UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

June 10, 2010

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: JOHN BERRY
DIRECTOR

Subject: Transfer of Official Personnel Folders and Employee Medical Folders to the National Personnel Record Center

This is to inform you that effective immediately, agencies are to cease the transfer of Official Personnel Folders (OPF) and Employee Medical Folders (EMF) to the National Personnel Records Center (NPRC) for the next 120 days, unless directed otherwise by OPM. Agencies will store the OPF's and EMF's of former employees separated from Federal service in a secure area following guidelines set forth in 5 CFR 297 subpart B and D. If another agency requests the OPF and/or EMF, the files should be sent to the requesting agency immediately.

Recently, OPM proposed amendments to 5 CFR Part 293, which will allow agencies to work directly with NPRC to arrange for OPF/EMF's to be transferred to/from NPRC. The comment period is closed and OPM will shortly submit a proposed final version of these amendments to OMB for review. Assuming that the final amendments are published as planned, this directive will facilitate the transition to the new process. In any event, it will preserve the status quo, to the extent possible, in the interim.

These interim procedures do not affect the Electronic Official Personnel Folder (eOPF) procedures and guidelines. If you have questions regarding the eOPF guidelines for transferring paper OPF's to NPRC, please contact Elizabeth Martin, OCIO, Enterprise Human Resources Integration (EHRI), at Elizabeth.Martin@OPM.gov or (202) 606-1553.

Thanking you in advance for your cooperation. If you have any questions, please contact Tanya Bennett by email at Tanya.Bennett@OPM.gov.