



***CNGBI 1400.25, Vol 293  
National Guard Supervisor's Work  
Folder Program***



# *Agenda*

- *Policy*
- *References*
- *Supervisor's Employee Work Folder*
- *Safeguarding and Disposition*
- *Authorized/Unauthorized Contents*
- *Responsibilities*
- *Questions*



# *Policy*

*It is NG policy to manage the performance of and maintain information on supervised employees under the NG Supervisor's Employee Work Folder Program*



# *References*

***Chief National Guard Bureau  
Instruction (CNGBI) 1400.25, Volume  
293, 25 July 2018***



# *Supervisors Employee Work Folder*



*The Supervisor's Employee Work Folder consists of records at, or near, the work site, depending on conditions such as availability of secure storage containers; facilities for private counseling; distances between the work site, crew office, and supervisor's or manager's office; climate; and availability of transportation.*



# *Supervisors Employee Work Folder*



## ***Employee records include:***

- *Supervisors Employee Brief*
- *Performance-Related Records*
- *Conduct-Related Records*
- *Leave Schedules*
- *Forms and Correspondence*



# *Safeguarding and Disposition*

## **Dispose of a Supervisor's Employee Work folder when:**

- A supervisor leaves the organization
- An employee moves to a different organization at the same location
- An employee is transferred to another NG state, HRO, or agency
- An employee is separated for any reason other than entrance in military service or an adverse action
- An employee retires from federal service
- An employee is separated as a result of an adverse action



# *Reprimands*

Unless otherwise specified in a CBA, destroy reprimands and oral admonishments maintained in the Supervisor's Employee Work Folder after two years from date of notice of decision to reprimand or for oral admonishment unless the records are subject to a litigation hold or some other administrative discovery process (that is, pursuant to an Equal Employment Opportunity complaint, Merit System Protection Board Appeal, grievance, or unfair labor practice charge).





# *Civilian Personnel Position Descriptions*

Documents required for the position (for example, copies of licenses, professional accreditation, certificates documenting proficiency with equipment or tools used) may be retained until updated



# *Awards*



Copies of documents supporting an award or commendation may be kept until an action is completed



# *Prohibited Records*

- Copies of SF-50's once the Supervisor/Employee Brief has been posted
- Security investigative records and reports
- Pre-employment vouchers or telephone inquiry notations
- Letters of indebtedness
- Medical records, including compensation forms
- SF181, *Ethnicity and Race Identification*
- SF 256, *Self-Identification of Disability*
- Photographs of personnel
- Ancillary training certificates
- Resume's



## *Other Authorized Records*

- Supervisors should review local CBAs to determine whether there are additional restrictions on the type of records that may be maintained in the Employee Work Folder for bargaining unit employees. Personal notes maintained as memory aids are not considered official agency records and are not subject to the Privacy Act because they are:
  - Retained for the personal use of the supervisor
  - Retained or discarded solely as the supervisor sees fit
  - Not circulated or shown to anyone else



# *Responsibilities*



## – HRO

- Provide required automated records
- Issue instructions for upkeep and use
- Train and assist supervisors in the use of the work folder
- Caution users about discretion and good judgment
- Caution users to provide access only as permitted
- Coordinate all subpoena and other discovery requests with the servicing NG JAG before releasing any records



# *Responsibilities*

## – Higher Level Reviewer

- The higher-level reviewer will ensure that records are kept at the lowest practicable supervisory level within the organization



# *Responsibilities*



## – Employee

- An employee who disagrees with the accuracy of or otherwise deems improper an entry in the employee's Supervisor's Employee Work Folder has the right to meet with the supervisor to discuss the entry and request its deletion or cha



# *Responsibilities*



## – Supervisors will:

- Implement procedures to ensure safekeeping and secure storage of personnel records in a manner that protects against casual access
- Allow employees to review the Supervisor's Employee Work Folder that pertains to them upon request. Employees wishing to provide access to their file to another person must provide the supervisor with written authorization
- If in receipt of a subpoena or other discovery request demanding personnel records, coordinate release with the HRO and servicing JAG before sharing any records. This will ensure compliance with all applicable laws and regulations.





# *What May I Clarify*

