

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 <u>AFTER</u> 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.

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What Options are available in my eOPF?

The following list describes the eOPF main menu buttons

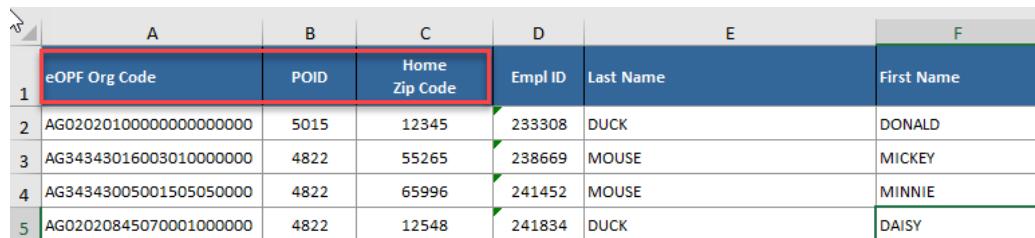
Menu Option	Description
My eOPF	Displays the contents of your eOPF. You can select individual documents for viewing or printing. You can print, sort or filter the contents of your eOPF. Sort by date to bring the newest documents to the top.
Search eOPF	Displays a Search page from which you can search 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.

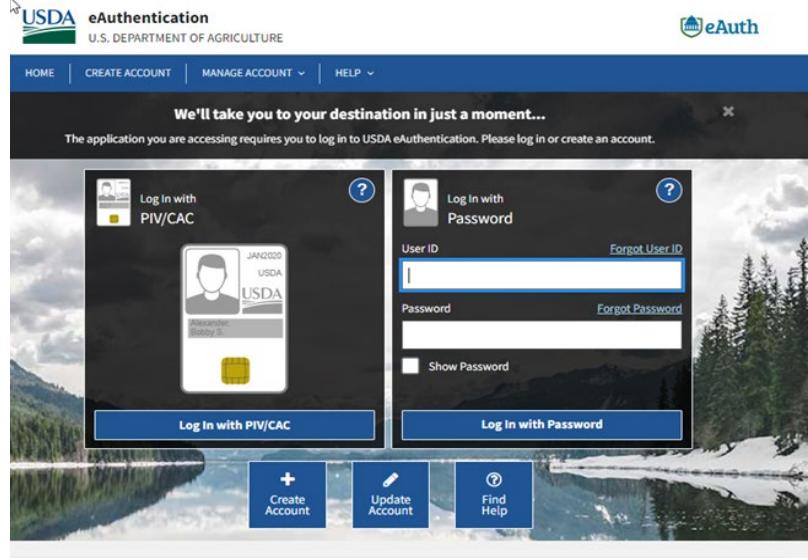
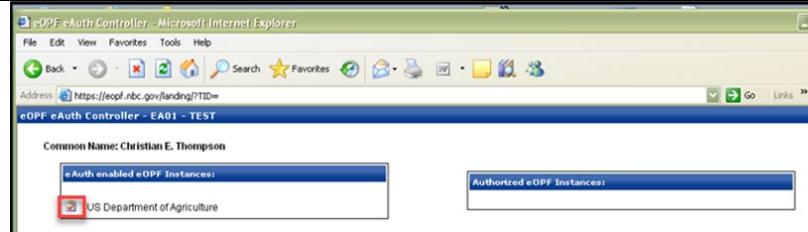


	A	B	C	D	E	F
1	eOPF Org Code	POID	Home Zip Code	Empl ID	Last Name	First Name
2	AG0202010000000000000000	5015	12345	233308	DUCK	DONALD
3	AG34343016003010000000	4822	55265	238669	MOUSE	MICKEY
4	AG34343005001505050000	4822	65996	241452	MOUSE	MINNIE
5	AG02020845070001000000	4822	12548	241834	DUCK	DAISY

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

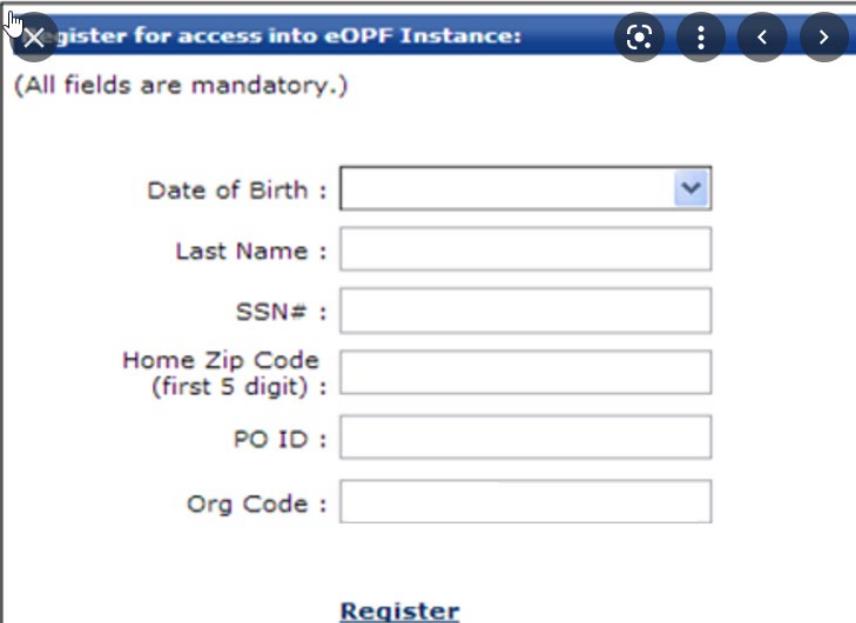
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Step	Action	Screenshot
1	Close any open browser and ensure any applications using eAuthentication are closed	
2	Access eOPF	
3	Provide eAuthentication credentials - ID/Password or Linc Pass	 <p>The screenshot shows the USDA eAuthentication login page. It features two main login options: 'Log in with PIV/CAC' on the left and 'Log in with Password' on the right. Both options are set against a background image of a snowy mountain landscape. Below the login fields are buttons for 'Create Account', 'Update Account', and 'Find Help'.</p>
4	Select the US Department of Agriculture as preferred instance	 <p>The screenshot shows the eOPF eAuth Controller interface in Microsoft Internet Explorer. It displays a list of 'eAuth enabled eOPF Instances' and 'Authorized eOPF Instances'. The 'US Department of Agriculture' instance is highlighted with a red box in the 'eAuth enabled eOPF Instances' list.</p>
5	Accept the eOPF Rules of Behavior	 <p>The screenshot shows the 'eOPF' acceptance screen. It features the Office of Personnel Management logo and the tagline 'a New Day for Federal Service'. The screen contains a detailed text block about the rules of behavior for the eOPF system, including legal disclaimers and terms of use. At the bottom, a red link reads 'USDA :: eOPF v5.2 is available and online' and a blue 'ACCEPT' button is visible.</p>

