



NATIONAL GUARD BUREAU

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14 January 2016

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES OFFICERS

Subject: The electronic Official Personnel Folder (eOPF) Access for the Technician Workforce (TNH 16-004)

1. The National Guard Bureau (NGB) is pleased to announce that the electronic Official Personnel Folder (eOPF) will be available to the technician workforce on 1 February 2016.

2. The eOPF is a file containing the employment records for federal employees throughout their career. eOPF is part of the Office of Personnel Management's (OPM) Enterprise Human Resources Integration (EHRI) initiative. The National Guard eOPF back-file conversion was completed on 31 December 2014. All Human Resources Offices (HROs) were given the opportunity to conduct a thorough eOPF review and cleanup prior to technician access.

3. There are three things technicians will need in order to access their eOPF:

- a. The eOPF website address – <https://eopf1.nbc.gov/nationalguard/>.
- b. Technicians will use the eOPF self-service feature, to obtain their eOPF ID. The eOPF ID is system generated and sent via email to the technicians.

NOTE: Each technician is required to verify that a valid enterprise email address is entered in their MyBiz+ Defense Civilian Personnel Data System (DCPDS) account. The email address flows from DCPDS to the eOPF. Email addresses cannot be updated in eOPF.

- c. Technicians will request a new password by clicking on the "Request a New Password" link on the eOPF Login page. An email is sent with a password reset link, a reset token, and instructions to the email address of record in eOPF. The token is valid for 15 minutes. When the technician clicks on the reset link, they will be prompted to enter their eOPF ID and token. Once submitted, the user will create a new password.

4. When technicians initially login to eOPF, they will need to take care of several administrative tasks. This is a one-time update that will only take a few minutes to complete.

- a. Use the dropdown menu to select six security questions and provide the answer for each question.

b. Read and accept the “Rules of Behavior”. The screen will refresh and take them to the “eOPF Welcome” page.

5. A mass email with these steps will be sent to all technicians via the Defense Civilian Personnel Data System (DCPDS) to announce the deployment of eOPF.

6. HROs should expect a high volume of inquiries from the technician workforce regarding the eOPF contents.

7. The following documents are attached and provided to assist technicians with accessing eOPF. They are also available on the Guard Knowledge Online (GKO) website to assist the users with access to the eOPF and can be access by navigating to:

<https://gkoportal.ng.mil/joint/J1/D06/B02/eOPF%20Information%20for%20Technicians/Forms/AllItems.aspx>.

a. eOPF Quick Reference For Employees – Online Self-service Feature for Login ID and Password Retrieval for New Users, dated 22 May 2015

b. eOPF Tips and Techniques – Recommended Settings in eOPF for My Profile, dated 12 December 2014

c. Search, View, Print, and Save Documents Using My eOPF, dated 17 June 2015.

8. If you have additional questions, please contact the Enterprise HR Information Systems Branch (NG-J1-TNH) by sending an email to the electronic Official Personnel Folder (eOPF) Help Desk at ng.ncr.ngb-arng.mbx.ngb-ngeopf-helpdesk@mail.mil.



ROBERT W. TETREAULT
Chief, Office of Technician Personnel
National Guard Bureau

Attachments:
As stated



eOPF Quick Reference For Employees

Online eOPF Self-service Feature for Login ID and Password Retrieval for New Users

eOPF provides web-based access for Federal personnel to view and print employment documents. Employees are able to view their own documents through the eOPF application at <https://eopf1.nbc.gov/nationalguard/>. eOPF includes security measures that ensure the integrity of the system and protection of employee documents.

Your eOPF benefits include:

- Immediate access to your documents
- Ability to view or print your documents
- Enhanced accuracy, portability, and security of your documents
- Increased accountability through an audit trail that tracks who accesses your documents and the reason why
- Faster and more efficient records transfer between Federal agencies
- Timely and accurate data retrieval for retirement claims processing

Obtain Your eOPF ID and Password, and then Logon to your Account

Accessing eOPF is simple and convenient. To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF self-service feature. This Quick Reference document consists of three sections.

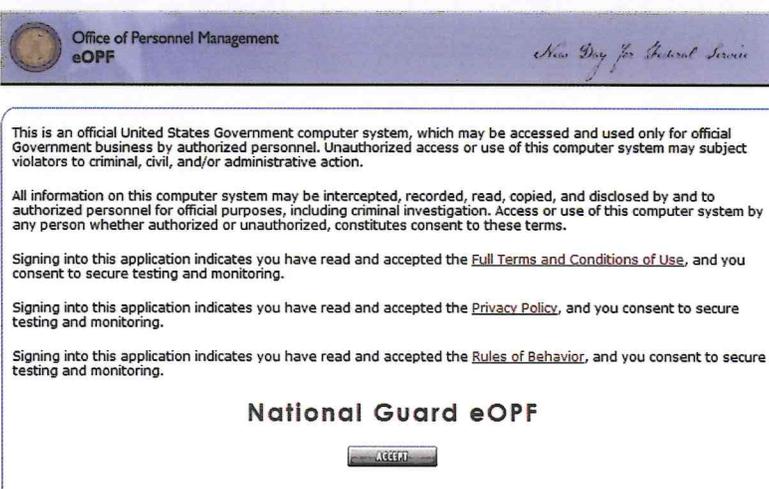
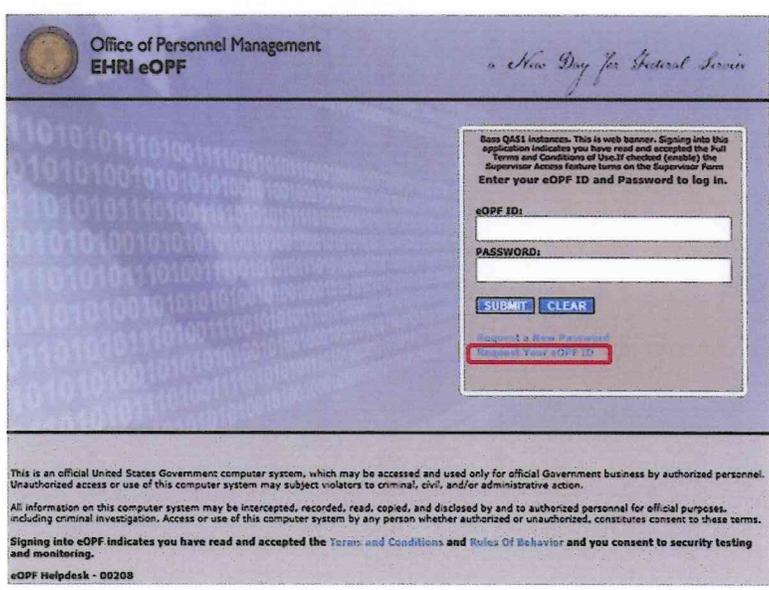
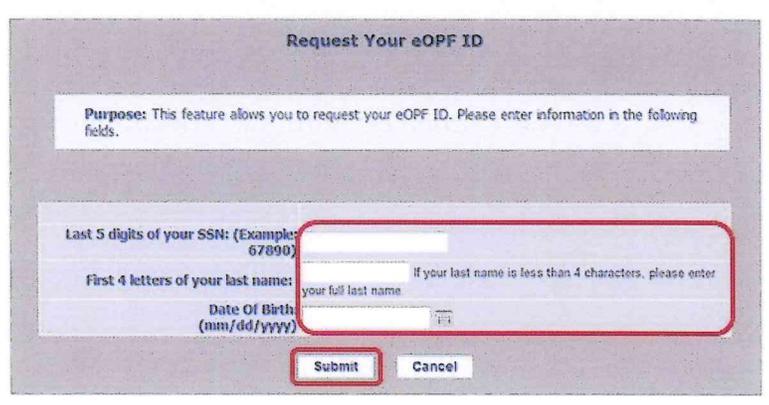
Part 1: Obtain Your eOPF ID

