



## USA Staffing / Entrance-on-Duty System System Certification Standard Operating Procedure

### **PURPOSE**

This SOP provides procedures on how to complete the agency self-certification process for entrance-on-duty systems, as required by the program office for the OPM electronic Official Personnel Folder (eOPF) system. The agency self-certification is required before USA Staffing can electronically transmit completed onboarding forms to eOPF. This SOP outlines the process for preparing, testing, certifying, and gaining approval to activate the eOPF interconnection for any customer utilizing USA Staffing and eOPF.

### **SCOPE**

Testing the generation of forms and certifying the transmission of forms between USA Staffing and eOPF is a shared responsibility of the USA Staffing Program Office, eOPF Program Office, and the customer requesting the interconnection.

### **ROLES AND RESPONSIBILITIES**

**USA Staffing Program Office:** The USA Staffing Program Office is responsible for communicating the agency self-certification process with the requesting customer, gathering all necessary technical information to facilitate testing, collaborating with EHRI and the customer to set a testing and deployment schedule, providing the EOD Requirements and System Certification documentation, and activating the transmission capability upon receiving the customer's signed USA Staffing Statement of Service or Statement of Service EOD System Addendum, and confirming the eOPF instance with EHRI. These responsibilities will be performed by the USA Staffing Account Manager for the requesting customer, in coordination with the USA Staffing Product Development Team.

**eOPF Program Office :** The eOPF Program Office is responsible for establishing and granting access to an eOPF test environment, providing usernames and passwords for valid test eOPF accounts, processing transmitted forms, notifying the USA Staffing Program Office of the transmission's success or failure, and confirming the customer's eOPF instance to the USA Staffing Program Office.

**Customer:** The customer is responsible for creating test new hire records in USA Staffing using the eOPF test account information provided by the USA Staffing Program Office, validating and verifying completion of all forms to be transmitted, initiating the transmission of forms to eOPF, and signing the completed USA Staffing Statement of Service or Statement of Service EOD System Addendum.



## **PROCEDURES**

### **A. Initiate Testing**

1. The requesting customer will notify the USA Staffing Program Office of their desire to activate the eOPF transmission capability for a specific instance of eOPF.
2. The USA Staffing Program Office will gather from the customer, the name and e-mail addresses for all test users, along with their out-facing IP addresses. Additionally, both parties will define a timetable for the testing and deployment of the transmission capability. Estimates from the table in Section D will be used as the starting point.
3. The USA Staffing Program Office will notify the eOPF Program Office of the customer's request to activate the transmission capability and submit the customer's out-facing IP addresses and the proposed testing and deployment timetable.
4. OPM EHRI will confirm the customer's use of the eOPF system and grant the out-facing IP addresses, submitted by the USA Staffing Program Office, access to the eOPF test environment.
5. The USA Staffing Program Office will coordinate with the customer to create test new hire records, so customer users can test form transmission to eOPF.
  - a. The USA Staffing Program Office will assign test accounts from the eOPF test site to the customer's users for testing.
  - b. The USA Staffing Program Office will notify the customer of the usernames for all test accounts and provide the URLs for the USA Staffing website(s).
  - c. The customer will use the information for the eOPF test accounts to create new hire records in the USA Staffing Stage Environment. This will enable their users to assign, complete, and transmit forms during testing.

### **B. Conduct Test**

1. The customer will complete all forms eligible to be sent to the eOPF test environment, and add the forms to the eOPF transmission queue. The list of eligible forms is provided in section E below.
2. The customer will periodically check the transmission status of all transmitted forms (hourly), to ensure all forms reach a 'Confirmed' status. If a transmission resulted in an error, the USA Staffing Program Office will collaborate with the customer to resolve the issues and re-transmit the forms.

### **C. Certify and deploy**

1. Upon all form transmissions being confirmed, the customer will review the transmitted forms by accessing the eOPF test environment.  
Link: [https://geopf.opm.gov/qa\\_eod/](https://geopf.opm.gov/qa_eod/)
2. The customer will confirm that all EOD system features required by the eOPF Program Office have been satisfied by USA Staffing, and an authorized representative of the customer will sign the USA Staffing Statement of Service or Statement of Service EOD System Addendum and return it to the USA Staffing Program Office.
3. The USA Staffing Program Office will review the document and inform the eOPF Program Office to obtain the correct eOPF instance information to activate the EOD transmission capability for the customer.

4. The eOPF Program Office will provide the correct eOPF instance information to the USA Staffing Program Office.
5. The USA Staffing Program Office will activate the transmission capability on the USA Staffing Production site once the necessary eOPF instance information is received from the eOPF Program Office.

***D. Estimated Timeline***

<b>Milestone</b>	<b>Responsible Parties</b>	<b>Estimated Duration</b>
Request received and timetable established	Customer USA Staffing Program Office	3 days
eOPF Test environment established, and test accounts provided	USA Staffing Program Office eOPF Program Office	10 days
Create test accounts in USAS; process and initiate form transmission	Customer	5 days
Sign and submit the USA Staffing Statement of Service EOD System Addendum	Customer	2 days
Provide the appropriate eOPF instance information for configuration	eOPF Program Office	5 days
Activate eOPF interconnection in USAS Production environment	USA Staffing Program Office	10 days

***E. Transmittable Forms to eOPF Test Site***

<b>Form Number</b>	<b>Form Name</b>
OF-306	Declaration for Federal Employment
SF-61	Appointment Affidavit
SF-144	Statement of Prior Federal Service
SF-3109	FERS Election of Coverage
TSP-1	Thrift Savings Plan Enrollment
DG-60	Premium Conversion Waiver/Election Form Benefits Admin Letter (BAL)
SF-2809	Employee Health Benefits Election
SF-2817	Life Insurance Election
SF-15	Application for 10-Point Veterans Preference