



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 02/14/2011
Instruction Memorandum No. OC-2011-025
Expires: 9/30/2012

To: All Officials Responsible for Support Services
Attn: Chief Information Officers and Human Resources Officers

From: Director, National Operations Center

Subject: Electronic Official Personnel Folder (eOPF) Document Scanning

Program Area: Management, Information Technology, and Human Resources (HR) Offices.

Purpose: To provide scanning instructions for HR staff utilizing the eOPF system and technical guidance for the Information Technology (IT) staff regarding software installation and scanning equipment necessary for this task.

Policy/Action: State/Center/Washington Office HR staff are responsible for scanning and uploading personnel documents into eOPF and properly removing scanned documents from their individual computers daily to meet security requirements. The IT staff is responsible for installing, configuring, and sustaining the software/hardware components of the eOPF systems. The National Operations Center (NOC) IT staff created the two attachments to this Instruction Memorandum (IM), eOPF HR User Manual and the eOPF Technical Implementation Guide. The first attachment provides HR with user-level eOPF operating instructions and the second provides IT staff with technical installation and implementation guidance.

Timeframe: This IM is effective immediately.

Budget Impact: Possible increase in costs associated with the purchase of software, the purchase of appropriate scanners, and installation of the software and/or scanners.

Background: The eOPF electronically houses all Bureau of Land Management Official Personnel Folders, Employee Performance Folders, and related personnel folders.

Manual/Handbook Sections Affected: Multiple NOC internal operational processes, procedures, and workflows required.

Coordination: This IM was coordinated internally within the NOC, Division of Information Resources Management and Division of HR Services.

Contact: If you have any questions concerning the IT components necessary to enable eOPF to function, please contact the NOC IT support staff via the National Service Desk. Questions regarding the eOPF User Manual and the eOPF Technical Implementation Guide may be referred to Scott Herbert at 303-236-0906.

Signed by:
Lynda B. Stelzer
Director, National Operations Center

Authenticated by:
William Mills
Records Administrator

2 Attachments:
1 – eOPF Human Resources User Instructions (15 pp)
2 – eOPF Technical Implementation Guide (31 pp)

Distribution:
OC-521, BLM Library
OC-110, William Mills