for additional information regarding hours of work.

SECTION 5: Official Position Description. Examples include, but are not limited to, the DAF Form 1003, *Department of the Air Force (DAF) Core Personnel Document (CPD)* or *Position Requirements Document (PRD)*.

SECTION 6: SF Form 50, Notice of Personnel Action

SECTION 7: Copy of Performance Appraisal and Backup Information. Appraisal information for those covered under the Defense Performance and Appraisal Program (DPMAP) must be documented in the MyPerformance appraisal tool. For AcqDemo employees, contribution and performance appraisal documents are retained in CAS2NET. It is recommended that a supervisor prints the employee's performance records and retains this printed version in this section. The retention period for performance related documents is four years. See the Ramstein Air Base (RAB) DPMAP factsheet located on the RAB Civilian Personnel Flight website, linked under References, for additional information regarding DPMAP.

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SECTION 8: DD Form 2365, DoD Civilian Employee Overseas Emergency – Essential Position Agreement.

Questions regarding this form should be directed to ramstein.staffing@us.af.mil.

SECTION 9: Telework Agreement and corresponding training certificate. This includes all documents stored within the HQ USAFE-AFAFRICA Telework Compliance SharePoint, including the DD Form 2946, *Department of Defense Telework Agreement*. See the RAB Telework factsheet located on the RAB Civilian Personnel Flight website, linked under References, for additional information regarding telework requirements.

SECTION 10: Performance and Disciplinary Actions (if applicable). General supervisory documentation of employee job performance and actions taken to motivate correction of deficient performance and misconduct. Decisions to reprimand are maintained for 2 years and admonishments are maintained for 1 year. Adverse Actions and Performance-Based action decisions are to be maintained for 4 years from the date of receipt. Performance issues (not addressed with formal performance-based actions) are maintained during the current appraisal period only. There is no time limit for maintaining a record of counseling and reinforcement of supervisor policies.

DISPOSITION OF FOLDERS: Supervisors should review the file annually and purge the file of obsolete information or records. Section 8.4 of DAFI36-129, linked under references, provides detailed information regarding disposition of records based on different employee circumstances. Supervisors should ensure they are referencing this section to appropriately retain or transfer records when an employee changes supervisors, moves organizations, moves to a different Air Force installation or another agency, or separates for other reasons (examples include retirement, entrance into military service, due to Adverse Actions, etc.)

MEDICAL DOCUMENTATION. A separate Employee Medical File must be used for medical documentation. This medical file can be hard copy or electronic. If maintained electronically, supervisors must take appropriate safeguards which may include encrypting the electronic file and role-based access to electronic storage environments where the information is maintained. If a hard copy is maintained, supervisors must ensure the medical information remains confidential and is maintained separately from other personnel files (e.g., stored in a separate, sealed envelope marked as confidential employee medical information and maintained in locked file cabinets or a secured room). Supervisors who are departing their position should review the Employee Medical File prior to departure to evaluate the next supervisor's "need to know."

REFERENCES:

- [DAFI36-129, Chapter 8.3, Civilian Personnel Management and Administration](#)
- [RAB Civilian Personnel Flight Website](#)

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information found in the footer below.