

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
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IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Creating and Maintaining Personnel Records

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To provide guidance for maintaining personnel records.
3. APPLICABILITY: This SOP is applicable to all Child and Youth Services (CYS) programs and facilities.
4. PROCEDURES: Individual personnel and training files will be maintained for each CYS employee. Items to be included are as follows:
 - a. File contents checklist
 - b. Employee's emergency contacts.
 - c. Copies of all CPAC Notification of Personnel Action (DA Form 3434 or SF Form 50 for APF employees) and Job Description.
 - d. Reports of initiation and completion of favorable background checks,
 - e. Individual Development Plan (IDP) and supporting documents.
 - f. Copies of training certificates, diplomas and transcripts.
 - g. Employee Statement of Understanding (for caregivers only).
 - h. Performance Standards with records of quarterly counseling.
 - i. Performance Appraisals, Awards
 - j. Current and updated Health Assessment documentation.

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5. RESPONSIBILITIES:

- a. The Program Director and Assistant Director are responsible for maintaining personnel records.
- b. The employee is responsible for providing copies of complete annual Health Assessments, completing initiation paperwork for background checks, and providing copies of current SF 50 or DA 3434. Employee will have access to files. No information will be entered or removed without informing the Supervisor.
- c. Training and Curriculum Specialists are responsible for maintaining IDP files.
- d. CYS Coordinator is responsible to maintain in his office a complete file for each program director he supervises.



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