

OCHR FACTSHEET

Electronic Official Personnel Folder (eOPF)

Audience: DON employees

Issued: March 2012

HIRING REFORM

This Fact Sheet:

- Defines the eOPF
- Lists the benefits of eOPF
- Describes the implementation period
- Explains how employees can prepare for the transition to eOPF by **1 May 2012**
- Directs employees to where they can find more information and send questions

Background

The Official Personnel Folder (OPF) is a file containing records that cover an employee's work history. The Electronic Official Personnel Folder (eOPF) is an electronic version of the original OPF. Soon a Department of the Navy (DON) employee will be able to directly access his or her individual work file through eOPF via a secure Internet connection. The DON is working with the Office of Personnel Management (OPM) to fully implement the features of eOPF beginning early summer 2012.

Benefits of eOPF

Converting to electronic records maximizes available technology and enables immediate 24/7 access for employees, hiring managers and human resources professionals. It also:

- Enhances portability and security of employee personnel records
- Increases employee awareness and accountability via automatic email notifications
- Reduces costs associated with storage, maintenance and retrieval of records
- Eases transfer of pertinent human resource data when an employee changes positions both within and outside the DON
- Integrates and complements agency human resources information systems capabilities
- Eliminates loss of an employee's OPF in filing and routing
- Immediate access to OPF files and information for a geographically dispersed workforce

eOPF Implementation

The DON will implement eOPF in multiple phases. For current employees, the first phase starts the third quarter of FY12 and concludes by 30 September 2012 when all personnel actions begin to be stored in eOPF. During the second phase, documents within existing paper OPFs, will be "back scanned" over the next several years. In the meantime, there will be both paper and electronic OPFs for employees who were employed with the DON prior to eOPF implementation. These employees will have two OPFs until back scanning is complete. After the scanning conversion is completed, the paper files will be sent to the National Personnel Records Center (NPRC) for long-term storage and eOPFs will be used exclusively.

Note: Employees must enter their correct email address into their DCPDS records via MyBiz **prior to 1 May 2012.**

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Preparing for eOPF Transition

In order for employees to receive automatic email notifications regarding their eOPF, employees must ensure they have entered their correct email address into their DCPDS records via MyBiz prior to **1 May 2012**. Employees must complete this step on a secure DON network (NMCI).

For returning MyBiz users:

1. Go to <https://compo.dcpds.cpms.osd.mil/>
2. Select "OK" on the DoD Notice and Consent Banner
3. Select non-email certificate then "OK"
4. Select "Login" then "Yes" - *A new window will open*
5. Select "Navy Region" - *A new window will open*
6. Select "MyBiz" then "Update My Information"
7. Select "Accept" and the browser will redirect to the Profile tab of the MyBiz account
8. Enter or edit "Work Email Address" section and select "Update"

For new MyBiz users:

1. Go to <https://compo.dcpds.cpms.osd.mil/>
2. Select "OK" on the DoD Notice and Consent Banner
3. Select non-email certificate then "OK"
4. Select "Register" under Smart Card Access
5. Select "Yes" to be redirected to the registration
6. Enter social security number and select "Register"
7. **Continue with steps 3-7 for returning MyBiz users**

Frequently Asked Questions

Q. Who will have access to the eOPFs?

A. Employees have read-only access to their own eOPF. DON human resources staff responsible for processing personnel actions and payroll documents, and those who provide advisory services or benefits support will have access to eOPFs. Investigators and auditors are granted limited access for authorized inquiries.

Q. Why do I need an email address in order to access my eOPF?

A. Email addresses allow employees to receive notifications about changes to their personnel file. This email address also will be used to provide employees with their temporary password for the initial eOPF logon.

Q. What email address should be used?

A. While employees may use a personal email address, the DON recommends using a work email address because eOPFs may only be accessed from a secure DON network.

Q. How secure is my personal information in the eOPF system?

A. OPM has taken several steps to ensure that personal information is protected, including: restricted access eOPFs through an internet browser using SSL (Secure Socket Layer) with 128-bit encryption, access control with user name and password and, finally, eOPFs will only be accessible from a secure DON network.

Q. Where can I find more information on eOPF?

A. More information on eOPF can be found at www.public.navy.mil/donhr/pages/eOPF.aspx. This site will be updated as more information becomes available on eOPF. So, check back frequently.

Still Need Assistance?

For additional questions on eOPF, please email DONeOPF@ochr.navy.mil



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