DoDEA STANDARD OPERATING PROCEDURE (SOP) #98-003

SUBJECT: Electronic Official Personnel File System (EOPF)

1. Purpose: To establish the procedures for viewing, scanning, purging, and manipulating employee personnel documents contained within the Electronic Official Personnel File (EOPF) of the Department of Defense Education Activity (DoDEA) Personnel Center.

2. Applicability: This SOP applies to all DoDEA Personnel Center employees.


4. Responsibilities: The Records Unit of the Operations Branch, has the responsibility for scanning DoDEA serviced population OPFs, into the EOPF system for employees with a DoDEA Entry on Duty date of September 1, 1996, or later. The TOMCO contractors have the responsibility of scanning DoDEA serviced population OPFs, into the EOPF system for employees with a DoDEA entry on duty date of August 31, 1996 or earlier. Each Personnel Program Management Team of the Operations Branch, has the responsibility of scanning individual documents received by the team, from DODEA’s servicing population into the EOPF system. Only SF50s with effective date of August 31, 1996, or earlier will be scanned into the EOPF system. All other SF50s will be electronically transferred from the PPI Suite into the EOPF system by Universal Systems Inc. personnel.

5. Procedures: DoDEA Personnel Center employees will follow the procedures listed in this SOP to view, scan, purge, and manipulate EOPF documents.

6. POC for this SOP is Dorothy S. Williams, Personnel Systems Management Section, telephone number (703) 696-3000 ext. 1607.

//Original Signed||

Paul Wolfe
Chief, Personnel Center

Attachment:
As Stated
# ELECTRONIC OFFICIAL PERSONNEL FILE (EOPF) STANDARD OPERATING PROCEDURE (SOP)

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List of Current Forms in the EOPF System (Please see attached file on website)
ACCESSING THE EOPF SYSTEM
1. Double CLICK the DoDEA APPLICATION screen icon on the Program Manager menu if your are using a central processing unit (CPU) with the Win 3.1 operating system, otherwise CLICK the EOPF icon on your screen.
2. Double CLICK the USI EOPF icon (Win 3.1 only), and the EOPF log-in screen will appear.
3. Enter your USER ID and press the TAB key (Your user ID is usually the first initial of you first name, your last name and the last four digits of your social security number (SSN), example, dwilliams2222).
4. Enter your PASSWORD and press the ENTER key (if you are accessing EOPF for the first time).
   a. Enter the word PASSWORD for your password. You will be prompted to enter a new password. Choose a password with a maximum length of eight characters.
   b. Next you will be asked to verify your password, enter your PASSWORD again.
   c. The system will confirm that your password has been changed.
5. CLICK the OK button to close the software error screen. You now have access to the EOPF system.

EOPF STATUS
1. The status of the EOPF will determine which functions you can perform against the entire EOPF folder, or one or more EOPF documents. You can view, and print the entire EOPF folder, or one or more EOPF documents from any status listed below, from the Folder Review menu.
   a. Pending Correction: The folder has been rejected for corrections.
   b. Ready Correction: The folder is ready to have corrections completed.
   c. Ready Supv Review: The folder is ready for the supervisor of the scanning team to perform a random eighteen-page review of the documents scanned into the EOPF.
   d. Ready Supv ReReview: The folder was rejected during the Ready Supv Review process. Corrections have been made and the folder is ready for a second review by the supervisor.
   e. Ready QA: The folder is ready for the final evaluation process, performed by the Personnel System Management Section.
   f. Pending Supv Review: The folder is in the process of being reviewed by the supervisor of the scanning team.
   g. Pending Supv ReReview: The folder was rejected during the Pending Supv Review process. Corrections have been made and the folder is ready for a second review by the supervisor.
h. **Pending QA**: The Personnel System Management Section is performing the final quality assurance process on the EOPF.

i. **Pending ReQA**: The folder was rejected during the Pending quality assurance process. Corrections have been made and the folder is ready for a second review by the Personnel System Management Section.

j. **Verified**: The folder has gone through the entire EOPF scanning and verification process. All verified EOPFs are sealed and maintained in the Records Room and will not be released except under extreme conditions, approved by the Chief, Operations Branch.

