National Aeronautics and
Space Administration
NASA Shared Services Center

Stennis Space Center, MS
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NASA Shared Services Center Service Delivery Guide

NSSDG-3271-0001   Revision 7.0

Effective Date: August 3, 2022
Expiration Date: August 3, 2025

Electronic Official Personnel Folder (eOPF) Maintenance and Record Keeping

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Responsible Office: Human Resources Services Division

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Approved by

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Amy Alexander
Chief, HR Services Division

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Date

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Document History Log

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	Basic	August 10, 2007	Basic Release
Revision	A	April 9, 2008	• Added Process 8 – eOPF Removal of Misfiled Document to the Processes section. • Added Process 8 – eOPF Removal of Misfiled Document to the Process Flow section. • Fixed formatting in several areas. • Updated Table of Contents. • Updated flowcharts. • Removal of processes utilized prior to the transition of New Hire, Transfer and Reassignment In-Processing Service Delivery Guide (3.2.3.3). • Removal of actions also documented in New Hire, Transfer and Reassignment In-Processing Service Delivery Guide (3.2.3.3).
Revision	3.0	January 24, 2014	• Revised and renumbered all processes within the document. • Removed eOPF Forms Maintenance Process. • Removed eOPF Help Desk Inquiries Process. • Updated the Metrics to include the SLA for

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			Documents and the Goal for whole folder imports. • Document originated under NSSC-HR-SDG-0032. Renumbered to NSSDG-3271-0001 to align with SDNS numbering system adopted in March 2010 • Revised all cross-functional work flows
Revision	4.0	April 1, 2014	• Clarifies language on OPF data validation. • Adds information regarding receipt and transfer of performance folders.
Revision	5.0	August 1, 2016	• Replaces references to Remedy with ServiceNow • Updates Process 4 to reflect that Document Imaging is now responsible for scanning of the folders. • Updates Process 4 to reflect that performance folders are no imported into eOPF versus mailed to the Center. • Updates Process 6 related to the performance folder and SF1150 process.
Revision	6.0	July 18, 2017	• Made several updated to formatting issues throughout the document. • Updated Human Resources Division to Human Resources Services Division
Revision	7.0	August 3, 2022	• Updated Document History Log format, including the

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Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
			date style in the Effective Date column. • Moved into the updated format and added Alt Text to all flowcharts and tables. • Updated flowcharts throughout. • Provided clarifications and additional tips/notes. • Replaced references to WTTS with USA Staffing® • Changed NSSC Service Request (NSR) to ServiceNow Case. • Updated Overview section, including adding 1.0; Background, 2.0, Purpose; 3.0, Applicability/Scope; 4.0, Privacy Information; 5.0, Records; and 6.0, Cancellation/Supersession of Previous Documents. • Process 4, Transfer eOPF from Losing Agency: updated Steps 2 and 3. • Process 5, SF-75 Data Preparation: updated Step 2. • Revised order of appendices per current template. • Appendix A – Acronym List: updated list.

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Overview

1.0 Background

The maintenance of official employee records includes receipt, management, and disposition of official personnel records in accordance with National Aeronautics and Space Administration (NASA) and Office of Personnel Management (OPM) guidance. As part of the Government-wide Enterprise Human Resources Initiative (EHRI), OPM has mandated that the employee records historically maintained in hard copy format in the Official Personnel Folder (OPF) will be maintained in the Electronic Official Personnel Folder (eOPF) system. Access is provided via a Web-based system maintained by the Interior Business Center (IBC) in the Department of the Interior (DOI).

2.0 Purpose

Services described in this guide are performed by NASA Shared Services Center (NSSC) Service Provider (SP) personnel. This guide covers services that are more common and provides a basic description of our administrative approach to support eOPF functions. This guide does not cover the entire process and is only intended to provide an overview. The NSSC work instructions and job aids provide the NSSC staff with the detailed processes to accomplish the functions.

3.0 Applicability/Scope

This document is applicable to the NSSC. This document is for use by the NSSC (SP) HR eOPF Team.

The NSSC (SP) roles include:

- Maintaining, purging, and updating the OPFs/eOPFs of all active NASA Civil Servants (CS) in accordance with NASA regulations, OPM regulations, and the applicable eOPF systems guidance on the function.

- Maintaining a Help Desk to aid NASA employees who experience access problems or have questions concerning navigation within the system, completion of searches, printing documents, etc.

- Utilizing the Transfer function within eOPF to transfer eOPF files to other agencies with electronic transfer functionality when NASA employees accept employment with other agencies. For gaining agencies that do not currently have electronic transfer functionality, NSSC will initiate the manual hardcopy transfer of the OPF. NSSC will also coordinate the successful transfer and disposition of OPFs/eOPFs when employees resign or retire.

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- Performing Systems Administrator functions for the eOPF accounts for all NASA employees. These functions include the following:
    - Creating, activating, and inactivating eOPF accounts
    - Establishing and deleting Human Resources (HR) Specialist and Super User access for HR Office employees and auditors/investigators
    - Processing transfer information on transferring employees in accordance with OPM guidance (via Standard Form (SF)-75, Request for Preliminary Employment Data)

4.0 Privacy Information

All participants involved must ensure protection of all data covered by the Privacy Act.

5.0 Records

All records will be maintained in accordance with NASA Procedural Requirements (NPR) 1441.1E, NASA Records Management Program Requirements, and NASA Policy Directive (NPD) 1440.6I, NASA Records Management. Records for eOPF are listed on the NSSC Master Records Index (MRI) under NASA Records Retention Schedule (NRRS) Sch. 1 (86) (B) (2).

