

Access to your electronic Official Personnel Folder (eOPF) – February 2022

What is eOPF?

The electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify 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.

Benefits of eOPF include:

- 24/7 access to personnel forms and information for a geographically dispersed workforce
- Email notification when documents are added to the eOPF
- No loss of official personnel documents due to filing and routing errors
- Electronic transfer of human resources (HR) documents as employees move between federal agencies

When will my eOPF be available?

Your eOPF access may be dependent on:

If ...	Then ...
You are a brand-new employee to USDA	You should be able to access eOPF sometime AFTER your third week of employment
You are an employee transferring from another USDA or Governmental Agency	Your access is dependent on the losing agency transferring your eOPF to the gaining agency

How do I access eOPF?

AMS and APHIS employees' access eOPF via:
<https://eopf.opm.gov/usdalanding>

Please save this as a bookmark or favorite so that you may access the system easily in the future.

Continued on next page

Access to your electronic Official Personnel Folder (eOPF)

What Options are available in my eOPF?

The following list describes the eOPF main menu buttons

Menu Option	Description
My eOPF	Displays the contents of your eOPF. You can select individual documents for viewing or printing. You can print, sort or filter the contents of your eOPF. Sort by date to bring the newest documents to the top.
Search eOPF	Displays a Search page from which you can search for specific documents in your eOPF. You can view or print documents using this option
My Profile	Ability to change/update your email, password, security questions and emergency data
Print Status	Displays the status of print requests
Logout	Log out of eOPF

eOPF Initial Registration

To complete your initial registration process, **you will need to know:**

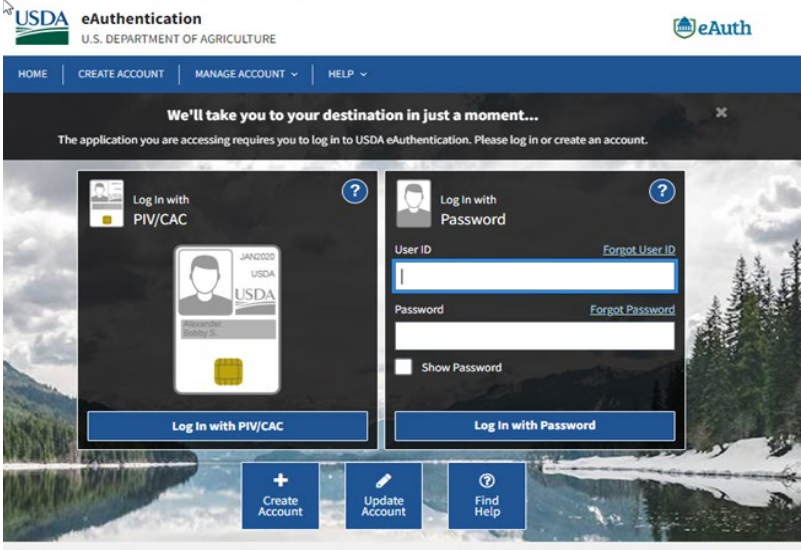
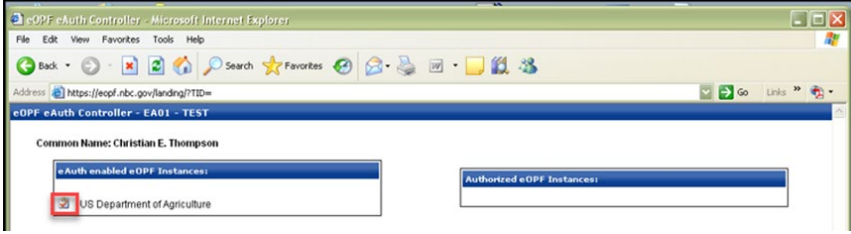
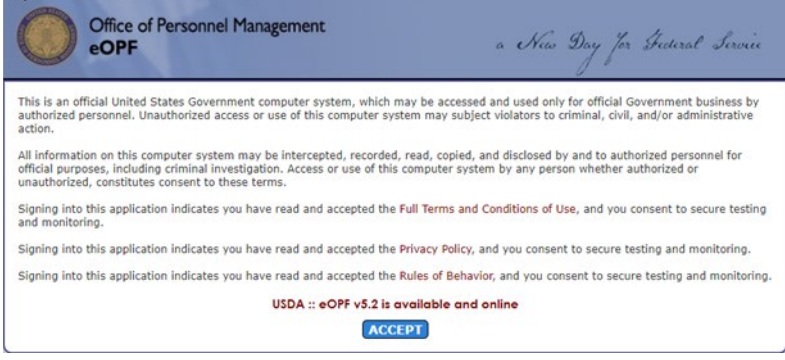
- Your Personnel Office Identifier (POID)
- Your 22-digit Organization Code
- Your personal information (Zip Code, SSN and Date of Birth)

Access the New Employee Onboarding site - [Employee Resources](#) Tab to find information essential for your eOPF registration.

	A	B	C	D	E	F
1	eOPF Org Code	POID	Home Zip Code	Empl ID	Last Name	First Name
2	AG02020100000000000000	5015	12345	233308	DUCK	DONALD
3	AG34343016003010000000	4822	55265	238669	MOUSE	MICKEY
4	AG34343005001505050000	4822	65996	241452	MOUSE	MINNIE
5	AG02020845070001000000	4822	12548	241834	DUCK	DAISY


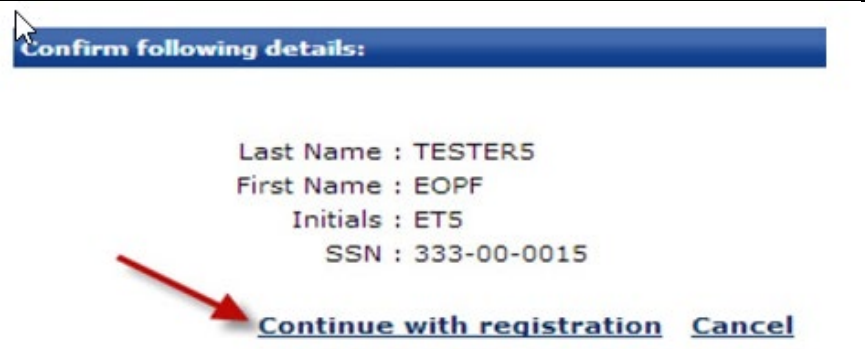
Once you have gathered all the registration information follow the steps identified below.

