

Electronic Official Personnel Folder eOPF Quick Reference For Employees

Subject: Online eOPF Self Service Feature for Login ID and Password Retrieval for New Users

Beginning in mid-October 2012, employees will be able to access their electronic official personnel folders according to their Civilian Personnel Advisory Center Region's designated rollout date. This process will occur region by region over a five month time frame. All employees are able to view their own OPFs through the eOPF application at <https://eopf1.nbc.gov/army/> for Appropriate Fund employees and <https://eopf1.nbc.gov/armynaf/> for Non-Appropriated Fund employees. eOPF includes security measures that ensure the integrity of the system and employee documents in the system.

Your eOPF benefits include:

- Immediate access to your files
- Ability to view or print your OPF
- Email notifications when documents are added to your file
- Enhanced accuracy, portability, and security of official personnel records
- Increased accountability through an audit trail that tracks who accesses your OPF and why
- Speedier and more efficient records transfer within Federal agencies
- Timely and accurate data retrieval for retirement claims processing

Additionally, eOPF allows Human Resources (HR) personnel to more efficiently perform their jobs. This reduces the time it takes to record promotions, employee transfers, and retirements from months and weeks to near real-time.

Obtain Your eOPF ID and Password

Accessing eOPF is simple and convenient and no longer requires an appointment with your HR servicing officer. 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 on eOPF Self Service consists of three sections:

Part 1: Obtain your eOPF ID

Part 2: Obtain your eOPF temporary password

Once you retrieve your eOPF ID and temporary password via eOPF Self Service, go to:

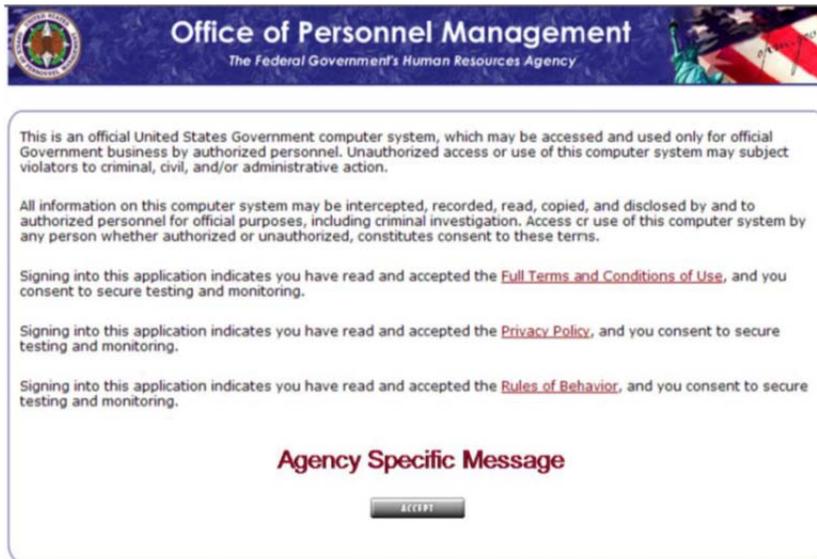
Part 3: First time eOPF logon

Part 1: Obtain Your eOPF ID Step

1. Access your specific agency eOPF URL -<https://eopf1.nbc.gov/army/> for Appropriated fund employees and <https://eopf1.nbc.gov/armynaf/> for Non-appropriated fund employees.

2. Read the **eOPF User Agreement** page and the Terms and Conditions.

Click **Accept**.



The screenshot shows the top banner of the Office of Personnel Management website with the text "Office of Personnel Management" and "The Federal Government's Human Resources Agency". Below the banner is a white box containing the following text:

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.

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.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

Agency Specific Message

3. From the **eOPF Logon** screen, click **Request Your eOPF ID**.



The screenshot shows the eOPF Logon screen. At the top, it says "Office of Personnel Management" and "ENTERPRISE HR". Below this is a large image of the Statue of Liberty. To the right of the image, there is a text box with the following content:

Demo vE.1 This web page serves two purposes. This web page serves two purposes. The administrator can maintain the eOPF Web Banner content. This text that shows up on the eOPF Login Page above the Login data entry fields.

Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

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

At the bottom of the screen, there is a small text box with the following text:

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.

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.

4. From the **Request Your eOPF ID** screen, enter the

- last 5 digits of your SSN
- first 4 letters of your last name
- your date of birth (mm/dd/yyyy)

Click **Submit**.

Request Your eOPF ID

Purpose: This feature allows you to request your eOPF ID. Please enter information in the following fields.

Last 5 digits of your SSN: (Example: 67890)

First 4 letters of your last name: If your last name is less than 4 characters, please enter your full last name.

Date Of Birth: (mm/dd/yyyy)

Enter relevant information

Submit button

5. You will see this confirmation message. Click **OK**.



6. You see a message that your login request has been submitted for processing.

Your eOPF ID is sent to your registered agency email address momentarily. Click the link to return to the **eOPF Logon** screen.



