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Personnel

GUIDE TO PERSONNEL RECORDKEEPING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This is the initial publication of AFI 36-114. This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*. It provides guidance for filing material in the Official Personnel Folder (OPF) and Merged Records Personnel Folder (MRPF). Title 5, CFR 293 and the *Office of Personnel Management (OPM) Guide to Personnel Recordkeeping* delegated authority to the Air Force to establish filing requirements for certain documents. The *OPM Guide* significantly reduced the amount of mandatory filing in the OPF and delegated agencies more authority in records management. This publication updates and streamlines previous guidance and policy on maintaining personnel documents. Within the Air Force, for Civilian Personnel Flights that are regionalized under the Air Force Personnel Center (AFPC), the OPF/MRPF is a multi-media file existing in hard copy for documents created prior to 1 October 1996 and in electronic format for documents created after that date. The electronic OPF/MRPF is maintained in the Personnel Automated Records Information System (PARIS). Many records formerly in the OPF will be maintained in separate files and/or the Defense Civilian Personnel Data System (DCPDS) accessible by Civilian Personnel Flights and the Air Force Personnel Center. This publication is used by all Civilian Personnel Flights and the Air Force Personnel Center. It must be used in conjunction with the *OPM Guide*. The *OPM Guide* is available from the local Publication and Forms Management Branch. This instruction supersedes the Air Force Supplement to FPM Supplement 293-31, *Basic Personnel Records and Files Systems*.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 5, CFR 293; 10 U.S.C. 8013, and Executive Order 9397. System of records OPM/GPVT-1, *General Personnel Records*, apply.

1. Temporary Documents. Table 1. lists records and documents which may be filed on the left side of the personnel folder. No other documents are permitted on the left side of the personnel folder unless designated by OPM.

Table 1. Temporary Records and Documents Filed on the Left Side of the Official Personnel Folder (OPF) and Merged Records Personnel Folder (MRPF).

Document	Note the following:
Continued Service Agreement	Remove when agreement has been satisfied
Documents describing conditions of temporary appointment or promotion signed by employee	
Emergency statement pending completion of security investigation	Remove after investigative requirements are met and reflected on Automated Security Clearance Approval System (AS-CAS)
Position Descriptions (PD) and Core Personnel Documents (CPD)	
Record of promotion consideration of employee in military service	Retain for period of military service
Records of overseas assignees, agreements, employee certification for overseas assignment, and DD 1617, Transportation Agreement - Oversea Employee	Remove one year after return to CONUS or after expiration of terms of agreement, whichever is later

2. Prohibited Documents. Table 2. provides filing instructions for records and documents that are no longer authorized in the OPF/MRPF.

Table 2. Filing Instructions for Records and Documents Formerly Filed in the Official Personnel Folder (OPF) and Merged Records Personnel Folder (MRPF).

Document	Filing Instructions:
DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Position Agreement	File original signed copy in Supervisor's Work Folder
INS Form I-9 (DJ I9), Employment Eligibility Verification	Maintain in Administrative File
Award and Commendation Material	Retain in Employee Performance Folder
Background Material to Reconstruct Personnel Action	Maintain in Recruitment/Placement File
Correspondence relating to allowances, differentials, etc. (Outside CONUS)	Retain in Pay/Allowance File
Defense Acquisition Workforce Improvement Act (DAWIA) Certification	Input in DCPDS and return to employee. When employee transfers to another DoD agency, a copy of most recent Acquisition Employee Career Brief must be placed on left side of OPF/MRPF before sending it to gaining organization.
Documents related to retention allowances requiring periodic recertification	Retain in Pay/Allowance File
Justification for setting pay above minimum rate used on special or superior qualifications	Retain in Pay/Allowance File
Physicians' Comparability Allowance Service Agreement	Retain in Pay/Allowance File
Service Agreement signed by SES upon acceptance of a sabbatical	Retain in Training File
Mobility Agreement signed by employees when entering positions requiring geographic or position movement	File in Administrative File.
Standardized Core Personnel Document (SCPD)	Retain indefinitely for RIF purposes in SCPD File in PARIS
Training Document and Material	Retain in Training File
DD Form 1618, DOD Transportation Agreement Transfer of Civilian Employees to and Within Continental United States	Maintain in Administrative File

3. OPF Compliance. The OPF/MRPF must be in compliance with these instructions and the *OPM Guide* upon transfer to another activity. Documents removed from the OPF/MRPF should be returned to the employee.

MICHAEL D. MCGINTY, Lt General, USAF
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