

XV. MAINTENANCE OF OFFICIAL PERSONNEL FOLDERS

1. CPF OR REGIONAL CPF RESPONSIBILITY:

a. Provide employees an opportunity to review and/or obtain copies of necessary documents in OPFs prior to shipment. (Required for CPFs who are custodians of OPFs only) Copies of employee briefs may be provided in lieu of individual OPF review.

b. **Ensure accuracy of employee data in the Modern Defense Civilian Personnel Data System (Modern DCPDS).** Specific areas that will impact an employee's ability to use various automated processes to make changes in elected benefits; accuracy of personnel actions processed; and manual scanning workload are as follows:

1) **Service Computation Dates (SCDs).** This includes SCDs for leave, retirement, and Thrift Savings Plan (TSP).

2) **Employee Elected Benefits.** Ensure accuracy of the following:

a) TSP - Eligibility date for electing participation or correct distribution percentage into the various funds as indicated on the most recent TSP-1, as applicable.

b) FEGLI - Correct code based on most recent SF 2817.

c) FEHB - Correct carrier code based on most recent SF 2809.

3) **Personnel Reliability Program (PRP).** When an employee is officially assigned to a PRP position, AFPC will manually scan all documents contained in the OPF into PARIS. This allows base-level personnel access to all employee documents for periodic reviews IAW AFI 36-2104. These employees and their assigned position require special data elements in Modern DCPDS. Specifically, data elements, "PRP employee status" and "PRP position status" must be accurately coded. Data element "PRP position status" is associated with the established position and will automatically update the employee's Modern DCPDS record upon assignment to or from a PRP covered position. Once the employee leaves the PRP position, data element "PRP employee status" must be updated.

c. Purge OPFs IAW OPM Updated Guide to Personnel Recordkeeping. AFPC Checklist for Preparation of OPFs Prior to Transfer form should be used and filed on the left side of the OPF. This form is located at the end of this chapter.

d. Ensure that all documents are properly filed in OPFs prior to shipment. AFPC will not be responsible for filing paper documents in the OPFs that should have been filed prior to transition.

e. Preparing OPFs for shipping:

1) Only OPFs for current or inactive special program employees should be forwarded to AFPC. (Inactive special program employees include Summer or Seasonal employees

who worked during the previous calendar year and are expected to be rehired during the current year; Reservists or National Guardsmen on active military duty with restoration rights, Separations under RIF, etc.)

2) Pack OPFs in alphabetical order. (Inactive special program employee OPFs should be packed separately and identified.)

3) Include an alpha roster/listing of OPFs in each box.

4) In last box of OPFs, also include a complete alpha roster/listing for all OPFs shipped and annotate any OPF that has been retained at the CPF; why it was retained; and when it will be mailed to AFPC/DPCMP.

NOTE: Retention of OPFs by CPFs must be kept to a minimum. Retained OPFs cause delays in establishing that employee's electronic OPF, processing of applicable personnel actions, and inhibits responses to CPF and employee inquiries on benefits and entitlements.

5) Number boxes to indicate total in shipment, i.e. 1 of 10, 2 of 10, etc.

f. Ship OPFs to: HQ AFPC/DPCMP, BLDG 499, "D" STREET WEST, D WING, RANDOLPH AFB, UNIVERSAL CITY TX 78150-4759.

IMPORTANT: Ensure Government Bill of Lading includes instructions to deliver OPFs directly to the above address. Include name, commercial telephone number for POC at AFPC in the instructions. This will help expedite the OPF delivery to AFPC.

g. Contact AFPC/DPCMP and advise POC when the OPFs have been picked up by the carrier (DSN 665-2916 or commercial (210) 565-2916).

h. OPM has granted approval to exclude the filing of "original" documents in the electronic OPF except for the following forms:

1) Designation of Beneficiary (FEGLI), SF 2823.

2) Designation of Beneficiary (FERS), SF 3102.

3) Selective Service Registration Documents.

4) Ethics Pledge, when applicable.

5) RI 76-10 Assignment of Federal Employees Group Life Insurance

The above forms are the only "paper" documents to be mailed to AFPC/DPCMP for OPF filings. All other documents for filing in the electronic OPF must be sent via fax server, using the PALACE Compass fax sheets and telephone numbers provided by your AFPC Servicing StaffingTeam. These faxed documents can be directly profiled from the fax server into the electronic OPF in PARIS and will be readily available for CPF review and printing.

5) Requests for Personnel Action (RPA)/ SF 52 for Resignations and Retirements. Employee signed SF 52s/RPAs for resignations and retirements processed using Modern DCPDS must also be sent via the fax server for OPF filing. Original SF 52 is not required.

i. Disposition of other employee records:

1) Employee Medical Folder (EMF). These records must be established using the OPM required blue folder, SF 66-D. The local CPF should send these folders directly to the gaining CPF when an employee leaves the base for a position with another AF activity. If the employee departs the base for transfer to another agency or separates from Federal employment, the CPF will forward this record to AFPC/DPCMP for further shipment.

