

For: FFAS Employees

**Implementing Electronic Official Personnel Folders (eOPF's)**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

SF-66's are the paper folders that contain records covering an employee's entire Federal Government career. SF-66's contain documents that record personnel, payroll, and benefits actions. While a person is employed at a Federal agency, the agency's human resource (HR) office is custodian of SF-66. SF-66's are ultimately the property of OPM.

eOPF's, part of the Enterprise Human Resources Integration (EHRI) initiative; are a web-based version of SF-66's and are accessible online. eOPF's allow employees to have an eOPF instead of a paper-based SF-66.

The EHRI initiative:

- is 1 of the President's Management Councils approved eGovernment initiatives supporting the President's Management Agenda
- enables the Federal Government to practice world class management of human capital through the electronic access, storage, analysis, and exchange of HR information on a Government-wide basis.

**B Purpose**

This notice announces the implementation of a new web-based process for filing, storing, and accessing personnel documents to replace the paper-based SF-66's for FFAS National and Kansas City Offices, effective August 6, 2006.

**Note:** State and County Offices will be implemented at a later date.

| Disposal Date     | Distribution  |
|-------------------|---|
| September 1, 2007 | All FFAS employees; State Offices relay to County Offices |

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### 1 Overview (Continued)

#### C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

### 2 eOPF Implementation

#### A Phase 1 - Day Forward

eOPF's will be implemented Department-wide in 2 phases. Phase I is a "day forward" approach. This means that any personnel action/document (such as SF-50) processed for a National or Kansas City Office employee on or after July 9, 2006 (pay period 14) will be transmitted from NFC and electronically filed in eOPF. Some individual documents (such as benefit and payroll forms) will be scanned or imported by HRD and electronically filed in the employee's eOPF.

**Note: HRD employees will be the only employees to have access to eOPF on August 6, 2006.** All other employees will continue to receive copies of their personnel documents from HRD until they receive access to the system.

#### B Phase 2 - Backfile Conversion

Phase 2 is a "backfile conversion" process. Once the Agency acquires funding, existing SF-66 paper documents will be sent to a scanning facility to be digitized and added to eOPF so employee eOPF's are complete.

**Note:** The current OMB requirement is to have this process completed by September 2007. Once completed, eOPF's will be the official record and each employee will have access to their eOPF. A subsequent notice will be issued when eOPF is accessible to all employees.

### 3 Filing Procedures

#### A National and Kansas City Offices

Effective pay period 14, HRD shall discontinue filing paper documents in SF-66's; SF-50's will electronically transmit from NFC directly into employee eOPF's. HRD **must** scan all remaining paper documents and index them in compliance with OPM's Guide to Personnel Recordkeeping and internal guidance (such as PM handbooks).

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### 3 Filing Procedures (Continued)

#### B State Offices

State Offices that currently maintain SF-66's shall continue to file paper documents until employees are able to access their eOPF. However, employees responsible for filing/maintaining SF-66's should place some type of bookmark or colored sheet of paper on both the temporary and permanent sides of SF-66's **before** filing the documents for pay period 14 and beyond.

**Note:** Once eOPF's are deployed at State Offices, employees **must** discontinue filing of paper documents and shred any SF-50's for actions processed after pay period 14. All other documents subsequent to pay period 14 will have to be scanned before shredding. Guidance on the scanning hardware and software specifications will be forthcoming.

Failure of National, Kansas City, and State Offices to comply with these filing procedures may result in the duplication of documents once the mission area undergoes phase 2.

#### C Handling Personnel Information for New Employees

New employees entering on duty as of July 9, 2006, with no previous Federal employment history, shall **only** have an eOPF. New employees with previous Federal employment history will have an eOPF and possibly a paper SF-66 from their former agency and shall be handled as follows:

- pre-phase 2: eOPF will be established for the new employee documenting FFAS service; SF-66's received from either the losing agency or the National Archives and Records Administration (NARA) shall be filed and integrated into the phase 2 process
- post-phase 2: HRD and State Offices will scan the entire paper SF-66 received from the losing agency or NARA.

#### D Handling of eOPF/SF-66 for Separating Employees

If an employee is transferring to an agency that:

- uses eOPF or NARA, send both the eOPF and SF-66, as is
- does not use eOPF, print the documents in the employee's eOPF, file in SF-66, and forward to the gaining agency.

Various transfer scenarios are under review by OPM and are intended to address the different stages of implementation the exchanging agencies could be in when an employee transfers from 1 agency to another. Written notification will be forwarded once we receive subsequent word from OPM.

### 3 Filing Procedures (Continued)

#### E Removal of Scanned Documents (Continued)

Once HRD and State Offices have successfully scanned documents into an employee's eOPF, most of the paper copies may be shredded. However, the following documents **must** be retained until further notice:

- RI 76-10
- SF-2823
- SF-3102
- **all** paper documents in a Merged Records Personnel Folder covering periods of employment not under OPM's recordkeeping authority.

### 4 System Benefits, Features, and Requirements

#### A System Benefits and Features

Some of the benefits and features of eOPF's include the following:

- provides immediate access to OPF documents and information 24 hours a day, 7 days a week
- e-mails employees when a document is added to eOPF
- supports a multi-level secure environment with security rules for vital information
- eliminates potential loss of an employee's SF-66 during the filing and routing process
- reduces costs associated with storage, maintenance, and retrieval of records
- provides for electronic transfer of HR data
- integrates and complements agency HR information system capabilities
- complies with OPM and federally-mandated HR employee record management regulations.

