



*OHRM-2004-01*

## ***Office of Human Resources Management Policy Memorandum***

### ***Subject: Official Personnel Folders***

The purpose of this memorandum is to provide the procedures to request, review and to remove Official Personnel Folders (OPFs) from the file room. The reason for the new procedures is to ensure better maintenance and control of the OPFs and to have OPFs readily accessible for review by the employees and available for the Office of Human Resources Management staff for personnel purposes.

#### ***Procedures for Requesting to Review and to Charge Out OPFs from the File Room***

1. Save the Attached OPF Request Form to your hard drive (By right-clicking you can save the form onto your hard drive or Desktop)
2. Open the attached form from your hard drive or Desktop
3. Enter your Last/First name
4. Fill out the appropriate fields and save the file
5. Click *File* from the Menu Bar

Click *Send to*: Noreen Ward and Quinecia Pryor with a CC: to Vanessa Lewis  
Subject line should read: OPF REQUEST

**NOTE:** The next time you open the file, click the RESET block in the upper right-hand corner for new request. The “**URGENT**” box should only be checked for requests for OPFs that required priority attention, (i.e., DOC/OS, White House Liaison, SES, political, pay issues, etc.). OPFs that are needed for after working hours and weekends should be requested in advance when possible or special arrangements can be made on an individual basis.

A standard reply will be sent when the OPF is available for review or ready to be picked up. Under normal circumstances, the request will be completed within one hour and not later than 24 hours. If the block on the OPF Request Form is checked to review the OPF only, the OPF must be reviewed inside room 7417 and cannot be charged out (unless a revision is made on the OPF Request Form). If the block is checked to charge out the OPF from the file room, the requestor must sign a copy of the printed OPF Request Form before the OPF can be removed from the file room. The OPF should be returned to the file room within 14 days after receipt when possible. If requested, a copy of the

completed OPF Request Form will be provided when the OPF is returned to the file room.

These procedures will become effective Pay Period 04 (February 23, 2004) and if you have any questions regarding the procedures for requesting, reviewing and removing OPFs from the file room, please call Vanessa Lewis on ext. 28327. If you have any questions pertaining to this Policy Memorandum, please call the HR Officer on ext. 23505.

Approved: *Doris W. Brown*

2-13-2004

Doris W. Brown  
Human Resources Officer

Date