2) Employee Performance Files (EPF). These records must be established using OPM guidance and AFI 36-1001. These files must be forwarded to the CPF by the employee's supervisor when he/she departs the base. The CPF, in turn, will forward the EPF to the gaining CPF, if applicable. If the employee departs the base for transfer to another agency or separates from Federal employment, this record must be sent to AFPC/DPCMP for further shipment along with the OPF.

2. AFPC/DPCMP RESPONSIBILITY:

- a. Coordinate fund cite information for shipment of OPFs to the Center.
- b. Accept shipment of OPFs from the CPF. Inventory incoming records for accountability. Notify CPF of any missing records.
- c. Establish employee records in OPUS and print bar/color coded labels for in-house tracking of the OPF.
- d. Review all incoming OPFs for scanning of documents required to establish the electronic OPF in PARIS and backfile to 1 October 1996 or earlier for special program employees.
 - 1) OPFs will not be purged for extraneous documents or conformance with OPM The Guide to Personnel Recordkeeping requirements at this time.
 - 2) OPFs will not be reviewed for Modern DCPDS accuracy.
- e. After completion of scanning, incoming OPFs will be stored in the DPCMP records area.
- f. Prior to shipment of OPFs from AFPC, the stored OPF will be purged for extraneous documents IAW OPM established guidance, copies of all documents contained in the electronic OPF will be printed and merged with the stored OPF. Available EMF and/or EPF will be shipped to new agency or to the National Personnel Records Center (NPRC) along with the OPF.

3. REQUESTS FOR OPF SHIPMENT:

a. Requests from CPFs for OPFs. These requests will be handled on a “case-by-case” basis. Since all personnel actions, after transitioning, will be processed at AFPC, there should be very few instances where the OPF will be needed by the local CPF. DPCMP will provide copies of documents or information not available through the CSU, Modern DCPDS, or PARIS via telephone, fax or E-mail to the CPF. Telephone requests for information and/or copies of documents from employees will not be honored. To insure that privacy act information is not released to unauthorized personnel, employees must request information through their local CPF.

b. Requests from Air Staff or MAJCOMs for OPF Information. DPCMP will work these requests in a similar approach as with CPF requests. However, if the HQ or MAJCOM supports a critical need for the entire record, DPCMP will provide copies of all documents contained in the OPF and in PARIS and mail OPF by Express Mail. In cases where the “original” OPF is requested, DPCMP will retain photocopy.

c. Legal Requirement. All requests from a third party (i.e., court, attorney, current or ex-family member, etc.) will be in writing and coordinated through AFPC/MSIMD to AFPC/JAG. JAG will determine “need to know” and approve our authority to release originals or copies of documents contained in the OPF.

d. Archiving OPFs to the National Personnel Records Center for all separation actions normally will be within 3 months of separation date. DPCMP will accept internal or external requests to retain specific OPFs for longer periods on a case-by-case basis under circumstances like those shown in the following table.

If...		Then Keep the Folder...
1.	A retirement or death claim is being processed.	120 days after separation or until notified that the claim has been processed.
2.	The agency expects to reemploy the person shortly after the separation	As long as the agency reasonably expects to reemploy the person
3.	The employee separated under conditions that provide reemployment or restoration rights (for example, separation to enter military service or separation due to compensable injury).	Until: <ul style="list-style-type: none"> ▪ the employee returns or ▪ reemployment/restoration rights expire
4.	The employee is placed on a reemployment priority list.	Until the employee’s name is removed from the list.
5.	The employee has an ongoing appeal, grievance, complaint, or similar process.	Until the appeal is resolved.
6.	The employee is entitled to severance pay.	Until: <ul style="list-style-type: none"> ▪ the employee is rehired or ▪ severance pay expires

NAME _____ SSAN _____

4. CHECKLIST FOR PREPARATION OF OPFS PRIOR TO TRANSFER

_____ SCDs Verified (RIF, Civilian, Leave, TSP) (Current SF 144 on file.)

_____ Current Career Brief on file, if employee is a Career Program Registrant.

_____ All Modern DCPDS Data input - Personnel Actions/documents properly filed.

_____ Purge obsolete/extraneous documents.

_____ Sanitize records.

_____ DD 214s and military retirement information filed in OPF for service credit.

_____ Employee Performance and/or Employee Medical Folder(s) removed from OPF for current employees. These records must be included for inactive special program employees.

_____ Ensure the OPF jackets, SF 66, are serviceable; labels legible.

_____ Documents filed IAW OPM's Guide to Personnel Recordkeeping.

_____ AF 614, Check-Out Card, in each OPF.

_____ TSP-3 Removed from OPF and forwarded to National Finance Center.

_____ Annotate any requested information concerning employee (i.e., OPM/SF 813, DD 214, OPF for previous employment).

Information Requested: _____.

Date Requested: _____

_____ Employee Reviewed OPF. Please ensure employees have all necessary information from their file (i.e., copies of Personnel Actions, insurance forms, copy of resume, SF 171, copies of beneficiary forms, etc.) _____ Employee Brief Provided.

_____ Date employee reviewed OPF/Date Employee Brief sent.

CPF Representative

Date OPF Reviewed