

## INSTRUCTIONS - NGB form 904-1

a. Supervisors are required to maintain a work folder for each technician under their supervision. The SF 66 Official Personnel Folder may not be used as the work folder. The supervisor's work folder is part of the Employee Performance File system (EPF). Within these folders are the documents that will enhance effective supervision and management of the technician workforce. The HRO will provide the basic records and information concerning technicians to supervisors and ensure that they are aware of and fulfill responsibilities for the maintenance of supervisory records. Clerical personnel will not be delegated the responsibility for filing and maintaining the folder.

b. The NGB Form 904-1 Supervisor's Record of Technician Employment, is an authorized exception to the use of SF 7-B, Service Record Card; the SF 7-B or AF Form 971 will not be used. Changes in technician employment data are to be recorded on the NGB Form 904-1 as soon as possible. The maintenance of NGB Form 904-1 will be as follows:

- (1) Items 1-4. Self-explanatory.
  - (2) Items 5-7. Technicians should be advised to notify their supervisors when change occurs.
  - (3) Item 8. To be posted at the time of official rating.
  - (4) Item 9. Enter information normally obtained from the SF 50 or other notice furnished by the HRO.
  - (5) Item 10. Enter OPM, military, and civilian training received during technician employment.
  - (6) Item 11. Record incentive awards; i.e., commendation certificates, length-of-service, suggestion awards.
  - (7) Item 12. Comments and discussions that will be considered in making determinations relative to a technician's employment should be entered in this item.
  - (8) Notations of oral admonishments (date and subject) will be made in pencil, and will be deleted from the form when it is determined that it is no longer necessary or relative to a continuing/recurring problem.
  - (9) When additional space is required a new NGB Form 904-1 may be prepared by completing blocks 1 thru 4 or by using supplemental sheets of paper. The continuation form or papers will be attached to the basic NGB Form 904-1. The basic NGB Form 904-1 should reflect the number of pages in existence at all times.
- c. When supervisors retain personal notes, such notes are not considered part of the EPF system. These notes;
- (1) Are retained for the personal use of the supervisor only, as a memory aid; and
  - (2) Are not circulated to anyone else including other supervisors, the supervisor's secretary, or clerical support personnel; and
  - (3) Are not under the control of the agency (i.e., not required by the agency and may be retained or discarded solely as the supervisor sees fit).