2. You can **SCAN** an EOPF folder, or one or more EOPF documents from any status listed below, from the Folder Review menu.
   a. **Pending Supv Review**: The folder is in the process of being reviewed by the supervisor of the scanning team.
   b. **Pending Supv ReReview**: The folder was rejected during the Pending Supv Review process. Corrections have been made and the folder is ready for a second review by the supervisor.
   c. **Pending QA**: The Personnel System Management Section is performing the final quality assurance process on the EOPF.
   d. **Pending ReQA**: The folder was rejected during the Pending quality assurance process. Corrections have been made and the folder is ready for a second review by the Personnel System Management Section.
   e. **Verified**: The folder has gone through the entire EOPF scanning and verification process. All verified EOPFs are sealed and maintained in the Records Room and will not be released except under extreme conditions, approved by the Chief, Operations Branch.

**CHECKING THE STATUS OF EOPF DOCUMENTS**

1. From the Documentrix 2000 Main Menu, **CLICK** the DOCUMENT option.
2. **SELECT** the CONVERSION option.
3. **CLICK** the VERIFY option (This will bring up the Get Folder to Verify Menu).
4. From the Get Folder to Verify Menu **CLICK** into the first position of the SSN text box and enter the required SSN.
5. **CLICK** the SEARCH button at the bottom left side of the screen and the following information will appear:
   a. **SSN**: The employee Social Security Number.
   b. **NAME**: Employee name.
   c. **STATUS**: Shows the status of the EOPF.
   d. **DATE**: Date of the last status change of the EOPF.
   e. **REQUESTED**: User ID of the last person to change the status of the EOPF.
   f. **STATION**: The number of the CPU that was used to make the last status change.

**VIEWING AND MANIPULATING EOPFs**

1. From the Documentrix 2000 Main Menu, **CLICK** the FOLDER option.
2. **CLICK** the VIEW option (The Folder Review Menu will appear).
3. **CLICK** into the first position of the SSN text box and enter the required SSN.
4. **CLICK** the **SEARCH** button at the bottom side of the screen and the following functions will appear.
   a. **VIEW:** This function will allow you to view the contents of a document listed at the bottom of the screen.
      (1) To view a document, **SINGLE CLICK** the required document, then **CLICK** the view button or **DOUBLE CLICK** the required document. The document will appear on your screen overlaying part of the Folder Review screen.
      (2) To switch back to the full Folder Review screen, click in the blank gray area of the Folder Review screen. The Folder Review screen will overlay part of the document screen. To switch back to the full view of the document screen, click on any part of the document.
      (3) If the document you want to view is an electronic SF-50/50B (electronic SF50/50Bs were electronically loaded to the EOPF database from the PPI Suite), the print on these documents will be blue. All other documents will have black print. The capability of enlarging the view of the electronic SF50/50B is not available at this time. You will be informed when this capability is available.
      (4) The options below will allow you to manipulate any document except the SF50/50Bs. **CLICK** view and then choose one of the options from the drop down view menu and manipulate the document as the option allows.
         (a) **ENLARGE:** This option will enlarge the view of the document.
         (b) **REDUCE:** This option will reduce the view of the document.
         (c) **FIT IN WINDOW:** This option will resize the document to fit into the view window.
         (d) **FIT SIDES:** This option will resize the document to fit into the view window.
         (e) **ADJUST FRAME:** This option will resize the border of the frame to the document.
         (f) **ROTATE CLOCKWISE:** This option will turn the document to the right clockwise.
         (g) **ROTATE COUNTER CLOCKWISE:** This option will turn the document to the left counter-clockwise.
         (h) **INVERT:** This option will turn the document upside down.
         (i) **SHOW ANNOTATIONS:** This option will show all annotations added to the document.
         (j) **HIDE ANNOTATIONS:** This option will hide all annotations added to the document.
   b. **PAGE:** This function will allow you to make overlay annotation on a document.
(1) **CLICK** the PAGE button.
(2) **CHOOSE** one of the functions from the miniature tool bar.
(3) **MANIPULATE** the page as the options allow.
(4) The title of the page button will change to **DONE** during the manipulation process.
(5) **CLICK** the **DONE** button to record changes to the page when you are finished. The annotations will not alter the original document.

The available functions are listed below.

(a) **RED-LINE:** This function will allow you to mark a red line over a specific area of a page.
(b) **TEXT-BOX:** This function will allow you to enter text on a page.
(c) **WHITE-OUT:** This function will allow you to white-out a specific area of a page.
(d) **HIGHLIGHTER:** This function will allow you to highlight a specific area on a page.
(e) **STICKY NOTE:** This function will allow you to add a sticky note to a page.
(f) **BLACK-OUT:** This function will allow you to black-out a specific area on a page.
(g) **CHANGE COLOR:** This function will allow you to change the color of text, red-line, and/or highlighter on a page.

c. **DOC:** This function will allow you to attach a note to a document.