6.0   Cancellation/Supersession of Previous Documents

This document supersedes NSSDG-3271-0001, NSSC Electronic Official Personnel Folder (eOPF) Maintenance and Record Keeping Service Delivery Guide, Revision 6.0. (Note that Revision 6.0 was incorrectly labeled as Revision 5.0, but the Document History Log correctly captured the revision.)

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Process 1 – eOPF New Hire Document Import

Step 1	Step 2	Step 3
Receive Documents; Create ServiceNow Case	Import and Index Documents	Receive Notification
NSSC (SP) In-Processing Team	NSSC (SP) eOPF Team	NASA Employee

Step Roles and Responsibilities	eOPF New Hire Document Import Action	Tips/Notes
Step 1 **NSSC (SP) In-Processing Team** Receive Documents; Create ServiceNow Case	Documents are received by the NSSC through several channels (e.g., Document Imaging and USA Staffing® for each new hire). The documents from these various channels are consolidated by the New Hire Case Worker into a single ServiceNow Case that is sent to the eOPF team for processing. **Output:** Received documents; ServiceNow Case created	See In-Processing Service Delivery Guide at www.nssc.nasa.gov/in-processing (under References) for related information.

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Step Roles and Responsibilities	eOPF New Hire Document Import Action	Tips/Notes
Step 2 **NSSC (SP) eOPF Team** Import and Index Documents	NSSC (SP) eOPF Team receives the ServiceNow Case and locates the employee's file in the eOPF system. NSSC (SP) eOPF Team inserts the electronic images into the eOPF file and completes the indexing step. NSSC (SP) eOPF Team completes quality check of image quality and accuracy of indexing on a sample of imported documents. **Output:** Documents filed and indexed	The employee eOPF file is created automatically through the processing of the appointing personnel action in the Federal Personnel Payroll System (FPPS). The OPM Guide to Personnel Recordkeeping (GPR) and the Master Forms List are followed for import of documents.
Step 3 **NASA Employee** Receive Notification	NASA employee receives auto-generated e-mail from eOPF upon successful storage of document. **Output:** Notification delivered	The eOPF is created 7 to 10 business days after the appointment SF-50 is processed and released.

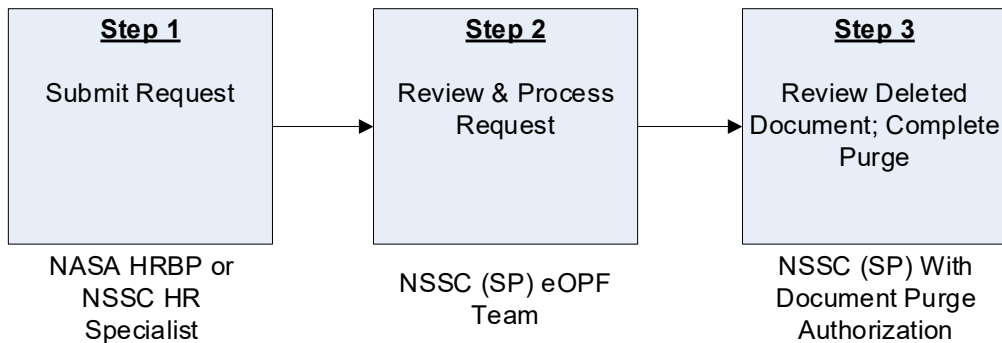| NSSC Service Delivery Guide	NSSDG-3271-0001 Revision 7.0
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Process 2 – eOPF Delete/Purge/Re-Index/Annotate and Misfiled Documents

Step 1

Submit Request

NASA HRBP or NSSC HR Specialist

→

Step 2

Review & Process Request

NSSC (SP) eOPF Team

→

Step 3

Review Deleted Document; Complete Purge

NSSC (SP) With Document Purge Authorization

Step Roles and Responsibilities	eOPF Delete/Purge/Re-Index/Annotate and Misfiled Documents Action	Tips/Notes
Step 1 **NASA Human Resources Business Partner (HRBP) or NSSC HR Specialist** Submit Request	A NASA HRBP or NSSC HR specialist submits request to the NSSC (SP) eOPF Team to delete/purge/re-index/annotate forms or other documents (or any specific pages within a document) that are inappropriate for retention in eOPF or are misfiled in another employee's eOPF. NASA employees may submit requests to their HRBP for removal of misfiled documents found in the eOPF. **Output:** Request for purge	Request must include reason for removal of document. If the misfiled document has been viewed by anyone other than an authorized party, the request is considered to be a Personally Identifiable Information (PII) Incident. PII incidents require immediate action. (See Process 3.)

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Step Roles and Responsibilities	eOPF Delete/Purge/Re-Index/Annotate and Misfiled Documents Action	Tips/Notes
Step 2 **NSSC (SP) eOPF Team** Receive and Process Request	NSSC (SP) eOPF Team receives request and verifies that the document should be removed from the file. A determination regarding potential PII should be made prior to document removal. NSSC (SP) eOPF Team locates specific form or document to be deleted and completes deletion. The document automatically moves to a final purge queue awaiting action from a Specialist with final purge authority. **Output:** Deleted document	Document is no longer visible to employee or any other users who do not belong to the eOPF group with final purge authority. If a PII Incident has occurred, proceed immediately with the PII process. (See Process 3.)
Step 3 **NSSC (SP) eOPF Team with Document Purge Authorization** Review Deleted Document; Complete Purge	An NSSC (SP) eOPF Team member with purge authorization (normally the eOPF Systems Administrator or delegate) reviews document prior to final purge for concurrence and if in agreement, completes the purge process. **Output:** Purged document	Any policy issues as to the appropriateness of the deletion of any eOPF document will be elevated to NSSC (CS) eOPF Team.

