

Fort Knox CPAC...



HR Tip of the Week

Electronic Official Personnel Folder (eOPF)

The electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your Official Personnel Folder (OPF). The OPF contains human resource (HR) records and documents related to Federal civilian employees. An OPF is created when an employee begins Federal service, and is maintained throughout an employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

The eOPF system provides secure, web-enabled access for employees to view their eOPF documents.

Logging into eOPF. By following a step-by-step process to log into the eOPF system, you can view your individual Federal employment records. Appropriated Fund (AF) and NAF employees can gain access to eOPF by following their respective login links. The login URL for AF employees is <https://eopf.opm.gov/Army/> and the login URL for NAF employees is <https://eopf.opm.gov/armynaf/>.

Begin by clicking on "Request Your eOPF ID" and enter your personal information. This input will result in your eOPF ID being emailed to you. Once you have that information, then click on "Request your eOPF Password". You will need to enter more information to include your eOPF ID to obtain your password. After you receive the password, you will be able to log in and access your eOPF.

If further assistance is needed logging into eOPF, please send an e-mail to:

eopfhelpdesk@opm.gov or call 866-275-8518.

Access to eOPF records. To protect the integrity of employee personnel records and security of Personally Identifiable Information (PII), access to your eOPF records can ONLY be gained by using a Government computer through a recognized Internet

Protocol (IP) address. This necessary security measure limits employee access to Government installations and offices.

E-mail notification of documents added to eOPF. Employees will be notified by e-mail when documents are added to their eOPF. If you have a Government e-mail address, it has already been updated in your eOPF record. Employees without a Government e-mail address may contact their servicing CPAC or NAF HRO to provide a personal e-mail address for notification purposes.

Employees without e-mail capability. Employees who do not have e-mail access can contact their first line supervisor or local Civilian Personnel Advisory Center (CPAC)/NAF HRO to obtain further information about receiving notifications when documents have been added to their eOPF.