

Management Instruction

Reconstructing an Official Personnel Folder

This management instruction (MI) establishes Postal Service policy and requirements for reconstructing an individual's Official Personnel Folder (OPF) upon learning that it has been lost or destroyed.

Scope

This MI applies to Local Services offices responsible for maintaining OPFs and electronic OPFs (eOPFs).

Policy

The appropriate Local Services office must start to reconstruct an individual's OPF upon learning that the OPF has been lost or destroyed. Reconstruction includes copying or printing all applicable documents available from Human Resources and Payroll office files or systems, the employee, and other federal agencies, including those where the individual was formerly employed.

Each reconstructed OPF should contain a transcript of service; this serves as the required notice of reconstruction. The transcript is to remain as the top document of the reconstructed portion in the personnel folder.

Procedures

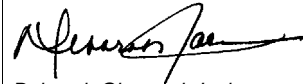
Search for Official Personnel Folder

Before beginning the reconstruction process, make every attempt to locate the original OPF, as follows:

Internal

Attempt to locate the missing OPF in the Human Resources Shared Services Center, district human resources offices, employing offices, and, if applicable, in district human resources and employing offices where the employee previously worked.

Date May 1, 2009
Effective Immediately
Number EL-340-2009-2
Obsoletes N/A
Unit Selection, Evaluation, and Recognition



Deborah Giannoni-Jackson
Vice President
Employee Resource Management

CONTENTS

Scope	1
Policy	1
Procedures	1
Search for Official Personnel Folder	1
Reconstruct Official Personnel Folder	2
Attachment 1	
Sample Transcript of Service	7
Attachment 2	
Sample Letter to Employee	9
Attachment 3	
Request to OPM for Employee Retirement Records SF 2806/SF 3100	11
Attachment 4	
Payroll Records Search Request	13
Attachment 5	
Agency Addresses for PS Form 316 Requests	15

External

To determine if an OPF was inadvertently forwarded to the National Personnel Records Center (NPRC), address a separate Standard Form (SF) 127, *Request for Official Personnel Folder*, for each name by which the individual has been known while employed. In the remarks section, state: "The OPF for this employee is lost or destroyed. This is to request that a search be made by NPRC for the OPF of the named employee."

Reconstruct Official Personnel Folder

If the search process fails to produce the OPF, take the following steps to reconstruct it:

Step 1. Contact Employee

Contact employee (see Attachment 2, Sample Letter to Employee) and request any relevant documents the employee can furnish. For example:

- Application for employment.
- Forms DD 214, *Report of Separation*, and military buy-back applications/statements, if any.
- Forms PS 50 and SF 50, *Notification of Personnel Action*, issued by the Postal Service for any prior appointments and, if applicable, from other agencies.
- Earnings and leave statements from other federal agencies, if applicable.

Other documents the employee may be able to provide are: Federal Employees Health Benefits (FEHB) worksheets, SF 2809, SF 2817, SF 2823, SF 1152, SF 2808, SF 3102, SF 1187, SF 1188.

If you believe that an OPF has been stolen, you may modify the letter to let the employee know that you have notified the appropriate authorities (e.g., Inspection Service, Corporate Information Security).

Step 2. Request Retirement Records

Request retirement records for any and all Postal Service and for federal civilian service for which the employee made Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) contributions. If the employee's current appointment is noncareer, but he or she had prior postal career service that is not documented in either the Postal Service Complement Management System (CMS) or the Employee Personnel Action History (EPAH) system, request retirement records.

Exceptions

- If the employee's current postal employment is his or her only federal civilian service, then there is no need to request retirement records.
- If the employee has prior postal or federal civilian service, all of the prior service is noncareer, and retirement contributions were not made, then there is no need to request retirement records.
- If in doubt, request the employee's retirement records.