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Process 3 – eOPF PII Incident

Step 1	Step 2	Step 3	Step 4
Report Incident	Create ServiceNow Case; Notify Designated Contacts	Review Request; Delete Document; Contact Involved Employees	Review Deleted Document; Complete Purge; Close Request
NASA Employee or Center/HQ HR Office	NSSC CCC	NSSC (SP) eOPF Team	NSSC (SP) With Document Purge Authorization

Step Roles and Responsibilities	eOPF PII Incident Action	Tips/Notes
Step 1 **NASA Employee or Center/HQ HR Office** Report Incident	Immediately upon discovery of a misfiled document in an eOPF containing PII, the individual making the discovery reports the incident to the NSSC Customer Contact Center (CCC). **Output:** Reported incident	

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Step Roles and Responsibilities	eOPF PII Incident Action	Tips/Notes
Step 2 **NSSC CCC** Create ServiceNow Request; Notify Designated Contacts	After receiving a report of PII Incident, the NSSC CCC creates an urgent call ticket in ServiceNow and forwards call ticket to NSSC (SP) eOPF Team. NSSC (SP) eOPF Team notifies the following contacts: • CCC Management • NSSC (CS) eOPF Team • NSSC and Center IT Security Manager • Privacy Act Manager **Output:** Notification of required contacts	PII incidents must be resolved within 1 hour of notification.
Step 3 **NSSC (SP) eOPF Team** Review Request. Delete Document; Contact Involved Employees	NSSC (SP) eOPF Team reviews request, locates specific form or document to be deleted, and completes deletion. The document automatically moves to a final purge queue awaiting action from NSSC (SP) eOPF Team Specialist with final purge authority. NSSC (SP) eOPF Team notifies each affected employee, separately, of the incident. **Output:** Deleted document/employee notification	Document is no longer visible to employee or any other users who do not belong to the eOPF group with final purge authority.

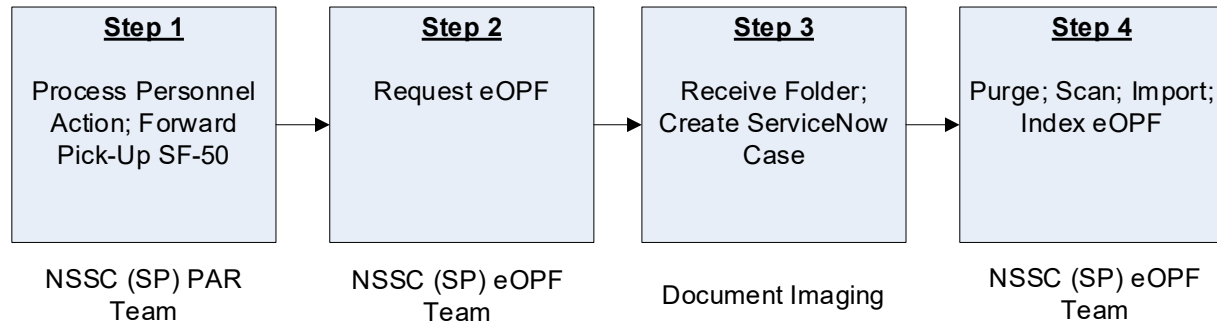| NSSC Service Delivery Guide	NSSDG-3271-0001 Revision 7.0
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Step Roles and Responsibilities	eOPF PII Incident Action	Tips/Notes
Step 4 **NSSC (SP) eOPF Team with Document Purge Authorization** Review Deleted Document; Complete Purge; Close Request	An NSSC (SP) eOPF Team member with purge authorization (normally the eOPF Systems Administrator or delegate) reviews the deleted document prior to final purge for concurrence and if in agreement, completes the purge process. An NSSC (SP) eOPF Team member will take the purged document and review the employee's record that it belongs to and ensure there is a copy in the record. NSSC (SP) eOPF Team notifies all points of contact (POCs) from Step 2 that PII issue has been resolved. **Output:** Purged document and closed ServiceNow call ticket	PII incidents must be resolved within 1 hour of notification.

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Process 4 – Transfer eOPF from Losing Agency

Step 1	Step 2	Step 3	Step 4
Process Personnel Action; Forward Pick-Up SF-50	Request eOPF	Receive Folder; Create ServiceNow Case	Purge; Scan; Import; Index eOPF
NSSC (SP) PAR Team	NSSC (SP) eOPF Team	Document Imaging	NSSC (SP) eOPF Team

Step Roles and Responsibilities	Transfer eOPF from Losing Agency Action	Tips/Notes
Step 1 **NSSC (SP) Personnel Action Request (PAR) Team** Process Personnel Action; Forward Pick-Up SF-50	NSSC (SP) eOPF Team receives notification from eOPF@mail.nasa.gov that an eOPF request has been received from another agency. Output: Transfer of eOPF	
<u>**Step 2**</u> **NSSC (SP) eOPF Team** Request eOPF	NSSC (SP) eOPF Team forwards the Pick-up SF-50 and the request for transfer of the eOPF, SF-1150, Request of Leave Data and the Performance File to the losing agency. eOPF Team will follow up with losing agency every two weeks. After three attempts to get the required documentation and no response, the case is elevated to L3. **Output:** eOPF request	For Transfer Functionality agencies, the request is submitted through the eOPF system electronically. For reinstatement actions, the request is sent to National Archives and Records Administration (NARA).

