

Electronic Official Personnel Folder for Employees

eOPF

What is eOPF?

- The eOPF is the digitized re-creation of your hard copy Official Personnel File (OPF) which is currently the official record of your federal work career.
- eOPF allows each employee to have an electronic access to their own personnel folder. Some unique system features include:
- Provides secure access to employment documents/official forms and information to a geographically dispersed workforce,
- Supports a multi-level secure environment,
- Eliminates loss of an employee's official personnel folder during filing and/or routing ,
- Reduces costs associated with storage, maintenance, and retrieval of records,
- Complies with Office of Personnel Management (OPM) and federally mandated HR employee record management regulations , and
- Delivers system generated email notification to employee.

Accessing your eOPF

- You can only access eOPF from a Government computer with internet access on a Government installation/location
- The eOPF login is not CAC enabled, when you create your password it only lasts for 60 days so remember to update it when needed.
<https://eopf1.nbc.gov/nationalguard/logon.aspx>
- You will need to request you eOPF ID
- Once you request your eOPF ID you will receive an email to your military email with the ID and then go back to the eOPF login page
- You will request a new password by clicking on the “Request a New Password” link on the eOPF Login page. An email is then 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 you click on the reset link, they will be prompted to enter your eOPF D and token. Once submitted, you will create a new password

What is in my eOPF?

- The documents that were in your hard copy OPF.
- Human Resources documents - some examples are as follows: SF 50s, SF 52s, Position Description(s), resume(s), and any other supporting documentation for hiring actions.
- Benefits Forms.
- Performance Documents.
- Military Forms, e.g., DD-214.

What you can do in eOPF?

- Access eOPF from any Government computer with internet access on a Government installation/location.

View, Search and Print Documents

Update My Profile:

- Who Am I?
- General preferences
- Change password
- Change security questions
- View Help & Frequently asked questions
- Reset your Password and User ID
- Request additional assistance

Office of Personnel Management
eOPF

a New Day for Federal Service

eOPF v5.0.1 System for NATGUARD Employees
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

[Request a New Password](#)
[Request Your eOPF ID](#)

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.
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.

My eOPF | My eOPF Search | My eOPF Print Folder | My eOPF Print Status

My eOPF: BRZOWSKI, MIRANDA

View without watermark

SSN	Latest Eff. Date	PO ID	Org Code	Activity Code	Open	Clip Folder	Emergency Data	Show All Docs
[REDACTED]	01/10/2016	3355	UBARW8A5AA1723	0				

4 document(s) returned.

Form Number	Effective Date	Form Description	Type	NOA Code 1	NOA Code 2	Side	Create Date	View	Add to Clip	Instr Page
SF 2809	01/10/2016	HEALTH BENEFITS REGISTRATION	BENEFITS			Permanent	01/12/2016			
SF 50	01/10/2016	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894		Permanent	01/12/2016			
SF 50	09/22/2015	NOTIFICATION OF PERSONNEL ACTION	CORRECTION	002	171	Permanent	10/02/2015			
SF 50	09/22/2015	NOTIFICATION OF PERSONNEL ACTION	EXC APPT NTE	171		Permanent	09/26/2015			

How to view documents

- In the “My eOPF” tab you can view all of your documents
- If you want to search for a specific document; use the “My eOPF search” tab

The screenshot displays the 'My eOPF' web interface. On the left is a navigation menu with options: My eOPF, Search eOPF, Import, My Profile, Create SF75, Print Folder, Print Status, Reports, Transfer, and Logout. The main content area has tabs for 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder', and 'My eOPF Print Status'. The 'My eOPF Search' tab is active, showing a search bar with the name 'BRZOZOW' and a search button. Below the search bar is a dropdown menu set to 'View without watermark' and two buttons: 'Show All Docs' and 'Cancel'. A summary table is displayed with the following data:

SSN	Latest Eff. Date	PO ID	Org Code	Activity Code	Open	Clip Folder	Emergency Data	Show All Docs
216-37-2987	01/10/2016	3355	UBARW8A5AA1723	0				

Below the summary table, it states '4 document(s) returned.' and shows a list of documents:

Form Number	Effective Date	Form Description	Type	NOA Code 1	NOA Code 2	Side	Create Date	View	Add to Clip	Instr Page
SF 2809	01/10/2016	HEALTH BENEFITS REGISTRATION	BENEFITS			Permanent	01/12/2016			
SF 50	01/10/2016	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894		Permanent	01/12/2016			
SF 50	09/22/2015	NOTIFICATION OF PERSONNEL ACTION	CORRECTION	002	171	Permanent	10/02/2015			
SF 50	09/22/2015	NOTIFICATION OF PERSONNEL ACTION	EXC APPT NTE	171		Permanent	09/26/2015			

How to print your documents

- You can view and/or print all documents from your eOPF.
- To print one document you can click the view button and print it from the pdf file
- To print your entire folder go to the “My eOPF Print Folder” tab then click “Print Single sided” then your print request will be forwarded to the print queue “my eOPF print status”

Print status feature

- Printing has been modified for 'Print Folder', 'Show All Docs in My eOPF', 'Show All Docs in Search eOPF', and 'Clip Folders'.
- Users submit a print request which is handled by a dedicated print service.
- Once a print job is completed, a bulk PDF file is created - the images (bulk PDF) are retained for an agency determined period of time (default of 7 days) before being purged.
- Users will be provided a list of their own requests.

