UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

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

Thomas B Hopeler

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 **OAR's**

A Timeframe

OAR'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	
12-11-08	·	Page 1

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.

Туре	Description
Exception	Nature of Action (NOA) code:
	 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.

2 QAR's (Continued)

B Guidelines (Continued)

Туре	Description
Exception (Cntd)	Document has an Effective Date field:
	• 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.
	Note: If the document did not have an Effective Date or Signature Date, the latest date on the document was indexed.
01/01/1901	Document has no Effective Date field:
	• 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.
	Letter, memo, or e-mail:
	 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.
	FAX cover sheet:
	• 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)

Туре	Description
Other	For all documents without form numbers, Anacomp used the document
	heading or subject line to assign a form number and a form type.
	Documents that are not identifiable were indexed as type, "Other", with only 1 of the following form types:
	• 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.

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	Lisa Gressen by either of the					
	following:	following:					
	• e-mail to	• e-mail to					
	tonya.williams@wdc.usda.gov	lisa.gressen@wdc.usda.gov					
	• telephone at 202-401-0244	• telephone at 202-401-0654.					
Northeast Area States	Debbie Rogers by either of the	Debbie Lee by either of the					
of:	following:	following:					
Connecticut	• e-mail to	• e-mail to					
• Delaware	deborah.rogers@kcc.usda.gov	debbie.lee@kcc.usda.gov					
Maine							
Maryland	• telephone at 816- 926-6148	• telephone at 816-823-3997.					
Massachusetts							
New Hampshire							
• New Jersey							
New York							
• Pennsylvania							
Rhode Island							
• Vermont							
West Virginia							
• Midwest Area States of:							
• Illinois							
• Indiana							
• Iowa							
Michigan							
Minnesota							
Missouri							
Ohio							
Wisconsin							

5 **Contacts (Continued)**

A Contact Information (Continued)

IF	questions about e-OPF						
	licy, system, or						
-	erations in the	THEN contact	OR contact backup				
So	utheast Area States of:	Debbie Lee by either of the following:	Connie Crook by either of the following:				
• • • • •	Alabama Arkansas Florida Georgia Kentucky Louisiana Mississippi North Carolina Puerto Rico	 e-mail to debbie.lee@kcc.usda.gov telephone at 816-823-3997 	 e-mail to connie.crook@kcc.usda.gov telephone at 816-823-2304. 				
•	South Carolina Tennessee Virginia						
•	Virginia Northwest Area States of:	Connie Crook by either of the following:	vacant.				
	 Idaho Montana Nebraska North Dakota Oregon South Dakota Washington Wyoming 	 e-mail to connie.crook@kcc.usda.gov telephone at 816-823-2304 					
•	Southwest Area States of:						
	 Arizona California Colorado Hawaii Kansas Nevada New Mexico Oklahoma Texas Utah 						

e-OPF Review

Use this review chart to track changes to e-OPF. Retain a copy for historical purposes.

e-OPF REVIEW										
EMPLOYEE NAME:										SSN:
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REVIEWER:							D	ATE	RE	VIEWED:

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.





Part | 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

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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.