Part 2: Create an eOPF Password

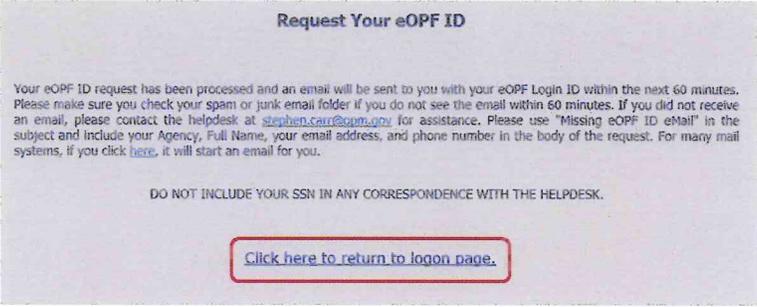
Part 3: First Time eOPF Logon

Electronic Official Personnel Folder

Part 1: Obtain Your eOPF ID

Step	Action	Screen Shot
1	<p>Access your specific agency eOPF URL at: https://eopf1.nbc.gov/nationalguard/</p> <p>Read the eOPF User Agreement page.</p> <p>Click the Accept button.</p>	 <p>Office of Personnel Management eOPF</p> <p><i>New Day for Federal Service</i></p> <p>This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.</p> <p>All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.</p> <p>Signing into this application indicates you have read and accepted the Full Terms and Conditions of Use, and you consent to secure testing and monitoring.</p> <p>Signing into this application indicates you have read and accepted the Privacy Policy, and you consent to secure testing and monitoring.</p> <p>Signing into this application indicates you have read and accepted the Rules of Behavior, and you consent to secure testing and monitoring.</p> <p>National Guard eOPF</p> <p><input type="button" value="ACCEPT"/></p>
2	<p>From the eOPF Logon page, click the Request Your eOPF ID link.</p>	 <p>Office of Personnel Management EHRI eOPF</p> <p><i>a New Day for Federal Service</i></p> <p>Base QAS1 instances. This is web banner. Signing into this application indicates you have read and accepted the Full Terms and Conditions of Use. If checked (enable) the Supervisor Access feature turns on the Supervisor Form. Enter your eOPF ID and Password to log in.</p> <p>eOPF ID: <input type="text"/></p> <p>PASSWORD: <input type="password"/></p> <p><input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/></p> <p>Request a New Password</p> <p>Request Your eOPF ID</p> <p>This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.</p> <p>All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.</p> <p>Signing into eOPF indicates you have read and accepted the Terms and Conditions and Rules Of Behavior and you consent to security testing and monitoring.</p> <p>eOPF Helpdesk - 00208</p>
3	<p>From the Request Your eOPF ID screen, enter the</p> <ul style="list-style-type: none"> • Last 5 digits of your SSN • First 4 letters of your last name • Date of birth (mm/dd/yyyy) <p>Click the Submit button.</p>	 <p>Request Your eOPF ID</p> <p>Purpose: This feature allows you to request your eOPF ID. Please enter information in the following fields.</p> <p>Last 5 digits of your SSN: (Example: 67890) <input type="text"/></p> <p>First 4 letters of your last name: <input type="text"/> If your last name is less than 4 characters, please enter your full last name</p> <p>Date Of Birth (mm/dd/yyyy) <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Electronic Official Personnel Folder

Step	Action	Screen Shot
4	<p>The Request Your eOPF ID page displays stating that your request has been submitted for processing.</p> <p>Click the Click here to return to logon page link.</p>	
5	<p>Your eOPF ID will be emailed to the email address of record in eOPF.</p> <p>Please contact the eOPF Help Desk if you do not receive an email with your eOPF ID.</p>	<p>This email is to notify you that a request for your eOPF ID has been made.</p> <p>eOPF ID: AFD12345 (example)</p> <p>If you did not initiate this request, please contact the helpdesk at 844-275-8518 or eopf_hd@teleishq.com for assistance.</p> <p>The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers another person's information in their folder, he/she should immediately contact the eOPF Help Desk (dial 844-275-8518 or email eopf_hd@teleishq.com) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.</p> <p>Agency: AGENCY]</p>

Electronic Official Personnel Folder

Part 2: Create an eOPF Password

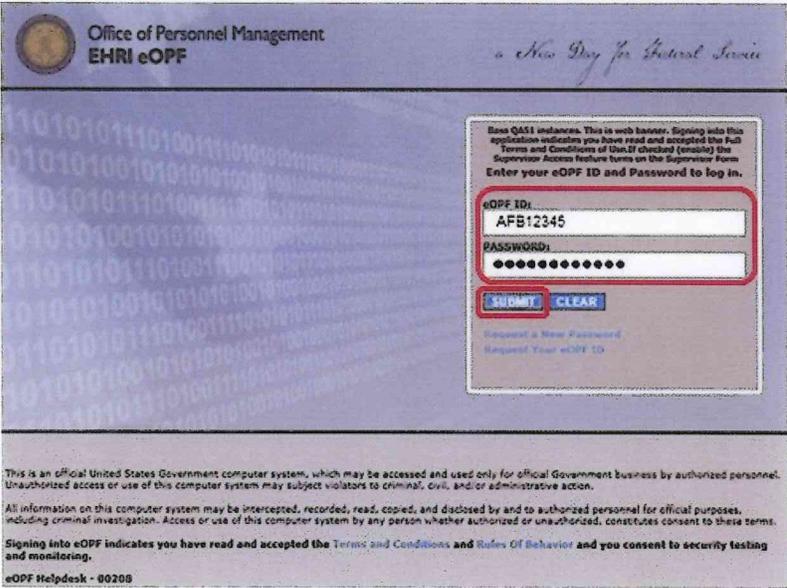
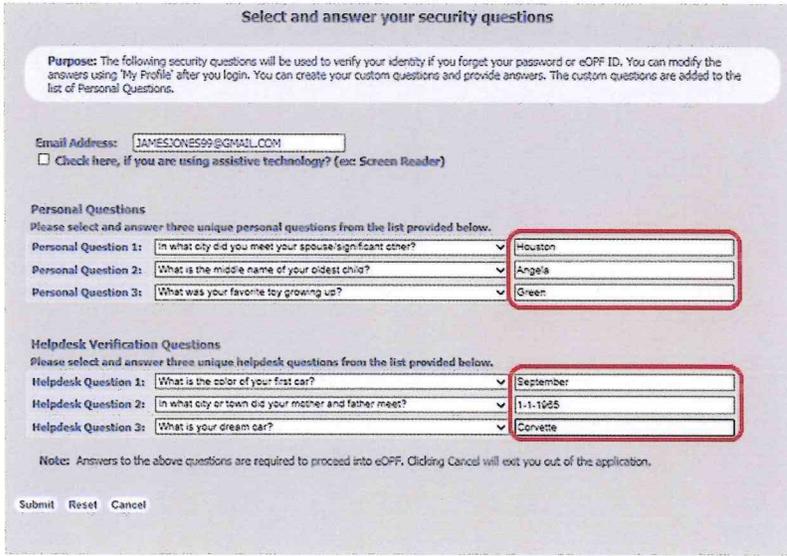
Step	Action	Screen Shot
1	<p>From the eOPF Logon page, click the Request a New Password link.</p>	
2	<p>On the Request a New Password page, enter your:</p> <ul style="list-style-type: none"> eOPF ID Last 5 digits of your SSN First 4 letters of your last name <p>Click the Submit button.</p>	
3	<p>The Request a New Password page displays indicating your request has been submitted for processing.</p> <p>Click the Click here to return to logon page link.</p> <p>Note: If your information fails to be verified, you receive a message stating that your information does not match the information in the eOPF system and you should contact the eOPF Help Desk.</p>	

Electronic Official Personnel Folder

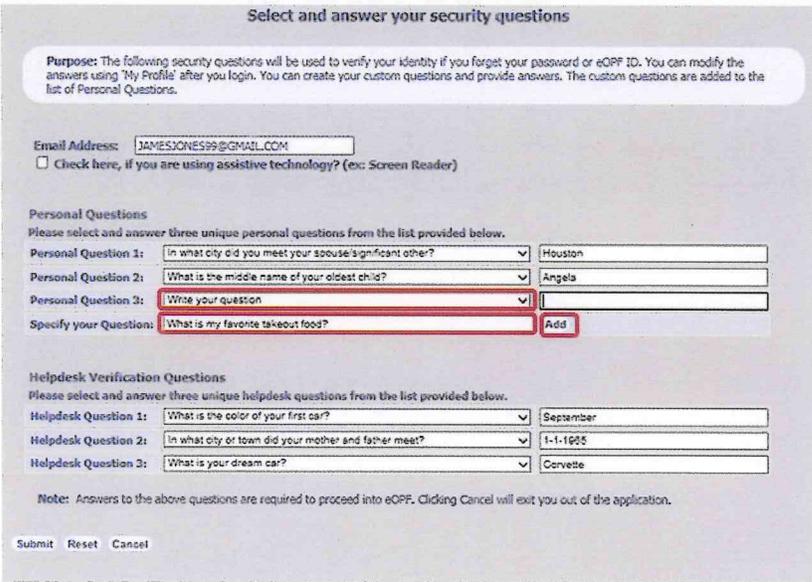
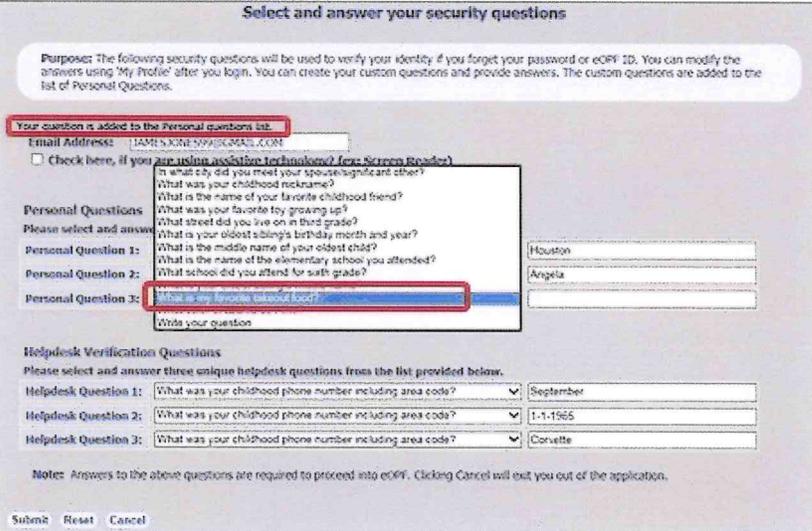
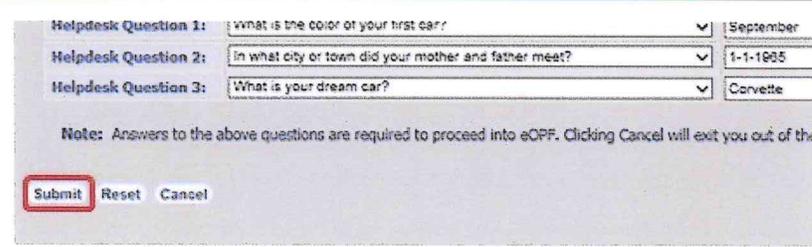
Step	Action	Screen Shot
4	<p>An email is sent with a password reset link, a token, and instructions to the email address of record in eOPF. The token is valid for 15 minutes.</p> <p>Click the URL link.</p> <p>Please contact the eOPF Help Desk if you do not receive an email with your password reset link, etc.</p>	<p>This email is to notify you that a request to change your eOPF password has been made.</p> <p>Please click on the link below. You will be asked to provide your username and the 12 digit token below. Please note that token expires within 15 minutes of sending this email:</p> <p>URL: https://eopf.sbs.gov/agency/ChangePasswordRequest.aspx (example) Token: 12A23F543ASD43 (example)</p> <p>If you did not initiate this change, please contact the helpdesk at 866-275-8518 or eopf_hd@teleishq.com for assistance.</p> <p>The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers another person's information in their folder, he/she should immediately contact the eOPF Help Desk (dial 866-275-8518 or email eopf_hd@teleishq.com) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.</p> <p>Agency: AGENCY]</p>
5	<p>The link opens the Reset Your Password screen. Type in your eOPF ID.</p> <p>Copy the token from the email and paste it into the Token field.</p> <p>Click the Submit button.</p>	
6	<p>The Please reset your password page displays.</p> <p>Enter a password that meets your agency's security guidelines in the New Password field, then again in the ReType Password field.</p> <p>Click the Reset Password button, which will bring you back to the eOPF Logon page.</p> <p>You are ready to log in to eOPF! Continue with Part 3.</p>	

