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**From:** For the [EHRI.Internet@opm.gov](mailto:EHRI.Internet@opm.gov) mailbox <[EOPF\\_AGENCY\\_USER@LISTSERV.OPM.GOV](mailto:EOPF_AGENCY_USER@LISTSERV.OPM.GOV)> on behalf of Turner, Michele <[Michele.Turner@OPM.GOV](mailto:Michele.Turner@OPM.GOV)>  
**Sent:** Monday, October 5, 2020 7:15 AM  
**To:** [EOPF\\_AGENCY\\_USER@LISTSERV.OPM.GOV](mailto:EOPF_AGENCY_USER@LISTSERV.OPM.GOV) <[EOPF\\_AGENCY\\_USER@LISTSERV.OPM.GOV](mailto:EOPF_AGENCY_USER@LISTSERV.OPM.GOV)>  
**Subject:** [EXTERNAL] Email for Agencies

Good morning,

Effective September 23, 2020, the Entrance on Duty (EOD) requirements and certification guidance was updated. The updated guidance is posted on the eOPF Toolkit under What's New!. The changes to the EOD guidance bring it into alignment with federal guidance. The changes are applicable to all EOD systems that create forms filed in an employee's Official Personnel Folder (OPF), even those that do not submit files to eOPF.

The changes that impact the EOD systems and the agency processes include:

- Removal of the following forms from the list of forms approved for filing in an OPF/eOPF as part of the EOD process as they are not filed on either the Permanent or Temporary sides:
  - I 9 Employment Eligibility Verification
  - SF 1199A Direct Deposit Signup
  - FMS 2231 Fast Start Direct Deposit
  - SF 2808 Designation of Beneficiary (CSRS)
  - W4 Employee Withholding Allowance
- Removal of the following form from the list of forms approved for electronic signature per a request from the form owner:
  - SF 1152 Designation of Beneficiary Unpaid Comp of Deceased Fed Emp
- Removal of the following form from the list of forms approved for filing in an OPF/eOPF as part of the EOD process as only the version completed by the Records Center is filed in the Permanent folder side:
  - SF 813 Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions
- Form certification period change to "On or after EOD":
  - SF 181, Ethnicity and Race Identification
  - SF 256, Self-Identification of Handicap

Additionally, the forms included in the EOD process are limited to those created as part of the process to hire the employee into the agency and filed in the OPF.

- No forms indexed for filing in folders other than Permanent or Temporary should be included in the EOD files.
- Forms must be included on either the Master Forms List (Permanent) or the agency forms list (Temporary).
- Forms such as checklists, training documentation, staffing and recruitment materials, notifications, etc. belong in an agency's records management system and are not submitted via an EOD system.
- There are established processes outside the EOD systems for the submission of forms such as an employee's OPF or performance – they are not submitted via an EOD system.

These changes require the recertification of the EOD systems by the agencies and we have asked the EOD providers to submit their plans for updating their systems with proposed implementation dates no later than October 9, 2020. Please work with your providers to determine the changes necessary to your internal agency procedures and to learn the process for testing and certifying the required changes to the provider systems.

Please contact your Oversight Manager if you have questions.

The changes that impact the EOD systems and the agency processes include:

- Removal of the following forms from the list of forms approved for filing in an OPF/eOPF as part of the EOD process as they are not filed on either the Permanent or Temporary sides:
  - I 9 Employment Eligibility Verification
  - SF 1199A Direct Deposit Signup
  - FMS 2231 Fast Start Direct Deposit
  - SF 2808 Designation of Beneficiary (CSRS)
  - W4 Employee Withholding Allowance

**Response:** *WTTs does not send any of the forms listed above to eOPF. Note: We do not have the FMS 2231 as a part of our forms library. No action taken.*

- Removal of the following form from the list of forms approved for electronic signature per a request from the form owner:
  - SF 1152 Designation of Beneficiary Unpaid Comp of Deceased Fed Emp

*Response: The SF-1152 in WTTS is currently a wet signature form. No action taken.*

- Removal of the following form from the list of forms approved for filing in an OPF/eOPF as part of the EOD process as only the version completed by the Records Center is filed in the Permanent folder side:
  - SF 813 Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions

*Response: This will be done immediately. We have entered the change into our JTrac system for immediate implementation on the SF-813.*

- Form certification period change to "On or after EOD":
  - SF 181, Ethnicity and Race Identification
  - SF 256, Self-Identification of Handicap

*Response: This will need to be done via a change request and implemented by November 6, 2020 for the SF-181/256. Details on this change will be incorporated into our 20.3 release notes.*

Additionally, the forms included in the EOD process are limited to those created as part of the process to hire the employee into the agency and filed in the OPF.

- No forms indexed for filing in folders other than Permanent or Temporary should be included in the EOD files.
- Forms must be included on either the Master Forms List (Permanent) or the agency forms list (Temporary).
- Forms such as checklists, training documentation, staffing and recruitment materials, notifications, etc. belong in an agency's records management system and are not submitted via an EOD system.
- There are established processes outside the EOD systems for the submission of forms such as an employee's OPF or performance - they are not submitted via an EOD system.

*Response: The only form currently indexed for filing in a folder other than 'Permanent' or 'Temporary' is the FHFA T.Rowe Price 401 K Enrollment Form. This form will be updated to be indexed for filing in the 'Temporary' folder. This will be done immediately. We have entered the change into our JTrac system for immediate implementation.*

*Updated Response: The following forms will be updated to be indexed for filing in the 'Temporary' folder. This will be done immediately. We have entered the change into our JTrac system for immediate implementation.*

- FHFA T.Rowe Price 401 K Enrollment Form
- FAA 3300-9 Record of Family Relationship
- FAA Fact Sheet (211/98)
- SEC Attorney Certification of Bar Membership