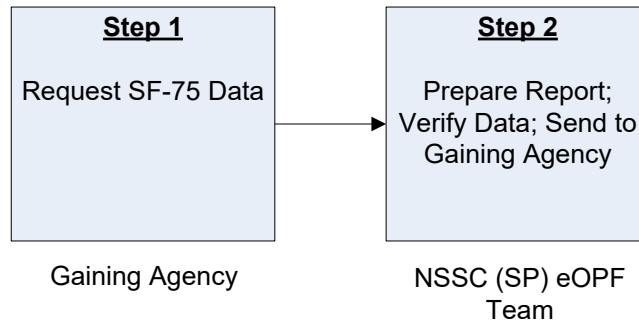| NSSC Service Delivery Guide	NSSDG-3271-0001 Revision 7.0
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Step Roles and Responsibilities	Transfer eOPF from Losing Agency Action	Tips/Notes
Step 3 **Document Imaging** Receive Folder; Create ServiceNow Case	Document Imaging receives the folder from the losing agency or NARA scans the folder and creates the HR Request for the NSSC (SP) eOPF Team. **Output:** Folder created; ServiceNow Case created	eOPFs from Transfer Functionality agencies are received electronically through the system.
Step 4 **NSSC (SP) eOPF Team** Purge; Scan, Import; Index eOPF	NSSC (SP) eOPF Team receives the folder attached to the link of the ServiceNow Case and purges the documents in accordance with the GPR. NSSC (SP) eOPF Team imports documents into the employee's eOPF folder, indexing the documents as appropriate, if received outside of the eOPF Transfer Functionality. Once the import is complete, a quality review and data validation of the folder is completed. **Output:** Imported eOPF	During the validation process, the eOPF Team works in conjunction with the PAR Team to validate and perform quality reviews of all data elements contained within the OPF and FPPS and make corrections as required, to ensure data integrity of the employee's personnel records. If medical records are received with the eOPF, the records are forwarded to the appropriate Center medical office. Hardcopy performance folders are imported into eOPF.

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Process 5 – SF-75 Data Preparation

Step 1

Request SF-75 Data

Gaining Agency

Step 2

Prepare Report; Verify Data; Send to Gaining Agency

NSSC (SP) eOPF Team

Step Roles and Responsibilities	SF-75 Data Preparation Action	Tips/Notes
Step 1 **Gaining Agency** Request SF-75 Data	Gaining agency submits a request for the NASA employee's SF-75 data. **Output:** Request for SF-75	The SF-75, Request for Preliminary Employment Data, is the list of relevant personnel and payroll data provided to a gaining agency to ensure a seamless transition of employees between agencies.

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Step Roles and Responsibilities	SF-75 Data Preparation Action	Tips/Notes
Step 2 **NSSC (SP) eOPF Team** Prepare Report; Verify Data; Send to Gaining Agency	NSSC (SP) eOPF Team retrieves the SF-75 data report from the employee's FPPS Reporting System. NSSC (SP) eOPF Team pulls the employee's last SF-50 Notification of Personnel Action from eOPF and the latest Federal Employee's Health Benefits (FEHB) and Thrift Savings Plan (TSP) data from Employee Express to include with the report. NSSC (SP) completes a quality review of the data and forwards requested information to gaining agency. **Output:** SF-75 package sent	If SF-75 data is no longer available or FPPS is down, the NSSC (SP) eOPF Team will need to complete the SF-75 manually. Some data may be available in eOPF to complete the SF-75.

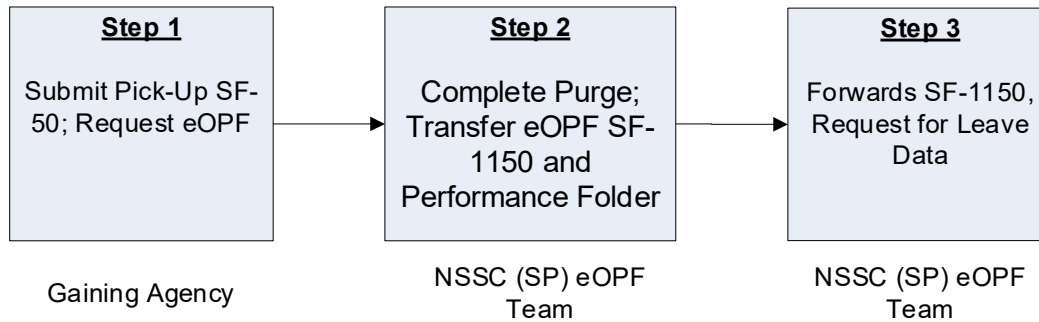| NSSC Service Delivery Guide	NSSDG-3271-0001 Number	Revision 7.0
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Process 6 – Transfer eOPF to Gaining Agency

Step 1 Submit Pick-Up SF-50; Request eOPF	→	**Step 2** Complete Purge; Transfer eOPF SF-1150 and Performance Folder	→	**Step 3** Forwards SF-1150, Request for Leave Data
Gaining Agency		NSSC (SP) eOPF Team		NSSC (SP) eOPF Team

Step Roles and Responsibilities	Transfer eOPF to Gaining Agency Action	Tips/Notes
Step 1 **Gaining Agency** Submit Pick-up SF-50; Request eOPF	Agencies with eOPF Transfer Functionality submit the request through the eOPF system. **Output:** Request from gaining agency and Pick-up SF-50	For exchange of SF-75, Request for Preliminary Employment Data process, see Process 4. Agencies without eOPF Transfer Functionality submit a copy of the Pick-up SF-50 reflecting the employee's official appointment to their agency and requests that the employee's eOPF be transferred.

