U. S. Office Of Personnel Management The e-Government Program Office



ELECTRONIC OFFICIAL PERSONNEL FOLDER

eOPF System Administration Training Manual

eOPF Version 4.0



Rita Green Director, Education Senior Technical Instructor e-Solutions Support & Education

The United States Office Of Personnel Management eOPF[®] System Administrator Training Manual for eOPF Version 4.0.

Copyright © 1994-2007 by Northrop Grumman. All rights reserved.

Northrop Grumman, the Northrop Grumman logo, and e.POWER[®] are registered trademarks of Northrop Grumman.

eOPF Version 4.0, July 2007.

Trademark Notices: Microsoft Windows, Spicer, and other brand and product names are trademarks of their respective holders.

The material contained herein is proprietary and confidential information containing trade secrets and copyrighted material of Northrop Grumman. It may not be used, duplicated, or disclosed in whole or in part without the express written permission of Northrop Grumman. Northrop Grumman is committed to continuous improvement and reserves the right to amend or update this material without notice.

Printed in the United States of America.



eOPF System Administrator Training Manual <u>Table of Contents</u>

Снар	TER 1: INTRODUCTION TO OPM EOPF 1	
Снар	TER 2: EOPF BROWSER AND VIEWER REQUIREMENTS 3	3
2.1	Browsers	3
2.2	The eOPF Viewer	3
Снар	TER 3: GETTING STARTED WITH EOPF	5
3.1	Logging Into eOPF	5
3.2	Changing Your Preferences	9
3.3	Your Email Address1	1
3.4	Viewing And Updating Emergency Data12	2
3.5	Managing Your eOPF Password13	3
3.6	Change Security Questions 14	4
3.7	Accessing Online Help	5
3.8	Accessing Frequently Asked Questions (FAQ) 10	5
3.9	Using The Home Link	3
Снар	TER 4: VIEWING EOPF DOCUMENTS)
4.1	Viewing Your eOPF Documents	9
4.2	Searching For eOPF Documents	1
<i>4.3</i>	Viewing eOPF Document Annotations2	3
Снар	TER 5: WORKING WITH EOPF FORMS	5
5.1	Adding An eOPF Form	5
5.2	Editing An eOPF Form	7
5. <i>3</i>	Deleting An eOPF Form	7
Снар	TER 6: WORKING WITH FORM TYPES)
6.1	Adding A New Form Type	9
6.2	Associating A Form Type With A NOAC	3
6.3	Removing A Form Type's NOAC Association	4
6.4	Assigning And Editing A Form Type To A Form	5
6.5	Assigning And Editing A Form Side To A Form Type Combination	7
6.6	Assigning A Side-by-Side Form Relationship	9



CHAPTER 7: CONFIGURABLE SETTINGS	1
7.1 Granting Or Denying Supervisor-View Access To Specific Forms	1
7.2 Working With Folder Sides 4	2
7.3 Working With Disclosure Reasons 4	5
7.4 Working With Exception Reasons	7
7.5 Changing The Web Banner 4	9
7.6 Globally Enabling Or Disabling Supervisor Access	0
7.7 Changing the eOPF Welcome Page5	1
7.8 Adding A Form Package5	2
CHAPTER 8: EOPF SECURITY ACCESS	5
8.1 Viewing And Updating User Information5	5
8.2 Viewing/Modifying Additional Access Information	9
8.3 Managing eOPF User Groups	2
8.4 Granting Access To Functionality 6	3
8.5 Granting Access To Folders	5
CHAPTER 9: EOPF PASSWORD NOTIFICATION	7
9.1 Generating Password Letters	7
9.2 Password Letter Request Status	9
CHAPTER 10: WORKING WITH EOPF REPORTS	1
10.1 Viewing And Printing Reports And Logs	1
10.2 Exporting Reports And Logs7	4
GLOSSARY OF TERMS	9
ACRONYMS	1
INDEX	3



Chapter 1: Introduction To OPM eOPF

The Northrop Grumman Corporation is helping The United States Office of Personnel Management (OPM) change the way Federal Government agencies maintain and access official personnel folders (OPF). Personnel offices across the nation are changing from a paper-based personnel records system to an electronic official personnel folder (eOPF) management system. All current paper OPF documents are uploaded into the Web-enabled Electronic Official Personnel Folder (eOPF) solution. In the future, all personnel actions will be performed electronically. That includes how you and your co-workers access your OPF and the OPFs of those whom you support. With personnel records being electronic files instead of paper, eOPFs can be viewed 24 hours a day, 7 days a week.

