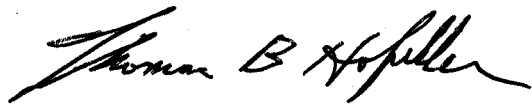


For: State Offices and HRD

Quality Assurance Reviews (QAR's) for Electronic Official Personnel Folders (e-OPF's)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

All Federal and county employees' OPF's:

- were shipped to Anacomp, the scanning facility authorized by OPM to convert paper copy OPF's into digital documents (Anacomp's accuracy rate with all agencies is 98 percent; **not** including errors because of misfiling)
- were scanned and loaded into the e-OPF environment
- have been returned to FSA for QAR's to be completed by human resources/administrative office community.

B Purpose

This notice provides guidelines and procedures to complete QAR's for State and County Office employees and HRD.

2 QAR's

A Timeframe

QAR's began December 2008 and will continue through April 30, 2009. HRD has tentatively scheduled releasing e-OPF's to FFAS employees in May 2009. Because of the large volume of employees, release will be completed in several phases.

To ensure that all the hard copy OPF's were scanned into the e-OPF environment accurately, State Offices and HRD are instructed to conduct a 100 percent page-by-page review of hard copy OPF's to e-OPF version. HRD realizes this is a tedious process, but the page-by-page review is necessary to ensure the accuracy of the Federal and county employees' career, especially for retirement purposes. The page-by-page review includes ensuring that documents are **not** missing or misfiled in another employee's e-OPF.

Disposal Date	Distribution
June 1, 2009	State Offices and HRD

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2 QAR's (Continued)

B Guidelines

To assist with QAR page-by-page reviews, HRD will provide State Offices a report that will include 3 specific e-OPF document types to look for, as follows:

- exceptions
- 01/01/1901
- other.

State Offices and HRD will first need to review and correct these 3 document types when completing QAR page-by-page reviews. The report will be broken down by employee and number count of documents in each document type. Use Exhibit 1 to record State Office or HRD changes when modifying or re-indexing documents. Retain a copy of Exhibit 1 for historical purposes.

For each of the 3 document types, the following table provides a description of criteria used by the system and how the system indexed the document.

Type	Description
Exception	Nature of Action (NOA) code: <ul style="list-style-type: none">• not within date range specified by OPM Master Form List or the Agency Specified Forms List• is missing from a document that requires an NOA code• has an alpha character in any position other than the last position; for example: 7A2• has leading zeroes; for example: 00702• has trailing letters; for example: 895A or 894G• has 3 zeroes; for example: 000• NOA1 field contains 001 or 002 and the NOA2 field is blank or illegible• NOA2 field contains 001 or 002.

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2 QAR's (Continued)

B Guidelines (Continued)

Type	Description
Exception (Cntd)	<p>Document has an Effective Date field:</p> <ul style="list-style-type: none"> • has more than 1 effective date; the latest effective date was indexed • is blank, is not legible, or a signature date is present • has more than 1 signature date; the latest signature date was indexed. <p>Note: If the document did not have an Effective Date or Signature Date, the latest date on the document was indexed.</p>
01/01/1901	<p>Document has no Effective Date field:</p> <ul style="list-style-type: none"> • indexed using the signature date • has more than 1 signature date was present; the latest signature date was indexed • signature date field is present, but has no date; or date was not legible, the latest date on the document was indexed • no signature line, the latest date was indexed • no dates on the document, the date 01/01/1901 was indexed. <p>Letter, memo, or e-mail:</p> <ul style="list-style-type: none"> • date of the letter, memo, or e-mail was indexed • is not dated, but signature date is present, the signature was indexed • no signature date was present, the latest date was indexed • no date on the letter, memo, or e-mail, the date 01/01/1901 was indexed. <p>FAX cover sheet:</p> <ul style="list-style-type: none"> • when unitized as an individual document, FAX date was indexed • no date is present, the latest date on the document or FAX transmission date was indexed • no date is present, the date 01/01/1901 was indexed.

2 QAR’s (Continued)

B Guidelines (Continued)

Type	Description
Other	<p>For all documents without form numbers, Anacomp used the document heading or subject line to assign a form number and a form type.</p> <p>Documents that are not identifiable were indexed as type, “Other”, with only 1 of the following form types:</p> <ul style="list-style-type: none"> • Benefits • Employee • Exception • Investigations/Security Clearance • Payroll • Performance Appraisal • Personnel Action/Support Documentation • Position • Training.

C Resources

When conducting QAR’s use the following resources to modify and index documents correctly:

- master forms and digital Government form lists; to obtain forms go to **<http://hr.ffas.usda.gov>**, CLICK “**Web Applications**”, and under e-OPF, click either of the following:
 - “**eOPF EHRI Master Forms List v 4**”
 - “**eOPF EHRI Digital Government (DG) Forms List**”
- review chart (Exhibit 1)
- modifying and re-indexing instructions (Exhibit 2).