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Step Roles and Responsibilities	Transfer eOPF to Gaining Agency Action	Tips/Notes
Step 2 **NSSC (SP) eOPF Team** Complete Purge; Transfer eOPF SF-1150 and Performance Folder	NSSC (SP) eOPF Team receives the Pick-up SF-50 and the request for eOPF transfer. NSSC (SP) eOPF Team pulls performance appraisal from Standard Performance Appraisal Communication Environment (SPACE) and uploads documents into employee's eOPF. The Center HR is contacted if the performance appraisals are not available in SPACE. NSSC (SP) eOPF Team purges the file in accordance with the GPR for transfer between agencies. NSSC (SP) eOPF Team initiates transfer of the eOPF. **Output:** Transferred eOPF and performance folders	Transfer Methods: • **Non-Transfer Functionality** agencies require the OPF to be printed out and shipped to the requesting Agency. • **Transfer Functionality** agencies allow the transfer to be completed within the eOPF system electronically. The performance folder must be uploaded prior to the transfer.
Step 3 **NSSC (SP) eOPF Team** Forwards SF-1150, Request for Leave Data	NSSC (SP) eOPF Team pulls SF-1150 from FPPS, if available, and uploads into the employee's eOPF prior to eOPF being transferred to gaining agency. **Output:** Transferred SF-1150 leave data	The SF-1150 must be certified by DOI prior to sending to gaining agency. If the SF-1150 is not available in FPPS, NSSC (SP) eOPF Team requests SF-1150 from DOI.

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Process 7 – System Access Maintenance

Step 1 Submit Request	→	**Step 2** Provision Acess
Center/HQ HR Office		NSSC (SP) eOPF Systems Administrator

Step Roles and Responsibilities	System Access Maintenance Action	Tips/Notes
Step 1 **Center/HQ HR Office** Submit Request	Center/HQ HR office submits a NASA Access Management System (NAMS) request to the NSSC (SP) eOPF Team with the name of the employee and the type of eOPF system access to be added or deleted for HR Specialist, Super User, or Auditor/Investigator roles. Also includes establishing any required exclusions to specific organizations or individuals to preclude access to eOPFs on relatives or any other conflicts/issues. **Output:** Access request	Auditor/Investigator access request must include a beginning and ending date.

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Step Roles and Responsibilities	System Access Maintenance Action	Tips/Notes
Step 2 **NSSC (SP) eOPF Systems Administrator** Provision Access	NSSC (SP) eOPF Systems Administrator reviews the request and adds/deletes the access in the eOPF system. NSSC (SP) eOPF Systems Administrator sends an e-mail response to the requester. **Output:** Provisioned access	

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Metrics

Initiating Entity	Deliverable	Receiving Entity	Performance Standard
NSSC	eOPF Maintenance	eOPF System	Service Level Indicator (SLI): 90% of documents will be filed in the employee's eOPF within 15 business days of receipt at the NSSC or after being processed by the NSSC.
NSSC	eOPF Maintenance	eOPF System	Performance Standard: 90% of OPFs will be purged, validated, and indexed in eOPF within 25 business days of receipt by the NSSC.

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System Components

Existing Systems

Existing IT System Title	IT System Description	Access Requirements	IT System Interfaces
eOPF	Maintain all official information, forms, data that comprise the OPF	User and user support	Web access to FPPS
FPPS	Federal Personnel Payroll System	User and user support	Web access
ServiceNow	Workload Management System	User and User Support	ServiceNow
TechDoc	Electronic Library	User and user support	Web
USA Staffing®	U.S. Government Staffing System	User and user support	Web access

New Systems

New IT System Title	IT System Description	Access Requirements	IT System Interfaces
N/A			

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Customer Contact Center Strategy

The NSSC Customer Contact Center Service Delivery Guide provides details regarding menu position, routing, and escalation of inquiries for this activity. NSSDG-1200-0001, NSSC Customer Contact Center Service Delivery Guide, is located at: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=1926925&rev=$latest.

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Appendix A – Acronym List

Acronym	Meaning
CCC	Customer Contact Center
CS	Civil Servant
DOI	Department of Interior
EHRI	Enterprise Human Resources Integration
eOPF	Electronic Official Personnel Folder
FEHB	Federal Employee's Health Benefits
FPPS	Federal Personnel and Payroll System
GPR	Guide to Personnel Recordkeeping
HQ	Headquarters
HR	Human Resources
HRBP	Human Resources Business Partner
IBC	Interior Business Center
IT	Information Technology
NAMS	NASA Access Management System
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NSSC	NASA Shared Services Center
OPF	Official Personnel Folder
OPM	Office of Personnel Management

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Acronym	Meaning
PAR	Personnel Action Request
PAP	Personnel Action Processing
PII	Personally Identifiable Information
POC	Point of Contact
SF	Standard Form
SLI	Service Level Indicator
SP	Service Provider
SPACE	Standard Performance Appraisal Communication Environment
TSP	Thrift Savings Plan
USAS	USA Staffing®

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Appendix B – Work Process Flow Diagrams

Process 1 - eOPF New Hire Document Import

NSSC (SP) In-Processing Team

Start → Locates new hire in WTTS Gain Report and creates Request → Consolidates paperwork and attaches documents from EODS, TechDoc, WTTS and PAR to the Request → Forwards NSR to eOPF team

NSSC (SP) PAR Team

Processes personnel action and forwards paperwork to In-Processing Team

NSSC (SP) eOPF Team

Locates employee's file, imports & indexes documents → Completes quality review of documents

Systems (eOPF and FPPS)

Automated SF-50 data flows from FPPS to eOPF

eOPF sends Auto-generated E-mail to employee upon successful storage of data / document

