

ARTICLE XIV
OFFICIAL PERSONNEL FOLDERS

1. SECTION 1. Employees are encouraged to safeguard and
2. maintain the original documents provided to them as a result
3. of personnel actions affecting their employment, thereby
4. minimizing the need to request any additional copies.
5. Employees are encouraged to keep their personnel files up-
6. to-date and may request to review their Official Personnel
7. Folder.

8. SECTION 2. Upon request of the employee their Official
9. Personnel Folder will be made available to them, or to their
10. designated representative. The Official Personnel Folder
11. cannot be removed from the Civilian Personnel Office. A
12. reasonable amount of administrative excused time may be
13. granted for this purpose.

14. SECTION 3: When a bona fide need is demonstrated, an
15. employee may request and will be provided a copy of
16. documents maintained in their Official Personnel Folder,
17. within a reasonable period of time, provided such
18. documents may be reproduced in accordance with governing
19. directives.

20. SECTION 4. Derogatory material of any nature which might
21. reflect adversely upon the employee's character or career,
22. will not be placed in the Official Personnel Folder without
23. their prior knowledge.

24. SECTION 5. Letters of reprimand will be removed from the
25. Official Personnel Folder upon expiration of the time limits
26. specified in the action or when removal is otherwise
27. directed by appropriate authority.