

Electronic Official Personnel Folder

The purpose of the eOPF is to protect the rights, benefits and entitlements of the employee



eOPF Operational Guidance

Number: eOPF OG – 001

Date: July 16, 2008

Subject: Interim Transfer Procedure

Purpose

This document provides operational guidance for agencies regarding the appropriate actions to take for the transfer of an employee's official record of service. The official record of service may be in the form of an Official Personnel Folder (OPF) or an electronic Official Personnel Folder (eOPF). However, there may be only one official record of Federal service. Appropriate transfer of the official record is necessary when an employee transfers to a different agency or separates from Federal service.

This document contains interim guidance for agencies that may send or receive an eOPF during employee separation or during employee transfer to another agency.

This operational guidance is effective until superseded by official policy from the Office of Personnel Management or by additional operational guidance.

Interim Transfer Scenarios

This section provides eOPF transfer procedures relative to four scenarios for the transfer of an employee's official record between agencies. This information is derived from Office of Personnel Management's (OPM) *Guide to Personnel Recordkeeping (GPR)*, Update 11. The four scenarios include:

1. non-eOPF transfer to eOPF
2. eOPF transfer to eOPF
3. eOPF transfer to non-eOPF
4. eOPF transfer to National Personnel Records Center (NPRC) due to separation from Federal Service

Transfer from non-eOPF to eOPF agency

Step	Role	Task	Official Record
1	Losing Agency	Sends paper record via appropriate delivery method to gaining agency	Paper OPF
2	Gaining Agency	Receives the paper OPF and ensures OPF is appropriately converted to electronic format using the forms list and conversion business rules.	eOPF
3	Gaining Agency	The paper OPF becomes a non-record and is sent to NPRC for storage.	eOPF

Transfer from eOPF to eOPF agency

Step	Role	Task	Official Record
1	Losing Agency	Print out the entire right (permanent) side of the eOPF, and any other documents that normally form the employee's complete record, e.g., Employee Medical Folder, performance documents, etc. The paper copy, which will have the EHRI watermark on all the documents, becomes the Official Personnel Folder (OPF).	Paper OPF
2	Losing Agency	Print the following statement on color paper and insert on the top of the permanent side of the OPF: "This OPF is printed from an agency using eOPF and constitutes the paper copy of the employee's official record. Do not scan this document."	Paper OPF
3	Losing Agency	Place printed official record in an SF-66 for transfer to the gaining agency via an approved delivery method with the colored paper on top of the permanent side.	Paper OPF
4	Gaining Agency	Provide confirmation of receipt. Scan, index and upload the OPF and any additional documents generated into the employee eOPF.	eOPF
5	Gaining Agency	The paper OPF becomes a non-record and is sent to NPRC for storage.	eOPF

IMPORTANT for transfer from eOPF to eOPF agency: The option of transferring the Official Personnel Folder via CD or DVD must be agreed to by both the losing and gaining agency. If a CD or DVD is used, each eOPF document must be indexed and loaded into eOPF using eOPF standards. *Agencies may **not** transfer both a paper copy and CD or DVD.*

Transfer from eOPF to non-eOPF agency

Step	Role	Task	Official Record
1	Losing Agency	Print out the entire right (permanent) side of the eOPF, and any other documents that normally form the employee's complete record, e.g., Employee Medical Folder, performance documents, etc. The paper copy, which will have the EHRI watermark on all the documents, becomes the Official Personnel Folder (OPF).	Paper OPF
2	Losing Agency	Print the following statement on color paper and insert on the top of the permanent side of the OPF: "This OPF is printed from an agency using eOPF and constitutes the paper copy of the employee's official record. Do not scan this document."	Paper OPF
3	Losing Agency	Place printed official record in an SF-66 for transfer to the gaining agency via an approved delivery method with the colored paper on top of the permanent side.	Paper OPF
4	Gaining Agency	Provide confirmation of receipt and add hard copy documents as appropriate to the OPF on top of the color paper placed in the paper file to indicate the portion printed from an eOPF	Paper OPF

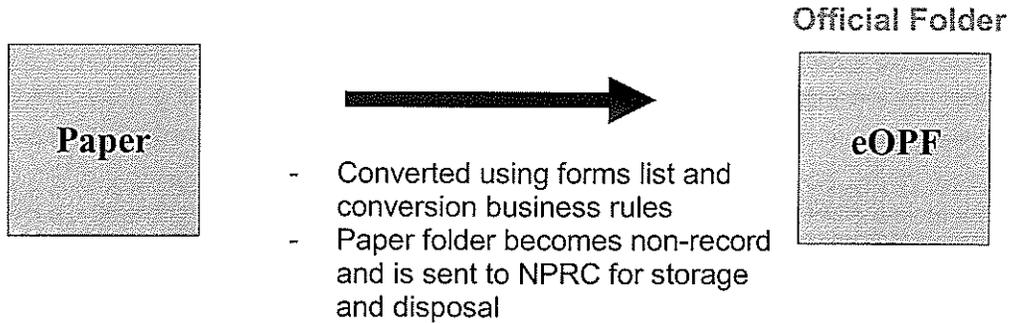
Transfer of eOPF to NPRC – Separation from Federal Service