What is eOPF, and what does it mean to you? The eOPF solution is designed to electronically store, manage, and distribute OPF documents. eOPF stores all OPF documents as Portable Document Format (PDF) files, complete with data describing the folder and its contents.

Employees are able to view their own OPFs through this eOPF solution. eOPF allows supervisors to view the eOPFs of all of their subordinates. eOPF has multiple levels of access security to ensure that neither employees nor supervisors can change an eOPF at any time, in any manner. All access for regular users and supervisors is on a 'View Only' basis. eOPF security features also ensure the integrity of the eOPF solution. In addition, eOPF security logs and tracks every action performed within eOPF. That includes notification to employees every time a new document is added to their eOPFs.

This training session is designed to introduce you to the eOPF solution, and to familiarize you with what you may or may not do within eOPF based upon your security access level.



IMPORTANT!

This System Administrator Training Manual includes screens from the eOPF solution representative of what you may see; however, your system may appear slightly different depending upon your agency's requirements. In addition, some functionality, such as career briefs and position descriptions, is optional and may or may not be configured for your system.



Chapter 2: eOPF Browser And Viewer Requirements

To access and use the eOPF solution, there are two basic "off-the-shelf" software requirements for the user's PC: a Web browser application and Adobe Acrobat Reader.

2.1 Browsers

Commercially available Web browsers can be used to access the eOPF solution. For best results, OPM recommends using the latest version of Microsoft Internet Explorer.

2.2 The eOPF Viewer

The eOPF solution stores documents as Portable Document Format (PDF) files, which are viewed and printed using Adobe Reader. If you do not have Adobe Reader installed on your computer, you may download the free viewer off the Internet.

Note:

The Adobe Reader "options" should be set "not" to view inside the browser.







Chapter 3: Getting Started With eOPF

Before using the OPM eOPF solution, you must login. Logging in requires a valid eOPF ID and password. Your eOPF account may be set up when your agency initially deploys eOPF, or when you first become an employee. If you do not have an eOPF ID and password, please contact your eOPF administrator to obtain one.

If you forget your password, a "Forgot Password" link is available on the eOPF Logon page. Enter your eOPF ID and click the *Forgot your Password?* link on the eOPF Logon page. eOPF generates a letter assigning you a new password. A new password is sent to you by either U.S. mail, or email. Your organization will advise you what to expect.

Note:

Both Single Sign On and eAuthenticate initiatives are being implemented for eOPF. If activated for your agency, you will no longer directly log into the eOPF application. In that case, you will connect to eOPF using an eAuthenticate type portal. When Single Sign On is used, the eOPF ID and password functionality will be disabled.

Note:

As an eOPF administrator, you can set the number of logon failures that personnel may be allowed before the user account is disabled. Typically, after three (3) consecutive failed attempts to logon to eOPF, the user account is "locked out" as a security precaution. eOPF administrators must reset the user account after the user exceeds the maximum number of failed logon attempts.



To ensure the data integrity and security of the OPM eOPF solution, you must remember to safeguard your eOPF ID and password. Some basic guidelines for maintaining your password security are as follows:

- **4** Do not give your password to anyone.
- Do not write your password down.
- Do not let anyone logon with your eOPF ID or password, because eOPF will log and track all actions performed during your eOPF session to your eOPF ID and password.

3.1 Logging Into eOPF

To log into eOPF:

 Launch the eOPF application by double-clicking the OPM eOPF shortcut on your desktop. The OPM Government Usage Agreement page appears with warnings and conditions for using the OPM site.

