

TRUMAN VA BULLETIN

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eOPF Facts

- Your electronic OPF is secure.
- Only you and HR staff have access to your eOPF.
- You will have access to your eOPF on the world wide web.
- To date, no OPFs have been lost in the conversion process.

ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF) CONVERSION

In 2007, conversion to the Electronic Official Personnel Folder (eOPF) was approved in VA. The process was kicked off at Truman VA and other VISN 15 facilities in July 2008. The goal of the conversion from a paper-based OPF to eOPF is improved service and efficiency while providing real-time access to view your eOPF from home or work, similar to using Employee Express.

Is it secure? The eOPF is secure. Multi-layered security limits access and there is less risk of loss or damage to the documents. The records will be backed up regularly, access is controlled through security permissions and every instance of access to an individual's eOPF is recorded by user ID and reason code.

Who will have access to the eOPF? Besides the employee, only HR staff or an employee's supervisor will have access to an eOPF.

How can I review my OPF? To review your OPF, call **Kristina Gaddy** (HR) at extension 56400. She will contact the VISN Business Office and have your OPF shipped within 48 hours. An HR representative must be with you when you review your record so an appointment time needs to be scheduled. Arrangements will be made with HR staff to work a later or earlier tour of duty to accommodate requests from evening and night shift employees. For bargaining unit employees, the provisions of Article 23 of the Master Agreement between VA and AFGE are in effect and any request should be provided no later than Aug. 29.

Will I be able to review my OPF after it is converted? Yes, HR will be required to review a sampling of the eOPFs as part of a quality check after conversion. If HR is notified in advance of cataloging the OPFs for shipment, your folder can be requested for review

– Continued On Page Two

What's In My OPF?

By Office of Personnel Management (OPM) regulations, HR is restricted as to what can be in the folder. The most common documents include the following:

- Appointment Affidavit
- Certification of Investigation
- Statement of Prior Federal Service
- Resumes/CV
- SF 306 (Declaration of Federal Employment)
- Proficiencies and Performance Appraisals
- Compensation Panel Packet (Physicians)
- Guide-Orientation of New Employees
- Health, Life and TSP elections
- Retention Allowance Letter (if applicable)
- Position Risk and Sensitivity Level Designations
- SF 50 Personnel Actions
- SF 61B Declaration of Appointment SF144
- DD 214s (if applicable)
- SF 612 Application for Employment
- Designations of Beneficiaries
- Licenses/licensure verification
- Transcripts
- Board Actions (if applicable)
- I-9 (kept for three years per regulations)
- Educational Data form
- Military Deposits (if applicable)

FEDERAL WOMEN'S PROGRAM

The Federal Women's Program of the Equal Employment Opportunity Committee invites employees to the annual Women's Equality Day program on Friday, Aug. 22 at 11:00 a.m. in the auditorium. This year's theme is "American Women: Opening Doors of Opportunity for Future Generations." The fea-

tured speaker will be **Karen Taylor**, Vice President, Boone County National Bank. She is currently Board President, Heart of Missouri United Way and is a past Chair of the Columbia Chamber of Commerce. Recipients of the 2008 Federal Woman of the Year awards at Truman VA will be recognized at the program.

ELECTRONIC OFFICIAL PERSONNEL FOLDER CONVERSION—CONTINUED FROM PAGE ONE

with an HR representative along with the new eOPF.

If I am planning to retire soon, will the eOPF affect the timing of my retirement?

No, you should contact **Anna Kahle** (HR) at extension 56399 if you are planning to retire within the next six months. HR will hold your OPF in the HR office until you retire. If you decide to retire after the OPFs are sent out for conversion, a request will be made to have the OPF shipped back to HR.

What is not allowed in the OPF?

Letter of counseling, supervisory notes, CA-1 (Federal Notice of Traumatic Injury) and reports of contact are not allowed. There are other virtual "folders" included in the eOPF. The current "right" side of the paper OPF will be represented in the eOPF as the "permanent" folder and the "left" side will be represented as the "temporary" folder. The eOPF will have a "performance" folder and a "training" folder. When documents in the paper OPFs are entered in the eOPF, some of

them will be placed in the "performance" or "training" folders, as appropriate.

How will the folders be converted?

Prior to conversion, the conversion team will visit to determine logistical arrangements for packing and shipping folders as well as train staff on the folder inventory procedures. On the scheduled date, the OPF will be packed for shipment using a special manifesting procedure. OPFs will be taken to a secure facility where all documents will be converted to a digital record. At that point, HR will be able to access your record electronically. Once the folder has been converted, the paper record will be retired to the National Archives and Records Service. The digital version is official for all Federal employment and benefits purposes. Our HR staff believes that it will take approximately four weeks to complete the project.

What happens if my record is lost?