(1) **CLICK** the DOC annotation button.
(2) **SELECT** the **FILE** option from the menu bar.
(3) **SELECT** the **NEW** option (This will display a text box note window).
(4) **SELECT** the required **ACCESS LEVEL** (ALL, DEPARTMENT OR USER).
(5) **TYPE** the text annotation in the text box.
(6) After you have completed your test annotation, **SELECT** the **FILE** option from the menu bar.
(7) **SELECT** the **SAVE** option (The EOPF displays the saved annotations as cascaded windows with the latest annotation on top).

d. **CLIP:** This function will allow you to combine one or more pages from multiple documents to form a new document.

(1) **CLICK** the PAPER CLIP button (A Paper Clip window will appear).
(2) To **CREATE** a new **PAPER CLIP**
   (a) **CLICK** the **NEW** button.
   (b) **TYPE** the **Paper Clip Name** (Name the paper clip as if you are naming a file).
To ADD pages to a PAPER CLIP

(a) CLICK the ADD button on the PAPER CLIP window (A dialog box will appear).

(b) SELECT the page or pages you want to add to the paper clip. (CURRENT PAGE, ALL, or a page range from 1-3. ALL is the default range).

(c) Once you have made your selection, CLICK the OK button. The process is now complete.

**e. INDEX:** This function will allow you to add, view and edit the index information of an OPF/EOPF document. Index information is taken from the Official Personnel Folder documents. Adding index information is done during the scanning process. Viewing and editing index information can be done at any time.

1. From the list of documents in the folder Review Window, double CLICK the document you want to index.

2. CLICK the INDEX button in the Folder Review Window. (The modify window will appear).

3. MODIFY one of the following fields.

   (a) **FOLDER SIDE (LEFT/RIGHT):** This option allow you to choose the side of the folder to store the index information.

   (b) **EFFECTIVE DATE:** This option will allow you to enter the effective date of the document.

   (c) **FORM:** This option will allow you to choose the name of the form you want to index.

   (d) **TYPE:** This option will allow you to choose the type of form you want to index.

   (e) **ADDITIONAL FIELDS:** Some documents require additional field indexing and some do not. (This is a field in the blank format. Answer the questions from information found on the document you are indexing, if the information is not on the document, leave that field blank).

**f. LOG:** This function will allow you to view and print the reason a selected document was viewed by other people. This function is available only to the owner of the folder.

1. From the list of documents in the folder Review Window, DOUBLE CLICK the LOG button. (The Disclosure Log window will appear).

2. CLICK the PRINT button to print the log.

**g. PrDOC:** This function will allow you to print an EOPF document.

1. SELECT the document you want to print from the Folder Review Window.
(2) **CHOOSE** the page or pages you want to print (CURRENT PAGE, ALL, or use a range, such as 1-200. ALL is the default range).

(3) **CLICK** the OK button to print.

**h. Pr FLDR:** This function will allow you to print a entire EOPF folder.

(1) From the Folder Review Window, **CHOOSE** the page or pages you want to print (CURRENT PAGE, ALL, or use a range, such as 1-200. ALL is the default range).

(2) **CLICK** the OK button to print.

**i. FAX:** This function will allow you to FAX documents from the EOPF folder. This function is not available at this time. You will be notified when it is available.

**j. EXPORT:** This function will allow you to export a single document to a disk or file.

(1) From the Folder Review Window **CLICK** the EXPORT button.

(2) **CHOOSE** the page or pages you want to export (CURRENT PAGE, ALL, or use a range, such as 1-200. ALL is the default range).

(3) **CLICK** the OK button (The Export Details window will appear).

(4) From the Export Details window **SELECT** the DRIVE directory and FILENAME of the file you want to export. The system will place each page in a separate file. The file extension will be the page number within the document.

**k. DELETE:** This function will allow you to permanently remove a document from a EOPF folder. In the Document Review window, **SELECT** the document you want to delete and press the DELETE button.

**l. SECURE:** This function is to be used by THE SYSTEM ADMINISTRATOR ONLY.

**m. SCNPG:** This function will allow you to scan one or more pages into an existing EOPF document.

(1) From the folder Review Window **DOUBLE CLICK** the DOCUMENT you want to add an additional page into. The EOPF Scan Paper window will appear. Verify that this is the document you want to modify.