End

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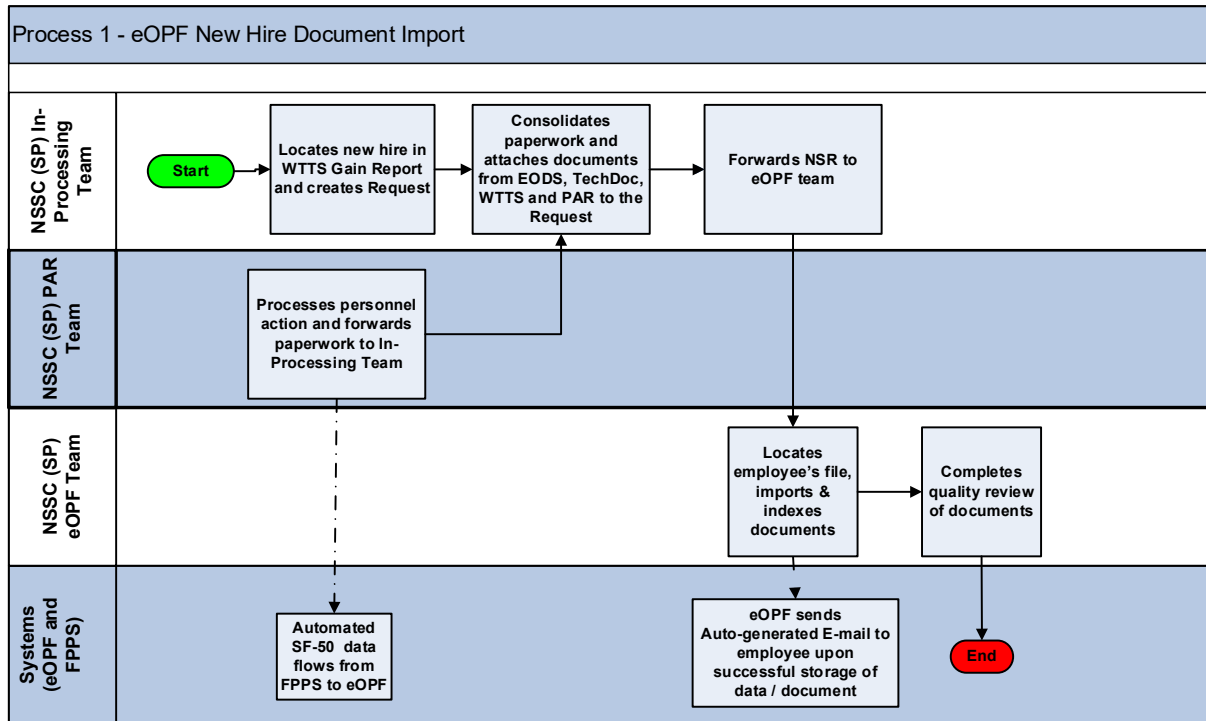SUBJECT: Electronic Official Personnel Folder (eOPF) Maintenance and Record Keeping

Process 2 - eOPF Delete/Purge/Re-index/Annotate and Misfiled Documents

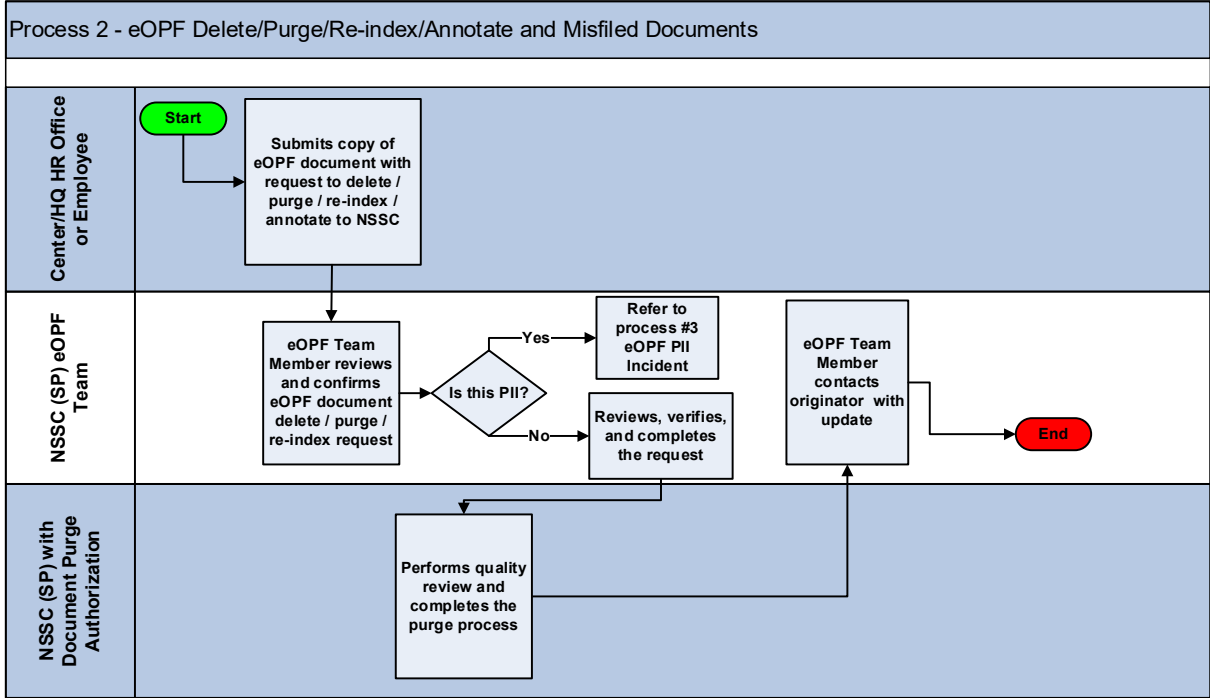| Responsible Office: Human Resources Services Division |
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Process 3 - eOPF PII Incident

