



# OCHR NEWS

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## **DON Begins Transition to Electronic Personnel Records**

In the next few months, the Department of the Navy will begin the process of converting millions of paper-based personnel records to electronic files. This is part of the DON's effort to implement electronic Official Personnel Folders (eOPFs) across the enterprise.

Current paper-based Official Personnel Folders (OPFs) contain records that cover an employee's work history. Converting to electronic records will not only maximize available technology, but also enable immediate 24/7 access for employees, hiring managers and human resources professionals to critical personnel documents online through a secure Internet connection.

Transitioning to electronic personnel folders also:

- Enhances portability and security of employee personnel records
- Increases employee awareness and accountability via automatic email notifications
- Reduces costs associated with storage, maintenance and retrieval of records
- Eases transfer of pertinent human resource data when an employee changes positions both within and outside the DON
- Integrates and complements agency human resources information systems capabilities
- Eliminates loss of an employee's OPF in filing and routing
- Immediate access to OPF files and information for a geographically dispersed workforce

The DON will implement eOPF in multiple phases. For current employees, the first phase starts with employees verifying their information contained in their MY BIZ accounts. Employees need to verify the MY BIZ information by May 1, 2012. The second phase involves back scanning the paper OPFs to electronic files.

Information on the status of the eOPF process and next steps are available at [www.public.navy.mil/donhr/pages/eOPF.aspx](http://www.public.navy.mil/donhr/pages/eOPF.aspx). A fact sheet on the eOPF initiative also is available on the DON Office of Civilian Human Resources CAC-enabled intranet. Questions may be sent to [DONeOPF@ochr.navy.mil](mailto:DONeOPF@ochr.navy.mil).

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