Note: Only HRD employees have access to e-OPF. All other employees will continue to receive copies of personnel documents from HRD until employees are provided access to the system.

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3 Interim Filing Procedures

A Scanners

All State Offices should have received their eOPF (Fujitsu fi-6230C) scanner. State Offices will receive additional guidance and procedures for installing scanners.

B Documents Not Sent to Anacomp

Hold any documents that were **not** sent to Anacomp since January 2008. This includes any new employees' documents that are enter-on-duty related.

4 Handling e-OPF for Separating Employees

A Guidance

e-OPF Operational Guidance on Interim Transfer Procedure is posted on HRD's web site. Go to <http://hr.ffas.usda.gov>, CLICK "**Web Applications**", and under e-OPF, CLICK "**eOPF Operational Guidance**".

B OPM Scenarios

Various transfer scenarios have been provided by OPM. Procedure in this notice should be followed until the transfer functionality is available from OPM. Written notification will be forwarded when HRD is notified by OPM.

5 **Contacts**

A Contact Information

The following table provides contacts if assistance is needed for e-OPF QAR's or other issues.

IF questions about e-OPF policy, system, or operations in the...	THEN contact...	OR contact backup...
National Office	Tonya Williams by either of the following: <ul style="list-style-type: none"> • e-mail to tonya.williams@wdc.usda.gov • telephone at 202-401-0244 	Lisa Gressen by either of the following: <ul style="list-style-type: none"> • e-mail to lisa.gressen@wdc.usda.gov • telephone at 202-401-0654.
<ul style="list-style-type: none"> • Northeast Area States of: <ul style="list-style-type: none"> • Connecticut • Delaware • Maine • Maryland • Massachusetts • New Hampshire • New Jersey • New York • Pennsylvania • Rhode Island • Vermont • West Virginia • Midwest Area States of: <ul style="list-style-type: none"> • Illinois • Indiana • Iowa • Michigan • Minnesota • Missouri • Ohio • Wisconsin 	Debbie Rogers by either of the following: <ul style="list-style-type: none"> • e-mail to deborah.rogers@kcc.usda.gov • telephone at 816- 926-6148 	Debbie Lee by either of the following: <ul style="list-style-type: none"> • e-mail to debbie.lee@kcc.usda.gov • telephone at 816-823-3997.

5 Contacts (Continued)

A Contact Information (Continued)

IF questions about e-OPF policy, system, or operations in the...	THEN contact...	OR contact backup...
<p>Southeast Area States of:</p> <ul style="list-style-type: none"> • Alabama • Arkansas • Florida • Georgia • Kentucky • Louisiana • Mississippi • North Carolina • Puerto Rico • South Carolina • Tennessee • Virginia 	<p>Debbie Lee by either of the following:</p> <ul style="list-style-type: none"> • e-mail to debbie.lee@kcc.usda.gov • telephone at 816-823-3997 	<p>Connie Crook by either of the following:</p> <ul style="list-style-type: none"> • e-mail to connie.crook@kcc.usda.gov • telephone at 816-823-2304.
<ul style="list-style-type: none"> • Northwest Area States of: <ul style="list-style-type: none"> • Idaho • Montana • Nebraska • North Dakota • Oregon • South Dakota • Washington • Wyoming • Southwest Area States of: <ul style="list-style-type: none"> • Arizona • California • Colorado • Hawaii • Kansas • Nevada • New Mexico • Oklahoma • Texas • Utah 	<p>Connie Crook by either of the following:</p> <ul style="list-style-type: none"> • e-mail to connie.crook@kcc.usda.gov • telephone at 816-823-2304 	<p>vacant.</p>

QAR Modifications and Re-Indexing Instructions

During State Office and HRD 100 percent page-by-page reviews of hard copy OPF's to e-OPF version, use the instructions for modifying and re-indexing e-OPF documents.

Quality Review

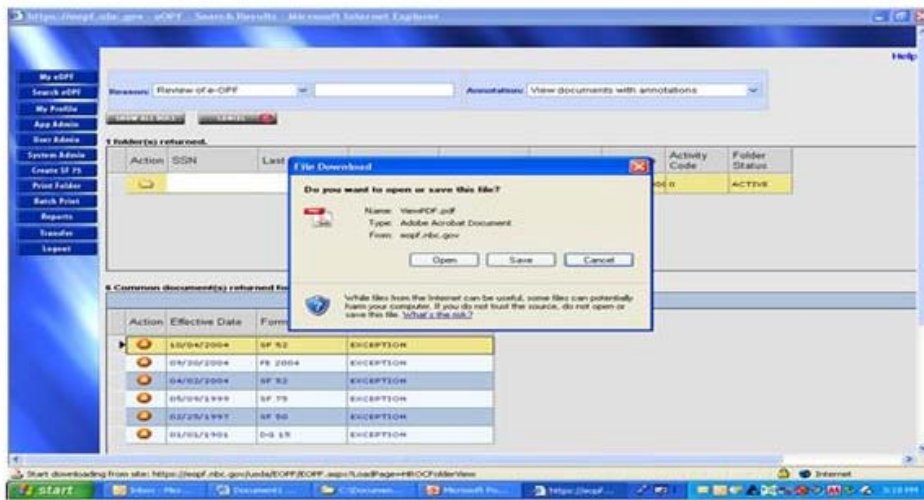
1. From the eOPF Main Menu select **Search eOPF**
2. From the Search Folders page select a POI, SSN or Employee Name you wish to access
3. From the Search Folders page select the **All Forms** button and EXCEPTION from the Type form drop down box
4. Select the Folder Sides: **Select All** box
5. Click **Search**