New User About the Agency What'	s New Quick Index Operati	ng Status	(Search Q)
Office of I The Federa	Personnel Manag I Government's Human Resources A	gement	of an geo
Strategic Management of Human Capital	Employment and Benefits	Career Opportun	ities
You are here: <u>Home</u> > <u>egov</u> > EHRI eOPF		Working for	America
This is an official U.S. Government System information on this system could result in and accepted the <u>Full Terms and Conditio</u>	for authorized use only. Unautho criminal prosecution. Signing into t <u>ns of Use</u> and you consent to secu	rized use of this system or th this application indicates you ire testing and monitoring.	e have read
Signing into this application indicates you testing and monitoring.	have read and accepted the <u>Priva</u>	<u>cy Policy</u> , and you consent to	secure
Signing into this application indicates you testing and monitoring.	have read and accepted the <u>Rule</u> :	<u>s of Behavior</u> , and you conser	nt to secure
To access your account information, your your Internet Service Provider (ISP), must on the Login Page until you leave the Acc	computer's assigned Internet Prot : remain the same from the time yo ount Access section.	ocol (IP) address, which is co ou enter your user name and	ntrolled by password
Please be aware, you must have <u>Microsof</u> 6.01 or higher to run this application soft	<u>t Internet Explorer</u> version 6.0 or l ware. JavaScript must be enabled	nigher and <u>Adobe Acrobat Re</u> to use the eOPF application.	<u>ader</u> version
Agen	cy Specific Mes	sage	
	ACCEPT		
Office of Personnel Management 1900 E Street NW, Washington, DC 20415-	1000 (202) 606-1800 TTY (202)	Site 606-2532	Index A-Z •
Contact Us Forms FAQ's Products & S	ervices		



Note:

The OPM URL address for eOPF will be announced at the time of deployment, or you may obtain the address from OPM eOPF administrators.

2. Read the **User Agreement**, and click the **Accept button**.

The eOPF Logon page appears.



- 3. In the eOPF ID field, enter your eOPF ID.
- 4. In the **Password** field, enter your password.
- Optional: If you are a new user, click the New User-Request Password... link. The New User – Request Password page appears allowing you to request your new password.
- Click the Submit ______ button.
 If you have logged into this eOPF version previously, the eOPF Welcome page appears.



Note:

The first time that you logon to eOPF, the *Change your Password* page appears displaying a message that your password has expired. Change your password in accordance with your password security requirements.

Note:

If you are logging into eOPF v4.0 for the first time, you will be forwarded to the Select Security Questions page. Here you will be required to answer security questions that only you would know the correct answers.

The Select Security Questions page appears below.

	olorer
Select and answer your Purpose: The following security questions will be u password or eOPD ID. You can modify the answ	security questions ised to verify your identity if you forget your wers 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 all questions below.	
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234)	×
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234)	
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234)	v v
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) Helpdesk Verification Questions Please select and answer all questions below.	
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) Helpdesk Verification Questions Please select and answer all questions below. What is you mother's birth date?(Ex: 09/14/1950)	
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) Helpdesk Verification Questions Please select and answer all questions below. What is you mother's birth date?(Ex: 09/14/1950) What is you mother's birth date?(Ex: 09/14/1950)	
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) Helpdesk Verification Questions Please select and answer all questions below. What is you mother's birth date?(Ex: 09/14/1950) What is you mother's birth date?(Ex: 09/14/1950) What is you mother's birth date?(Ex: 09/14/1950)	W W W W W W
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) Helpdesk Verification Questions Please select and answer all questions below. What is you mother's birth date?(Ex: 09/14/1950) What is you mother's birth date?(Ex: 09/14/1950) Note: Answers to the above questions are required to out of the applic	
Please select and answer all questions below. What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) What are the last 4 digits of your SSN?(Ex: 1234) Helpdesk Verification Questions Please select and answer all questions below. What is you mother's birth date?(Ex: 09/14/1950) What is you mother's birth date?(Ex: 09/14/1950) What is you mother's birth date?(Ex: 09/14/1950) Note: Answers to the above questions are required to out of the applic	



The **eOPF Welcome** page is shown below:



Note:

Your Main Menu buttons may appear slightly different from the example above. The main menu buttons are dynamically activated by your role within eOPF and your security access permissions.

3.2 Changing Your Preferences

The OPM eOPF solution allows you to set preferences within the application. There are two types of preferences: General and Workflow. Workflow is only accessible if you have a workflow enabled account.

From the General Preferences tab, you can set your default forms list on the Search page and which columns to display in the result set.



tab of the My

To change your general preferences:

1. From the eOPF main menu, click the **My Profile My Profile** button.

The **General Preferences Profile** page displays by default.