Electronic Official Personnel Folder

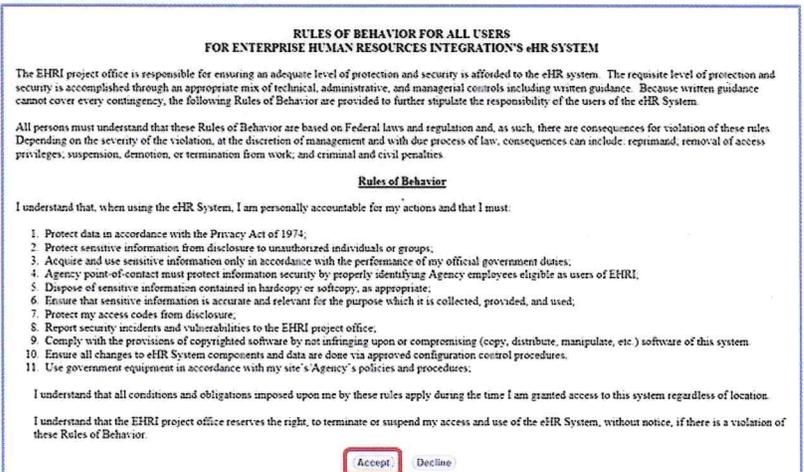
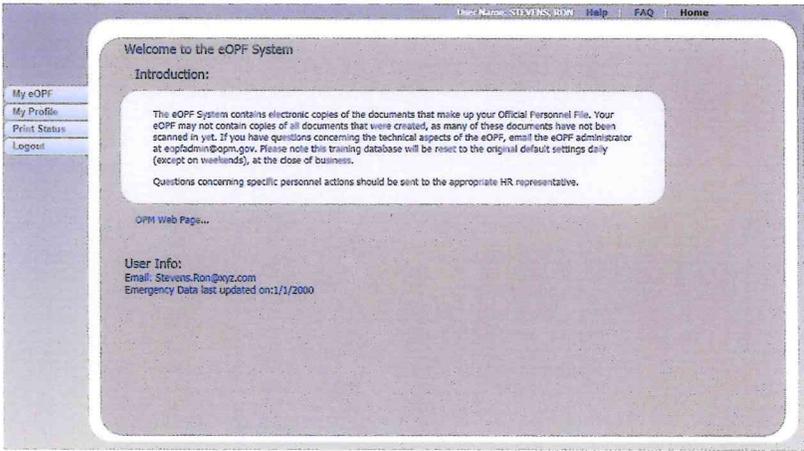
Part 3: First Time eOPF Logon

Step	Action	Screen Shot
1	<p>Enter your eOPF ID and password on the eOPF Logon page.</p> <p>Click the Submit button.</p>	 <p>This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.</p> <p>All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.</p> <p>Signing into eOPF indicates you have read and accepted the Terms and Conditions and Rules Of Behavior and you consent to security testing and monitoring.</p> <p>eOPF Helpdesk - 00208</p>
2	<p>The Select and answer your security questions screen displays. Select questions from the drop-down menu, then answer the questions in the blank fields on the right. Security question answers are not validated for format or correctness (i.e. state, numbers, or dates). Maximum length for an answer is 35 characters.</p> <p>To start over, click the Reset button.</p>	 <p>Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login. You can create your custom questions and provide answers. The custom questions are added to the list of Personal Questions.</p> <p>Email Address: <input type="text" value="JAMESJONES99@GMAIL.COM"/></p> <p><input type="checkbox"/> Check here, if you are using assistive technology? (ex: Screen Reader)</p> <p>Personal Questions Please select and answer three unique personal questions from the list provided below.</p> <p>Personal Question 1: <input type="text" value="In what city did you meet your spouse/significant other?"/> <input type="text" value="Houston"/></p> <p>Personal Question 2: <input type="text" value="What is the middle name of your oldest child?"/> <input type="text" value="Angela"/></p> <p>Personal Question 3: <input type="text" value="What was your favorite toy growing up?"/> <input type="text" value="Green"/></p> <p>Helpdesk Verification Questions Please select and answer three unique helpdesk questions from the list provided below.</p> <p>Helpdesk Question 1: <input type="text" value="What is the color of your first car?"/> <input type="text" value="September"/></p> <p>Helpdesk Question 2: <input type="text" value="In what city or town did your mother and father meet?"/> <input type="text" value="1-1-1925"/></p> <p>Helpdesk Question 3: <input type="text" value="What is your dream car?"/> <input type="text" value="Corvette"/></p> <p>Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.</p> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>

Electronic Official Personnel Folder

Step	Action	Screen Shot
3	<p>You also have the ability to create custom questions for Personal Questions; however, custom questions cannot be created for Helpdesk Questions.</p> <p>Click the drop-down menu and select Write your question. A blank Specify your Question field is added, allowing you to type your custom question. Click Add.</p> <p>Once a custom question is created, it will always be listed in the drop-down menu. Maximum length for a question is 100 characters. There is no limit to the number of custom questions you may create.</p>	
4	<p>A confirmation message states, "Your question is added to the Personal questions list."</p> <p>Select the drop-down menu arrow again and choose your newly created question. Type your answer in the blank field to the right.</p>	
5	<p>To save, click the Submit button below the questions.</p>	

Electronic Official Personnel Folder

Step	Action	Screen Shot
6	<p>The Rules of Behavior page displays. Read the rules and click the Accept button.</p>	 <p>RULES OF BEHAVIOR FOR ALL USERS FOR ENTERPRISE HUMAN RESOURCES INTEGRATION'S eHR SYSTEM</p> <p>The eHRI project office is responsible for ensuring an adequate level of protection and security is afforded to the eHR system. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the eHR System.</p> <p>All persons must understand that these Rules of Behavior are based on Federal laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand, removal of access privileges, suspension, demotion, or termination from work, and criminal and civil penalties.</p> <p>Rules of Behavior</p> <p>I understand that, when using the eHR System, I am personally accountable for my actions and that I must:</p> <ol style="list-style-type: none"> 1. Protect data in accordance with the Privacy Act of 1974; 2. Protect sensitive information from disclosure to unauthorized individuals or groups; 3. Acquire and use sensitive information only in accordance with the performance of my official government duties; 4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of eHRI; 5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate; 6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used; 7. Protect my access codes from disclosure; 8. Report security incidents and vulnerabilities to the eHRI project office; 9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system; 10. Ensure all changes to eHR System components and data are done via approved configuration control procedures; 11. Use government equipment in accordance with my site's Agency's policies and procedures; <p>I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.</p> <p>I understand that the eHRI project office reserves the right, to terminate or suspend my access and use of the eHR System, without notice, if there is a violation of these Rules of Behavior</p> <p><input type="button" value="Accept"/> <input type="button" value="Decline"/></p>
7	<p>The screen refreshes and takes you to the eOPF Welcome page. That's it! You are in eOPF.</p> <p>From this page, you can navigate eOPF with the buttons on the left.</p>	 <p>Ther Name: STEVENS, RON Help FAQ Home</p> <p>Welcome to the eOPF System</p> <p>Introduction:</p> <p>The eOPF System contains electronic copies of the documents that make up your Official Personnel File. Your eOPF may not contain copies of all documents that were created, as many of these documents have not been scanned in yet. If you have questions concerning the technical aspects of the eOPF, email the eOPF administrator at opfadmin@opm.gov. Please note this training database will be reset to the original default settings daily (except on weekends), at the close of business.</p> <p>Questions concerning specific personnel actions should be sent to the appropriate HR representative.</p> <p>OPF Web Page...</p> <p>User Info: Email: Stevens.Ron@xyz.com Emergency Data last updated on: 1/1/2000</p>

From the **eOPF Welcome Screen**, you can:

- View your entire eOPF by clicking the **My eOPF** tab.
- Search for specific documents within your eOPF by clicking on the **Search eOPF** tab.
- Change your eOPF preferences by clicking on the **My Profile** tab.