How to Request Retirement Records

Request a copy of all forms SF 2806, *Individual Retirement Record (CSRS)*, and SF 3100, *Individual Retirement Record (FERS)*. Make a separate request for each name the individual used while employed. Provide the employee's name, social security number, and date of birth. Mail or fax your request on the form shown in attachment 3 to the Office of Personnel Management (OPM):

OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS CENTER
PO BOX 45
BOYERS PA 16017

FAX: 1-724-794-4668

Note: If OPM provides retirement records for prior service in another agency for which CSRS or FERS retirement deductions were made, skip to Step 5. Otherwise, go to Step 3.

Step 3. Contact the National Personnel Records Center

If OPM cannot provide retirement records for prior service in another agency for which CSRS or FERS retirement deductions were made, ask the National Archives and Records Administration (NARA), NPRC, to search for verification of payroll records for previous civilian employment in another agency.

Submit a separate Payroll Records Search Request (see attachment 4) for each name by which the individual was known while employed. Address the request to:

ATTN: CHIEF, CIVILIAN REFERENCE BRANCH
NARA NATIONAL PERSONNEL RECORDS CENTER
111 WINNEBAGO ST
ST LOUIS MO 63118-4126

Note: If NPRC provides payroll records for all prior other-agency service, skip to Step 5. Otherwise, go to Step 4.

Step 4. Ask Employee to Contact the Social Security Administration

If NPRC cannot provide payroll records to verify this service, the period of service is undocumented. Ask the employee to request detailed earnings information for the undocumented service from the Social Security Administration (SSA) at this address:

SOCIAL SECURITY ADMINISTRATION
6401 SECURITY BLVD
BALTIMORE MD 21235

An SSA report of detailed earnings will also be necessary if NPRC is unable to provide payroll records for *noncareer* service in another agency and there is no other proof of periods of civilian service for which FICA withholdings were made. Advise the employee to use Form SSA-7050, *Request for Social Security Earnings Information*, to request earnings by each federal employer, available at <http://www.ssa.gov/online>.

Note: It is important to inform the employee that SSA will charge a fee for this service that is based on the number of years of earnings to be

reported.

Step 5. Print Employment History

Print the employee's current employment history. Access the Employee Personnel Action History (EPAH) system for **service history information** to determine if the employee had prior periods of service and to prepare the transcript of service for inclusion in the OPF (see Step 7). **There is no need to print a PS Form 50 dated January 1, 1990, or later.**

- In EPAH, select the following reports:
 - *Employee Separation Report* — displays salary and placement service history (R0955).
 - *Placement Information Report* — displays all positions/job slots.
- To prepare a transcript of service, print screens of the reports (see Step 7).

Step 6. Copy Documents From Other Sources

Copy any relevant documents available from other sources (e.g., Preemployment Investigation File; Employee Medical File; the Retirement, Thrift Savings Plan, and Reduction in Force (RTR) system; Labor Relations). Copy relevant documents that the employee can furnish from his or her own record files. For example,

- A copy of PS Form 2591, *Application for Employment*, may be available from the Preemployment Investigation File or the Employee Medical File. **Do not have the employee re-create the form.**
- An RTR Detailed Report may be available from the RTR System.

Step 7. Prepare a Transcript of Service

Prepare a transcript of service (see attachment 1). The transcript of service serves as the notice of reconstruction. Include the reference number (DG 27) at the bottom left in bold so the document is properly indexed in the eOPF.

Step 8. Assemble the Official Personnel Folder

Assemble the OPF. Using the table below, select the appropriate folder and file the transcript of service in the folder as the top document. File a copy of the letter to the employee (see Step 1) and documents obtained during the reconstruction process beneath the transcript.

Use...	When...
Item O-66 PF, <i>Official Personnel Folder</i> (USPS)	Service history is for the Postal Service after 1970.
SF 66C, <i>Merged Records Personnel Folder</i> (orange)	Service history is for the Postal Service before 1970 and/or for service in any other federal agency.

Do not file in the reconstructed OPF:

1. Medical records.
2. Fingerprint charts.
3. PS Forms 50 dated January 1, 1990, or later.
4. Copies of notes, e-mails, or sticky notes.
5. Sealed envelopes.
6. Personnel action worksheets.
7. OPM investigation materials (e.g., case closing transmittals).

