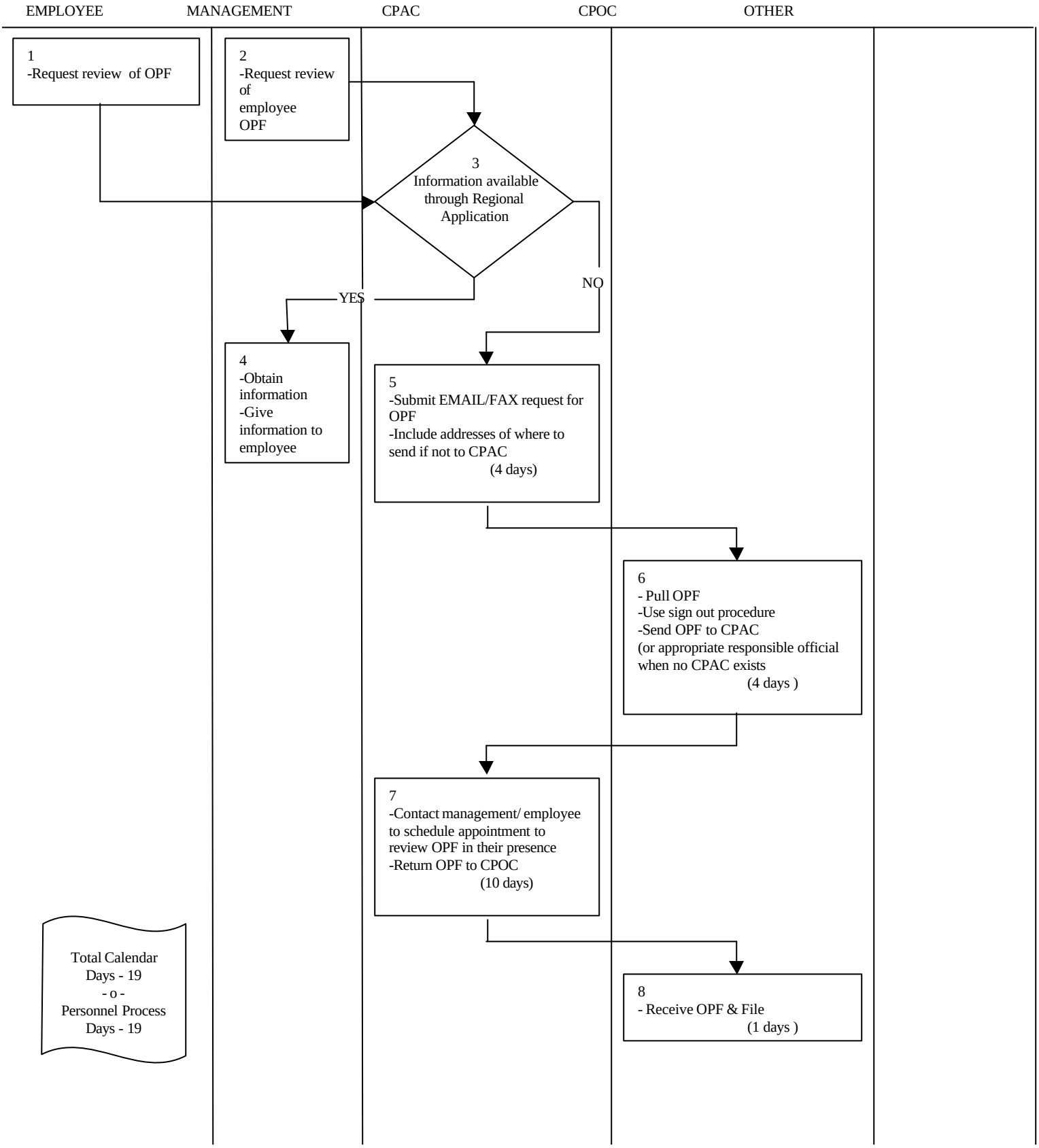
EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Request review of OPF
2
-Request review of employee OPF
3
Information available through Regional Application
YES
NO
4
-Obtain information
-Give information to employee
5
-Submit EMAIL/FAX request for OPF
-Include addresses of where to send if not to CPAC
(4 days)
6
- Pull OPF
-Use sign out procedure
-Send OPF to CPAC
(or appropriate responsible official when no CPAC exists
(4 days)
7
-Contact management/ employee to schedule appointment to review OPF in their presence
-Return OPF to CPOC
(10 days)
8
- Receive OPF & File
(1 days)
Total Calendar Days - 19
- o -
Personnel Process Days - 19