QAR Modifications and Re-Indexing Instructions (Continued)

Quality Review

Part I Continued...

- Select a **Reason** for viewing a folder from the Reason drop down box (review of eOPF)
- Select the **Folder Action** icon for an employee folder
- Select the **view** option to open and view a document
- Click the close button when finished viewing the document to return to eOPF

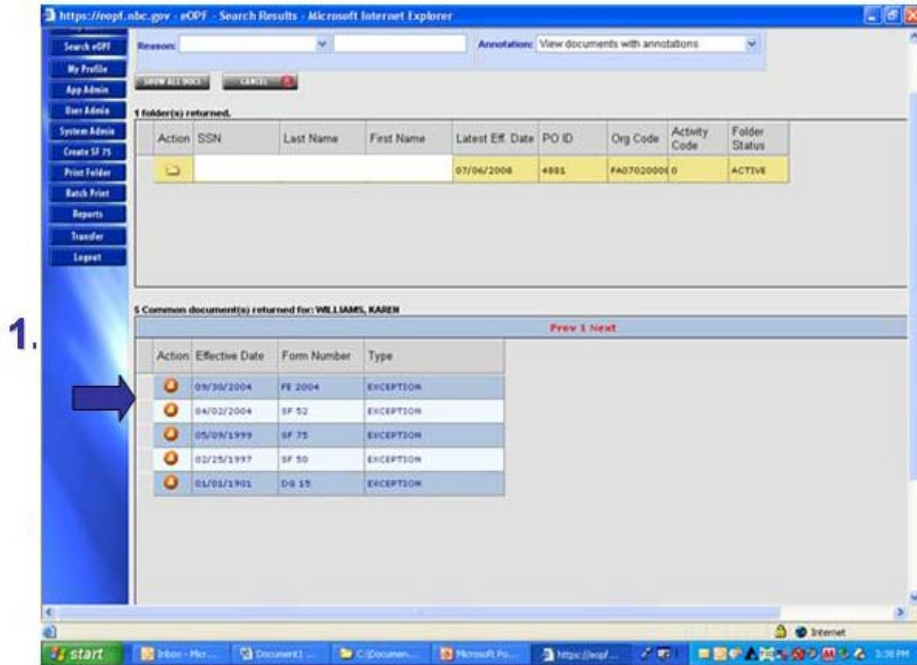


QAR Modifications and Re-Indexing Instructions (Continued)

Quality Review

Part 2: Modify the Document Index Information

1. From the open employee folder, select the **Action** icon and **Modify Index**



QAR Modifications and Re-Indexing Instructions (Continued)

Quality Review

2. Enter the correct indexing information by selecting a valid form from the form drop down list. Enter any additional data in the corresponding fields.
3. Click **Save**

Original Values:

Name:	LAST1000, FIRST1000
SSN:	000-00-1000
Eff. Date:	1/1/2007
Form:	NOTIFICATION OF PERSONNEL ACTION
Type:	APPT AUX/ASSISTANT EMERGENCY SUB
NOA Code 1:	191
NOA Code 2:	
Exception Comment:	
Folder Side:	Permanent

Enter New Data: Show all Forms/Types - including Obsolete (Obsolete Forms/Types are indicated with an * at the beginning)

SSN: 000-00-1080

Eff. Date: 1/1/2007

Form: SF 50:::NOTIFICATION OF PERSONNEL ACTION

Type: * APPT AUX/ASSISTANT EMERGENCY SUB:::191

NOA Code 1: 191

NOA Code 2:

Exception Comment:

Folder Side: Permanent

SAVE **CANCEL**

QAR Modifications and Re-Indexing Instructions (Continued)

Quality Review

To Modify an additional Document in an Employee Folder:

1. Select a **Reason** for viewing a folder from the Reason drop down box
 2. Select the **Action button** and **Open** the employee folder containing the document you just re-indexed
 3. Select the **Action icon** and **Modify Index** for the next Exception document in the employee folder (should be at the top of listing)
 4. Modify the document index appropriately (Part 2, Step 2)
 5. Click **Save**
- **NOTE:** Repeat steps 1-5 above until each Exception document for an employee folder has been appropriately indexed. After completing an employee folder, begin re-indexing documents contained in the next employee folder returned in Part 1.