Need Assistance?

For login or document content issues, contact your local State Human Resources Office (HRO) for assistance.



eOPF Tips and Techniques

Subject: Recommended Settings in eOPF for My Profile

The eOPF application allows users to set specific preferences to optimize the search functionality.

From the General Preferences tab, you can set the default forms list that is provided on the search page, the number of rows displayed in the result set, and the columns displayed in the result set. The filter on the Forms List improves performance by reducing the size of the list.

From the eOPF **Main Menu**, click the **My eOPF** button, then follow the steps below to configure your preferences (see instructions on next page).

Enterprise Human Resources Integration Electronic Official Personnel Folder

Setting your Preferences using the General Preferences tab

The screenshot shows the 'General Preferences' tab in the eOPF system. At the top, there are navigation tabs: 'WhoAmI?', 'General Preferences' (highlighted with a red box and callout 1), 'Change Email', 'Emergency Data', and 'Change Password'. Below the tabs is a header 'Preferences - General Preferences :'. A message box states: 'Purpose: This feature allows you set your preferences whenever you login to eOPF. Choose the settings that you would like to see during document and folder search.' Below this are 'Apply' and 'Cancel' buttons (callout 8). The main content area is divided into several sections: 1. 'Number of Rows per Page (Display)' with a text input field containing '200' (callout 2). 2. 'Select Results Display (Folder)' with three checked checkboxes: 'Display SSN column with Folder results' (callout 3), 'Display Last Name column with Folder results', and 'Display First Name column with Folder results'. 3. 'Select Default Folder sides' with a 'Select All' button (callout 4) and several checked checkboxes: 'Temporary', 'Permanent', 'Performance', 'Overseas', and 'Training'. 4. 'Select Default Search Option (Forms)' with three radio buttons: 'Common Forms' (callout 5), 'All Forms', and 'Agency Forms'. 5. 'Select Results Display (Document)' with several checked checkboxes: 'Display Form Number column with Document results' (callout 6), 'Display Form Description column with Document results', 'Display Type Description column with Document results', 'Display NOA Code 1 return with Document results', 'Display NOA Code 2 column with Document results', 'Display Side by Side column with Document results', 'Display Create Date column with Document results', 'Display Folder Side column with Document results', 'Display Exception Comment column with Document results', and 'Display Print column with Document results'. 6. 'Are you using assistive technology (ex. Screen Reader)' with a dropdown menu set to 'No' (callout 7).

1. Click the **General Preferences** tab at the top of the screen.
2. In the **Number of Rows per Page (Display)** field, type your desired number of rows per page.
3. Select the fields you want to see in the results list displayed at folder level in the **Results Display (Folder)** option. The choices are: Social Security Number (SSN), First Name, and Last Name.
4. Select the **Default Folder Sides** to display, or choose Select All.
5. Select the **Default Search Option (Forms)**. The choices are: Common Forms, All Forms, and Agency Forms.
 - Common Forms are the most often used forms in Federal government.
 - All Forms produces a list of all possible forms including a mix of agency specific and Federal forms. It is best to choose All Forms.
 - Agency Forms produces a list of forms that are used by your agency.
6. In **Results Display (Document)**, select the fields you want to see in the results list displayed at the document level. The choices are: Form Number, Form Description, Type Description, Nature of Action (NOA) Code 1, NOA Code 2, Side-by-Side, Create Date, Side, Exception Comment, and Print.
7. Select Yes in the “**Are you using assistive technology (ex. screen reader)**” option if you would like to have eOPF change how the pages are displayed to improve performance when using assistive technology software such as JAWS. This mode alters the pages so that accessibility tools can perform actions and receive prompts for action. Select the No option to re-enable the standard page display.
8. Remember to click **Apply** button at the top left of the screen when completed. This will save your settings.



eOPF Tips & Techniques

Search, View, Print, and Save Documents Using My eOPF

Introduction

Your electronic Official Personnel Folder, or eOPF, manages all of your personnel documents, organized by virtual folders. The Permanent and Temporary virtual folders contain documents in accordance with OPM's *Guide to Personnel Recording Keeping* (located at: <http://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/>).

My eOPF provides flexibility when searching for documents in your eOPF. From the **My eOPF** button on the main menu, you can access subject tabs which will appear at the top of the screen. The **My eOPF** page lists the details associated with your eOPF and the documents residing on the folder sides to which you have access.

My eOPF Search page contains the selection criteria you may use to search for a specific document or a group of documents in your eOPF. Available search fields include:

- Form radio buttons
 - Common Forms - frequently used forms found in eOPF
 - All Forms - all forms found in eOPF (this button is pre-selected)
 - Agency Forms - forms used only in your agency
- Form drop-down list

Select a particular form to further filter your search. To locate a particular form quickly, enter the first letter of the form number in the drop-down box. For example, if looking for an SF 50, enter "SF" in the Form drop-down box to jump directly to the forms beginning with "SF."
- Type drop-down list

Select the specific document type related to the form. Types vary depending on the form selected.
- Folder Sides check box

Select the folder or folders for which you want to search. You may also check the Select All box to search on all folders to which you have access.
- Date fields

Allow you to search for documents created on a specific date or with a specific effective date range. Select from:

 - Create Date is the date that a document is added to eOPF.

Electronic Official Personnel Folder

- Start Effective Date and End Effective Date limits the number of returned documents to those within the specified effective date range.

My eOPF Print Folder page enables you to select a folder side(s) and create a printable file. This function compiles all of the individual documents saved to the selected folder side(s) to a consolidated PDF file. You have the option of printing single or double sided

My eOPF Print Status page provides a list of submitted print requests, displaying in the order in which they were submitted. Each print request is assigned a Request Identification number (Request ID). Depending on the size of a request, a print job may be broken into two or more parts. The Request ID is displayed first followed by the part number.

The following sections detail the steps to view, search, sort, print, and save your documents.

Part 1: View, Print, and Save a Single Document

Part 2: Sort your Documents

Part 3: Search for Specific Documents

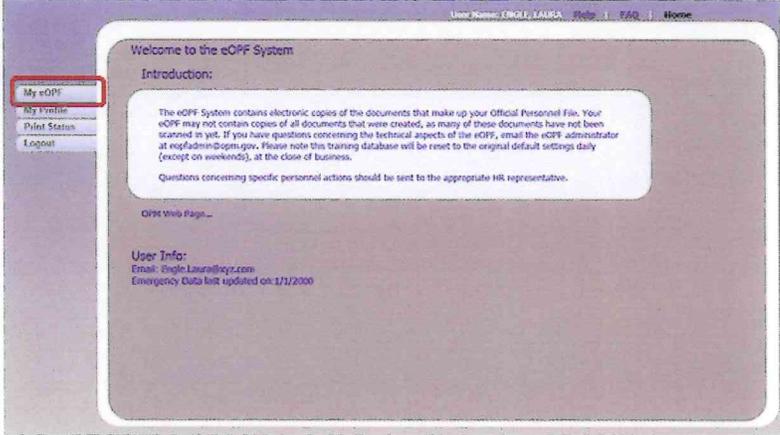
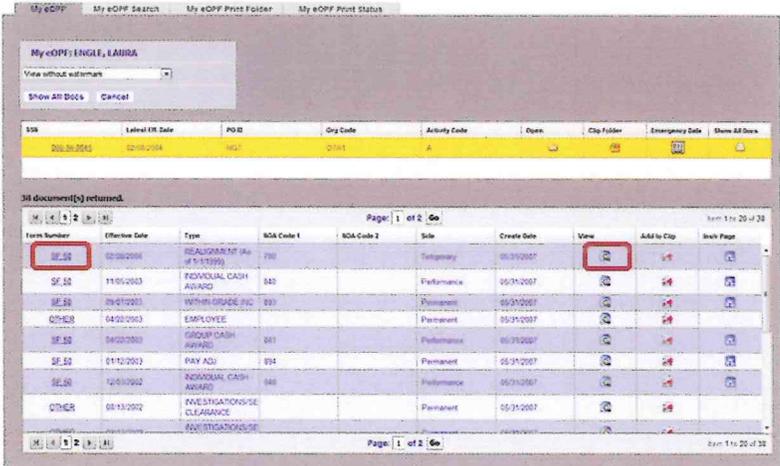
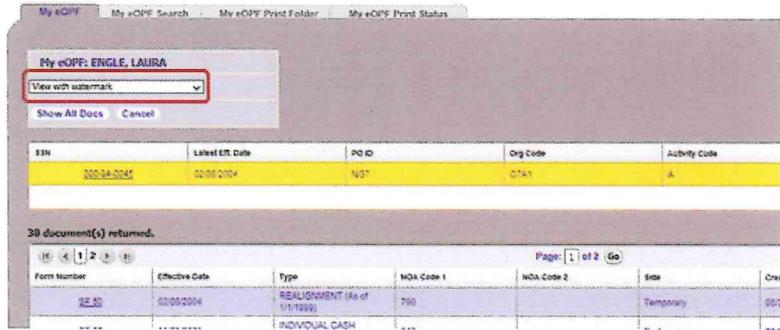
Part 4: Select a Group of Documents

