

SUPERVISOR'S EMPLOYEE WORK FOLDER

Part 1

Supervisor's Employee Brief-971 (system-generated)

Mandatory Documents

971 Part A (Personal Data)

Description	Supervisor Notes
Current Personal Data & Emergency Medical POC	Update regularly with employee. Remind employees to complete this information also in the Emergency Medical Data System (EMDS)

971 Part B (Supervisor's Notes)

Description	Notes	Retention Period
Letters of Appreciation	If applicable	May retain forever
Performance Discussions	Mandatory if issued	May retain forever, used to guide, encourage, or instruct employees
Counseling Sessions	Mandatory if issued	May retain forever, used to guide, encourage, or instruct employees
Debt Letters	Mandatory if issued	2 years
Oral and Written Admonishments	Mandatory if issued; Employee & Sup must sign/initial	1 year max; CBA employee may request discussion to delete at 6 months
Reprimands	Mandatory if issued	2 years and then destroy; CBA employee may request discussion to delete at 12 months
Suspensions	Mandatory if issued, File SF 50	2 years and then destroy

971 Part C

Description	Supervisor Notes
Contains employee current position data, education, performance, training, and awards information.	Significant changes are automatically updated in the DCPDS. Contact CPS to obtain an updated copy when significant changes transpire.

To obtain a copy of the Supervisor's Employee Brief-971 contact the CPS at 987-3212 or littlerockstaffing@us.af.mil.

SUPERVISOR'S EMPLOYEE WORK FOLDER

Part 2

Position Description

Mandatory Documents

- AF Form 1003 (Core or Standard Core Personnel Document CPD/SCPD)

Description	Supervisor Notes
Duty descriptions serve as a basis for setting pay and the commitment of public funds.	The most current CPD/SCPD with Classifier and Supervisor's signature and date will be maintained in Part 2 of the supervisor's employee work folder.

To obtain a copy of the AF Form 1003 contact the CPS at 987-3212 or littlerockstaffing@us.af.mil.

- Position Designation Record (PDR)

Description	Supervisor Notes
The PDR is used to determine the positions Security Access Requirement.	The PDR date can reflect CPD/SCPD certification date or be dated after the CPD/SCPD certification date. PDRs are completed here: https://pdt.nbis.mil/

Optional Documents

- Organizational Chart
- Official Statements of the Functions of the Organization
- Staffing Authorization Documentation

SUPERVISOR'S EMPLOYEE WORK FOLDER

Part 3

Performance Appraisal

Mandatory Documents

- DD Form 2906 (*Civilian Performance Plan, Progress Review, and Appraisal*)

Description	Supervisor Notes
To document performance elements, associated performance standards, progress review(s) and ratings of record.	Retain last four completed appraisals.

- Individual Development Plan (IDP)

Description	Supervisor Notes
The IDP is a vital tool used to record an employee's short-term and long-term professional goals and the employee's annual training and development plan to assist in meeting those objectives.	The IDP is required to be updated annually. The two options for documenting the IDP are as follows: 1) Completing IDP Template provided by CPS. OR 2) Using the MyVector My Development Plan https://myvector.us.af.mil/myvector/ . If MyVector is utilized the plan must be exported and printed along with the comment page indicating supervisor approval.

SUPERVISOR'S EMPLOYEE WORK FOLDER

Part 4

Telework Agreement; Emergency-Essential Agreement; Work and Leave Schedule

Mandatory Documents (if applicable)

- DoD DD Form 2946 (Department of Defense Telework Agreement)

Supervisor Notes

The supervisor maintains a signed and dated copy of the DoD DD Form 2946 when approving an employee's request to telework.
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- DoD DD Form 2365 (Emergency-Essential Position Agreement)

Supervisor Notes

The supervisor files the original DoD DD Form 2365 in the Supervisor's Employee Work Folder and sends a copy of the signed form to the CPS.

Optional Documents

- Leave and Work Schedules

SUPERVISOR'S EMPLOYEE WORK FOLDER

Part 5

Training Records

Mandatory Documents (if applicable)

Training Records

Supervisor Notes

The supervisor retains a copy of the training requests and approved training plans.

SUPERVISOR'S EMPLOYEE WORK FOLDER

Part 6

Miscellaneous Items

Examples

- Supervisor's Employee Work Folder Disposition and Safekeeping Reminders
- Resumes
- Hard Copy of Awards
- Hard Copy Leave Requests
- Light Duty Requests
- Standards and Expectations

DISPOSITION AND SAFEKEEPING OF SUPERVISOR'S EMPLOYEE WORK FOLDER

DISPOSITION

WHEN A SUPERVISOR LEAVES THE ORGANIZATION: Supervisor's Employee Work Folder is retained for the gaining supervisor.

WHEN AN EMPLOYEE MOVES TO A DIFFERENT ORGANIZATION ON LITTLE ROCK: 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 PCSs TO ANOTHER AF INSTALLATION OR ANOTHER AGENCY: Transfer all performance appraisal ratings of record maintained in the Supervisor's Employee Work Folder and the performance plan on which the last rating was based to the servicing Employee Management Relations Specialist in the CPS. The Employee Work Folder is destroyed after 60 days.

WHEN AN EMPLOYEE SEPARATES FOR ANY REASON OTHER THAN ENTRANCE INTO MILITARY SERVICE OR AN ADVERSE ACTION: Transfer all performance ratings of record maintained in the Supervisor's Employee Work Folder and the performance plan on which the last rating was based, as well as any records relating to adverse actions taken against the employee to CPS. The Employee Work Folder is destroyed after 60 days.

WHEN AN EMPLOYEE IS SEPARATED DUE TO AND ADVERSE ACTION: Employee Work Folder is maintained until documentation is no longer needed for pending grievance, EEO complaint, or Unfair Labor Practice Charge. Request advice from the Civilian Personnel Section before destruction.

WHEN AN EMPLOYEE IS SEPARATED TO ENTER MILITARY SERVICE: Supervisor sends the Employee Work Folder to the Civilian Personnel Section.

SAFEKEEPING

These records require procedures that ensure safekeeping and storage in a manner that will protect against casual access, that will ensure disclosure of them to AF officials or others outside of the Air Force only when appropriate, and that will not violate personal privacy. All supervisors and employees maintaining these records must be cautioned that they are to use discretion and good judgment when asked to furnish the records; and furnish the records only as permitted by the Privacy Act.