

Special Edition of the Personnel Employee Bulletin

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ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF)

DLA is joining over 50 other Federal agencies in fully adopting the eOPF as the single 'Official Personnel Folder' (OPF). The OPF is the paper file traditionally kept in human resources offices for every serviced employee - it contains documents that reflect personnel actions and benefits decisions made by employees throughout their career. This effort places a scanned copy of every OPF paper document into the eOPF, eliminating the need for the paper folder. While the OPF is managed by the Human Resources office, it is owned by the Office of Personnel Management (OPM), and this effort is part of their 'Enterprise Human Resources Initiative' (EHRI). It is mandated by the Office of Management and Budget (OMB) that agencies convert all paper documents into an electronic format by October 2010. DLA will begin the full scanning effort in July, 2010, and be completed no later than September 30, 2010. More information about OPM's EHRI initiative can be found at <http://www.opm.gov/egov/e-gov/EHRI/index.asp>.

DLA is working directly with OPM on this effort, and the scanning will be completed by their scanning center under processes that have been refined over a period of years for accuracy, efficiency, and security, with over 1.2 million personnel folders and over 160 million images completed to date. The DLA personnel folders will be inventoried, shipped, and scanned under a complete chain of custody assuring full accountability for the security of the paper folders and the subsequent electronic images. DLA Human Resources personnel will work with OPM to perform test scans of a representative sample of personnel folders to ensure accuracy and completeness and will be involved in every step of the overall scanning process. Once the scanning has been completed and verified, the paper OPFs will be sent to the National Personnel Records Center (NPRC) for storage. New documents received by the Human Resources office that belong in the OPF will be scanned directly into the eOPF.

In addition to the OMB mandate and the efficiencies gained in the elimination of paper document processing and filing, there are other factors that make this adoption timely and an improvement over the current environment. The legal community and Federal policy now recognize electronic images as official documents; scanning and display technology now provide for very accurate image retention; and the electronic storage eliminates the risk of catastrophic loss of paper personnel folders.

Once the scanning process has been completed, most employees will notice more documents in their eOPF account, as the eOPF currently contains a limited selection of older documents. The eOPF can be accessed through the DLA Human Resources website at <http://www.hr.dla.mil>. Select the 'Electronic Official Personnel Folder' link off of the Automated Tools tab.

For additional information, please contact your servicing DLA Human Resources Center,
<http://www.hr.dla.mil/cntctus.htm>.