Part 5: Use Print Status

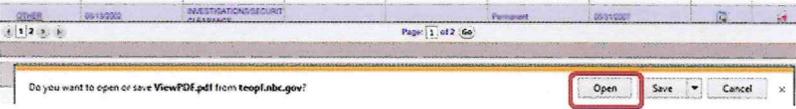
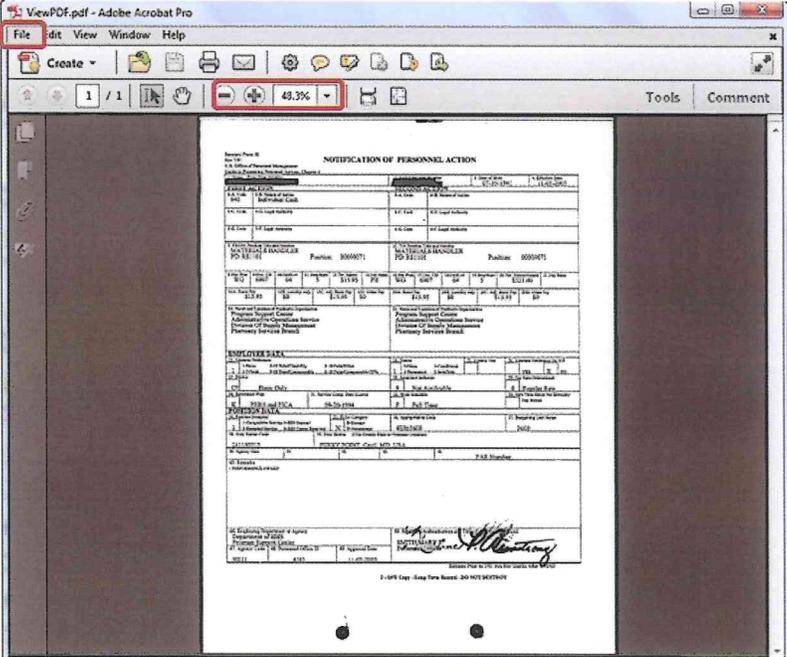
Part 6: Print your entire eOPF

Electronic Official Personnel Folder

Part 1: View, Print, and Save a Single Document

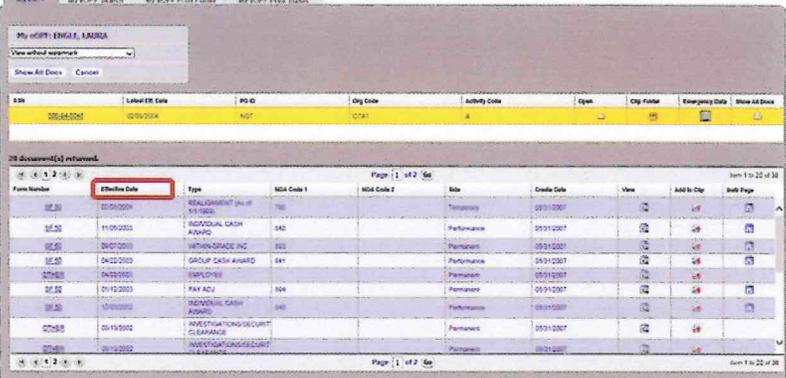
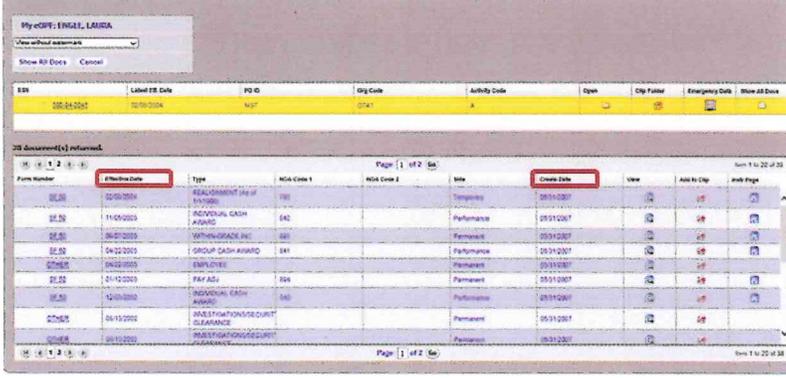
Step	Action	Screen Shot
1	From the eOPF main menu, select My eOPF button.	
2	<p>The My eOPF page displays by default. This page lists documents in your eOPF, in chronological order with the most recent Effective Date first.</p> <p>Depending on your My Profile – General Preferences settings, your screen may display differently than shown here. Please refer to the “eOPF User Guide” for details.</p> <p>To view a document, either click the Form Number or click the View icon.</p>	
3	<p>You can add a watermark to a document by selecting the “View with watermark” option.</p> <p>The watermark displays at the bottom of each page and states that the document is an official document.</p>	

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Step	Action	Screen Shot
4	<p>A browser download prompt displays. This example is from Internet Explorer 10. Your browser may use a different prompt.</p> <p>To view, click the Open button.</p>	
5	<p>A new window opens in Adobe Reader. The selected document is displayed.</p> <p>To View: Use the + and – signs to change the size of the document for better viewing.</p> <p>To Print: From the File menu, click the Print function to print the document to your local printer.</p> <p>To Save: From the File menu, use the Save or Save As feature to save the document on your computer.</p> <p>Note: This is only recommended on a private computer. Most eOPF documents contain personally identifiable information and should be protected at all times.</p> <p>When you are finished, click the red 'X' icon to close the document.</p>	

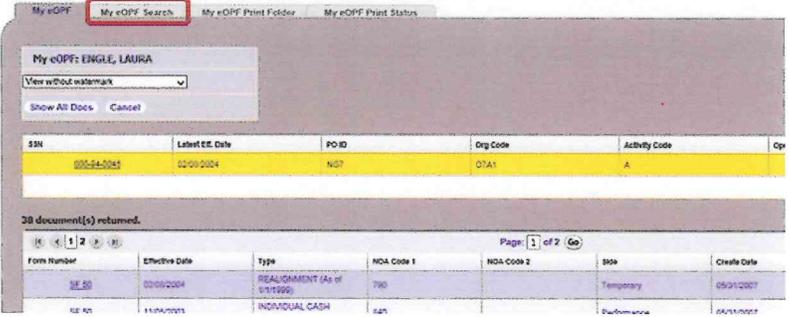
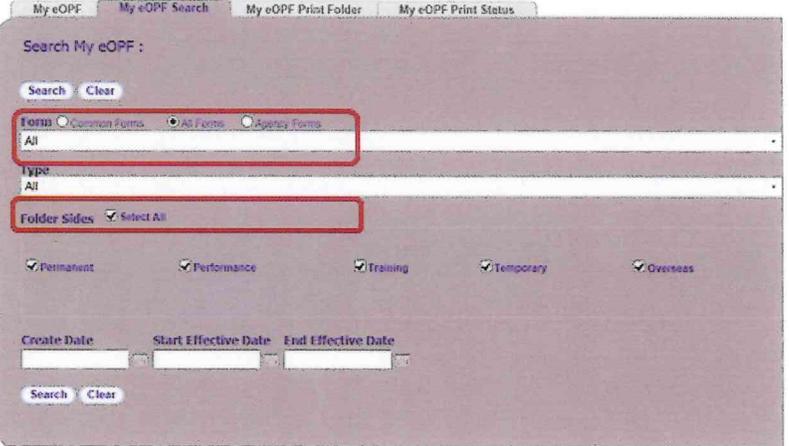
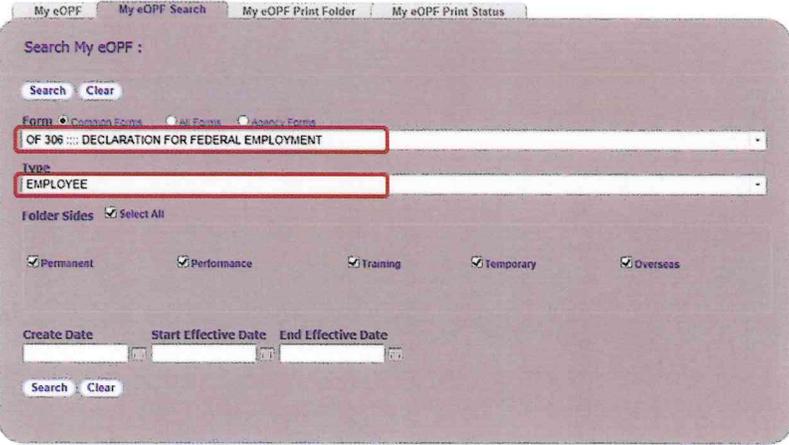
Electronic Official Personnel Folder