Note: If you locate an OPF and find that there is already an eOPF for that employee, access the eOPF and review its contents. You may find that the eOPF contains documents that constitute an OPF reconstructed before the original OPF surfaced. If this is the case, proceed carefully to delete those eOPF documents that were reconstructed and are also in the hardcopy OPF to avoid duplicates, and send the hardcopy OPF for scanning along with loose papers and new hire OPFs.

Attachment 1
Sample Transcript of Service

Transcript of Service

Name: _____

EIN: _____

The following transcript of federal service was prepared for inclusion in this reconstructed OPF to document current and previous federal civilian service.

Effective Date	Type of Action	Rate Schedule Code, Pay Plan, Series, Grade, Basic Pay	Work Schedule	Retirement Code	Agency Duty Station
06-19-67	Excepted Appt	GS-0301-01 \$3609 pa	F	1-CSRS	Department of the Navy, Washington DC
10-22-67	Promotion	GS-0301-02 \$4231 pa	F	1-CSRS	same as above
09-23-68	Separation/Military	N/A	N/A	N/A	N/A
06-18-73	Veterans Readjustment Appointment	GS-0303-02 \$5432 pa	F	1-CSRS	Veterans Administration, Washington DC
10-14-73	Promotion	GS-0303-03 \$6408 pa	F	1-CSRS	same as above
08-10-74	Resignation	N/A	N/A	N/A	N/A
08-11-74	Career Appointment	PS-5 \$5.00 ph	PTF	1-CSRS	US Postal Service, Baltimore MD
10-27-74	Resignation	N/A	N/A	N/A	N/A
03-06-80	Career Appointment	PS-4 \$10.00 ph	PTF	1-CSRS	US Postal Service, Baltimore MD

Prepared 03-09-2009 by:

Name, Title, and Signature: X, HR Generalist
 Agency: US Postal Service
 Office: X Customer Service District Office
 Telephone Number: (000) 000-0000

DG 27

Attachment 2
Sample Letter to Employee

Human Resources



[Date]

[Employee's Name
Address
Address]

Employee's Name: [] Employee's EIN : []

Dear [],

Your assistance is needed to reconstruct your Official Personnel Folder (OPF). The OPF is the repository for certain appointment, compensation and benefits, administrative, and payroll records and personnel actions related to your postal and other federal service. A limited number of copies of records documenting your military service are also retained in the OPF. Your OPF is the basic source of factual data about your federal employment while in the service and after your separation.

Personnel offices use OPF records in various ways, including screening employee qualifications; determining status, eligibility and employee rights and benefits under pertinent laws and regulations governing federal employment; computing length of service; and obtaining any other information needed to provide personnel services.

This letter represents *our* first step in reconstructing your missing or lost OPF.

You can take 3 steps that will help us to reconstruct your OPF as completely as possible:

Step 1. Please check your records and furnish the office below with a copy of any of the documents listed below that you may have in your possession:

- PS Form 2591, *Application for Employment*, or applications for prior federal employment in other agencies.
- DD Form 214 and military buy-back application/statements, if any.
- Federal Employees Health Benefits (FEHB) worksheets.
- SF 2809, *Employee Health Benefits Registration Form*.
- SF 2817, *Life Insurance: Election Federal Employees' Group Life Insurance Program*.
- SF 2823, *OFEGLI Designation of Beneficiary*.
- SF 1152, *Designation of Beneficiary for Unpaid Compensation*.
- SF 2808, *CSRS Designation of Beneficiary*.
- SF 3102, *FERS Designation of Beneficiary*.
- SF 1187, *Request for Payroll Deductions for Labor Organization Dues*.
- SF 1188, *Cancellation of Payroll Deductions for Labor Organization Dues*.
- Marriage certificate and/or divorce decree to support a name change since date of hire.
- Birth certificate to support a change from FEHB self-only coverage to family plan, etc.
- SF 50s or other personnel action notices documenting service in other federal agencies, if any.
- Earnings and leave statements for employment in other federal agencies.

EMPLOYEE'S NAME: _____

EIN: _____

Step 2: In the table below, please indicate the names you have used and all prior postal or federal civilian service and prior military service, if any.