Profile -	General Prefere	nces - Microsoft In	ternet Explo	rer			
	General Preferences	Workflow Preferences	Change Email	Emergency Data	Change Password	Change Security Questions	Hel
PF OPF ow	Preference	s - General P	referen	ces :			
ile		Number of Rows pe	er Page (Displ	ay): 10			
nin F 75 Ider		Select Results	Display (Fold	er): Display S Display L Display F	SN column with Fo ast Name column v irst Name column v	older results with Folder results with Folder results	
	:	Select Default Search	Option (Forn	is): Ocommon	Forms O All For	ms OAgency Forms	
nin er t		Select Results Dis	play (Docume	Display F Display F Display T Display T Display N Display N Display S Display C Display C Display C Display C Display C Display C	orm Number colum orm Description co ype Description co IOA Code 1 column IOA Code 2 column ide by Side column reate Date column older Side column xception Comment init column with D	In with Document results plumn with Document results plumn with Document results in with Document results in with Document results in with Document results with Document results is column with Document results ocument results	s s ults
		Are you using assis	tive technolo Screen Read	gy? er) No O	/es		

- 2. Type your desired number of rows per page in the **Number of Rows per Page (Display)** field.
- 3. Select which fields you would like to see for each section.
- 4. Select if you are using Assistive Technology.
- Click the Apply button.
 The General Preferences page reappears displaying the following message: "Settings updated. Some of these settings will take effect next time you log into eOPF."



3.3 Your Email Address

The OPM eOPF solution notifies you by email every time a new document is added to your eOPF. Your agency will provide guidance at to whether or not you can change your email address.

To change your email address:

1. From the eOPF main menu, click the **My Profile** button.

The **General Preferences** tab of the **My Profile** page displays by default.

Email Address : Instructions: The eOPF system can automatically inform you every time a document is added to your eOPF. To rec a notification, please insert the email address you would like this notice sent to into the email address block below. Yo 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: HRSpecialist@test.org	Email Address : Instructions: The eOPF system can automatically inform you every time a document is added to your eOPF. To rece a notification, please insert the email address you would like this notice sent to into the email address block below. Yo 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: HRSpecialist@test.org	General Preferences	Work Prefer	kflow rences	Change Email	Emergency Data	Change Password	Change Security Questions	Help
Instructions: The eOPF system can automatically inform you every time a document is added to your eOPF. To rec a notification, please insert the email address you would like this notice sent to into the email address block below. Yo 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: HRSpecialist@test.org	Instructions: The eOPF system can automatically inform you every time a document is added to your eOPF. To rece a notification, please insert the email address you would like this notice sent to into the email address block below. Yo 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: HRSpecialist@test.org	Email Add	ress :						
a notification, please insert the email address you would like this notice sent to into the email address block below. Yi 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: HRSpecialist@test.org PPART S CARCE	a notification, please insert the email address you would like this notice sent to into the email address block below. Yo 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: HRSpecialist@test.org								
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: HRSpecialist@test.org	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: HRSpecialist@test.org	Instructions: T	he eOPE s	wstem car	automatica	lly inform you ex	erv time a docu	ment is added to your e	OPE To rece
Your Email Address: HRSpecialist@test.org	Your Email Address: HRSpecialist@test.org	Instructions: T a notification, plea	he eOPF s ase insert	system car the email	n automatica address you	Ily inform you ev would like this i	ery time a docu notice sent to in	ment is added to your e to the email address blo	OPF. To rece ck below. Yo
Your Email Address: HRSpecialist@test.org	Your Email Address: HRSpecialist@test.org	Instructions: T a notification, plea may change this a notification.	he eOPF s ase insert address wi	system car the email henever y	n automatica address you ou would like	Ily inform you ev I would like this I a. If you do not	ery time a docu notice sent to in enter an addres	ment is added to your e to the email address blo s you will not receive an	OPF. To rece ck below. Yo iy email
UPDATE S		Instructions: T a notification, plea may change this a notification.	he eOPF s ase insert address wi	system car the email henever y	n automatica address you ou would like	Ily inform you ev i would like this i e. If you do not	ery time a docu notice sent to in enter an addres	ment is added to your er to the email address blo s you will not receive an	OPF. To rece ck below. Yo iy email
UPDATE S CANCEL		Instructions: T a notification, plex may change this a notification. Your Email A	he eOPF s ase insert address wi	system car the email henever y HRSpec	n automatica address you ou would like ialist@test.o	Illy inform you ev i would like this i e. If you do not ing	ery time a docu notice sent to in enter an addres	ment is added to your er to the email address blo s you will not receive an	OPF. To rece ck below. Yo iy email
		Instructions: Ti a notification, plex may change this a notification. Your Email A	he eOPF s ase insert address wi	system car the email henever y HRSpec	n automatica address you ou would like ialist@test.o	Ily inform you ev would like this i e. If you do not	ery time a docu notice sent to in enter an addres	iment is added to your ei to the email address blo s you will not receive an	OPF. To rece ck below. Yo iy email

Click the Change Email tab at the top of the page.
 The Change Email page appears.