Part 2: Sort your Documents

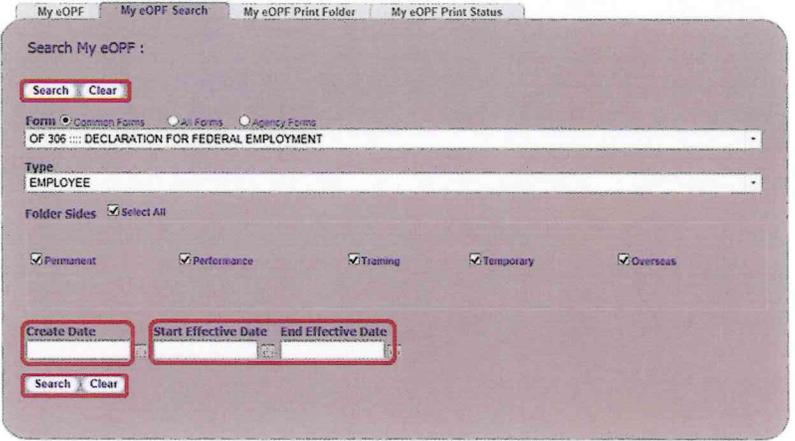
Step	Action	Screen Shot
1	<p>From the My eOPF page, you can change the sort order in any column. Click on a column header to sort in descending order. Click again for ascending order. The sort order remains in effect until you either sort by another field or log out of eOPF.</p>	
2	<p>To sort documents alphabetically, click on the headers for Form Number, Form Description, Type, or Side (which is the virtual folder side where the document is assigned).</p>	
3	<p>To sort by date, click on the headers for Effective Date or Create Date (which is the date the document was added to eOPF).</p>	

Electronic Official Personnel Folder

Part 3: Search for Specific Documents

Step	Action	Screen Shot
1	<p>To search for a specific document, click the My eOPF Search tab at the top of the page.</p>	 <p>The screenshot shows the 'My eOPF Search' tab highlighted in the top navigation bar. Below the navigation bar, there is a search interface for 'My eOPF: ENGLE, LAURA'. It includes a search bar with a dropdown menu set to 'View without watermark', 'Show All Docs', and 'Cancel' buttons. Below this is a table with columns: SSN, Latest Eff. Date, PO ID, Org Code, and Activity Code. The first row is highlighted in yellow with values: 000245042, 02/01/2004, NS7, OTA1, and A. Below the table, it says '28 document(s) returned.' and shows a pagination control for 'Page: 1 of 2'. At the bottom, there is a table with columns: Form Number, Effective Date, Type, NDA Code 1, NDA Code 2, SDO, and Create Date. The first row shows 'SE 80', '02/01/2004', 'REALIGNMENT (As of 1/1/1995)', '780', 'Performance', 'Temporary', and '05/01/2007'. The second row shows 'CE 40', '11/14/1993', 'INDIVIDUAL CASH', '624', 'Performance', and '04/14/1997'.</p>
2	<p>The Search My eOPF page displays.</p> <p>Enter search criteria in the available fields to retrieve specific documents. The more specific your entered search criteria, the more targeted your search results.</p> <p>Selecting All Forms radio button in the Form section and selecting Select All in the Folder Sides check box returns all of the documents in your folder.</p>	 <p>The screenshot shows the 'Search My eOPF' page. It has a search bar with 'Search' and 'Clear' buttons. Below the search bar are three radio buttons: 'Common Forms', 'All Forms', and 'Agency Forms'. The 'All Forms' radio button is selected and highlighted with a red box. Below the radio buttons is a dropdown menu for 'Form' with 'All' selected and highlighted with a red box. Below the dropdown menu is another dropdown menu for 'Type' with 'All' selected. Below the 'Type' dropdown is a 'Folder Sides' section with a 'Select All' checkbox checked and highlighted with a red box. Below the 'Folder Sides' section are five checkboxes: 'Permanent', 'Performance', 'Training', 'Temporary', and 'Overseas', all of which are checked. Below these checkboxes are three date input fields: 'Create Date', 'Start Effective Date', and 'End Effective Date'. At the bottom are 'Search' and 'Clear' buttons.</p>
3	<p>Narrow the search by selecting a specific Form and/or a specific document Type from the drop-down menus.</p> <p>To find your form or type more quickly, you can begin to type the name or number of a Form or a Type into the drop-down text boxes. This will bring up forms beginning with that letter or number.</p>	 <p>The screenshot shows the 'Search My eOPF' page. It has a search bar with 'Search' and 'Clear' buttons. Below the search bar are three radio buttons: 'Common Forms', 'All Forms', and 'Agency Forms'. Below the radio buttons is a dropdown menu for 'Form' with 'OF 306 : DECLARATION FOR FEDERAL EMPLOYMENT' selected and highlighted with a red box. Below the 'Form' dropdown menu is another dropdown menu for 'Type' with 'EMPLOYEE' selected and highlighted with a red box. Below the 'Type' dropdown is a 'Folder Sides' section with a 'Select All' checkbox checked. Below the 'Folder Sides' section are five checkboxes: 'Permanent', 'Performance', 'Training', 'Temporary', and 'Overseas', all of which are checked. Below these checkboxes are three date input fields: 'Create Date', 'Start Effective Date', and 'End Effective Date'. At the bottom are 'Search' and 'Clear' buttons.</p>

Electronic Official Personnel Folder

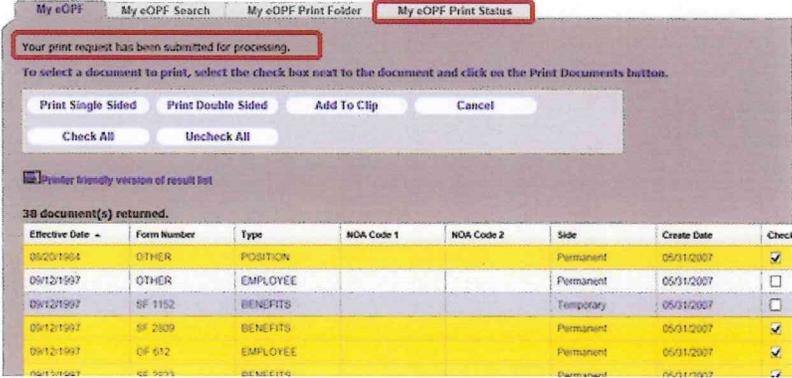
Step	Action	Screen Shot																																																																						
4	<p>You can search using a Create Date (the date the document was added to eOPF). Or, use Start Effective Date and End Effective Date to target forms with an Effective Date falling within a specified range.</p> <p>To start all over with new search criteria, use the Clear button.</p> <p>Once all your criteria are entered, click the Search button at either the top or the bottom of the page.</p>																																																																							
5	<p>The My eOPF page displays with the search results. The documents meeting the entered search criteria are listed.</p>	 <table border="1"> <thead> <tr> <th>Form Number</th> <th>Effective Date</th> <th>Type</th> <th>NOA Code 1</th> <th>NOA Code 2</th> <th>Side</th> <th>Create Date</th> <th>View</th> <th>Add to Clip</th> <th>Instr Page</th> </tr> </thead> <tbody> <tr> <td>SE_50</td> <td>03/09/2004</td> <td>REASSIGNMENT (As of 1/1/1999)</td> <td>790</td> <td></td> <td>Temporary</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SE_50</td> <td>11/05/2003</td> <td>INDIVIDUAL CASH AWARD</td> <td>840</td> <td></td> <td>Performance</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SE_50</td> <td>09/07/2003</td> <td>WITHIN-GRADE INC.</td> <td>893</td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SE_50</td> <td>04/22/2003</td> <td>GRDUP CASH AWARD</td> <td>841</td> <td></td> <td>Performance</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SE_50</td> <td>01/13/2003</td> <td>PAY ADJ.</td> <td>894</td> <td></td> <td>Permanent</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SE_50</td> <td>12/03/2002</td> <td>INDIVIDUAL CASH AWARD</td> <td>840</td> <td></td> <td>Performance</td> <td>05/31/2007</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Form Number	Effective Date	Type	NOA Code 1	NOA Code 2	Side	Create Date	View	Add to Clip	Instr Page	SE_50	03/09/2004	REASSIGNMENT (As of 1/1/1999)	790		Temporary	05/31/2007				SE_50	11/05/2003	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007				SE_50	09/07/2003	WITHIN-GRADE INC.	893		Permanent	05/31/2007				SE_50	04/22/2003	GRDUP CASH AWARD	841		Performance	05/31/2007				SE_50	01/13/2003	PAY ADJ.	894		Permanent	05/31/2007				SE_50	12/03/2002	INDIVIDUAL CASH AWARD	840		Performance	05/31/2007			
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Electronic Official Personnel Folder

