

eOPF is coming.....eOPF is coming.....eOPF is coming!!

eOPF Update

October 25th, 2012

CHANGE to eOPF Roll-Out/Activation Date for FSH Army Civilian Employees

EOPF News!!! The eOPF activation date has been moved to November 7, 2012. EOPF rollout dates were moved one day to the right - All Army civilian employees serviced by the Ft Sam Houston CPAC are now scheduled for activation on November 7, 2012.

eOPF Marketing Notice #1

Week 1 - October 4th, 2012

eOPF is coming.....eOPF is coming.....eOPF is coming!!

What is eOPF?

The electronic Official Personnel Folder (eOPF) is the electronic version of your hardcopy employee official personnel folder, the official record of your Federal work career. The Office of Personnel Management (OPM) is leading a massive project to convert our paper personnel documents into an electronic format for easier access and management of our records through the use of Government computers. The eOPF system contains your personnel documents in a secure environment, allowing you immediate access and capability to search for documents located in your record.

What are some of the features of this new eOPF system?

eOPF allows each employee to have 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 secure environment,
- eliminates even minimal risk of 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 OPM and federally mandated HR employee record management regulations , and
- delivers system generated email notifications to employees.

When can I access eOPF?

The Department of Army recently completed the conversion of your OPF documents to the electronic format and will be granting eOPF access to our civilian workforce in a phased approach. Your servicing Civilian Personnel Advisory Center (CPAC) or Non-Appropriated Fund Human Resources Office will notify you when access will be made available for employees in your organization.

eOPF Marketing Notice #2

Week 2 – October 9th, 2012

eOPF is coming.....eOPF is coming.....eOPF is coming!!

Electronic Official Personnel Folder (eOPF):

In just a few weeks, electronic Official Personnel Folder (eOPF) will be available to you. The questions and answers below provide information regarding the conversion of OPFs from paper to electronic form, security of your personnel information, and access to eOPF. You will be notified once again with specific instructions on how to gain access to your eOPF account.

1. Q: *How many employee records were converted from paper to the electronic format?*

A: There are over 300,000 appropriated and nonappropriated fund employee records that have been scanned and imported into eOPF. This portion of the Army project began in September 2011 and continued through September 2012.

2. Q: *Where is the paper version of my Official Personnel Folder?*

A: The paper documents within your OPF were scanned and imported into eOPF. Once scanned, those hardcopy documents were sent to the National Personnel Records Center (NPRC) in Valmeyer, Illinois for storage. Your official personnel record is now the electronic version as determined by the Office of Personnel Management (OPM) who controls our employee records Federal-wide.

3. Q: *How long will the paper documents be maintained at the NPRC?*

A: The NPRC will keep the paper documents for one (1) year. After this time, the NPRC will destroy them. Hardcopy documents will not be returned. If you believe a document is missing from your eOPF, your Human Resources (HR) representative can submit a request to NPRC to return the documents for review.

4. Q: *How secure is the personal information in my eOPF?*

A: OPM has taken extensive measures to protect and secure your personnel record documents: the eOPF system can only be accessed through a secure Internet browser that is protected from interception, access to your eOPF account is controlled by your user name and password, eOPF has been programmed to limit movement between screens, and system timeouts are employed after periods of inactivity. Even with these protections, you need to

protect the privacy of your data by printing and filing or electronically storing your documents to ensure that others are not able to access your information.

5. Q: *What measures are in place to protect eOPF system data?*

A: OPM manages the eOPF system for all Federal government agencies. Nightly incremental backups are conducted for all submitted documents. Full system-wide backups occur weekly.

6. Q: *Who has access to the eOPFs?*

A: An employee will be able to view and print the official personnel documents within his/her eOPF, but there will be no ability to modify these documents in eOPF. HR staff members will have access to employees' eOPFs within their service area and depending upon their specific roles, they may be responsible for maintaining documents within an employee's eOPF. The eOPF system provides an audit trail of when and why an authorized user has reviewed a specific record.

7. Q: *When will employees have access to their eOPF?*

A: The U.S. Army Civilian Human Resources Agency will rollout employee access to eOPF in a phased approach over a five month period. Your CPAC/NAF HRO representative can provide the specific date that your rollout occurs. If you need to view a document in your eOPF before then and you cannot retrieve it from the Army's Civilian Personnel On-Line, MyBiz web site, you will need to contact your servicing CPAC /NAF HRO representative and make an appointment to view your eOPF.

eOPF Marketing Notice #3

Week 3 – October 16th, 2012

eOPF is coming.....eOPF is coming.....eOPF is coming!!

On 6 November 2012, employees supported by the North Central Region's Fort Sam Houston Civilian Personnel Advisory Centers (CPACs) and Non Appropriated Fund (NAF) Human Resources Offices (HROs) will be able to access their electronic Official Personnel Folder (eOPF) records. This new and exciting way of doing business allows real time, online availability to your personnel records.

Logging into eOPF:

By following a step-by-step process to log into the eOPF system, you will be able to view your individual Federal employment records. These access instructions are found in the eOPF Quick Reference Guide for Employees - Self Service Login and Password Retrieval for New Users or the Trifold Brochure for Employees at: <http://cpol.army.mil/library/general/eOPF/>.

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://eopf1.nbc.gov/army/> and the login URL for NAF employees is <https://eopf1.nbc.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: eOPF_hd@Telesishq.com 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.