NASA Employee or Center/HQ HR Office

Start → Upon discovery of a misfiled document containing PII, submits notification to the NSSC CCC

NSSC CCC

Creates urgent INC & notifies designated contacts (*See Note1)

*Note 1:
CCC Management
eOPF NSSC (SP) Team Lead
eOPF CS
NSSC & Center IT Security Managers
Privacy Act Manager

NSSC (SP) HR eOPF Team

Reviews and confirms eOPF removal request and determines cause of error → Performs necessary actions to correct issue → Notifies each employee of incident, separately

NSSC (SP) HR eOPF Systems Administrator with Document Purge Authorization

Performs quality review and completes purge process → Notifies all designated POCs of resolution → End

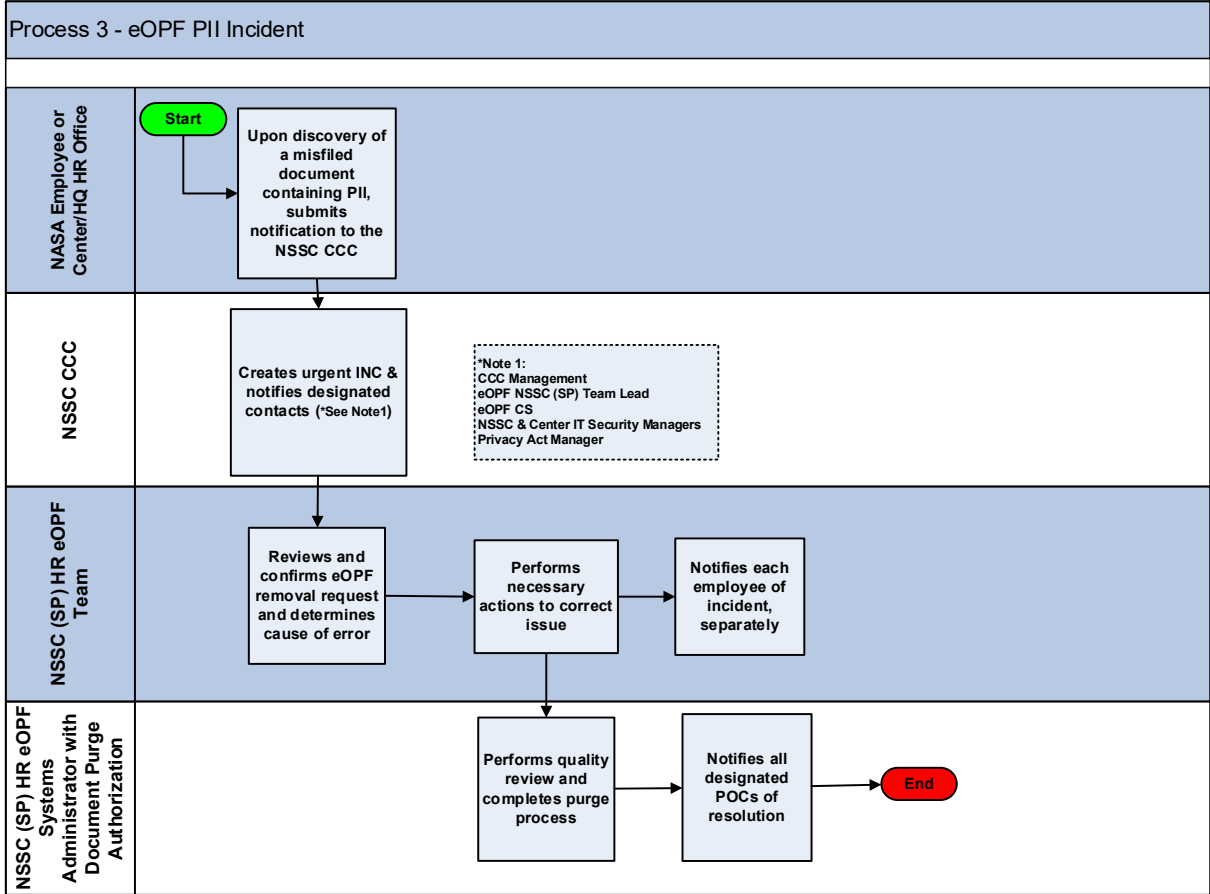| NSSC Service Delivery Guide	NSSDG-3271-0001 Revision 7.0
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Process 4 - Transfer eOPF From Losing Agency

NSSC (SP) PAR Team

Start → Processes personnel action & forwards pick-up SF-50 to eOPF Team

Performs data validation, in conjunction with PAR (e.g., SCD calculation) and processes corrections if necessary → End

NSSC (SP) eOPF Team

Submits pick-up SF-50 & request for eOPF to losing Agency → Receives folder and purges in accordance with the GPR → Scans contents and imports into employee eOPF file → Completes quality review of documents

Document Imaging

Receives folder and creates Request

Process 5 - SF-75 Data Preparation Process

Gaining Agency

Start → Submits request for NASA Employee's SF-75 Data

NSSC (SP) eOPF Team

Prepares the SF-75 report from the Employee's record in FPPS → Pulls Employee's last SF-50 and the latest FEHB & TSP information → Completes a quality review of data and forwards package to the gaining agency → End