Access to your electronic Official Personnel Folder (eOPF)

Step	Action	Screenshot
1	Close any open browser and ensure any applications using eAuthentication are closed	
2	Access eOPF	
3	Provide eAuthentication credentials - ID/Password or Linc Pass	
4	Select the US Department of Agriculture as preferred instance	
5	Accept the eOPF Rules of Behavior	

Continued on next page

Access to your electronic Official Personnel Folder (eOPF)

Step	Action	Screenshot
6	Enter Registration Information	
7	Click Register & Await eOPF Validation Process	
8	Address Errors	<p>Errors at this step tend to be the result of:</p> <ul style="list-style-type: none"> • Entering an incorrect or incorrectly formatted organizational code or POID. Remember to access the New Employee Onboarding site - <i>Employee Resources</i> Tab to find information essential for your eOPF registration. • Trying to access eOPF before your profile is built or before records have been transferred from your losing to your gaining Agency. • Accessing eOPF without a government computer, registered IP address or a government computer accessing via a government Virtual Private Network (VPN). Usually access away from a federal work site does not meet OPM’s established criteria.

Continued on next page

Access to your electronic Official Personnel Folder (eOPF)

Step	Action	Screenshot
9	Establish Security Questions & Answers	<p>Select and answer your security questions</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="CC@TEST.ORG"/></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"/></p> <p>Personal Question 2: <input type="text" value="In what city did you meet your spouse/significant other?"/> <input type="text"/></p> <p>Personal Question 3: <input type="text" value="In what city did you meet your spouse/significant other?"/> <input type="text"/></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 was your childhood phone number including area code?"/> <input type="text"/></p> <p>Helpdesk Question 2: <input type="text" value="What was your childhood phone number including area code?"/> <input type="text"/></p> <p>Helpdesk Question 3: <input type="text" value="What was your childhood phone number including area code?"/> <input type="text"/></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>
10	Access eOPF	<p>User Name: MANTLE16, ALICE Help FAQ Home</p> <p>My eOPF Search eOPF My Profile Print Status Logout</p> <p>Welcome to the eOPF System</p> <p>Introduction :</p> <p>Test This site was developed for eOPF training. You have logged into the UAT INSTANCE, which contains folders and documents for you to use in becoming familiar with TRANSFER. Please note these TRANSFER training databases will be reset to the original default settings every other Friday, at the close of business, beginning March 18, 2011. Any transfer processes begun or completed will be erased.</p> <p>Operational guidance and questions concerning specific functionality should be directed to your eOPF Project Manager. Short video snippets on TRANSFER are available by clicking on https://eopf.nbc.gov/videos</p> <p>OPM Web Page... User Info: Email: MANTLEA@XYZ.COM Emergency Data last updated on:1/1/2000 Total Login Count: 21</p>

Continued on next page

Access to your electronic Official Personnel Folder (eOPF)

How do I get notified when new documents are added to my folder?

Email 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 likely already been updated by HR within your eOPF record.

To update or add an email address – Select My Profile & Change Email:

WhoAmI? General Preferences Workflow Preferences **Change Email** Emergency Data

Email Address :

Purpose: The eOPF system can automatically inform you every time a document is added to your eOPF. To receive a notification, please insert the email address you would like this notice sent to into the email address block below. You may change this address whenever you would like. If you do not enter an address you will not receive any email notification.

Your Email Address:

How can I print a document from within my eOPF?

Although the eOPF application is designed to make reviewing your OPF more of a paperless process, there are times when you will need a hard copy of an eOPF document. You can choose to print all, or specific documents found in your eOPF. When using either My eOPF or Search eOPF to view an individual document you are prompted to either open or save the PDF file. Once the document is opened in Adobe Reader, you can immediately print it.

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

My eOPF: BRADFORD, NANCY L

click on a single form number to open
click on the Effective Date header to sort newest to oldest

	Latest Eff. Date	PO ID
	01/02/2022	4822

273 document(s) returned.

1 2 3

Form Number	Effective Date	Form Description
SF 50	01/02/2022	NOTIFICATION OF PERSONNEL ACTION
SF 50	09/12/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	09/12/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	09/03/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	08/25/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	07/13/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	06/20/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	02/23/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	01/03/2021	NOTIFICATION OF PERSONNEL ACTION
SF 50	12/06/2020	NOTIFICATION OF PERSONNEL ACTION

Access to your electronic Official Personnel Folder (eOPF)

What do I do if I find someone else's document in my eOPF

Please contact the HR Processing Team at eOPFMRP@usda.gov

Who can I contact with questions about eOPF or if I have trouble with the registration process?

Please contact the HR Processing Team at eOPFMRP@usda.gov

What if I can't find my name in the eOPF Onboard Report?

If you can not locate your name, it may simply be too soon for you to access eOPF. For most new employees it takes about 3 weeks for the profile to be built, but there are exceptions. Employees transferring within the Federal Government can take much longer.

Please contact the HR Processing Team at eOPFMRP@usda.gov