3. Type your email address into the field provided.

Click the Update button.
 The Change Email page reappears displaying the following message: "Email Address updated successfully."



3.4 Viewing And Updating Emergency Data

The OPM eOPF solution allows you to enter Emergency Contact Information. This information is available to your supervisor and/or HR personnel for emergency use only.

To view and update emergency data:

1. From the eOPF main menu, click the **My Profile** button.

The **General Preferences** tab of the **My Profile** page displays by default.

2. Click the **Emergency Data** tab at the top of the page.

The **Emergency Data** page appears.

ENTRY OF	ENTRY OF THE FOLLOWING INFORMATION IS VOLUNTARY.						
work. This inf used for any o to change this	e Statemen brmation will be a ther purpose. A k data.	This information may be invaliable to your supervisor and ag is kept showing any time the second	used to notify the individuals of d Human Resource personnel fi is information is viewed and or	your choice should you be or emergency use only. T changed. Only the individ	i taken ill or injured durin his information is not to b dual employee is authoriz		
- 486 - 2	ana 🙆						
User Inf	0:						
Last Name :	HR	First Nam	e: SPECIALIST	Initials :			
	SSN :	454-54-5454	Last Updated:	7/9/2007			
	Home Address:		Work Address:				
1	Address (cont):		Bidg Name/Location:				
	City:		Citys				
	State:		State:				
3	tip/Postal Code:	20151	Zip/Postal Code:]		
	Country:	UNITED STATES	Country:	UNITED STATES			
Notify Fir	st:		Notify Second	:)			
Lost Name :			Last Name :		1		
First Name :			First Name :				
Relationship :			Relationship :				
Street 1 :			Street 1				
Street 2:			Street 2 :				
City :			City				
State :			State :				
Zip :			Zip				
Country :	UNITED STATES		Country :	UNITED STATES			
EMail :			EMail :				
Home Phone :			Home Phone :				
Work Phone :			Work Phone :				
Cell Phone :			Cell Phone :				

3. Edit the desired fields, and click the **Apply** button.

The **Emergency Data** page reappears displaying the message **"Emergency data updated successfully."**

APPLY



3.5 Managing Your eOPF Password

eOPF gives you the ability to change your password anytime. For example, your password may have been compromised or you may need to synchronize your eOPF password with your network password.

Note:

The following topic is only relevant if you are using the traditional eOPF login page requiring an eOPF ID and password. As agencies implement Single Sign On and eAuthenticate, the need to maintain a specific eOPF ID and password will cease to exist.

When you change your password, you must ensure that your new password adheres to all requirements that your eOPF administrator has defined. Your administrator may require that you use a combination of the following:

- 4 Minimum number of 8 characters.
- **4** At least one uppercase or lowercase letter.
- At least one number.
- **4** At least one special character such as:
 - (!, @, #, \$, %,^, &,(), +, { }, [], ;, >, etc.)
- **4** Password expiration period.

To change your password:

1. From the eOPF main menu, click the **My Profile** button.

The **General Preferences** tab of the **My Profile** page displays by default.

 Click the Change Password tab at the top of the page. The Change Password page appears.

eOPF System Administrator Training Manual



3. Enter your current password in the **Old Password** field.

Note: Password must one special character	contain at least and must be at	one upper-ca least 8 charae	ase letter, one cters in lengtl	e lower-case lei I.	ter, one number and
Old Password:]		
New Password:]		
Verify Password:					
UPDATE 🥱	CANCEL 🙆				

- 4. In the **New Password** field, enter your new password.
- 5. In the **Verify Password** field, enter your new password again.
- 6. Click the Update button to update your eOPF password.
 Click the Cancel button to cancel the password change. The eOPF Welcome page appears with the number of days when the password expires.

3.6 Change Security Questions

eOPF allows you to manually change your security questions at any time.