Part 2: Obtain Your eOPF Temporary Password

1. From the **eOPF Logon** screen, click **Request a New Password**.



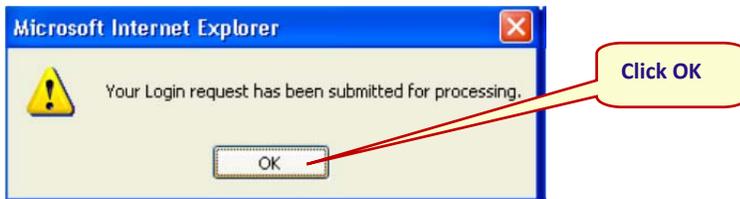
2. On the **Request a New Password** screen, enter your:

- eOPF ID
- last 5 digits of your SSN
- first 4 letters of your last name

Click **Submit**.

The screenshot shows a web form titled "Request Your eOPF ID". Below the title is a "Purpose" statement: "This feature allows you to request your eOPF ID. Please enter information in the following fields:". The form contains three input fields: "Last 5 digits of your SSN: (Example: 67890)", "First 4 letters of your last name: (If your last name is less than 4 characters, please enter your full name)", and "Date Of Birth: (mm/dd/yyyy)". At the bottom are "SUBMIT" and "CANCEL" buttons. Two callout boxes are present: one pointing to the input fields labeled "Enter relevant information" and another pointing to the "SUBMIT" button labeled "Submit button".

3. The confirmation message displays. Click **OK**.



4. A confirmation message that your login request has been submitted for processing displays.

Your eOPF temporary password is sent to your registered agency email address momentarily. Click the link to return to the **eOPF Logon** screen.

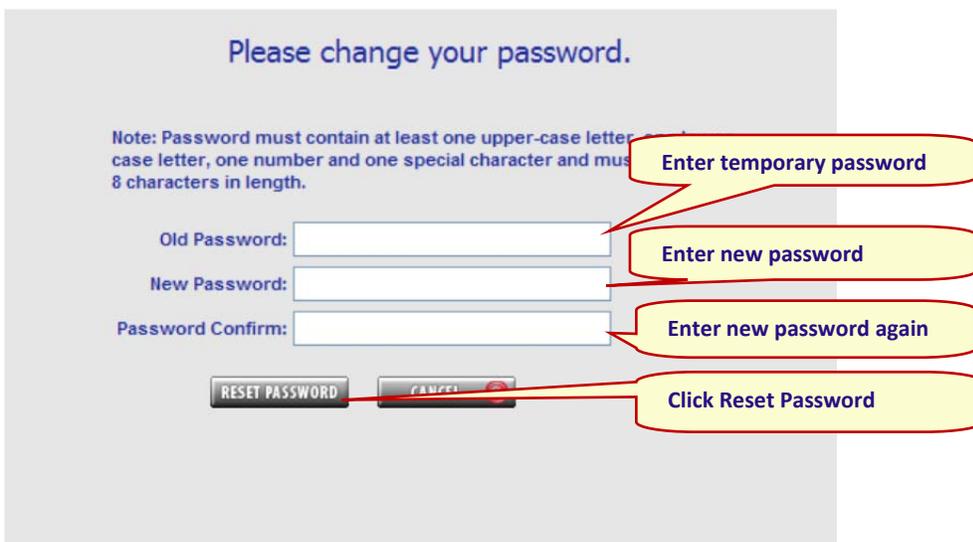


Part 3: First-time eOPF Logon

1. Enter your eOPF ID and temporary password on the eOPF Logon screen.
2. Click **Submit**.



3. You are required to change your password the first time you logon to eOPF. The **Please change your password** screen displays.



4. The **Select and answer your security questions** screen displays. Here you answer your self-service questions.

Complete the information on this screen and click **Submit**.

Select and answer your security questions

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.

Email Address:

Check here, if you are using assistive technology? (ex: Screen Reader)

Personal Questions
Please select and answer three unique personal questions from the list provided below.

Personal Question 1:

Personal Question 2:

Personal Question 3:

Helpdesk Verification Questions
Please select and answer three unique helpdesk questions from the list provided below.

Helpdesk Question 1:

Helpdesk Question 2:

Helpdesk Question 3:

Note: Answers to the above questions are required to proceed into eOPF. Clicking the back button will log you out of the application.

Click Submit after completing page

5. The **Rules of Behavior** screen displays. Read the rules and click **Accept**.



RULES OF BEHAVIOR FOR ALL USERS FOR ENTERPRISE HUMAN RESOURCES INTEGRATION'S eHR SYSTEM

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.

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.

Rules of Behavior

I understand that, when using the eHR System, I am personally accountable for my actions and that I must:

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;

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.

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.

Click Accept

ACCEPT

DECLINE

That's it! You're in eOPF. From the eOPF Welcome Screen, you may view your entire eOPF by clicking **My eOPF** or search for specific documents within your eOPF by clicking **Search eOPF**. Additionally, you may change your eOPF preferences by clicking **My Profile** on the eOPF main menu.

Need Assistance?

For technical assistance, select the **Help** button from the upper-right corner of any eOPF screen or contact the eOPF Help Desk:

Email: eopf_hd@telesishq.com

Phone: 1-866-275-8518