Part 4: Select a Group of Documents

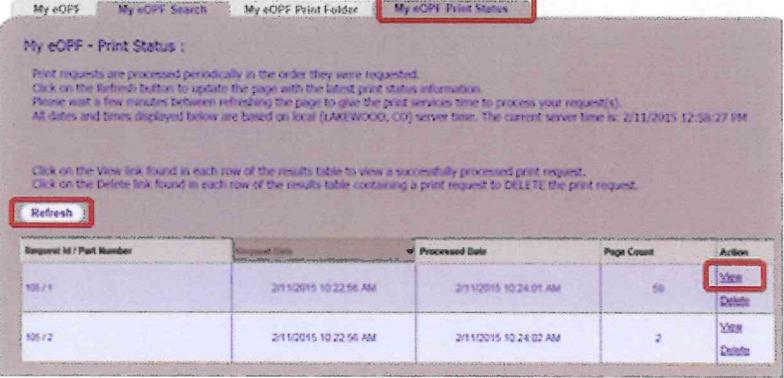
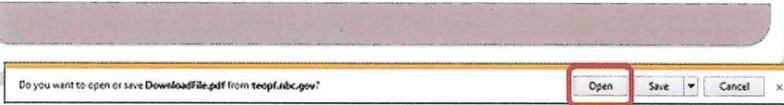
Step	Action	Screen Shot
1	<p>From the My eOPF page, you can compile a group of selected documents. For example, you may want to compile all your SF 50 forms for viewing or printing.</p> <p>First, click the Show All Docs button.</p>	 <p>The screenshot shows the 'My eOPF' page for user 'LINGLE, EMURA'. A 'Show All Docs' button is highlighted with a red box. Below it is a table of documents with columns for Form Number, Effective Date, Type, NSA Code 1, NSA Code 2, Title, Create Date, View, Add to Clip, and Print Page. The table contains 10 rows of document information.</p>
2	<p>The page refreshes, with check boxes displayed in the far right column. The documents can be sorted by clicking on the column headers (see Part 2).</p> <p>Place check marks in the boxes for those documents you would like to view or print. Identify print preferences by clicking either the Print Single Sided or Print Double Sided button.</p> <p>Note: Clicking Print Single Sided or Print Double Sided does not send the document to your local printer, but rather compiles the selected documents into a consolidated PDF. You can then print to your local printer using the navigation menu in Adobe Reader.</p>	 <p>The screenshot shows the same document list as in Step 1. A dialog box is open with 'Print Single Sided' and 'Print Double Sided' buttons highlighted with red boxes. The 'Check' button in the far right of the document table is also highlighted with a red box.</p>

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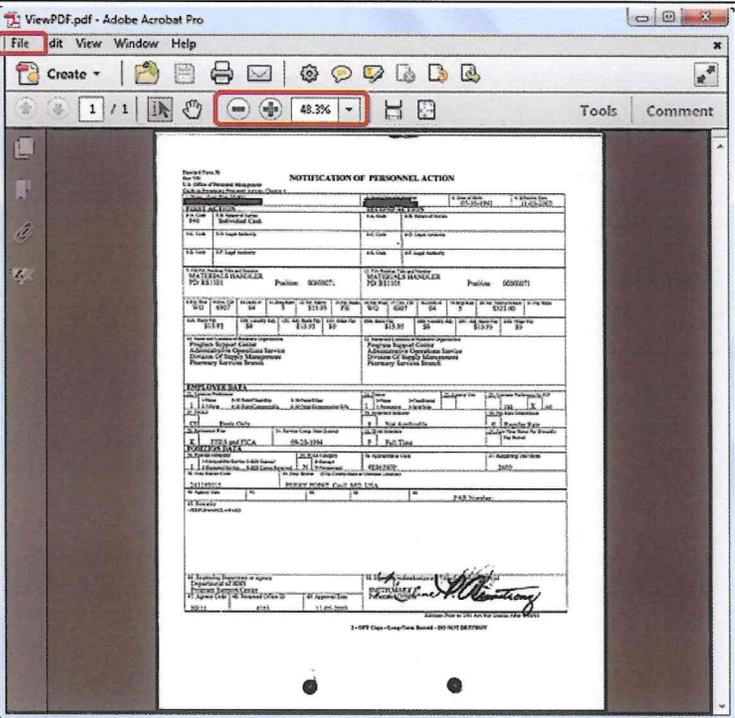
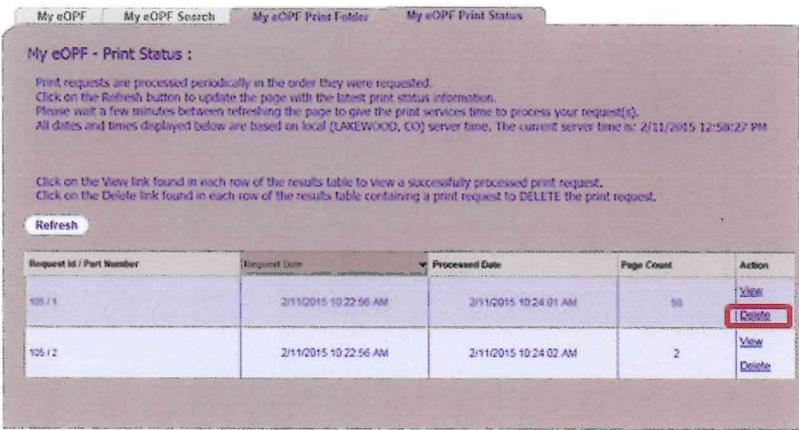
Step	Action	Screen Shot																																																								
3	<p>The page refreshes and a message displays indicating, "Your print request has been submitted for processing."</p> <p>Click the My eOPF Print Status tab from the top of the page to view the consolidated documents.</p>	 <p>The screenshot shows the 'My eOPF Print Status' page. At the top, there are navigation tabs: 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder', and 'My eOPF Print Status'. A message box states: 'Your print request has been submitted for processing.' Below this, there are instructions: 'To select a document to print, select the check box next to the document and click on the Print Documents button.' There are buttons for 'Print Single Sided', 'Print Double Sided', 'Add To Clip', 'Cancel', 'Check All', and 'Uncheck All'. A table titled '38 document(s) returned.' is displayed with the following columns: Effective Date, Form Number, Type, NOA Code 1, NOA Code 2, Side, Create Date, and Check. The table contains several rows of document information.</p> <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Form Number</th> <th>Type</th> <th>NOA Code 1</th> <th>NOA Code 2</th> <th>Side</th> <th>Create Date</th> <th>Check</th> </tr> </thead> <tbody> <tr> <td>05/20/1964</td> <td>OTHER</td> <td>POSITION</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>OTHER</td> <td>EMPLOYEE</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>SF 1152</td> <td>BENEFITS</td> <td></td> <td></td> <td>Temporary</td> <td>05/01/2007</td> <td><input type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>SF 2809</td> <td>BENEFITS</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>OF 612</td> <td>EMPLOYEE</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>05/12/1997</td> <td>GE 3035</td> <td>BENEFITS</td> <td></td> <td></td> <td>Permanent</td> <td>05/01/2007</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Effective Date	Form Number	Type	NOA Code 1	NOA Code 2	Side	Create Date	Check	05/20/1964	OTHER	POSITION			Permanent	05/01/2007	<input checked="" type="checkbox"/>	05/12/1997	OTHER	EMPLOYEE			Permanent	05/01/2007	<input type="checkbox"/>	05/12/1997	SF 1152	BENEFITS			Temporary	05/01/2007	<input type="checkbox"/>	05/12/1997	SF 2809	BENEFITS			Permanent	05/01/2007	<input checked="" type="checkbox"/>	05/12/1997	OF 612	EMPLOYEE			Permanent	05/01/2007	<input checked="" type="checkbox"/>	05/12/1997	GE 3035	BENEFITS			Permanent	05/01/2007	<input checked="" type="checkbox"/>
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Electronic Official Personnel Folder

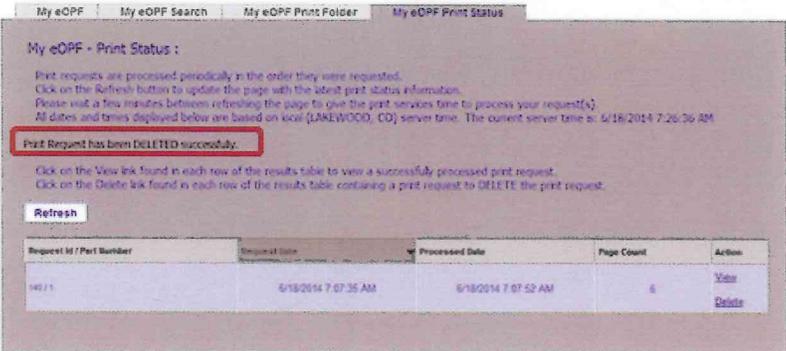
Part 5: Use Print Status

Step	Action	Screen Shot
1	<p>Click on the My eOPF Print Status tab to display the My eOPF – Print Status page. The results list the print requests you have made.</p> <p>Note: If you do not see your request, wait a few minutes and click the Refresh button.</p> <p>Click the View link to open the documents in Adobe Reader.</p>	 <p>The screenshot shows the 'My eOPF - Print Status' page. At the top, there are navigation tabs: 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder', and 'My eOPF Print Status' (highlighted with a red box). Below the tabs, there is a 'Refresh' button (highlighted with a red box). A table lists print requests with columns: Request Id / Part Number, Request Date, Processed Date, Page Count, and Action. The first row has Request Id 105 / 1, Request Date 2/11/2015 10:22:56 AM, Processed Date 2/11/2015 10:24:01 AM, Page Count 50, and Action links 'View' (highlighted with a red box) and 'Delete'. The second row has Request Id 105 / 2, Request Date 2/11/2015 10:22:56 AM, Processed Date 2/11/2015 10:24:02 AM, Page Count 2, and Action links 'View' and 'Delete'.</p>
2	<p>A file download prompt displays. This browser prompt example is from Internet Explorer 10. Your browser may use a different prompt.</p> <p>To view, click the Open button.</p>	 <p>The screenshot shows a browser file download prompt. The text reads: 'Do you want to open or save DownloadFile.pdf from teopf.libcc.gov?'. Below the text are three buttons: 'Open' (highlighted with a red box), 'Save', and 'Cancel'.</p>

