



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1**  
**CIVILIAN HUMAN RESOURCES AGENCY**  
**NORTH CENTRAL REGION**  
**1 ROCK ISLAND ARSENAL, BUILDING 56**  
**ROCK ISLAND, IL 61299-7650**

REPLY TO  
ATTENTION OF

PECP-NCR-A

15 September 2008

**STANDARD OPERATING PROCEDURE**

**PROCEDURES FOR PICKUP 50s  
AND OBTAINING OPFs FROM NATIONAL RECORDS CENTER (NRC)**

1. **PURPOSE:** To provide guidance on procedures for processing all pickup 50s.
2. **SCOPE:** This Standard Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).
3. **GENERAL:** This SOP includes procedures for obtaining and transferring Official Personnel Files (OPFs).
4. **RESPONSIBILITIES:**
  - a. Supervisors are responsible for implementation of this SOP.
  - b. Team Leaders are responsible for ensuring compliance with procedures and to monitor the quality of actions processed.
  - c. Human Resources (HR) Technicians are responsible for finalizing the requested transaction.
5. **PROCEDURES:**
  - a. Losses to another Federal agency:
    - (1) The PC (Branch 9) will provide SF 75 information to gaining agency and obtain POC information. The PC will retain POC information for the gaining agency and send a follow-up if no pick-up SF50 is received within 30 days of effective date.
    - (2) The PC will, upon receipt of the pickup 50, process the 352 Termination-Appt In (new agency) if applicable (see listing of agencies in Appendix A for applicability) or 317 if NAF. When this action flows and updates at payroll, an SF 1150 (Record of Leave Data) will generate for agencies not serviced by DFAS (see Appendix B for agencies that will not produce SF1150s) and be sent to the PC.

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(3) The OPF room will prepare OPF and Employee Performance Folders (EPFs) for shipment in accordance with The Guide to Personnel Recordkeeping and forward the OPF and EPFs (along with the SF 1150 (if produced by DCPS)) to the gaining agency within five working days. If SF 1150 is not received from payroll at this time, it will be forwarded to gaining agency when received.

b. Losses within Army:

Upon notification that an Army employee's record is moving to another Army PC, the OPF room will prepare OPF and EPFs for shipment in accordance with The Guide to Personnel Recordkeeping and forward the OPF and EPFs along with the SF 1150 (if changing payroll offices) to the gaining PC within five working days.

c. Transfer from another Federal agency:

(1) The CPAC will request SF 75 information from the losing agency.

(2) The PC will:

(a) Process the gain action in accordance with CAO/Interagency Job Aid and send pickup 50 to losing agency. A copy of the confirmation of receipt form will be maintained on the left side of the OPF. The action will be placed in suspense for 30 days.

(b) If OPF is not received after 30 days, a second request will be sent and the action will be placed in suspense for an additional 30 days.

(c) If after the additional 30 days, the records have not been received, a supervisor or their designee will be notified, who will act as the liaison in obtaining the OPF.

(d) After receipt of OPF, obtain the temporary OPF, complete merge and purge of the files in accordance with the Merge/Purge Guidance SOP and Fax SF 1150 to payroll for transfer of leave (if applicable). If SF 1150 is not received and the agency the employee transferred to is not serviced by DFAS so that a hardcopy SF1150 will be produced, a supervisor or their designee will be notified, who will act as the liaison in obtaining the SF 1150 from the losing agency. Once SF 1150 is received, fax to payroll.

(3) The OPF room will receive OPF and forward to the PC.

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d. Gains within Army:

(1) The CPAC will, if the employee is currently in an LWOP status, create Return To Duty (RTD) Request for Personnel Action (RPA) and submit to the Processing Center.

(2) PC will:

(a) Process the RTD action, if appropriate, then process the gain action and notify losing OPF room to forward the OPF to the gaining PC. A copy of the confirmation of receipt will be maintained on the left side of the OPF and the action will be placed in suspense for 30 days.

(b) If the OPF is not received after 30 days, a second request will be sent and the action placed in suspense for an additional 30 days.

(c) If after the additional 30 days, the records have not been received, a supervisor or their designee will be notified, who will act as the liaison in obtaining the OPF.

(d) After receipt of OPF, obtain the temporary OPF and complete merge and purge of the files in accordance with the Merge/Purge Guidance SOP.

(e) The OPF room will receive OPF and forward to the PC.

e. Gains after a break in service:

PC will:

(a) Process the RPA.

(b) Request OPF from NRC using SF 127. Keep a copy of the confirmation of receipt, and file on the left side of the OPF. Suspend the action for 30 days.

(c) If OPF is not received after 30 days, a second request will be sent and the action will be placed in suspense for an additional 30 days.