To change your security questions:

- From the eOPF main menu, click the My Profile My Profile
 button.
 The General Preferences tab of the My Profile page displays by default.
- Click the Change Security Questions
 Click the Change Security Questions
 tab at the top of the page.
 The Change Security Questions page appears.



🗿 My Profile	ofile - Change Security Questions - Microsoft Internet Explorer								
					1				
	General Preferences	Security stions	Hel	p					
My eOPF Search eOPF	Change Security Questions :								
Workflow My Profile	Allow user to change	Security Questions.							
App Admin	Personal Questions								
Create SF 75	What is your Birth	State?(Ex: VA)				*	MD		
Print Folder	What is the year y	~	1996						
Batch Print Reports	What is the color o	*	BROWN						
Pwd Admin	Helpdesk Questions								
Transfer	What is the name	*	MOUNT V	ERNON					
Logout	What is your fathe	*	EDWARD						
	What is your favor	ite time of the year?(Max 35 chars)		*	WINTER		
	UPDATE 🥱	CANCEL 🙆							

- 3. Select the security question(s) you would like to change by clicking the appropriate drop-down arrow. Once you select your new security question(s), type the correct answer in the box to the right of the question.
- 4. Click the Update button to update your security questions. The Change Security Questions page reappears displaying the message "Security questions updated successfully."

3.7 Accessing Online Help

The OPM eOPF solution allows you to access on-line help for just in time tutorial or refresher training.

To access online help:

1. Click the **Help** link in the upper right corner of an eOPF page.





2. Search to locate information about eOPF functionality and procedures

3.8 Accessing Frequently Asked Questions (FAQ)

The OPM eOPF solution provides answers to frequently asked questions on its FAQ page.

To access the FAQ page:

1. Click on the **FAQ** link in the upper right corner of an eOPF page.





2. Browse the FAQ page to learn answers to the questions most people are asking.

You could get answers to questions similar to the following:

- What is the OPM eOPF solution?
- What eOPF questions do people ask most often?
- What is new in eOPF?
- What kinds of technical issues may we encounter?
- Who do I call when I need help with eOPF?



3.9 Using The Home Link

The OPM eOPF solution allows you to return to the **eOPF Welcome** page by clicking the **Home** link in the upper right corner of any eOPF page.







Chapter 4: Viewing eOPF Documents

eOPF organizes and manages personnel documents within an electronic folder. All Federal government employees have an eOPF with all of their personnel documents organized in the same manner as the traditional OPF.

4.1 Viewing Your eOPF Documents

To view eOPF documents:

- 1. Logon to the OPM eOPF solution.
- 2. Click either the **My eOPF** or the **Search eOPF** button to access your eOPF.
 - My eOPF lists your documents from the most recent effective date.
 - **Search eOPF** allows you to view:
 - Particular documents.
 - Your entire eOPF.
 - Your emergency contact info
 Emergency Data
 - Any clip folders within your eOPF
 Clip Folder

Note:

A clip folder is a virtual collection of documents within your eOPF. You can view related documents without searching your entire eOPF. For additional information, see *Creating and Adding Pages to Clip Folders*.



My e0PF	My eOPF:	My eopf: Steve Crawford								
Search eOPF	Appotation	Apportation: View documents with annotations								
Workflow										
My Profile	SHOW ALL DOCS CANCEL									
App Admin										
Create SF 75	Action	SSN	Latest Ef	f. Date	POID	Ora Code	Activity Code			
Print Folder							,,			
Batch Print	<u> </u>	000-00-0004	01/11/20	04	1001	01D	A			
Reports	Folder									
Pwd Admin	102 docume	nt(s) returned.					Listing			
Transfer						Previ	2 J 4 J INEAL			
Logout	Action	Effective Date	Form Number	Туре		NOA Co 1	de			
	0-	01/11/2004	SE 50	PAY ADJ		894				
	4	4 11/05/2003 SF 50 INDIVIDUAL CAS		ASH AWARD	- Doc	ument				
1.0	4	12/03/2002	SF 50	INDIVIDUAL C	ASH AWARD		sting			
	4	10/17/2002	SF 50	GROUP CASH	AWARD	841				
	4	09/22/2002	SF 50	WITHIN-GRAD	EINC	893				
		02/04/2002	SE 50-8	INDIVIDUAL C	ASH AWARD	840				

3. Click the **Action** ⁽⁴⁾ icon next to the document that you want to view.

Your security options for the selected document appear.

