

Electronic Official Personnel Folder

Title: OPM eOPF PMO Operational Guidance Numbering System

Document Number: eOPF-Operation Guidance (OG)-300

Version: 1.0

Effective Date: 08/25/2025

Prepared by: OPM eOPF PMO

Purpose:

The purpose of this document is to establish standards for the Operational Guidance (OG) numbering system. Operational Guidance Numbering System:

- **OG Series 000 (“Zero”):**

Used for issuance of guidance and/or information to eOPF tenants on matters that do not directly affect or involve the OPM eOPF but do involve personnel records management.

- **OG Series 100:**

Used for issuance of guidance and/or information involving actions or activities within the eOPF by the eOPF tenant or the tenant’s servicing data provider, with little or no action required by the OPM eOPF PMO or supporting staff.

- **OG Series 200:**

Used for issuance of guidance and/or information involving actions or activities by the OPM eOPF PMO, Helpdesk, and/or eOPF OCIO/DevOps within the eOPF.

In these cases, tenant activities within the eOPF are generally dependent on the OPM eOPF PMO and supporting offices completing a task or activity described in the Operational Guidance.

- **OG Series 300:**

Used for issuance of guidance and/or information that is general in nature, impacts the OPM eOPF program (including the OPM eOPF PMO and the user community), but does not fit within the scope of the other three OG series.