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Step	Action	Screenshot
6	Enter Registration Information	 <p>Register for access into eOPF Instance: (All fields are mandatory.)</p> <p>Date of Birth : <input type="text"/></p> <p>Last Name : <input type="text"/></p> <p>SSN# : <input type="text"/></p> <p>Home Zip Code (first 5 digit) : <input type="text"/></p> <p>PO ID : <input type="text"/></p> <p>Org Code : <input type="text"/></p> <p>Register</p>
7	Click Register & Await eOPF Validation Process	 <p>Confirm following details:</p> <p>Last Name : TESTERS First Name : EOPF Initials : ET5 SSN : 333-00-0015</p> <p>Continue with registration Cancel</p>
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 - Employee Resources 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.

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Step	Action	Screenshot
9	Establish Security Questions & Answers	
10	Access eOPF	

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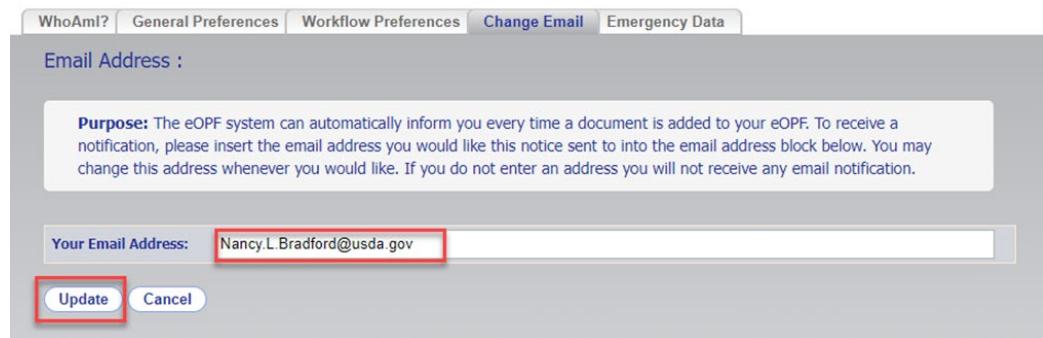
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How do I get notified when new documents are added to my folder?

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

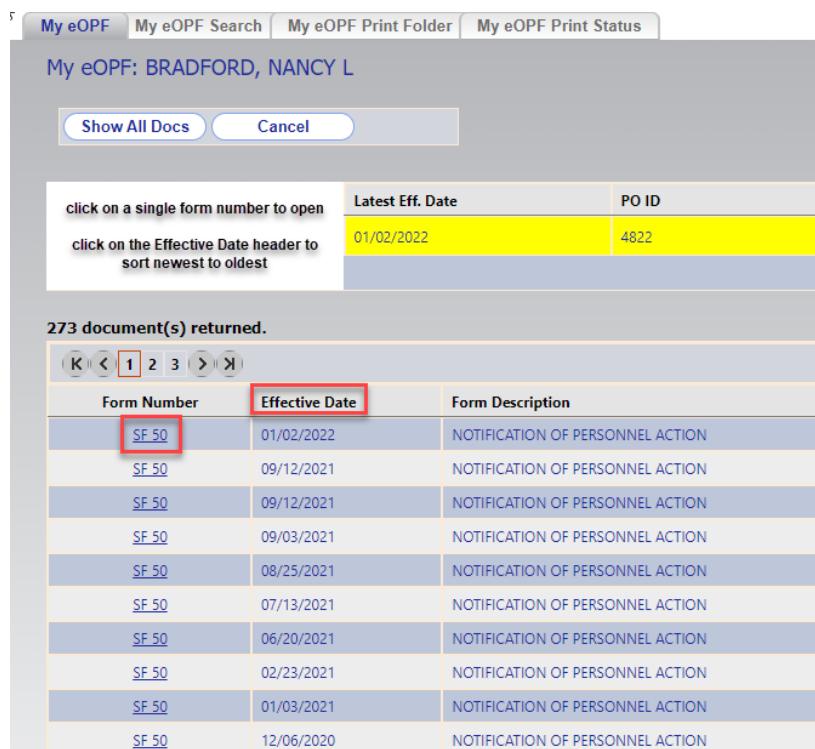
Email Address :

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

Show All Docs Cancel

click on a single form number to open	Latest Eff. Date	PO ID
click on the Effective Date header to sort newest to oldest	01/02/2022	4822

273 document(s) returned.

(K) (L) 1 2 3 (G) (R)

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

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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