(d) If after the additional 30 days, the records have not been received, a supervisor or their designee will be notified, who will act as the liaison in obtaining the OPF.

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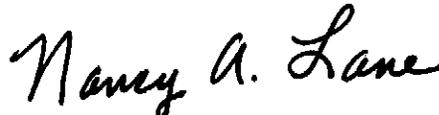
(e) After receipt of OPF, obtain the temporary OPF, complete merge and purge of the files in accordance with the Merge/Purge Guidance SOP and fax SF 1150 to payroll for reinstatement of sick leave. If SF 1150 is not received and the agency the employee transferred to is not serviced by DFAS so that a hardcopy SF1150 will be produced, the supervisor or their designee will be notified, who will act as the liaison in obtaining the SF 1150 from the losing agency. Once SF 1150 is received, fax to payroll.

(f) The OPF room will receive OPF and forward to the PC.

6. REFERENCES AND RELATED DOCUMENTS:

The Guide to Personnel Recordkeeping 5 CFR 293.510

APPROVED BY:



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## Appendix A

Agency  
Transfer  
to

Payroll Office

### List of Agencies serviced by DFAS/DCPS on DCPDS (no manual 352 required unless gaining agency did not process transfer action appropriately)

DD/04	PE	DISA (Defense Information Systems Agency) (Serviced by DFAS)
DD/07	PE	DLA (Defense Logistics Agency) DCAA (Defense Contract Audit Agency) (Serviced by DFAS)
DD/10	PE	NGA (National Geospatial-Intelligence Agency) (Formerly NIMA)
DD/11	PE	DSS (Defense Security Service)
DD/12	PE	DODEA (Department of Defense Education Activity)
DD/16	PE	DECA (Defense Commissary Agency)
DD/34	PE	DFAS (including DODIG, NDU, DTIC)
DD/35	PE	DTRA (Defense Threat Reduction Agency)
DD/61	PE	DCMA (Defense Contract Management Agency) (Serviced by Army)
DD63	PE	
	DE or	
AF/**	FF	AIR FORCE (FF for OCONUS; DE for rest)
	OA or	
AR/**	FA	ARMY
DD/DG,		WHS (Washington Headquarters Services) (CPO IDs DG,
DI, DK	PE	DI, DK only)
IB/**	IB	BBG (Broadcasting Board of Governors)
	OA or	NATIONAL GUARD (OA for Army National Guard; DE for
NG/**	DE	Air National Guard)
	CY or	NAVY (including USUHS) CY for shipyards; CH for other
NV/**	CH	Navy
RE/**	RE	EOP (Executive Office of the President)

### List of Agencies serviced by DFAS/DCPS NOT on DCPDS (manual 352 required)

DN/**	EN	DOE (Department of Energy)
EP/**	EP	EPA (Environmental Protection Agency)
HE/**	HE	HHS (Health and Human Services)
VA/**	VA	VA (Veterans Affairs)

## Appendix B SF1150 ROUTING

**Agency  
Transfer**

**to      Payroll Office**

**List of Agencies serviced by DFAS/DCPS (no hardcopy SF1150 created when employees transfer between these agencies— information is transferred between DCPS electronically)**

AF/**	DE or FF OA	AIR FORCE (FF for OCONUS; DE for rest)
AR/**	FA	ARMY
DD/04	PE	DISA (Defense Information Systems Agency) (Serviced by DFAS)
DD/07	PE	DLA (Defense Logistics Agency)
DD/10	PE	DCAA (Defense Contract Audit Agency) (Serviced by DFAS)
DD/11	PE	NGA (National Geospatial-Intelligence Agency) (Formerly NIMA)
DD/12	PE	DSS (Defense Security Service)
DD/16	PE	DODEA (Department of Defense Education Activity)
DD/34	PE	DECA (Defense Commissary Agency)
DD/35	PE	DFAS (including DODIG, NDU, DTIC)
DD/61	PE	DTRA (Defense Threat Reduction Agency)
DD/DG, DI, DK	PE	WHS (Washington Headquarters Services) (CPO IDs DG, DI, DK only)
DD63	PE	DCMA (Defense Contract Management Agency) (Serviced by Army)
DN/**	EN	DOE (Department of Energy)
EP/**	EP	EPA (Environmental Protection Agency)
HE/**	HE	HHS (Health and Human Services)
IB/**	IB	BBG (Broadcasting Board of Governors)
NG/**	OA or DE CY	NATIONAL GUARD (OA for Army National Guard; DE for Air National Guard)
NV/**	CH	NAVY (including USUHS) CY for shipyards; CH for other Navy
RE/**	RE	EOP (Executive Office of the President)
VA/**	VA	VA (Veterans Affairs)