

Official Personnel & Supervisor Files

Note: According to 5CFR, it is the option of each Federal agency to decide whether or not to maintain an “Employee Performance File” as well as to determine what the contents of this file should include.

File Name	Official Personnel File (OPF)	Employee Performance File	Drop File	Supervisor’s Day-Timer & Journal Notes
Where Kept?	Regional Human Resource Office	Regional HR Office or with the Supervisor of Record (Agency’s choice)	Supervisor’s Office	Supervisor’s Office
Reference Sites	5 CFR 293.106-406	5 CFR 293.402	N/A	N/A
Contents Of File	<p>Present and past position titles, past grades, past annual salary rates, Position Description, Job Analysis, past duty stations, all official personnel actions such as Letters of Reprimand and Opportunity To Improve Performance Letters (PIP’s) not including written warnings. Performance ratings, awards and letters of accommodation, Meritorious and incentive awards, SF-50, all long term records effecting the employee’s status.</p> <p>In the Service we have separate medical files for those required, ie LE and firefighters. We do not have physical and psych exams filed in the OPF.</p>	<p>In the Service, this is in the HR office and contains <u>only</u> documents related to performance and awards. Managers do not maintain the official EPF.</p> <p>(As a side note, OPM policy allows agencies to include other documentation as well which may include: present and past position titles, past grades, past annual salary rates, PD, job analysis, past duty stations, recommendations for training that are work related, and quality control records such as work station performance targets. Awards and letters of accommodation, Meritorious and incentive awards, the SF-50 and licenses and certifications that are required as part of the PD. Any hiring information including OF-612 and KSA’s).</p>	<p>Employment history, resume, PD, education, address, next of kin, phone #, date of birth, awards and recognitions, professional memberships, training, earnings and leave data, IDP, certification or qualification examinations; injury reports, performance appraisals and documentation, copies of SF-50, Notification of Personnel Action, records of supervisor-employee discussions; copies of reprimands, letters of warning, adverse actions, Government property in employee’s possession.</p>	<p>Notes, memos and other informal documentation for the supervisor to do his /her job. These can be notes or documentation of an employee coming in late, performance notations, documentations of conversations and verbal warnings, and other employee related documentation. Once these notes can be reasonably seen as leading to an official letter of warning, reprimand or other type of progressive discipline or performance based action, this should be transferred to the Supervisor’s Drop File or the Official Personnel File.</p>

File Name	Official Personnel File (OPF)	Employee Performance File	Drop File	Supervisor's Day-Timer & Journal Notes
Special Notes	All contents of this file are "FOIA able" except medical records, disciplinary actions and performance reviews. The employee is able to access any information in this file consistent with the FOIA (accept if it relates to an ongoing law enforcement investigation).	If the agency permits it, the CFR allows the official supervisor of record to maintain the EPF in the supervisor's office. Employees have access to this file at any time and based on reasonable notice.	Must be kept under lock and key. File information may be released to the employee and to others who have legitimate need to know consistent with FOIA. Employees have the right to review any information in drop file unless it relates to an ongoing criminal investigation.	Under FOIA guidelines, the employee has a right to view any information on him/her that is business related and that may impact his/her job or if it relates to any action that falls within the areas of Progressive Discipline or Performance Based Actions. However, this is only true if the data is accessible by an identifiable data element to the employee. For example, if the manager jots down on a calendar page "Tom late" but can only view the data by going day by day, it does not have to be released and is only considered a "memory jogger". If the manager has a word/excel doc saved as "Tom.doc." and lists the employee's attendance data, this WOULD be released.