STATE OF NEW MEXICO
DEPARTMENT OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
Santa Fe, New Mexico 87501

AGONM TECHNICIAN PERSONNEL
REGULATION 293

1 May 1977

TECHNICIAN PERSONNEL (ARMY & AIR)

OFFICIAL AND SUPERVISOR'S PERSONNEL FOLDERS

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This Regulation supersedes AGONM TPR 293, dated 14 March 1973.

CHAPTER 1

Official and Supervisor's Personnel Folder

1-1. COMPOSITION AND LOCATION. The file consists of one Standard Form 66, Official Personnel Folder (OPF) for each technician, and is located in the Technician Personnel Office (TPO).

1-2. PURPOSE. The Official Personnel Folder file provides in one place the official records of all employees. The records are easily accessible to officials who need information on which to base decisions affecting an employee. It is the official repository of the records and reports of personnel actions effected during the employee's Federal service and the documents and papers required in connection with these actions. The folders are maintained by the TPO for the period of the technician's service in the New Mexico National Guard. Records in the folder are used primarily by the TPO in screening qualifications of technicians; determining status, eligibility, and technician rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service. The folder "travels" with the employee throughout his or her entire Federal Career. When the technician is separated from the Federal service, the folder is transferred to the National Personnel Records Center and becomes part of the central file of former Federal employees.

1-3. CONTENTS

a. Permanent records filed in folder. Permanent records affecting the technician's status and service are filed in the right side of the OPF. The Civil Service Commission designates the papers and documents that are to be filed on the right side of the folder as permanent records. These papers and documents are in Annex A. Records not listed in Annex A will NOT be filed on the right side of the folder.

This Regulation supersedes AGONM TPR 293, dated 14 March 1973.

b. Temporary records in folder:

(1) Records of temporary value are filed on the left side of the folder. In general, these are documents leading to a formal action but not constituting a record of it nor making a substantial contribution to the employee's record. Some examples of temporary records are: requests for personnel actions (except when used as stated in Annex A), letters of reference, performance ratings (other than Outstanding or Unsatisfactory), NGB Form 351-2--Appraisal by Military Supervisor, debt correspondence and any extra copies of reduction-in-force notices that are in addition to those retained with reduction-in-force files and records, and admonishments, letters of caution, warning, reprimand and similar disciplinary action papers. NGAUS Life Insurance correspondence is also maintained on the left hand side of the OPF.

(2) Temporary records will be retained in the Official Personnel File for a minimum period of one year or until the employee transfers or separates, whichever occurs first, except letters of admonishment, warning, caution, reprimand, and similar disciplinary action papers will be retained until date specified in the letter.

1-4. ACCESS. The following personnel have access to the OPFs:

a. Technicians may review their own records at any time and should point out any discrepancies to the TPO for correction.

b. Officials and employees of the Department of Defense who have a need for the file in the performance of their duties; i.e., supervisors, members of the Merit Promotion Selection Committee, EEO, etc., may see the file.

c. Individuals to whom the technician has given written permission.

1-5. TECHNICIAN RESPONSIBILITIES. Technicians are responsible for furnishing the TPO copies of training certificates (military and civilian), DD Forms 214 (Reports of Separation) or their equivalent, college diplomas and/or transcripts, letters of commendation and trade school diplomas. They are also advised to maintain a current SF 171 (Personal Qualifications Statement) on file. This can be done by completing a Standard Form 172 (Amendment to Personal Qualifications Statement).

CHAPTER 2

The Supervisor's Folder

2-1. GENERAL. The following instructions prescribe the files each

Supervisor must keep regarding his subordinates and the proper maintenance of these files.

2-2. RESPONSIBILITY FOR PREPARATION AND MAINTENANCE.

a. Supervisor: Each first-line supervisor will maintain a folder for each of his subordinates. The contents of these folders will be limited to the information listed in this TPR. Clerical personnel are not delegated the responsibility for filing and maintenance of these folders. Changes in technician employment data will be recorded as soon as possible. Standard Form 66, Official Personnel Folder, will NOT be used for this purpose.

b. Technician Personnel Office (TPO): The TPO will provide the source documents required in the folders, issue instructions for maintenance of the folders, train and assist supervisors in their use.

2-3. FILING. The folders will be kept at the lowest practicable supervisory levels and will be filed at a location secure enough to protect their confidentiality and thereby preserve the privacy of the individuals. The folders will not be duplicated at various levels of supervision within an organization.

2-4. ACCESS. Because the information contained in the supervisor's folder is of a personal nature, access will be limited to management officials, the technician concerned, and individuals to whom the technician has given written permission; i.e., labor organization representatives, EEO counselor.

2-5. CONTENTS OF SUPERVISOR'S FOLDER FILE.

a. NGB Form 904-1, Supervisor's Record of Technician Employment.

(1) Purpose. NGB Form 904-1 which is an authorized exception to the use of SF 7b (Employee Record), is intended to assist supervisors in the management of technician personnel by providing:

(a) An up-to-date record relative to all personnel actions, training, performance ratings, service history, awards, conduct, disciplinary actions, discussions relevant to the technician's employment, etc.

(b) Information for requesting personnel actions affecting technicians.

(c) Reference and locator file.

