



# CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of January 2020

## SUPERVISOR'S EMPLOYEE WORK FOLDER

*Applicable to U.S. appropriated fund civilian employees*

**PURPOSE:** Each supervisor is required to maintain a Supervisor's Employee Work Folder on each employee they supervise. The record must be stored in a secure location and consists of documents used in carrying out supervisory responsibilities. An employee has the right to review the contents of the Supervisor's Employee Work Folder in the presence of their supervisor and has a right to obtain copies of any documents contained therein. The following documents are authorized for inclusion:

**SECTION 1: Supervisor's Employee Brief** (previously AF Form 971). This is a system-generated document which is sent to the supervisor when personnel actions occur (appointments, transfers, promotions, reassignments, etc.). 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](mailto:86fss.fseciviliancustomerservice@us.af.mil).

- **Part A – Personal data.** Contains current personal information about the employee, e.g., home address, telephone number, and emergency contacts. Supervisors should have a physical home address (not the PSC Box) on file, and ensure that the employee's emergency contact information is current. Additionally, supervisors should encourage employees to update their emergency contact information in MyBiz. Recommend the use of pencil due to possible changes.

- **Part B - Supervisor's Notes:** Provides an area for supervisory comments and remarks during the year such as counseling discussions, employee job performance, expectations, reiteration of policy, actions taken to correct or motivate the employee and letters of appreciation. Additional entries may be made by using bond paper attached to this part.

- **Part C –** Contains the employee's current position data, education, performance, training and awards information.

**SECTION 2: Position Description.** Employee Core Personnel Document (CPD), Standard Core Personnel Document (SCPD) or Position Requirements Document (PRD). Copies of organizational charts, official statements of the functions of the organization, and staffing authorization documents may also be filed here.

**SECTION 3: Performance.** Annual rating of record when supervisors or employees do not have access to an automated appraisal system. Note: 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. If a supervisor prints the employee's performance records, the printed version is maintained in this section. The retention period for performance related documents is four years.

**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). There is a mutual employee-management responsibility to plan and schedule the use of annual leave throughout the year. Supervisors are encouraged, but not required, to prepare a leave schedule for their subordinates each year.

**SECTION 5: Training Records.** Formal or individual training plans and training requests.

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**SECTION 6: Telework.** Maintain the signed DD Form 2946, *Department of Defense Telework Agreement*, when approving an employee's request to telework.

**SECTION 7: Emergency Essential (EE), Key and Mission Essential (ME).** Maintain original signed DD Form 2365 for EE employees and send a copy of the form to [ramstein.staffing@us.af.mil](mailto:ramstein.staffing@us.af.mil). Key and/or ME agreements should also be maintained.

**SECTION 8: Performance and Disciplinary Actions** - General supervisory documentation of employee job performance and actions taken to motivate correction of job deficiencies. Maintain a decision to suspend an employee for 3 years from the date of receipt. Decisions to reprimand are maintained for 2 years and admonishments are maintained for 1 year. Performance issues 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.

- When a supervisor leaves the organization, the Supervisor's Employee Work Folder is retained for the gaining supervisor.
- When an employee moves to a different organization on the same base, the losing supervisor sends the complete Supervisor's Employee Work Folder to the gaining supervisor in a sealed envelope, directed to the attention of the addressee only, within 10 workdays. It must not be hand-carried by the employee.
- When an employee is transferred to another Air Force installation or another agency, transfer all performance appraisal ratings of record maintained in the Supervisor's Employee Work Folder and/or an electronic performance system to the [86 FSS Customer Service Team](#). The remainder is destroyed after 60 days.
- When an employee is separated for any other reason other than entrance into military service, transfer all performance ratings of record and the performance plan maintained in the Supervisor's Employee Work Folder and/or an electronic performance system, as well as any records relating to adverse actions taken against the employee to the [86 FSS Customer Service Team](#). The supervisor should retain the Supervisor's Employee Work Folder and any supporting documents as long as there are grievance, appeal, or Equal Opportunity (EO) complaints. Do not destroy the Supervisor's Employee Work Folder if the employee separates as a result of an adverse action (work with your Employee Relations Specialists to help make this determination). Otherwise, the remainder of the Supervisor's Employee Work Folder is destroyed after 60 days.

**MEDICAL DOCUMENTATION.** A separate Employee Medical File must be used for documentation relating to: participation in physical fitness programs or the leave donor program; Family Medical Leave Act and documentation supporting use of sick leave and/or requests for advanced sick leave; requests for accommodation under the Rehabilitation Act; return to duty with or without restrictions; and positive random drug test results. These documents should be placed in a sealed envelope marked "Confidential Medical Records – Supervisor's Eyes Only" and filed separately from the Supervisor's Employee Work Folder. Destroy Employee Medical File documentation when work restrictions expire or documents are no longer applicable to the current position. Do not destroy documents relating to legal entitlements (Family Medical Leave Act, Rehabilitation Act) or adverse actions (drug test) without first consulting the local Judge Advocate office. Supervisors who are departing their position should review the Employee Medical File prior to departure to evaluate the next supervisor's "need to know."

**REFERENCE:** AFI 36-129, Chapter 8.3, *Civilian Personnel Recordkeeping*

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

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