



# **Supervisor Work Folder & Record Keeping**

**Module 6**

*National Guard*

*Technician Personnel Management Course*

# PURPOSE OF A WORK FOLDER

*Provides easy access to subordinate information to help...*

~you, the supervisor, to meet personnel management obligations, and

~ your subordinate personnel by recording their career accomplishments as well as their job performance



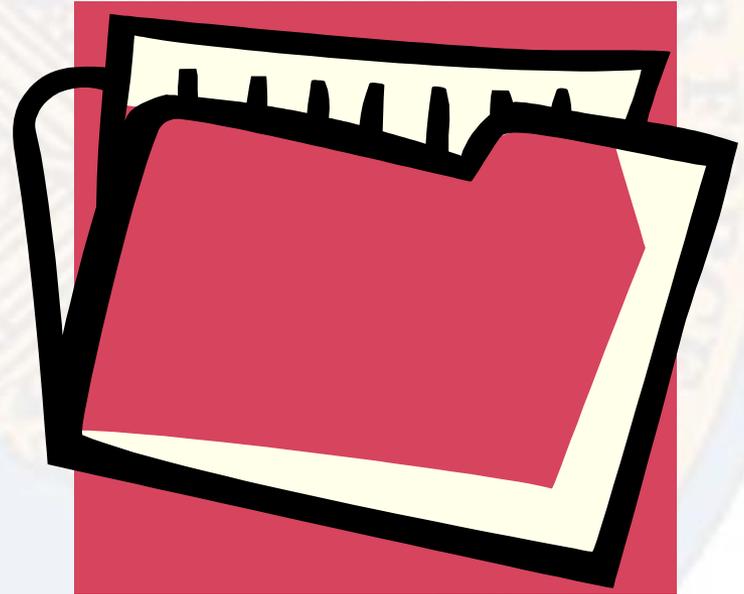
# WORK FOLDER CONTENTS

- Supervisor's Checklist
- Supervisor Record of Personnel Employment (NGB Form 904-1 or automated Supervisor's Brief)
- Emergency Information
- Performance-related Records
- Conduct-related Records



# WORK FOLDER CONTENTS

- Leave Schedule
- Requests for Personnel Action (SF-52)
- Training-related documents (until training completed)
- Current position description

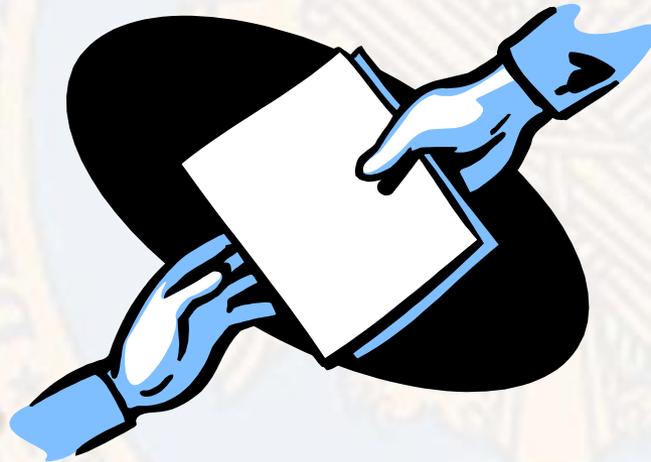


# WORK FOLDER CONTENTS

- Special qualifications verification documents
- Awards or Commendations (until action completed)



# HANDOUT



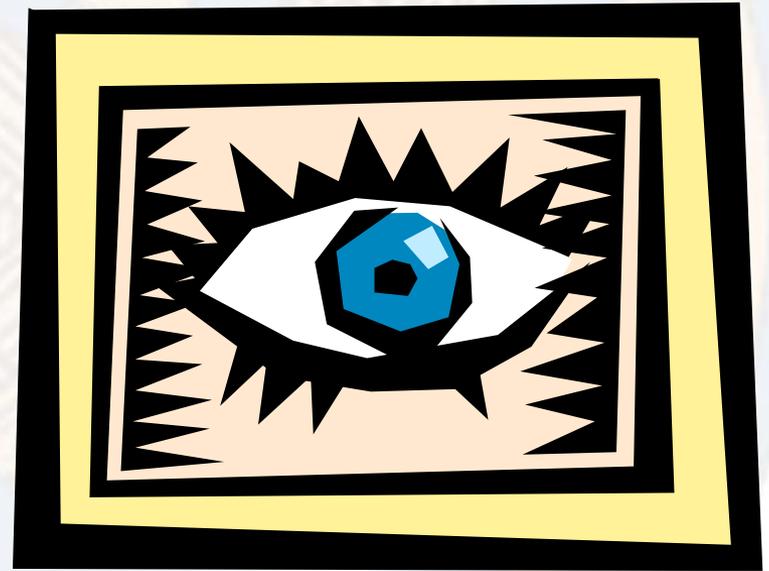
Supervisor's Work Folder Checklist

# PROHIBITED DOCUMENTS

- Personnel Action Forms (SF-50)
- Pre-employment Information/ Resumes
- Security Investigations & Reports
- Photographs
- OWCP documents
- Self-ID of Medical Disability (SF-256)
- Ethnicity & Race Identification (SF-181)
- Training Certificates
- Personal Medical Information
- Debt Letters
- Personal Notes

# PERSONAL NOTES IN WORK FOLDER

- Maintained as temporary memory joggers
- Not under agency/organizational control
- For Your Eyes Only (FYEO)
- You decide when they are to be destroyed



# CARE AND DISPOSITION

- Maintained in lockable file/desk at supervisor's work site or nearby
- Retained indefinitely if relevant to supervisory responsibilities
- Moved to a new supervisor when employee is reassigned
- Destroyed 90 days after employee separates or is separated



# WORK FOLDER ACCESS

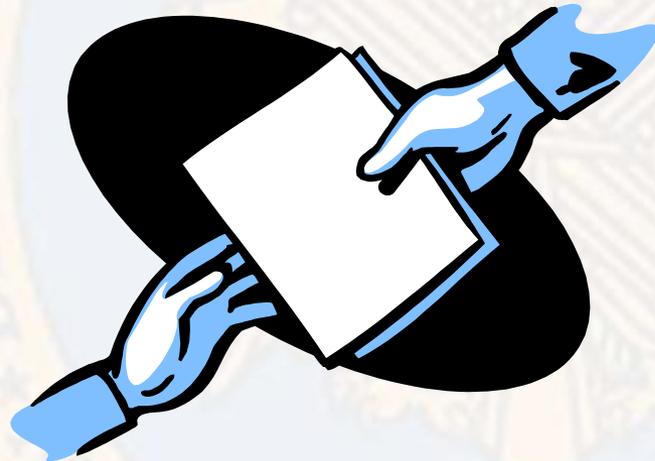
- The subject employee and any other(s) she/he authorizes in writing
- Supervisors/managers in the direct chain
- Persons with official duties conducting authorized activities (i.e. JAG)
- Persons acting IAW state union contract(s)

# FINAL POINTS

- Only one work folder per employee. Do not duplicate folders for higher level supervisors.
- Responsibility for posting and maintaining work folder can not be delegated.



# HANDOUT



# Questions