Postal Service and Prior Civilian and/or Military Service

Federal Agency or Military Service Branch	Appointment, Separation, Conversion Dates for civilian and active military service		Name of Retirement System (e.g., FICA, FERS, CSRS, CSRS-Offset)	Name(s) used at this time
	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)		

Step 3: If you do not have a copy of your prior beneficiary designations for unpaid compensation, life insurance, or retirement contributions, please prepare new designations of beneficiary on the appropriate forms:

- SF 1152, *Designation of Beneficiary for Unpaid Compensation.*
- SF 2823, *OFEGLI Designation of Beneficiary.*
- SF 3102, *FERS Designation of Beneficiary.*
- SF 2808, *CSRS Designation of Beneficiary.*

Beneficiary forms and instructions for preparing them can be found on the employee LiteBlue website at <https://liteblue.usps.gov/wps/portal/!ut/p/.scr/Login>. You will need your Employee Identification Number (EIN) and USPS PIN to log in. Once logged in, click the *My Life* tab and then click *Beneficiary Forms* under the My Benefits heading. (Note: If you did not have any Designations on file but would like to do so now, complete and submit the forms and we will forward for processing.)

Please return this letter to me at the address below along with any documents you were able to locate or have prepared to designate beneficiaries. Thank you for your time, attention, and action to assist us in this effort.

HR Generalist
(address)
(phone number)

DG 27

Attachment 3
Request to OPM for Employee Retirement Records SF 2806/SF 3100

EIN:



FACSIMILE COVER LETTER

DATE: _____

PLEASE DELIVER THE FOLLOWING PAGES

To: **OFFICE OF PERSONNEL
MANAGEMENT**

From: ATTN: _____

US Postal Service Local Services

Phone: _____

Fax: 1-724-794-4668

Fax: _____

Please fax a copy of the **SF 2806 and/or SF 3100** for the following Postal Service employee:

Employee's Name: _____

Employee's SSN: _____

Other Names Used: _____

Prior Federal Agency: _____

Thank you for your assistance.

USPS 09

Attachment 4
Payroll Records Search Request



EIN: _____

Date: _____

**ATTN: CHIEF, CIVILIAN REFERENCE BRANCH
NARA NATIONAL PERSONNEL RECORDS CENTER
111 WINNEBAGO ST
ST. LOUIS MO 63118-4126**

Subject: Request for Payroll Records Search Earnings and/or Intermittent/WAE Hours

This is to request a search of any payroll records, including total earnings and intermittent/WAE hours on the named employee that may be stored at NPRC.

Name: _____

DOB: _____

SSN: _____

Agency Employed By: _____

Location: _____

Position Title: _____

Effective Dates of Service: From _____ To _____

Remarks: _____

Return to:

HR GENERALIST NAME AND ADDRESS:

PS 316

Agency Addresses for PS Form 316 Requests

For prior service performed at any of the agencies listed below, request PS Form 316, *Records Information Request*, directly from the agency.

CENTRAL INTELLIGENCE AGENCY (CIA)

OFFICE OF RETIREMENT PROGRAMS
PO Box 9704 — ROSSLYN STATION
ARLINGTON VA 22219-9704

DISTRICT OF COLUMBIA (DC) GOVERNMENT

OFFICE OF PAYROLL/RETIREMENT
410 E ST NW
WASHINGTON DC 20001-2725

TENNESSEE VALLEY AUTHORITY (TVA)

EMPLOYEE SERVICE CENTER
400 W SUMMIT HILL DR WT CP
KNOXVILLE TN 37902-1499

FEDERAL BUREAU OF INVESTIGATION (FBI)

J EDGAR HOOVER BUILDING
935 PENNSYLVANIA AVE NW
WASHINGTON DC 20535

UNITED STATES CENSUS

EMPLOYMENT SERVICES
4700 SILVER HILL RD
WASHINGTON DC 20233-0002

PEACE CORPS

PAUL D COVERDELL HEADQUARTERS
1111 20TH ST NW
WASHINGTON DC 20526-0001