My eOPF

Search eOPF

Import

My Profile

Create SF75

Print Folder

Print Status

Reports

Transfer

Logout

My eOPF - Print Folder :

Click the Print Single Sided or Print Double Sided button to submit a print request. The processed request will be available in the My eOPF Print Status page. A PDF file will be created with the applicable documents which can be opened in Acrobat reader and then printed.

Name:	BRZOZOWSKI, MIRANDA
SSN #:	██████████
Total Document Count:	4
Select Folder Side(s):	<input checked="" type="checkbox"/> Select All
<input checked="" type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Permanent

[Print Single Sided](#) | [Print Double Sided](#)

[My eOPF](#)[My eOPF Search](#)[My eOPF Print Folder](#)[My eOPF Print Status](#)[My eOPF](#)[Search eOPF](#)[Import](#)[My Profile](#)[Create SF75](#)[Print Folder](#)[Print Status](#)[Reports](#)[Transfer](#)[Logout](#)

My eOPF - Print Status :

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 services time to process your request(s).

All dates and times displayed below are based on local (LAKEWOOD, CO) server time. The current server time is: 1/20/2016 6:31:44 AM

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.

[Refresh](#)

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
16980 / 1	1/20/2016 6:31:43 AM			Delete

Searching documents

- You can search for specific documents in the “My eOPF Search” tab
- Select the “Common Forms” option and use the drop down menus for the exact type of file you want to view

My eOPF

My eOPF Search

My eOPF Print Folder

My eOPF Print Status

My eOPF

Search eOPF

Import

My Profile

Create SF75

Print Folder

Print Status

Reports

Transfer

Logout

Search My eOPF:

Search

Clear

Form



Common Forms



All Forms



Agency Forms

All



Type

All



Folder Sides



Select All

Temporary

Permanent

Create Date



Start Effective Date



End Effective Date



Search

Clear

My Profile

- A read-only view of a users own eOPF account
- Information regarding the employee's profile will help troubleshoot issues regarding privileges and access to folders.
- In "My Profile" you can change your General preference, password and security questions
- The "OK" button will return the user to the eOPF welcome page.

[My eOPF](#)[Search eOPF](#)[Import](#)[My Profile](#)[Create SF75](#)[Print Folder](#)[Print Status](#)[Reports](#)[Transfer](#)[Logout](#)

WhoAmI? :

Purpose: The WhoAmI? feature provides a quick read-only listing about your account.

[OK](#)

Full Name:	MIRANDA BRZOZOWSKI
Birth Date:	██████████
Email Address:	miranda.m.brzozowski.mil@mail.mil
PO ID:	3355
Org Code:	UBARW8A5AA1723
Activity code:	0
Group(s):	eOPF Users, eOPF HR SPECIALISTS, eOPF Transfer, eOPF_Doc_Mgmt
Folder Side(s) Accessible in Your eOPF:	Permanent, Temporary
Folder Side(s) Accessible in Other eOPFs:	Benefits, Cancellation, Correspondence, Deleted, I 9, Military, PCS Travel, Payroll, Performance, Permanent, Recruitment, Retirement, SF 52, Security, Temporary, Training
PO ID(s) Managed:	
Folder Status:	ACTIVE
Role:	Super User

What happens to my records when I leave the agency?

- Your personnel records are normally transferred to the National Personnel Records Center within 120 days after an employee's separation from Federal employment
- When an employee leaves, the losing personnel office sends interagency personnel records to the next Federal employer. If the employee is leaving Federal service, the losing personnel office sends interagency personnel records to the National Personnel Records Center. When an employee separates from Federal service, the folders are stored by NPRC, National Personnel Records Center until retention requirements expire. Folders are retained for 65 years from date of last separation from Federal employment.
- <http://www.archives.gov/st-louis/civilian-personnel/index.html>

What if I need help?

- eOPF has an online help that you can view by clicking the word 'Help' at the top of most pages within the web site. The instructions in Help can be printed. If you are having system problems, please contact the eOPF Help Desk. The eOPF Help Desk can be contacted using the following methods:
- **Email:** eopf_hd@telesishq.com
Phone: 866-275-8518

eOPF Summary

- You can use any Government computer with internet access and on Government installations/locations to view your eOPF documents.
- You can view and print documents when ever you need them.
- You will need Internet Explorer and Adobe Acrobat Reader version 6 or later.