

CHECKLIST FOR MAINTAINING THE SUPERVISOR'S FOLDER

**REG: FPM SUPPLEMENT 293.31/NGB TPR 293.31
NJDMAVA TPR 293.31**

The following checklist is provided for your use, to assist you in adequately maintaining appropriate supervisor's folders.

NO	ITEM	YES	NO	NA
1.	Do you have an Employee Supervisor's Folder for each technician in your area of supervision? REF: NJDMAVA TPR 293.31 (mandatory use of folder, NSN 7530-00-990-8884 as per sample.)			
2.	Do you personally maintain this file?			
3.	Are the files properly secured and located close to you for reference when needed?			
4.	Is Optional Form 8, Position Description, certified by supervisors signature in block 20? REF: NJDMAVA TPR 511.4			
5.	Is position description reviewed annually and OF 8 block 23 initialed? REF: NJDMAVA TPR 511.4			
6.	Are the performance standards and critical elements reviewed semi-annually. This should be done once during the year and noted on the NGB Form 904-1, and again during the appraisal review.			
7.	Do the Performance Standards & Critical Element Form indicate the correct Appraisal Cycle?			
8.	Are the appraisal dates the same on the performance standards and the performance appraisal? Exceptions would be LWOP, promotions, and new supervisors.			
9.	Are critical elements identified by an asterisk (*) alongside number in block 5 of NGB Form 430 (T) and alongside number in block 7 of NGB Form 430-1 (T)?			
10.	Are critical elements equal to at least 60 % of expected performance?			
11.	Do you promptly post information from SF 50 to section 11 of NGB Form 904-1?			
12.	Are home address and emergency information updated on NGB Form 904-1, section 5 and 6? (pencil only)			

NJDMAVA FORM NO. 293.31-3-4R (REF: NJDMAVA TPR 293.31)

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