#### **4 System Benefits, Features, and Requirements (Continued)**

##### **A System Benefits and Features (Continued)**

In addition to benefits and features listed, HRD will be able to do the following:

- add and view eOPF document annotations
- import electronic documents into e-OPF
- view, print, and export a variety of standardized reports.

##### **B System Requirements**

The following is required for **all** users to have access to eOPF's:

- PC with Internet access
- Microsoft Internet Explorer browser version 6.0 or higher
- Adobe Acrobat Reader version 6.01 or higher.

#### **5 Access Authority and Data Security**

##### **A Access**

Access to eOPF's will be provided as follows:

- HR specialists and assistants will have access to eOPF's of employees they service
- OPM investigators will have access when conducting a background investigation on an employee
- employees will be able to view and print their own information after phase 2 is completed.
- each time eOPF's are accessed by someone other than the employee, a record is made of who accessed it and why.

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### 5 Access Authority and Data Security

#### B Data Security

USDA has taken several steps to ensure that all employee information is protected as follows:

- eOPF's can **only** be accessed through an Internet browser using a Secure Socket Layer with 128-bit encryption; this ensures that all information eOPF's send over the Internet is encrypted or "scrambled" and **cannot** be intercepted and read
- access to eOPF's is controlled by employee's password

**Note:** Employees shall **not** share eOPF password. **Each employee is responsible for the consequences of providing others access to their eOPF.**

- eOPF's have been programmed to limit movement between screens to ensure that someone **cannot** go directly to your documents using a temporary URL
- eOPF's will automatically "time-out" after 20 minutes of inactivity.

In addition to these protections, employees should protect their data privacy by printing and filing personal documents and ensuring that other persons are **not** able to access their information.

### 6 Training for Employees and Contact Information

#### A HRD Users

HRD will receive classroom training.

**Note:** Training for all other employees is under development.

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**6 Training for Employees and Contact Information (Continued)**

**B Contact Information**

If assistance is needed with using eOPF's, employees shall contact the appropriate individual/office according to this table.

| <b>IF assistance is needed with...</b> | <b>THEN...</b>  |
|--|---|
| connectivity or system problems        | <p>contact users local ITS support to ensure that the issue is not a local network problem.</p> <p><b>Note:</b> If it is proven that there is <b>not</b> a problem with the network, then contact eOPF Help Desk at 866-275-8518.</p>   |
| password resetting                     | <p>CLICK "Forgot Your Password" link. Users will be asked questions to verify their identity; when user is verified a new password will be randomly generated and sent by e-mail if an e-mail address is stored in eOPF.</p> <p><b>Note:</b> If no e-mail address stored in eOPF, a letter with a randomly generated password will be generated and mailed to employee's address on file.</p> |
| the contents of eOPF                   | <p>contact users servicing HR specialist or assistant.</p> <p><b>Note:</b> Go to the following link for more information on HRD contacts and services:</p> <p align="center"><b><a href="http://hr.ffas.usda.gov/about/hrmo_DC_KC.htm">http://hr.ffas.usda.gov/about/hrmo_DC_KC.htm</a></b></p>   |

**HRD Only:** See Exhibit 1 for instructions on how to logon to eOPF application.

**Instructions for Initial Access to eOPF Application**

The following table provides access instructions.

| Step | Action  |
|------|---|
| 1    | Access eOPF application at <a href="https://eopf.nbc.gov/usda/">https://eopf.nbc.gov/usda/</a> .  |
| 2    | Read the Terms and Conditions on the OPM Home Page and CLICK “Accept”.  |
| 3    | <p>The OPM eGOV sign in page will be displayed, asking for eOPF ID and password.</p> <p><b>Note:</b> eOPF ID’s are constructed based on information relevant to the employee and are case-sensitive. <b>All</b> letters <b>must</b> be entered in UPPERCASE. ID’s consist of 8 to 10 characters depending on employee’s data. The construct of the ID is:</p> <ul style="list-style-type: none"> <li>• 1st letter of 1st name</li> <li>• 1st 3 letters of last name (if name has only 2 letters, use 2)</li> <li>• last 4 digits of Social Security number</li> <li>• day of birth (1 or 2 digits, as applicable).</li> </ul> <p><b>Examples:</b> James Johnson, SSN: XXX-XX-9876, date of birth: July 16, 1979 = <b>JJOH987616</b>.</p> <p>Susan Le, SSN: XXX-XX-1234, date of birth: May 7, 1966 = <b>SLE12347</b>.</p> |
| 4    | <p>Initial passwords will be user’s Social Security number. Users will be prompted to change the password the 1st time they log in. Passwords <b>must</b> be at least 8 characters with a maximum of 15 characters and <b>must</b> contain the following:</p> <ul style="list-style-type: none"> <li>• 1 uppercase letter</li> <li>• 1 lowercase letter</li> <li>• 1 number</li> <li>• 1 special character (such as ! @ # \$ % ^ &amp; * ( )</li> </ul> <p><b>Note:</b> Passwords expire in 90-calendar-day intervals.</p>  |
| 5    | <p>Once logged into eOPF, CLICK “Change E-mail” button on the Welcome Page and enter a valid e-mail address to receive:</p> <ul style="list-style-type: none"> <li>• notifications when new documents are added to their eOPF</li> <li>• new passwords more quickly, if needed.</li> </ul>  |