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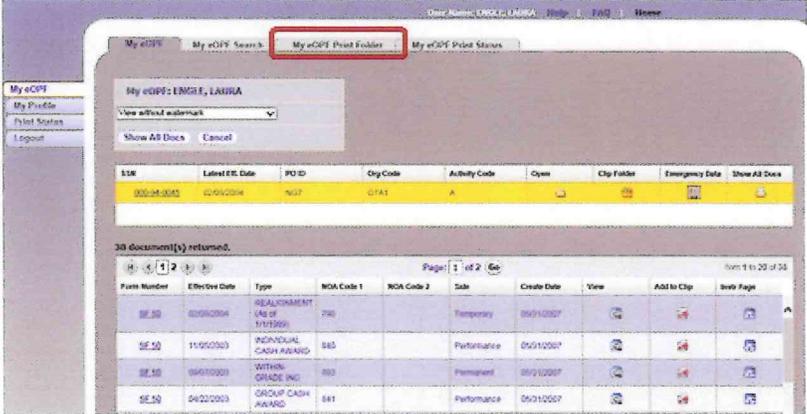
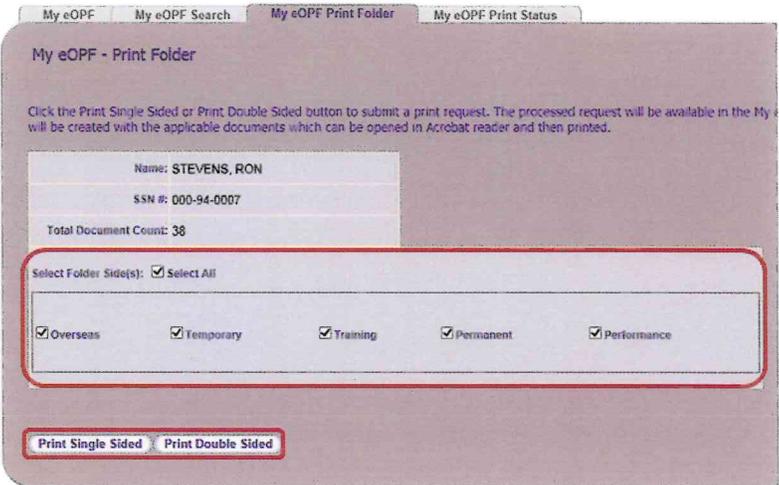
Step	Action	Screen Shot
3	<p>A new window opens in Adobe Reader.</p> <p>To View: Use the + and – signs to change the size.</p> <p>To Print: From the File menu, choose Print.</p> <p>To Save: From the File menu, use the Save or Save As feature to save the document(s) on your computer.</p> <p>Note: This is only recommended on a private computer. Most eOPF documents contain personally identifiable information and should be protected at all times.</p> <p>Click the 'X' icon to close the document.</p>	
4	<p>When you are done using this print request, delete it from the printing queue.</p> <p>Click the Delete link in the row of the request you wish to delete.</p> <p>Note – The print requests remain on the My eOPF Print Status for a period of 7 days at which time they are automatically deleted.</p>	
5	<p>A confirmation displays asking, “Do you want to DELETE this request?”</p> <p>Click the OK button.</p>	

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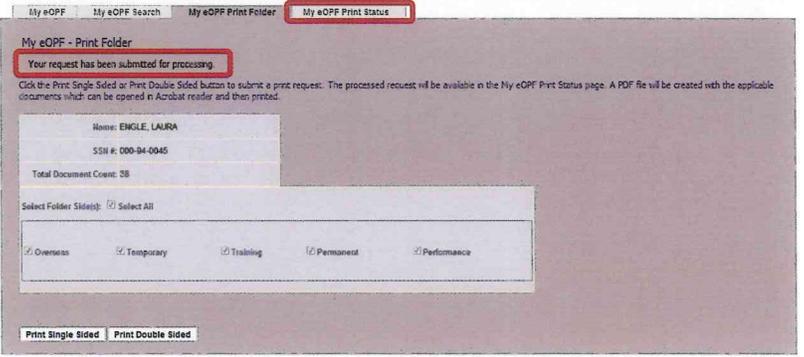
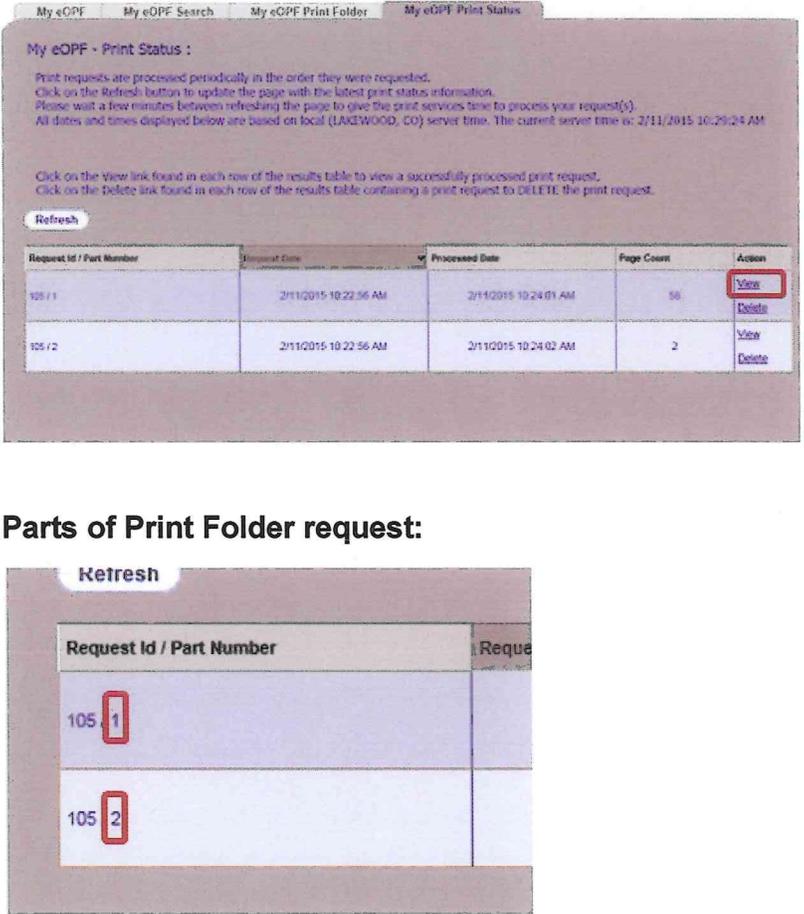
Step	Action	Screen Shot										
6	A confirmation displays stating "Print Request has been DELETED successfully." The request no longer displays in the My eOPF – Print Status table.	 <p>My eOPF My eOPF Search My eOPF Print Folder My eOPF Print Status</p> <p>My eOPF - Print Status :</p> <p>Print requests are processed periodically in the order they were requested. Click on the Refresh button to update the page with the latest print status information. Please wait a few minutes between refreshing the page to give the print servers time to process your request(s). All dates and times displayed below are based on kool (LAKEWOOD, CO) server time. The current server time is: 6/18/2014 7:26:36 AM</p> <p>Print Request has been DELETED successfully.</p> <p>Click on the View link found in each row of the results table to view a successfully processed print request. Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.</p> <p>Refresh</p> <table border="1"> <thead> <tr> <th>Request # / Part Number</th> <th>Requested Date</th> <th>Processed Date</th> <th>Page Count</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>14971</td> <td>6/18/2014 7:07:35 AM</td> <td>6/18/2014 7:07:52 AM</td> <td>6</td> <td>View Delete</td> </tr> </tbody> </table>	Request # / Part Number	Requested Date	Processed Date	Page Count	Action	14971	6/18/2014 7:07:35 AM	6/18/2014 7:07:52 AM	6	View Delete
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Part 6: Print your Entire eOPF

Step	Action	Screen Shot
1	<p>Click the My eOPF Print Folder tab to print your entire eOPF or print only selected virtual folder sides within the eOPF.</p>	
2	<p>The My eOPF – Print Folder page displays.</p> <p>Select the one or more virtual folders from the Select Folder Side(s) window. Or, click the Select All checkbox to select all folder sides you have access to and print the entire eOPF.</p> <p>Identify print preferences by clicking either the Print Single Sided or Print Double Sided button.</p> <p>Note: Clicking Print Single Sided or Print Double Sided does not send the document to your local printer, but rather compiles the selected documents into a consolidated PDF. You can then print to your local printer using the navigation menu in Adobe Reader.</p>	

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Step	Action	Screen Shot
3	<p>The page refreshes and a message displays indicating, "Your request has been submitted for processing."</p> <p>Click the My eOPF Print Status tab to view your request.</p>	
4	<p>The My eOPF Print Status page displays.</p> <p>When a request exceeds the size threshold, the request is broken out into two or more parts, as shown in this example.</p> <p>Click on the View link in the far right hand column.</p> <p>Note: The parts are identified in the Request ID / Part Number column. This example shows Request ID 105, Parts 1 and 2.</p>	 <p>Parts of Print Folder request:</p>

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Step	Action	Screen Shot
5	<p>A file download prompt displays. This browser prompt example is from Internet Explorer 10. Your browser may use a different prompt.</p> <p>To view, click the Open button.</p>	
6	<p>A new window opens in Adobe Reader.</p> <p>To View: Use the + and – signs to change the size.</p> <p>To Print: From the File menu, choose the Print function to print the document to your local printer.</p> <p>To Save: From the File menu, use the Save or Save As feature to save the document on your computer.</p> <p>When you are finished, click the 'X' icon to close the document.</p>	