

Notice to Human Resources Offices regarding records requests from NPRC.

When requesting the Official Personnel Folder (OPF) from the National Personnel Records Center (NPRC) in St. Louis, MO agencies must make that request by completing the SF 127 and sending it to NPRC. This is prescribed in the Guide to Personnel Recordkeeping in Chapter 2, page 3. To make this search more accurate, it is important to complete the form with as much information as you can get from the employee. Be certain to complete #5 in section I with the agency and dates of all prior service. In section III please give the name of the requesting agency in the address, not just the office address, and include a contact phone number. This will improve service to you for processing new employees with prior Federal employment.

When requesting the Employee Medical Folder (EMF), a SF 184 should be used, again including as much information as possible. The OPF and EMF are filed separately and need to be requested separately.

Both the SF 127 and SF-184 should be completed and sent to NPRC by a personnel specialist or authorized official in the Human Resources office, not the employee. Employees may request copies of their folders through the normal procedures.