1	102 document(s) returned.								
						Prev 1 2			
		Action	Effective Date	Form Number	Туре	NOA Code 1			
		()	01/11/2004	SF 50	PAY ADJ	894			
		4	11/05/2003	SF 50	INDIVIDUAL CASH AWARD	840			
		4	12/03/2002	SF 50	INDIVIDUAL CAS	40			
		Q \	/iew -	F 50	GROUP CASH AWARD	841			
		- 🍻 /	\dd to Clip						
		1 <u>2</u> 3		F 50	WITHIN-GRADE INC	893			
	▶	4	02/04/2002	SF 50-B	INDIVIDUAL CASH AWARD	840			
		4	01/18/2002	SF 50-B	PAY ADJ	894			
		4	01/14/2001	SF 50-B	PAY ADJ	894			
		4	03/22/2000	SF 50-B	PERFORMANCE AWARD	885			
		4	01/02/2000	SF 50-B	PAY ADJ	894			

4. Select the View option.

The document you want to view launches Adobe Reader allowing you to view the document.



5. Click the **Open** button when the **File Download** box displays.

The Adobe Acrobat Reader is opened and the selected document is displayed.

File Dow	rnload 🛛 🔀
Do you	ı want to open or save this file?
PDF	Name: ViewPDF.pdf Type: Adobe Acrobat Document From: eopf.nbc.gov Open Save Cancel
١	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

6. Click the **Close** button when finished viewing the document to return to eOPF.

Note:

Every time an eOPF document is viewed, that action is logged electronically.

4.2 Searching For eOPF Documents

eOPF search capabilities allow you to search and filter the search results according to your particular document requirements. You should try searching using different search criteria to learn how to locate desired documents in the manner that is most effective for you.

To search for eOPF documents:

1. Click the **Search eOPF** button. The **Search Folders** page opens.



My e0PF		Searc	h Folders : (HR Spe	ecialist)
Search eOPF Workflow	SEARCH 🔍 CLEA	R BACK		
My Profile App Admin	PO ID	Org Code	Activity Code	Employee ID
Create SF 75	SSN #	Date of Birth	NOA Code 1	NOA Code 2
Print Folder Batch Print	Last Name	First Name		Query Package
Reports Pwd Admin	1]]	NAME SEARCH	
Transfer Logout	Form © Common Forms	C All Forms C Agency F	orms	
	АІІ Туре			
	All			
	Folder Sides 🗖 Sel	ect All		
	Temporary Per	manent 🗖 Performance 🛛	Training Deleted C	Cancellation 🗖 Transferred
	Create Date	Start Eff. Date Er	nd Eff. Date	
	SEARCH CLEA	ers R BACK (=		

Note:

eOPF has "wildcard" characters to filter searches. The '%' character represents multiple characters; the '_' character represents a single character. For example:

- A% returns anything that starts with the letter A (e.g. AA, AAA, ABA, ABC, etc.).
- A_ returns anything that starts with the letter A, plus one additional character (e.g. AA, AB, AC, etc.).
- ✤ 1% returns 11, 123, 1234, 12345, etc.
- ✤ 1_ returns 11, 12, 13, 14, 15, etc.
- 2. Enter search criteria for particular eOPF document(s) and click the **Search** button.
- Click the Folder Action icon of the folder to be viewed and select the Open icon option to display the documents in the chosen folder.



My eOPF	Reason: Ar	nual Review	•		Annotation:	View documer	nts with anno	tations				
Search e0PF												
Workflow												
My Profile 18 folder(s) returned.												
App Admin	Action	SSN	Last Name	First Name	Latest Eff. Date	PO ID	Org Code	Activity				
Create SF 75								Code				
Print Folder		000-00-0003	веск	FRED	02/08/2004	1001	010	A				
Batch Print	6	000-00-0011	BROWN	LEROY	04/25/2007	1001	02В	A				
Reports	6	000-00-0010	CHEEKS	MARY	01/12/2003	1001	02A	A				
Pwd Admin		000-00-0004	CRAWFORD	STEVE	01/11/2004	1001	01D	A				
Logout		000-00-0013	HANS-SMITH	CINDY	01/15/2004	1001	02D	A				

