

# SUPERVISOR WORK FOLDER & RECORD KEEPING

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
- CNGBI 1400.25 vol 293



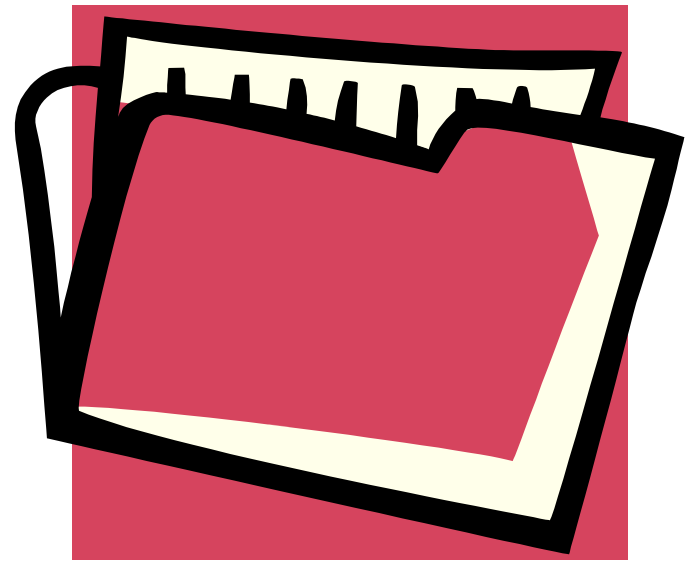
# Work Folder Contents

- Supervisor's Checklist
- Supervisor Record of Personnel Employment
  - NGB 904-1 or Supervisor's Brief generated in DCPDS must be requested of HRO-HRIS by supervisor
  - MyTeam has virtually eliminated need for this – except for the notes you maintain
  - Maintain Hard Copy until approved by HRO
- 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 (PD)



# Work Folder Contents

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

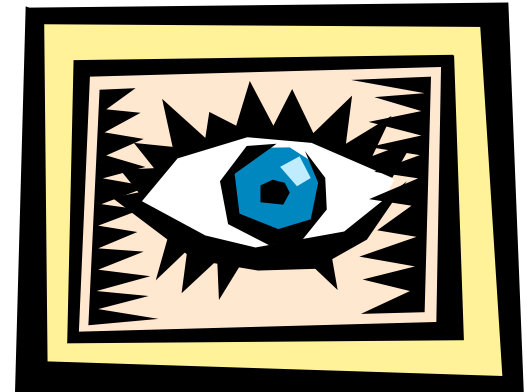


# Prohibited Documents

- Personnel Action Forms (SF-50)
- Pre-employment Information/ Resumes
- Security Investigations & Reports (Unless related to PD)
- Photographs
- OWCP documents
- Military documents
- Self-ID of Medical Disability (SF-256)
- Training Certificates
- Personal Medical Information
- Debt Letters
- Personal Notes (located in FYEO folder/book)

# Personal Notes

- Separate Folder or Book
- 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

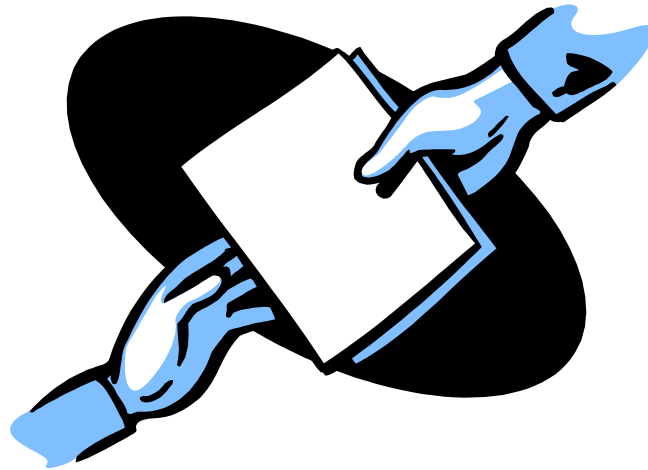
- The subject employee and any other(s) he/she authorizes in writing
- Supervisors/managers in the direct chain
- Persons with official duties conducting authorized activities (i.e. JAG, IG, OSI)
- Persons acting IAW state union contract(s)

# Final Points

- Only one work folder per employee
  - Separate folder for Military Information
- Do not duplicate folders for higher level supervisors
- Responsibility for posting and maintaining work folder **CANNOT** be delegated



# Examples or Exercise



# QUESTIONS