(2) Implementation. The TPO will furnish the Supervisors an NGB Form 904-1 for each subordinate as follows:

(a) Presently employed technicians. The initial NGB Form 904-1 furnished by the TPO for presently employed technicians will have the individual's name ONLY. Supervisors will extract the information for items 2 thru 13 from the SF 7b and military records. Items 14 thru 19 will reflect new information (from date of implementation forward). The SF 7b will be attached to NGB Form 904-1. The NGB Form 904-1 will be implemented no later than 1 July 1977.

(b) Personnel hired after 1 March 1977. Supervisors will follow instructions in Para 2-5a(3) below.

(3) Instructions for Maintenance.

(a) Items 1 thru 5: Self-explanatory. Initially completed by TPO.

(b) Items 6 and 7: Self-explanatory. Completed by supervisors. Technician will be advised to notify his/her supervisor when changes occur. Pencil entry.

(c) Items 8 and 9: Self-explanatory. Initially completed by TPO. Pencil entry.

(d) Item 10: Self-explanatory. Excepted Technicians: Supervisor will extract this information from military records. Competitive Technicians: Initially completed by TPO. Pencil entry.

(e) Items 11 and 12: Initially completed by TPO. Pencil entry.

(f) Item 13: Supervisor will extract this information from military records. Pencil entry.

(g) Item 14: Self-explanatory. To be posted at the time of official ratings. Satisfactory ratings will not be posted. Pencil entry.

(h) Item 15: May include summary of technician background; e.g., work experience, education. Appointments and termination of appointments to SSPC, FWPC and EEO Counselors duties will be posted in this section.

(i) Item 16: Enter information covering both civil service and military training received during technician employment.

(j) Item 17: Record incentive awards; i.e., commendation certificates.

(k) Item 18: Supervisor will obtain data from SF 50 (Notification of Personnel Action) or other notices furnished by TPO.

(l) Item 19: Comments which will be considered in making determinations regarding a technician such as work performance and conduct should be entered in this item.

(4) Continuation Sheets. A supplemental sheet of paper (properly annotated) may be used to record additional data or to continue any item. The basic NGB Form 904-1 must reflect the number of pages in existence at all times.

b. Disciplinary Information. Letters of warning, reprimand and similar disciplinary papers attached to NGB Form 904-1 will be retained until the date specified in the letter. They may, however, be removed at any time if it is decided later that the disciplinary action was unwarranted. Copies of disciplinary papers attached to NGB Form 904-1 do not replace those official file copies maintained in the OPF. Notation of oral admonishments (date and subject) will be made in pencil and will be deleted from the form after one year if it does not relate to the continuing problem. For instance, if a technician is given an oral admonishment in January and receives a written reprimand in June, and if the oral admonishment is related to the reprimand, both should remain a matter of record until the written reprimand is withdrawn from the record. The supervisor will show the technician the entry of oral admonishment that is posted to his NGB Form 904-1 and will have him initial the entry.

c. Debt Letters. Debt letters that are acknowledged by the technician or are reduced to judgement by a court will be retained by the supervisor for two years only. It is recommended that they be retained with the NGB Form 904-1.

d. Position Descriptions. Supervisors will keep a copy of NGB Form 0101 (Technician Position Description) attached to each NGB Form 904-1 for each technician under his/her supervision. Appropriate descriptions will be provided by the TPO.

e. Standard Form 50. The Utility Copy of the SF 50 will be retained in the individual's record.

f. Standard Form 52 (Request for Personnel Actions). A copy of SF 52 placing individual on "details" will be retained in the individual's record, if SF 50 is not issued by TPO. All other Standard Forms 52 may be retained in record pending receipt of Standard Forms 50 at which time they must be removed.

g. TPO Form 430-2, Performance Requirements. The completed performance requirement forms will be filed in the folder as soon as they have been discussed with the individual.

h. Position Description addendum for SSPC, FWPC and EEO Counselors. The addendum will be filed in the folder after posting to Item 15 of NGB Form 904-1. They will be removed upon termination of assignment.

2-6. DISPOSITION OF SUPERVISOR'S FOLDER FILE. Each supervisor will dispose of the files as follows:

a. When the Technician moves to a new position serviced by the same TPO, the folder, including the NGB Form 904-1, will be forwarded to the gaining supervisor.

b. When the technician moves to a new position serviced by a different TPO, the folder, including the NGB Form 904-1, is destroyed 60 days after the separation date.

c. When the technician is ordered to extended active duty and is entitled to restoration rights, the NGB Form 904-1 will be forwarded to the TPO and all other information in the folder will be destroyed.

d. When the technician is separated, the folder, including NGB Form 904-1 is destroyed 60 days after the separation date.

NOTE: There may be instances where the folder, including NGB Form 904-1, should be retained after the 60 day limit (i.e., active grievance case). In such cases supervisors will retain them until it is certain they are no longer needed.

2-7. GOVERNING AUTHORITY. In the event of a conflict between instructions in TPP 904 and this regulation, this regulation will govern.

FOR THE ADJUTANT GENERAL:

MARVIN D. BOHANNON
COL, GS, NMARNG
Technician Personnel Officer

ANNEX A - Contents of The Official Personnel Folder

Distribution
A, B, C, F, G, H, I
ANG - 50
NFFE - 25
CSMS - 8
MATES - 6