

Supervisor's Employee Work Folder

Applicable to: Civilian

The Supervisor's Employee Work Folder (SEWF) is a set of records used to manage specific employee information. The SEWF must be maintained in a secure area that guards against unauthorized access yet is readily accessible for entering notes and other documents. Although there is no specific order to the arrangement of the documents in the folder, items retained in the SEWF are:

- The most current Supervisor's Employee Brief: (often referred to as the 971) a systems-generated record, available via Business Objects. Supervisors will receive it from the Civilian Personnel Section (CPS)
- AF Form 1378, *Civilian Personnel Position Description*, and AF Form 1003, *Air Force Core Personnel Document*, are retained in the SEWF to document the employee's position in the organization. Position descriptions and core documents containing classified information should be filed in accordance with DoDI 5200.1, *Department of Defense (DoD) Information Security Program and Protection of Sensitive Compartmented Information*, and Air Force Instruction (AFI) 31-501, *Personnel Security Program Management*
- Performance related documents are maintained for four years. For employees covered under the DoD Performance Management and Appraisal Program (DPMAP), the MyPerformance tool maintains performance documentation. However, for those supervisors or employees without access to the electronic MyPerformance Tool, a paper copy of the DD Form 2906, *DoD Performance Plan, Progress Review and Appraisal*, is maintained in the SEWF
- Work and leave schedules should be maintained in the SEWF
- Training Records
- Telework Agreements, if applicable
- An employee in a designated emergency-essential position must complete a DD Form 2365, *DoD Civilian Employee, Overseas Emergency-Essential Position Agreement*, in accordance with AFI 36-507, *Mobilization of the Civilian Work*. The original is filed in the SEWF
- Performance and Disciplinary Actions: General supervisory documentation of employee job performance and actions taken to motivate and correct job deficiencies. Unless otherwise specified under AFI 36-704, *Discipline and Adverse Actions*, or a collective bargaining agreement destroy reprimands and oral admonishments two years from the date of the notice

NOTE: Medical documentation, including injury compensation forms, specifically applicable to the employee's current position is to be maintained in an Employee Medical File to include documents relating to: participation in physical fitness or leave donor programs, Family and Medical Leave Act or documentation supporting sick leave requests, requests for accommodation, return to duty documentation, and random drug testing results. The supervisor must not file the Employee Medical File in the SEWF.

When a supervisor leaves an organization, the SEWF is retained by the gaining supervisor. When an employee moves to a different organization on the same base, the losing supervisor sends the complete SEWF to the gaining supervisor in a sealed envelope. When an employee moves to a different Air Force installation or the supervisor will transfer all performance appraisal ratings of record maintained in the SEWF and performance plan on which the last rating of record was based on to the CPS. The SEWF can then be destroyed after 60 days if no outstanding action is pending on the employee.



Note: Use divided file folder as shown

- [Link to SEWF Template](#)
- [Link to 971 labels](#)

Request for Supervisors Employee Brief (971):

- 1) Select "Submit Service Ticket" and complete form. Ensure to select "Request 971" for "Reason for Request" and enter the employees name in the "Request Description" area.
- 2) When a CPO Representative has been assigned you will receive an email with your ticket and the status will be changed to "In-progress".
- 3) The 971 will be emailed to you and the status of your ticket will be marked "Complete".

Related Resources

- [DoDI 5200.1](#), *DoD Information Security Program and Protection of Sensitive Compartmented Information*
- [DoD Manual 5200.02 AFMAN 16-1405](#), *Air Force Personnel Security Program*
- [AFI 31-501](#), *Personnel Security Program Management*
- [AFI 36-129](#), *Civilian Personnel Management and Administration*
- [AFI 36-507](#), *Mobilization of the Civilian Work*
- [MyBiz+ Emergency Contact User Guide](#)
- [Emergency Contact for HR User Guide](#)