(2) **SELECT** the side of the folder you want the document scanned into (left/right).

(3) **CLICK** into the EFFECTIVE DATE block and **TYPE** the EFFECTIVE DATE of the document.

(4) **CLICK** the form drop down menu and **SELECT** the name of the FORM you want to scan. If you enter the first character of the form name, the system will select the first form, which begins with that character. The default for this screen is the SF50 form.

(5) If the form **TYPE** drop down button is highlighted, you have the option of choosing the TYPE of form you want to enter. **CLICK** the drop down button on the **TYPE** option. If the drop down
button is not highlighted the form TYPE information will be automatically entered by the EOPF system.

(6) Some forms require information entered into an additional field section. If the form you are scanning requires additional field information, the additional field box will appear at the bottom of your screen.

(7) **CLICK** into the **ADDITIONAL FIELD BOX**. Enter required information if the information is available on the document you are scanning. If the information is not available, leave the field blank and **TAB** to the next field and enter required information until all fields are completed. Type the information exactly as it appears on the document, (no abbreviations, and in all **CAPS**).

(8) Place the document face down in the scanner tray.

(9) **CLICK** the **SETUP** option on the top right corner of your screen. The Scanner Setup Screen will appear.

(10) Ensure the **BRIGHTNESS SETTING** is set to **96**. This setting is sufficient for most documents. (If you encounter a document that’s very light or very dark, adjust the brightness setting for that document. Reset the setting to 96 after you have finished scanning the unusually document).

(11) The normal **PAPER SIZE** is 8 1/2x11 inches. Use the following steps to adjust this setting, if required.

   (a) **CLICK** the **PAPER SIZE** drop down menu.
   (b) **SELECT** the setting required for the large document.

   (Normally 8.5x14 inches is used).

(12) **CLICK** the **OK** button. (Remember to reset the **PAPER SIZE** back to the normal setting after you have completed scanning the large page). The **SCAN PAPER** screen will reappear.

(13) **CLICK** the **SCNPG** button on the **Scan Paper** window. The **SCAN** single-sided page menu will appear. **SELECT** one of the following options:

   (a) Insert before the displayed page (This is the default option).
   (b) Insert after the displayed page.
   (c) Insert at the beginning of the document.
   (d) Insert at the end of the document.
   (e) Replace the displayed page.

(14) **CLICK** the **OK** button. The employee verification window will appear. Verify the employee’s name. Next, the Prepare Scanner Menu will appear.

(15) **CLICK** the **START SCANNING** BUTTON.

(16) After you have completed the scanning process, **CLICK** the **STOP SCANNING** button. The scanned page will appear in the view Window. Check the quality of the scanned page.

(17) If you are not satisfied with the scanned page. **SELECT** the **SCAN PG** button on the **Scan Paper** window.
(18) SELECT the REPLACE THE DISPLAYED PAGE option.
(19) RESCAN the page into the document.
(20) REPEAT steps 6 and 7 above.
(21) If the document was scanned correctly. CLICK on any empty gray section of the Scan Paper screen. (This will pull the Scan Paper screen into full view).
(22) CLICK the RELEASE DOC button. The Release Verification screen will appear.
(23) CLICK the YES button. The document will be released and saved to the database. The Scan Paper menu will reappear. Repeat steps 2 through 23 to scan the next document.

n.SCAN: This function will allow you to scan a NEW DOCUMENT into the EOPF system. If the Folder does not exist in the EOPF system, contact Dorothy S. Williams at 696-3000, extension 1607 to make arrangements to have the folder added to the system.

(1) To scan a new document into an existing folder.
(2) From the Documentrix 2000 Main Menu, CLICK the FOLDER option.
(3) CLICK the REVIEW option. The Get Folder to Verify menu will appear.
(4) CLICK the SEARCH option at the button left corner of the screen.
(5) CLICK the SCAN button.
(6) CLICK the Scan a New Doc option.
(7) CLICK the OK button. The Scan Paper Screen will appear.
(8) SELECT the side of the folder you want the document scanned into (left/right).
(9) CLICK into the EFFECTIVE DATE block and TYPE the EFFECTIVE DATE of the document.
(10) CLICK into the form drop down menu and SELECT the name of the FORM to be scanned. If you enter the first character of the form name, the system will select the first form, which begins with that character. The default for this screen is the SF50 form.
(11) If the form TYPE drop down button is highlighted you have the option of choosing the TYPE of form you want to enter. CLICK the drop down button on the TYPE option. If the drop down button is not highlighted the form TYPE information will be automatically entered by the EOPF system.
(12) Some forms require information entered into an additional field section. If the form you are scanning requires additional field information, the additional field box will appear at the bottom of your screen.
(13) CLICK into the ADDITIONAL FIELD BOX. Enter required information if the information is available on the document you are scanning. If the information is not available, leave the field blank.
and **TAB** to the next field and enter required information until all fields are completed. Type the information exactly as it appears on the document, (no abbreviations, and in all **CAPS**).

