

**Memorandum of Understanding  
Between  
United States Department of Agriculture (USDA),  
Animal and Plant Health Inspection Service (APHIS),  
Plant Protection and Quarantine (PPQ)  
and the  
National Association of Agriculture Employees (NAAE)**

**Re: Electronic Personnel Folder (eOPF)**

The parties agree that the following represents the full and complete agreement between the APHIS, PPQ and NAAE concerning the recent implementation of the electronic Official Personnel Folder (eOPF) within PPQ.

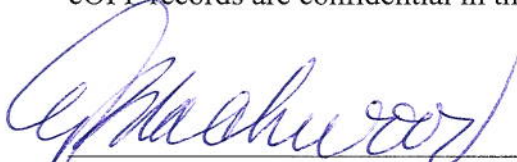
The parties recognize that employees have a right to review and copy information contained within their eOPF.

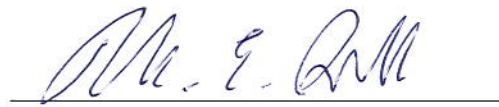
Currently, employees have direct online access to their own eOPF. If for some reason the employee's server or other technical issue prevents the employee from accessing his/her eOPF in a reasonable amount of time, the employee may seek assistance from his/her Human Resources Service Provider. If the employee is still unable to access his/her eOPF, he/she may make a written request to his/her Human Resources Service Provider and the Employer shall provide the employee a copy of his/her eOPF or requested document(s) within a reasonable period of time. If the employer is unable to provide the eOPF or requested document(s) within 14 calendar days, then the employer will advise the employee of the reason for delay and the anticipated date the eOPF or document will be available.

If an employee believes that information in his/her eOPF is inaccurate or should be removed, he/she may contact his/her Human Resources Service Provider for assistance in correcting or removing improper documents. OPM regulations determine what documents are required to remain in an eOPF.

Bargaining unit employees may request a complete copy of the report that shows who accessed their eOPF, when and for what purpose.

eOPF records are confidential in the same manner as the former paper OPF's.

  
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For the Agency (APHIS, PPQ)

  
\_\_\_\_\_  
For the Union (NAAE)

10/2/09  
Date

9-29-2009  
Date