



OPM HR
Solutions

by government, for government

Memorandum of Understanding
**USA Performance – eOPF
Interconnection Agreement**

For the
[Customer Name Here]

Presented by
USA Performance
HR Strategy and Evaluation Solutions
Human Resources Solutions
U.S. Office of Personnel Management

[Date]

Background

The USA Performance platform has established, and maintains, an interconnection to the electronic Official Personnel Folder (eOPF) platform. Via this interconnection, customer agencies may seamlessly transmit completed personnel plans from the USA Performance system directly into their eOPF instance. While participation with this interconnection is optional, the benefits to utilizing the interconnection are as follows:

1. Via automation, Agencies may batch transmit hundreds-to-thousands of employee plans directly into their eOPF instance.
2. Agencies may transmit both SES and Non-SES content directly into their eOPF instance.
3. Content eligible for transmission into eOPF is automatically identified by the USA Performance platform.
4. Extensive records and transmission logs are kept for content transmitted into the Agency's eOPF instance.
5. For current USA Performance customers, there is no additional cost to utilize the interconnection.

Interconnection Participation Requirements

The requesting Agency must sign and return this document to the USA Performance Program Office.

Responsibilities

To establish a new interconnection between the USA Performance platform and eOPF, the USA Performance Program Office will coordinate with the Enterprise Human Resources Integration (EHRI) Program Office to ensure the Agency's destination folder is properly created. Once established, the USA Performance Program Office will train the participating agency how to utilize the interconnection. The USA Performance Program Office will also assist the agency with researching technical issues related to the interconnection. There is no cost associated with training or support work related to the interconnection.

The participating Agency must ensure their content is properly prepared for transmission. Participating Agencies are required supply valid Social Security Numbers (SSNs) for each employee record that will have content transmitted into eOPF. SSN values can be input directly into the USA Performance system via an API data feed, user import, or key-entry. While the SSN field is optional within the USA Performance system, it is considered mandatory by the eOPF system for record-matching and filing. At present, there is no non-PII substitute for SSN.

Participating Agencies are also responsible for maintaining the accuracy and standards set forth by EHRI for all content transmitted from USA Performance into eOPF. Participating Agencies are also responsible for correcting errors submitted in the eOPF system (e.g., due to a typo, a performance plan was mistakenly submitted for the wrong employee). The participating agency must notify the USA Performance Program Office regarding any issues with the interconnection service, in addition to instances of data spillage and PII data breaches. When necessary, the USA Performance Program Office will make every effort to assist the Agency in implementing corrections to their transmissions.

Statement of Approval

By participating in the USA Performance – eOPF interconnection, the Agency acknowledges that the USA Performance platform complies with all functional, security, auditing, reporting, and data retention requirements as defined in 5 U.S.C. chapter 43 and 5 CFR part 430.

Signature

The undersigned agrees USA Performance can begin transmitting completed performance plans to eOPF on behalf of the Agency.

Name

Email Address

Authorizing Signature

Date