ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

AC 3290.4D

2/17/87

SUBJ: ACCESS TO OFFICIAL PERSONNEL FOLDERS

1. PURPOSE. This order restates policy regarding access to official personnel folders.

2. DISTRIBUTION. This order is distributed to managers and supervisors at the Aeronautical Center, Aviation Standards National Field Office (AVN-1), Oklahoma City Flight Inspection Field Office (OKC FIFO), Transportation Safety Institute (DMA-60), Civil Aeromedical Institute (AAM-100), and the National Airway Engineering Field Support Sector (APM-150).

3. CANCELLATION. Order AC 3290.4C is canceled.

4. POLICY. Official personnel folders shall be maintained in and under the custody of the Human Resource Utilization Branch (AAC-14). As a general policy, official personnel folders will not be removed from AAC-14 except as provided for in subparagraph 4c below.

a. Employee Access. An employee may access any information contained in his/her official personnel folder. The employee will be requested to sign a log book maintained by AAC-14 and to present an FAA identification card. The employee review will take place under continuous supervision. The employee may not, under any circumstance, remove the official personnel folder or any of its contents from the AAC-14 controlled area or make any changes to the content of the OPF.

b. Supervisory Access. When there is a bonafide need to review an employee's official personnel folder, the employee's supervisor and other supervisory personnel will be given access to the folder in AAC-14. Supervisors reviewing official personnel folders of their employees will be required to sign the log book giving their names, routing symbols, date, and employee's name. Selecting officials reviewing official personnel folders through the merit promotion plan will also be required to sign the log book giving their names, routing symbols, date and announcement number. The log book will be maintained by AAC-14. This requirement will serve to properly identify them as authorized reviewing officials.

c. Removal of Folder. When a bonafide need exists, supervisory personnel will be permitted to borrow official personnel folders for review outside AAC-14. Requests to borrow official personnel folders will be made on AC Form 3290-5, Official Personnel Folders Request. Official personnel folders which have been borrowed must:

(1) Not be kept overnight;

(2) Not be forwarded through the Aeronautical Center mail system; or

(3) Not exceed five by any supervisor at any time.

Distribution: A-Y-5 A-W(VN HQ/OKC FIFO)-5;A-Y(TI/AM/AE)-5 Initiated By: AAC-14B

d. Restrictions. The personnel folders are made available to authorized persons with the understanding that:

(1) The contents will be kept confidential.

* (2) In the case of folders loaned outside AAC-14, the borrower will take steps to assure proper safeguarding at all times until returned. *

(3) The borrower or reviewer shall not remove and/or reproduce in any manner any document(s) contained therein.

(4) The personnel folder will not be allowed to pass into the hands of unauthorized persons.

(5) The information contained therein will not be disclosed to any unauthorized persons.

* 5. FORMS. AC Form 3290-5 is stocked by AAC-14. *

Lindy Ritz
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