

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 3290.11

National Policy

Effective Date:
February 1, 2008

Cancellation Date:
February 1, 2009

SUBJ: Implementation of Electronic Official Personnel Folder

1. Purpose of This Notice. This notice establishes compliance with the electronic Official Personnel Folder (eOPF) automation requirements. Enterprise Human Resources Integration (EHRI) is one of five Office of Personnel Management (OPM)-led e-Government initiatives. EHRI is a collaborative e-Government initiative designed to transform the way Federal HR Specialists and Managers access human resource information and the way all Federal employees access their personnel file information.

2. Who This Notice Affects. This notice affects any organization or individuals maintaining duplicate copies of personnel records of employees, i.e., Notification of Personnel Actions (SF-50s). Release of this Notice requires SF-50s be destroyed. This requirement does not pertain to an employee's personal copies.

3. Where You Can Get A Copy of This Notice. You can find this notice on MYFAA at https://employees.faa.gov/tools_resources/orders_notices.

4. Background. OPM requires Federal Human Resource officials to create, maintain, and safeguard employee information in accordance with the Privacy Act of 1974 (5 USC 552a). This requirement has been delegated to Federal agencies, including FAA. These requirements mandate the maintenance and safeguarding of the consolidated system of records on employees, including the official personnel folder and employment-related files. Duplicating and maintaining copies of SF-50s and OPFs is a direct violation of the delegated system of records requirements. A person who discloses personally identifiable information (PII) from personnel records subject to the Privacy Act, knowing that the disclosure is unauthorized, may be subject to disciplinary action up to and including removal from Federal service, as well as, criminal sanctions.

Migration to eOPF means access to the OPF will be limited to the Human Resource Management Offices. Time-limited access may be given to others (i.e., managers, supervisors and OPM approved investigators), on a "need to know" basis when the data is legitimately needed. Initiating personnel actions does not constitute a "need to know". Administrative personnel create Requests for Personnel Actions (SF-52s) in the Federal Personnel/Payroll System (FPPS)

and can review the SF-52 in FPPS upon completion. Supervisors and administrative personnel are responsible for including all information on the SF-52 in FPPS upon submission, including appropriate remarks. Individual employees will have access to their own official personnel files with the capability to review and print documents from their own folder. The electronic version will be the "official" personnel file. The original paper OPFs will no longer be maintained and are forwarded to the National Archives and Records Administration (NARA). Upon separation from the Federal Service, electronic file will be forwarded to the NARA for appropriate disposition according to OPM's rules and regulations.

In addition, EHRI will provide the ability to query workforce data, providing analytical tools which can be used to conduct strategic human capital planning. In preparation of the eOPF initiative, conflicting information in the FAA Order 1280.1A, Protecting Privacy of Information about Individuals Chapter 4, Section 6, paragraph 4-28 b., is being removed in its entirety.

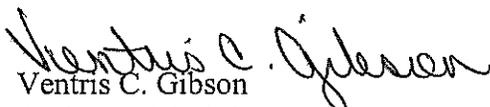
5. Explanation of Changes. In coordination with Office of Information Services (AIO) the following is being removed in its entirety: Order 1280.1A, Protection of Information about Individuals: Chapter 4. Personnel Records, Section 6. Supervisor's Personnel Records, paragraph 4-28 b.

6. What Records can Managers Maintain. Managers are still permitted to maintain certain records. These include: copies of employee's Performance Evaluation Records, Individual Development Plans; training accomplishments, including employee's performance on specific projects, details, or assignments; notes on employee performance; recognition and awards materials; attendance and leave (which are separate from the time and attendance system); counseling sessions and conduct; copies of debt complaint correspondence; copies of supervisor's response to reference inquiries; and copies of employee's Notification of Personnel Security Action, indicating the employee's security clearance.

The documents supervisors can maintain will be added to Order 1280.1A, Chapter 4: Personnel Records, Section 6, Supervisor's Personnel Records, paragraph 4-28 a., Records Authorized for All Supervisors.

7. Documentation. The revision of FAA Order 1280.1A, Protecting Privacy of Information about Individuals, will also remove any reference to maintaining additional personnel records, i.e., photocopies of SF-50's for employees, and update appropriate documents that may be maintained.

8. Distribution. This notice is distributed to all supervisors and managers in Washington, regions and centers, and supervisor level in all field offices and facilities.


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