

Appendix C

DoDEA Official Personnel File (OPF) Purging and Maintenance Guidance Version 2, January 1999

The Guidance is to be used in conjunction with the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping. It is to be used when filing or purging Official Personnel File (OPF) documents. In cases where subject matter is addressed in both this document and the OPM guide, this document will prevail.

1. Purging of OPFs will be accomplished in accordance with “The Guide to Personnel Recordkeeping” issued by OPM.
2. In addition to the OPM guide, the DoDEA Personnel Center has established the following exceptions:
 - a. Finger Print Card. All copies are pulled and provided to the Personnel Program Management Teams, which will forward them to the FBI/OPM as appropriate.
 - b. DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment. Expired copies are pulled and shredded. Current copies are to be pulled and returned to the ID card issuing authority.
 - c. DD Form 1172, Application for Uniformed Services Identification and Privilege Card. Most recent copy remains in the OPF and is filed on the left side. All other copies are pulled and shredded.
 - d. HQ AESEL Form 608-1A-R, Soggiorno Application Worksheet. All copies are pulled and filed on the Recruitment Unit Master File.
 - e. Geographical Availability Information. Purge and shred all copies.
 - f. Five-Year Rotation Program/Continuation of Overseas Employment. All copies remain in the OPF, filed on the right side.
 - g. SOGA-PCC-R Form 1518, Clarification of Repatriation (and like forms). All copies remain in the OPF filed on the left side.
 - h. Memorandum and any health related document/form. All copies are to be pulled and filed in the Medical File.

- i. Transcripts and course descriptions. All hard copies will remain in the OPF in chronological order on the right side.

NOTE: When documents are scanned, the scanned copy will go to the Certification area which will at some point be part of the electronic Certification File, not the Electronic Official File (EOPF). The "Paper Clip" function will be used to attach these documents to the EOPF.

- j. Local Performance Criteria Documents. The five most recent copies will be pulled and returned to the Record Unit for placement in the EPF. All other will be pulled and returned to the employee.
- k. SF 85P-S, Supplemental, Questionnaire for Selected Positions. All copies are pulled, returned to the Records Unit, and filed in the Suitability File (Security).
- l. Certificate of Clearance and/or Security Determination. The most recent copy remains in the OPF filed on the right. All other (expired) forms/copies are pulled and shredded.
- m. ASCAS Tracer RIP. The most recent copy remains in the OPF on the left side. Once Certification of Clearance is completed and filed in the OPF, this RIP is pulled and shredded.
- n. Report on Individual Person (RIP). All RIPs (Not addressed elsewhere in this document) are pulled out and shredded.
- o. SF 1150 Record of Leave Data. All copies remain in the OPF on the right side.
- p. SF 7, Service Record. All copies are pulled and shredded.
- q. PMO Records Check. All copies are pulled and filed in the Suitability File.
- r. DD Form 359, Referral for Consideration. All copies are pulled and shredded.
- s. Bedrock Standards of Conduct. All copies are pulled and shredded.
- t. Employment Data Sheet. All copies are pulled and shredded.
- u. AETV-BKR Form CPO 101, Availability Information. All copies are pulled and shredded.

- v. Letter of Acceptance/Declination/Offering. All copies remain in the file on the left side.
- w. Pre-employment Questionnaire. Prior to Nov 96, the most recent copy remains in the OPF and is filed on the left. All other copies are pulled and shredded. Effective November 1996, all incoming copies are to be placed in the Recruitment Unit Master File.
- x. SD Form 119, Department of Defense Dependents Schools Voluntary Questionnaire. All copies are pulled and shredded.
- y. Standard Form 8, Unemployment Compensation for Federal Employees (UCFE) Program. All copies are to be pulled and shredded.
- z. Teaching Experience Worksheet. All copies remain in the OPF filed on the right.
- aa. Record of Emergency Data. The most recent copy remains in the OPF filed on the left side. All others are pulled and shredded.
- bb. SCIPMIS Input Worksheet. All copies are pulled and shredded.
- cc. SF 450, Confidential Financial Disclosure Report. All copies are pulled and given to the DoDEA, Office of the General Counsel.
- dd. Form W-4, Employee's Withholding Allowance Certificate. All copies are pulled and shredded.
- ee. All Education Leave Agreements. Keep all copies on the left.
- ff. Training Documents (all). All copies are pulled and given to Ms. Sara Riggs, of the Program Branch in the Personnel Center.
- gg. Certificate of Marriage/Birth Certificate/Adoption Certification. All copies are pulled and filed in the Living Quarters Allowance (LQA) Files.
- hh. Professional License. All copies will be kept in the OPF for scanning in the Certification Area.
- ii. Mobility Certification. All copies remain in the OPF on the right side.
- jj. Questionnaire for Military Spouse Preference (MSP). Remains in the OPF on the right side.
- kk. Supplemental forms DS5010, DS5011. Remain in the OPF on the right side.

- ll. National Teachers Examination and PRAXIS. Remain in the OPF on the right side.
 - mm. Return Right/change in Return Rights. Remains in the OPF on the left side.
 - mm. Transportation Agreement, DD1616, DD1617. Remains in the OPF on the left side.
 - nn. Travel and Allowance Documents. All remains in the OPF and are filed on the left side.
3. As additional guidance is required, it will be added to this document. If you have any questions, call Jack Morrison, (703) 696, 3000 x1637.

Jack Morrison
Chief, Personnel Systems, Payroll &
Records Section