

MEMORANDUM OF AGREEMENT (MOA)  
Concerning  
Conversion to Electric Official Personnel Folders (e-OPFs)

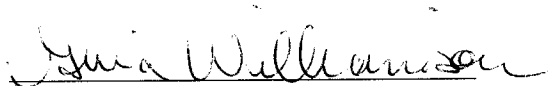
1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this MOA regarding the above matters as they apply to AFGE bargaining unit employees (BUEs) for which paper OPFs are currently being maintained, covered by the Master Labor Agreement (MLA) between the Parties.
2. Since before 2002, the parties recognize that documents requiring placement into OPFs have also been placed in an electronic OPF (eOPF) as those documents were made effective. Personnel documents covering actions prior to that time which require placement in an eOPF will now be converted to an electronic format.
3. AFMC is prepared to have all hard copy OPFs currently stored at the four Large Civilian Centers (Hill, Robins, Tinker, and Wright-Patterson) and Lab Demonstrations scanned into electronic media. Once this is done, all required OPF documentation will be stored and accessed through e-OPF electronic media.
4. The parties recognize that the conversion will occur by forwarding the hard copy OPFs at designated times to the National Personnel Records Center (NPRC) in St. Louis, Missouri. NPRC will scan the required documents to establish a complete eOPF file for each affected employee. Hard copy OPFs will be retained at the NPRC until the year 2013 prior to their destruction, eligibility in accordance with the Office of Personnel Management Guide to Personnel Recordkeeping.
5. To assist employees the parties agree that:
  - a. Employees will be notified prior to OPFs being shipped to the NPRC. Notification will be devised to reach all employees at least seven working days before the records are shipped. Employees will be allowed to review their paper files on request.
  - b. Notification to employees will explain the planned conversion to paperless OPFs; the timeframes for scanning, uploading and destroying the paper records; and how employees can access their electronic records. It will encourage employees to review their online records before and after conversion.

- c. A compact disk version of the scanned documents will be provided to each affected employee. If, within six months of receipt of the compact disk the employee reports he/she believes records are omitted from the disk, management will send a request to NPRC for records verification.
- d. To assure employees are able to access their electronic OPFs:
  - (1) Written step-by-step instructions will be provided to employees on how to set up, navigate and use the necessary accounts to access eOPF records. The instructions will explain the password demands of each system and how frequently users must log on to keep their accounts active.
  - (2) For employees who have difficulty accessing their records, personal assistance will be provided.
- 6. In the spirit of partnership, management and the union agree to keep each other informed of the implementation of eOPF and to work together to address any unforeseen circumstances that may arise or concerns over compliance with this MOA.
- 7. All remedies available under the MLA or 5 U.S.C. Chapter 71 are available to the Parties if either party believes the other has failed to comply with any of the requirements of this MOA.

FOR MANAGEMENT

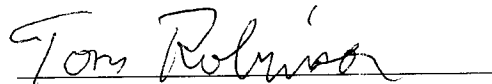


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