



# CIVILIAN PERSONNEL FACT SHEET

## AF Form 971 Supervisor's Employee Brief

*Current as of: 28 Dec 07*

The AF Form 971, Supervisor's Employee Brief, is a record maintained by the immediate supervisor for each civilian employee supervised. It is a computer-generated record provided via email to the immediate supervisor and consists of three parts:

**Part A – Employee Information:** This part contains personal information about the employee, *e.g.*, home address, telephone number and emergency contacts. Manually insert entries on this form. Additionally, please encourage your employees to use the Emergency Medical Data System (EMDS)

**Part B – Supervisor's Notes:** This part provides an area for your supervisory comments and record of events, *e.g.*, employee's conduct, reprimands, commendations, debts, complaints, notations of required briefings and meetings. (Additional entries may be made by using bond paper attached to this part.) Recommend counseling or disciplinary actions be documented on plain bond paper and attached with only a cross-reference on Part B referring to the attachment. Any documentation of a temporary nature, such as counseling or reprimand, should be annotated in pencil on Part B. This will simplify removal at a later date. Remember, this is a record of favorable comments as well as negative

**Part C – Employee Experience, Awards, Performance and Promotion Factor Ratings, Training Information and Education:** This last portion contains current position data, and limited data entries. The AF Form 971 is for the supervisor's use. When significant changes occur, *i.e.*, appointment, conversion, promotion, or reassignment, you should automatically be forwarded, via e-mail, an updated copy of the AF Form 971. If you do not receive a copy or need an updated copy, please submit a request of the employees name and SSN to [435mss.dpc.cs@ramstein.af.mil](mailto:435mss.dpc.cs@ramstein.af.mil). The documented information may be necessary and useful in making and supporting workplace decisions or work assignments. The employee also has a right to review the documented information and should be offered the opportunity to initial each entry in Part B.