To date, no OPFs or documents have been lost, damaged or destroyed during the conversion process. However, if your OPF were damaged or destroyed, HR would be able to recreate your OPF using other available records such as payroll records.

HR will keep us informed on our progress in the weeks ahead. If you have questions, call extension 56400 or visit HR in room B-134, Monday through Friday, 7:30 a.m. to 4:30 p.m.



If you are planning to retire within the next six months, call HR so that your OPF can be withheld from the conversion process.

INTEGRATED ETHICS STAFF SURVEY

Complete the Integrated Ethics Staff Survey Today!

- What? Integrated Ethics Staff Survey
- When? Aug. 4 through Sept. 5
- Where? Online or by telephone
- Why? Give your views about ethics in your work environment

- How? Follow this link: <https://survey.sirota.com/va/ethics08/> or call 1-800-705-4941.



NEW & DEPARTING EMPLOYEES

Welcome

Laura Ayers
Clerk (HR)

Robert Dykes
Cath Lab Technician (PS)

Mary Ewigman, RN (PS)

Sara Fromsdoerg, RN (PS)

Lori Harrington
Health Care Technician (PS)

Darla Kennedy, RNP
Nurse Practitioner (PS)

Brenda McCoy
Program Support Asst (Res.)

Rena Pickens
Health Care Technician (PS)

Robyn Tenney
Clerk (HR)

Farewell

Gerald "Scott" Bonney
IT Specialist (OI&T)

Sarah Tilley
Supply Technician (FIN)

Nancy Whitley
Housekeeping Aid (FM)

AUGUST SERVICE PIN RECIPIENTS

35-Years

Richard A. Buss
Housekeeping Aid (FM)

Robert C. Cunneen
Health Technician (PS)

Carolyn R. Lewis, LPN (PS)

Lena D. Warren
HR Specialist (HR)

30-Years

John J. King,
Housekeeping Aid (FM)

Beverly J. Lepley, RN
Staff Nurse (PS)

Ester R. Mendoza, RN
Staff Nurse (PS)

Cynthia L. Morgan
Prog. Support Asst. (PS)

25-Years

Paul W. Friedrichs,
Lead Med. Support Asst. (PS)

Bonnie J. Wakefield, RN, PhD
HSRD Program Director
(Research)

15-Years

Christena L. Cummings, RRT
Resp. Therapy Technician
(SC)

10-Years

Edwin S. Allen, LPN (PS)

Louis J. Dausman
Med. Support Asst. (PS)

Rita M. Jones
Prog. Support Asst. (FIN)

Cheryl L. Kay-Brown, LPN (PS)

Vanessa F. Thornhill
Lead Pt. Services Asst. (SC)

5-Years

Deborah S. Forderhase
LPN (PS)

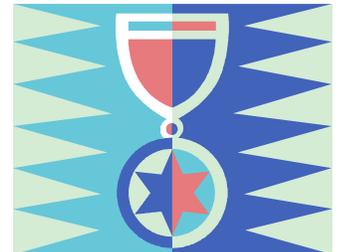
Michelle Johnson, MD
Staff Physician (PC)

Erica S. Keeler, RPh
Pharmacist (Pharmacy)

Derek D. Smith, RPh
Pharmacist (Pharmacy)

Christine C. Tran, OD
Optometrist (SC)

Tyron D. Yancey
Cook (PS)



Dept. of Veteran Affairs,
Columbia, MO

Harry S. Truman Memorial Veterans Hospital
800 Hospital Drive
Columbia, Missouri 65201

Phone: 573-814-6000

On the Web:
www.columbiamo.va.gov

Enjoy Your Freedom? Thank A Veteran!

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VA KNOWLEDGE NETWORK

On the left-hand side of the HSTMVH intranet page (ie the page you see when you open your browser at work), near the bottom of the page, you will notice a button that reads simply "VA Knowledge Network." While this may have a rather austere ring to it, the VA Knowledge Network (VAKN) is simply the Department of Veterans Affairs digital television network. What's unusual about this television network is you can watch it on your PC!

As the name implies, VAKN is a visual means of sharing knowledge related to everyday activities at the Department of Veterans Affairs. Informational broadcasts related to policy changes and educational programs covering clinical care issues are common.

A schedule of broadcasts can be accessed by clicking the link on the home page and then clicking the subsequent link entitled "On VAKN This Week."

Programs for the week of August 11–15 include:

"Osteoporosis Occurs in Men, Too"

"Using Data To Improve Care Processes"

"Resilience To Trauma"

"Pay For Performance Demonstration Project"

"Retirement Financial Literacy and Education Program"

Check it out!



Office of Information and Technology (OI&T) Corner

Federal employees may purchase Microsoft Office software at a substantial discount. Use Product Code 86E355D06 at the following address: <https://hup.microsoft.com/>.