(15) Place the document face down in the scanner tray.

(16) **CLICK** the **SETUP** option on the top right corner of your screen. The Scanner Setup Screen will appear.

(17) Ensure the **BRIGHTNESS SETTING** is set to **96**. This setting is sufficient for most documents. (If you encounter a document that’s very light or very dark, adjust the brightness setting for that document. Reset the setting to 96 after you have finished scanning the unusually document).

(18) The normal **PAPER SIZE** is 8 1/2x11 inches. Use the following steps to adjust this setting if required.
   
   (a) **CLICK** the **PAPER SIZE** drop down menu.

   (b) **SELECT** the setting required for the large document. (Normally 8.5x14 inches is used).

(19) **CLICK** the **OK** button. (Remember to reset the **PAPER SIZE** back to the normal setting after you have completed scanning the large page). The **SCAN PAPER** screen will reappear.

(20) **CLICK** the **SCAN** document button. The Scan Paper menu requesting the employee’s name verification will appear.

(21) **VERIFY** the employee’s name.

(22) **CLICK** the **YES** button.

(23) The scanning process will begin. After this process is complete, the Documentrix 2000 Menu will appear. This screen will allow you to scan multiple pages as one document by **CLICKING** the **CONTINUE SCANNING** option.

(24) When you have finished scanning pages into the document, **CLICK** the **STOP SCANNING** option. The Scan Paper menu will reappear.

(25) **CLICK** the **VIEW DOC** option. The scanned document will appear. Review the document to ensure it is scanned correctly. If it contains multiple pages **CLICK** the **NEXT** option on the View menu at the top of the page to view each page of the document.

(26) If the document was scanned correctly. **CLICK** on the blank gray section of the **Scan Paper screen**. (This will pull the Scan Paper screen into full view).

(27) **CLICK** the **RELEASE DOC** button. The **Release Verification screen** will appear.

(28) **CLICK** the **YES** button. The document will be released and saved to the database. The Scan Paper menu will reappear. Repeat steps 5 through 25 to scan the next document.

(29) If the document did not scan correctly, before **CLICKING** the **RELEASE DOC** button **RESCAN** the page again. Follow steps 13 through 16 under SCNPG above.
RECORD MAINTENANCE


2. Each DoDEA Program Management Team (A-E), Operations Branch, will ensure that all the OPFs of their servicing populations are properly purged prior to being scanned into the EOPF, if the employee’s DoDEA entry on duty date is after August 31, 1996.

3. The TOMCO contractors will ensure that the OPFs of all DoDEA servicing population with DoDEA Entry on Duty Date prior to September 1, 1996 are properly purged prior to being scanned into the EOPF.

4. All SF1150s’ will be forwarded to the Record Section, Operations Branch, for filing and mailing.

5. The following documents with ORIGINAL SIGNATURES must be forwarded to the Records Section, Operations Branch, to be filed in the employee’s OPF.
   a. Ethics Pledge
   b. Statement of Selective Service Registration Status
   c. R1 76-10, Assignment of Federal Employees’ Group Life Insurance
   d. SF 2823, Designation of Beneficiary Under the Federal Employees’ Group Life insurance Program
   e. SF 3102, Federal Employees Retirement System Designation of Beneficiary
   f. ALL paper documents in a Merged Records Personnel Folder covering periods of employment not under the Office of Personnel Management’s recordkeeping authority.

6. All documents that are required to be maintained in the OPF (not listed in section 4 and 5 of this SOP under the Record Maintenance section above), which are received by The Personnel Program Management Teams, Operations Branch, are to be scanned into the EOPF, and then held by the Program Management Teams until procedures for mailing them to the employee are finalized. These procedures will be finalized prior to the end of the 1998-1999 school year. The TEAM CHIEF or personnel designated by the Program Manager must verify that the documents have been scanned into the EOPF system, prior to the documents being mailed to the employee.