Electronic Official Personnel File (eOPF)

E-Gov Act of 2002 mandated the Government pursue opportunities to leverage IT to enable Federal Enterprise solutions. OPM's EHRI, subset of E-Gov Act, implemented an e-OPF system, fulfilling objective of E-Gov/EHRI Acts. DoD was mandated by OMB to implement OPM's e-OPF

What is an e-OPF?

- Replaces the paper OPF with an image and data-centric employee record
- Enables "virtual folders" to house training, payroll, performance and other data
- Provides visibility to all transactions and personnel who have access to official files in a complete audit trail
- Provides email notification to the employee when a document is added to the eOPF
- Assures continuity of operations and disaster recovery

You __must__ have a MyBiz account and update your email address to receive correspondences and receive E-OPF notices! For new and current MyBiz users go to: MyBiz Logon Instructions

Why eOPF?

Hard copy OPFs are stored in a few locations	→	Inaccessible to employees and at remote locations
Physical documents are susceptible to disasters	→	Backups don't exist
Chance for lost or misplaced records	→	Backups don't exist lost records contain critical information (proof of service)
HR processes performed manually	→	Workload imbalances can't be corrected
No audit trail exists to reflect employee/supervisor HR activity	→	Possible unauthorized release of sensitive data

The eOPF solution provides electronic, Web-enabled access for all Federal Agency personnel to view eOPF documents. All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system. Users are able to view their own eOPF documents, but not modify the documents or add to their own eOPF. Additionally, all activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users. The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF.