

PART I

Position Description (PD)

AF Form 1065

Position Guide (PG)

AF Form 1702

File in this section:

- Employee's most current PD/PG

Maintaining this section:

- Review periodically to ensure it is an accurate description of duties employee is performing on a regular and recurring basis
- If not, please re-type PD/PG and submit to HRO for classification

PART II

Supervisor's Employee Brief

AF Form 971

(Computer Generated)

(RIPS NAF-27, NAF-28, NAF-29)

NAF-27

Part A- Employee Information

- Ensure employee completes personal information blocks
 - Review periodically to ensure it remains current

Part B- Supervisor's Notes

- Record comments and remarks; record discussions with employee on performance and conduct; debt complaints, and other pertinent data
- Continue on plain bond paper as necessary

NAF-28

Part C- Current Employee Data and Record of Employee Personnel Actions

- Contains current employee position and salary information, and is automatically updated and reprinted when significant changes occur

NAF-29

- Shows a record of significant personnel action activity on employee

Maintaining this section:

- When you receive a new NAF-28 and/or NAF-29, pull and destroy old copies
 - NOTE: DO NOT PULL AND DESTROY THE NAF-27

PART III

Pending Personnel Actions

AF Form 2548

NAFI Request for Personnel Action

File in this section:

- File copy of AF Forms 2548
- The "Utility Copy" of AF Form 2545
- Do not file "Employee Copy" of AF Form 2545, give it to employee

Maintaining this section:

- File chronologically by date (most recent on top)

PART IV

Employee Recognition, Awards and Performance Evaluations

File in this section:

- AF Form 1001, Award Recommendation
 - o Performance Awards
 - o Special Act or Service Awards
 - o On-The-Spot Cash Awards
 - o Service Recognition
 - o Honorary Awards
 - o Special Employee Recognition Awards
 - o Time-Off Incentive Awards
- AF Forms 3527, NAF Employee Performance Evaluation
 - o Any justification
- Letters of Appreciation or Commendation

Maintaining this section:

- File chronologically by date (most recent on top)

PART V

Employee Education and Training

File in this section:

- Certificates and /or documentation of training, e.g.
 - Customer Service
 - HIV/AIDS training
 - Newcomers Orientation
 - DRAM Shop
 - Quality Awareness
 - Human Relations
 - EEO and sexual harassment
 - Standards of conduct
 - Serve Safe
- Any other education or training documentation

Maintaining this section:

- File chronologically by date (most recent on top)

PART VI

Miscellaneous Information

File in this section:

- Leave schedules
- Documentation for FMLA, FFLA, or voluntary leave transfer program
- Worker's Compensation forms/reports (originals sent to HRO)
 - AF Form 55, Employee safety and Health record
 - Any other pertinent data not filed in parts I-IV

Maintaining this section:

- File chronologically by date (most recent on top)