Step	Role	Task	Official Record
1	Losing Agency	Print out the entire right (permanent) side of the eOPF, and any other documents that normally form the employee's complete record, e.g., Employee Medical Folder, performance documents, etc. The paper copy, which will have the EHRI watermark on all the documents, becomes a non-record.	Paper OPF
2	Losing Agency	Print the following statement on color paper and insert on the top of the permanent side of the OPF: "This OPF is printed from an agency using eOPF and constitutes the paper copy of the employee's official record."	Paper OPF
2	Losing Agency	Place printed official record in an SF-66 for transfer to NPRC via an approved delivery method with the colored paper on top of the permanent side.	Paper OPF
4	NPRC	Provide confirmation of receipt of non-record.	Paper OPF

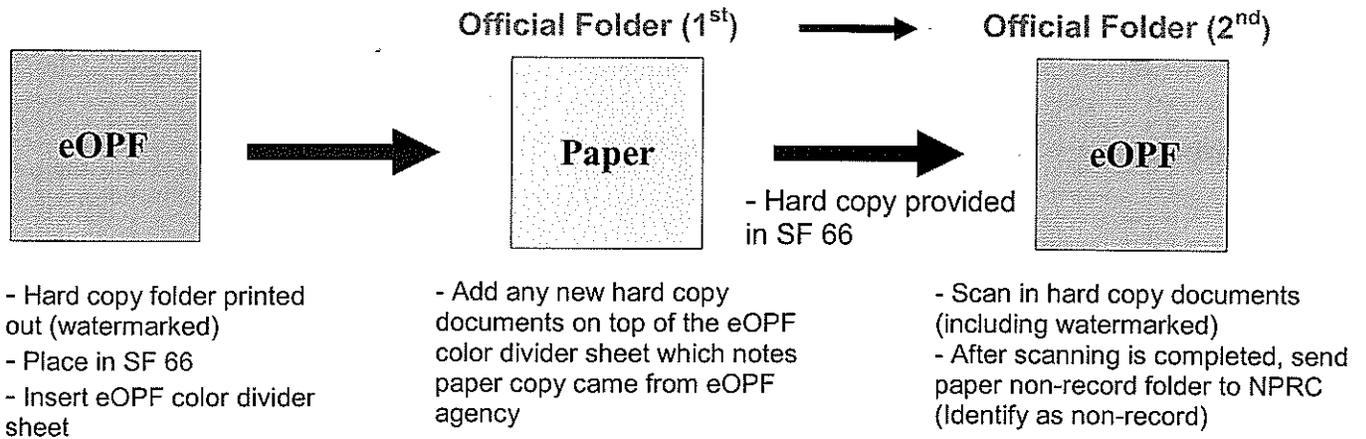
NOTE: If the losing agency does not store records at NPRC, they must follow their agency procedure for retiring an employee eOPF.

Official Folder Steps – Interim Transfer Scenarios

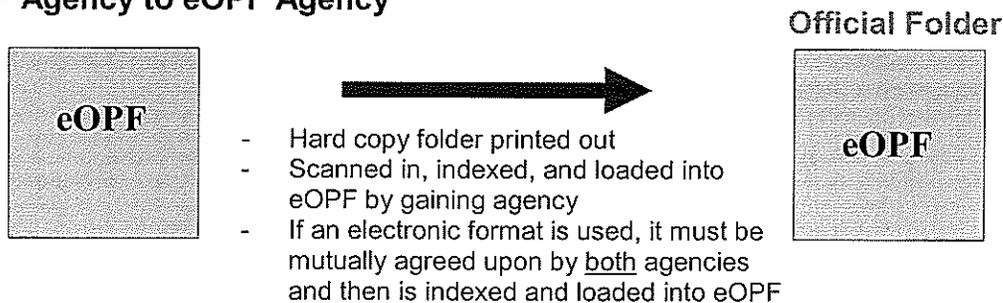
1 – Paper Based Agency to eOPF Agency



2 - eOPF Agency to Paper Based Agency to eOPF Agency



#3 - eOPF Agency to eOPF Agency



#4 – eOPF Agency to NPRC