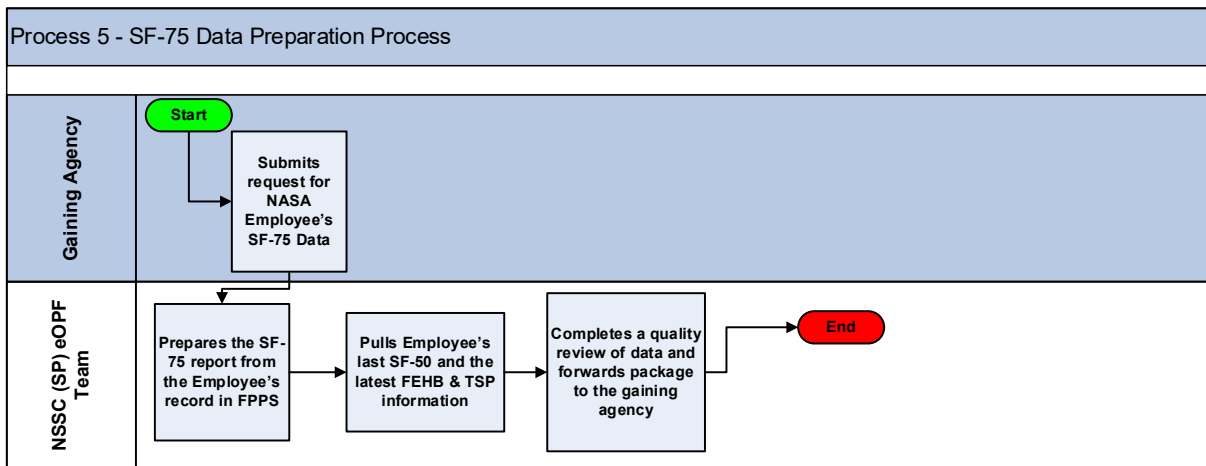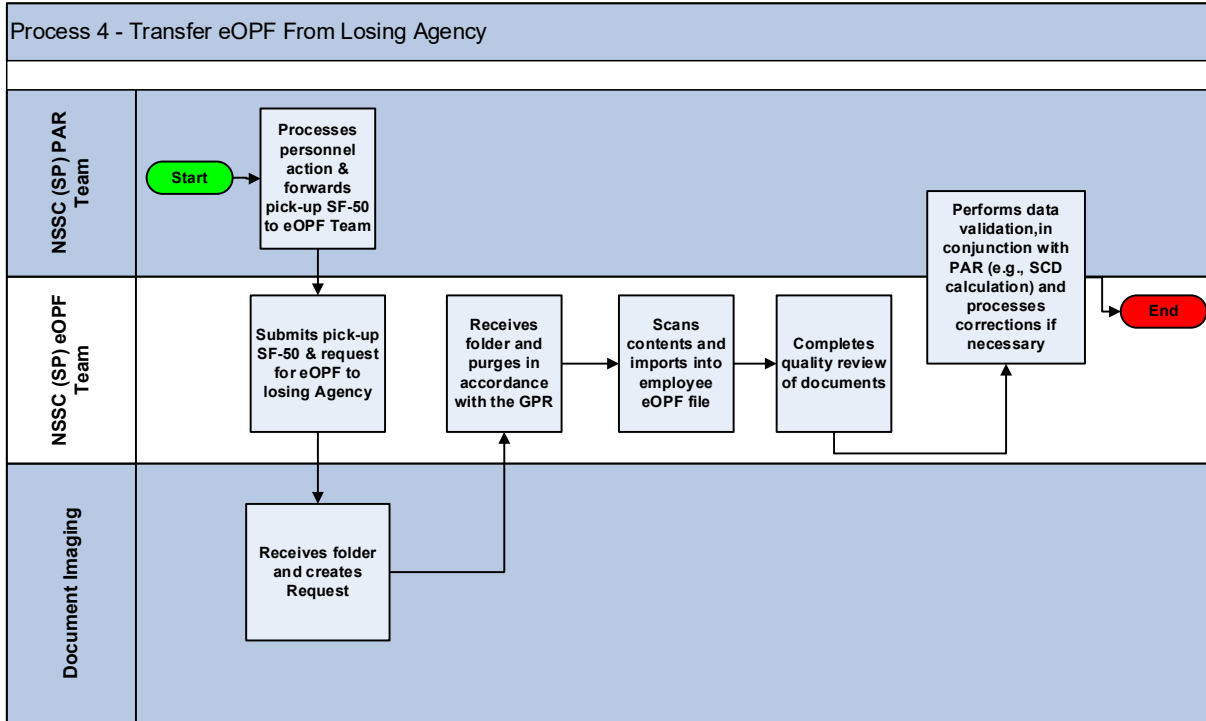| Responsible Office: Human Resources Services Division |
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Process 6 - Transfer eOPF To Gaining Agency

Gaining Agency

Start → Submits Pick-up SF-50 and request for eOPF

End

NSSC (SP) eOPF Team

Receives request, purges the file in accordance with the GPR and initiates transfer → Does the gaining agency have eOPF transfer functionality?

- Yes → Completes transfer electronically in eOPF
- No → Prints the folder and ships to the gaining agency

→ Notifies the Medical Office to send the medical records → Notifies Center HR to forward performances files → Receives the 1150 from DOI and sends to gaining agency → End

Process 7 - System Access Maintenance

Center/HQ HR Office

Start → Submits e-mail request for HR Specialist, Super User and/or Investigator access to the NSSC CCC (*See Note 1)

*Note 1: Auditor Investigator requests must have a beginning and ending date

NSSC (SP) eOPF System Administrator

Receives request and updates the accounts access → Notifies requester that access has been provisioned → End