

DOCUMENTS THAT MAY BE FILED IN THE OPF

Form Name	Right or Left Side
Appointment Affidavit SF-61	Right
Birth Certificate	Right
Certification for Foster Children	Right
DD214	Right
Declaration of Federal Employment (OF306)	Right
Employee express Health Benefit Transcript	Right
19 Employment Verification	Left
Investigation Scheduled Notices (signed)	Right
Investigation Scheduled Notices (unsigned)	Left
Position Description	Left
Probationary Period Completion Notice	Right
Procurement of Integrity Certification	Right
Record of Leave Data (1150)	Left
Resume / CV	Right
SCD Computation Worksheets	Right
SF 1150 Record of Leave Data	Left
SF 1152 Designation of Beneficiary	Left
SF 127 Request for Official Personnel Folder	Right
SF 144 Statement of Prior Fed Service	Right
SF 15 Veterans Preference	Right
SF 171 Application for Employment	Right
SF 172 Amendment to Application	Right
SF 2809 Health Benefits Election Form	Right
SF 2810 Change in Health Benefits	Right
SF 2817 FEGLI	Right
SF 2823 Designation of Beneficiary (FEGLI)	Right
SF 3102 Designation of Beneficiary (FERS)	Right
SF 50s (most)	Right
SF 50s (exceptions)	
Realignments	Left
Recruitment Bonus	Left
Relocation Bonus	Left
All Award Actions (except SES)	Left
All 9000 Actions SF 52s (most)	Left
SF 52s (most)	Left
SF 52s (exceptions)	
Details	Right
Resignations	Right
Retirements	Right
SF 75 request for Preliminary employment data	Right
SF 85 (Prior to 4/11/1990 served as security notice – After, not permitted)	Right
TSP-1 and TSP-1C	Right
TSP Transcript from Employee Express Transactions	Right
Title 42 – Excepted Service Voluntary Conversion Statement	Right

NIH SPECIFIC DOCUMENTS THAT MAY BE FILED IN THE OPF

Form	Form Name	Right or Left Side
	Appointment Notice	Left
	Calculation of Postdoctoral Non-tenured Intramural Service Form	Left
IAP-66	Certificate of Eligibility for Exchange Visitor (J-1) Status	Right
	Change of Tour Memo	Left
	Immigration Clearance for Personnel Action	Left
	NIH Appointment Memo	Left
	NIH Memo: Request for Title 42 Authority Appointment	Left
	NIH Memo: Request for Extension and Stipend Increase	Left
	NIH Renewal Memo	Left
	Notice of Action	Left
NIH 829-5	Notification of Termination of Visiting Program	Right
NIH 829-1	Request for Appointment to NIH Visiting Program	Left
	Request for PHS Recruitment/Relocation Bonus	Left
	Title 42 – Clinical Research Support: Request for Individual Salary Assignment or Increase	Left
	Title 42 (F) Excepted Service Voluntary Statement	Right

DOCUMENTS THAT "MAY NOT" BE FILED IN THE OPF

Form Name	Form Name
Alcohol & Drug Abuse Counseling	Marriage License
Appeals	Medical Disability
Appraisal & Performance Rating	Medical Records
Award Justification	Merit Promotion Certificates
CFC Enrollment Forms	Notice of Within Grade Increase (same as LOC)
CSC Form 1844 Certificate of Eligibles	Payroll Records
Checklists	Performance Appraisals
Code Sheets	Performance Improvement Plans
Complaints	Photographs
Confidential Statement of Employment & Financial Interests	Position/Job Number Request Forms
DD Form 1556 –Reimbursement for Training	Rating Sheets
Decision to Suspend Memo	Recommendation for QSI
Diplomas	Reference Checks
Direct Deposit Forms	Salary History
Drug Testing Records	Savings Bond Enrollment Forms
EHRP Screen Shots	SF 39 Referral of Eligibles
Email Correspondence	SF181 Race and National Origin Identification
Employee Recognition/Award	SF86
FEGLI – Part 2	SF 87 Fingerprint Chart
Garnishment Documents	SF 50 Cancellations NOA 001
Grievances	Supporting documents for Pay Adj., Promotions, extension of Appointments, etc., to include applications, resumes CVs and recommendations for appointments.
Handicap Forms	Tax Forms (Federal and State Withholding)
H-1B Petition Packets	Tenure Track Committee Recommendations
HHS 350 Training Nomination and Authorization	Test Materials
Home Address Forms	Training Certificates
Job Coding Sheets (including e-mails)	Traumatic Injury Reports
Level of Competence Certification (LOC)	TSP Loan Stops
Letters of Commendation	Union Membership Forms
Letters of Recommendation	Welfare to Work Program

Note: Consult OPM Guide to Personnel Recordkeeping for additional information.