4. Click the **Action** (2) icon next to the document that you would like to view and select the appropriate action.

My e0PF	Rea	ison: Ar	nual Review	~			Annotation	View d	ocumei	nts with anno	tations
Search eOPF	SH	IOW ALL D	DCS CANCEL	0							
Workflow	_										
My Profile	18 fc	older(s)	returned.					,		,	,
App Admin Create SF 75		Action	SSN	Last Name	First Name	Late	st Eff. Dati	PO ID		Org Code	Activity Code
Print Folder	∢		000-00-0003	BECK	FRED 02/08/2004		8/2004	1001		010	A
Batch Print			000-00-0011	BROWN	LEROY	04/25/2007		1001		02B	A
Reports Dwd Admin			000-00-0010	CHEEKS	MARY	01/12/2003		1001		02A	A
Transfer			000-00-0004	CRAWFORD	STEVE	01/11/2004		1001		01D	A
Logout			000-00-0013	HANS-SMITH	CINDY	01/1	5/2004	1001		02D	A
	27 C	ommon	document(s) retu	rned for: BECK, FRI	ED						
								Prev	1 2 N	ext	
		Action	Effective Date	Form Number	Туре		NOA 1	NOA Code 1			
		4	02/08/2004	SF 50	REALIGNMENT		790				
		4	09/07/2003	SF 50	WITHIN-GRADE INC		893				
		4	01/12/2003	SF 50	PAY ADJ		894				

4.3 Viewing eOPF Document Annotations

The OPM eOPF solution has an annotation feature that allows HR specialists to make annotations on documents, which are preserved as a layer that sits on top of the original document. Annotations can be viewed and/or printed with the original document. As an HR specialist, you may annotate any document that is not part of your own eOPF. In addition, if multiple HR specialists make annotations, they are each saved as a separate layer, which provides information about who added what information.



Annotations are added to each individual page of a document. As a result, you must navigate to each page to view the annotations on that particular page.

Note:

There are two classifications of an annotation: **Public** and **Private**. A Public annotation may be viewed by anyone who views the eOPF document. Private annotations can only be viewed and/or edited by the user who created the annotation or an authorized HR specialist.

Annotations should only be used to improve the legibility of the eOPF document.

To view eOPF document annotations:

1. Click either **My eOPF** or the **Search eOPF** Search eOPF button to locate the annotated document.

"View documents with annotations" is the default selection at the top of the display.

Search eOPF		Apportation: View documents with apportations										
Workflow	Annotation											
My Profile	Profile SHOW ALL DOCS CANCEL 🕖											
App Admin	App Admin											
Create SF 75	Action	SSN		Latest Ef	f Data		On	n Code				
Print Folder		3314			i. Date	1010	org code					
Batch Print		000-00-0004		01/11/20	04	1001	01	D				
Reports												
Pwd Admin	102 docume	nt(s) returned.										
Transfer								Prev 1 2				
Logout	Action	Effective Date	Form	Number	Туре		NOA Code 1					
	4	01/11/2004	SF 50		PAY ADJ			894				
		11/05/2003	SF 50		INDIVIDUAL C	ASH AWARD		840				

 Click the Action icon next to the document that you would like to view and select the View view option. Your eOPF document will open in Adobe Reader.



Chapter 5: Working With eOPF Forms

As eOPF administrators, you are responsible for creating and maintaining personnel forms for HR specialists throughout your personnel service center and/or region. You will add all personnel forms that have been approved for addition to your agency eOPF. As such, you will need to know how to add a new form, edit that form, and if necessary, delete the form indexing information. The OPM eOPF solution uses indexing information to identify eOPF forms and documents. When identifying new forms, it will be essential that you identify these forms in terms that HR staff are familiar with, and are expecting to see when they search for forms. Your agency rules and regulations will provide initial guidance on eOPF forms maintenance.

5.1 Adding An eOPF Form

Many forms have already been identified for your OPM eOPF solution. However, HR specialists from time to time may request through channels, that a new form be added. As an eOPF administrator, you have a responsibility to add new forms approved for addition to the eOPF database.

To add an eOPF form:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.



Forms Form Type to	ssign Sup es/Sides F Form A	pervisor Form ccess	Disclosure Reasons	Excep Reas	otion Addi ons Cor	tional eC Afig Pag	IPF ome Pkgs je	Additional Access	Additional Access Templates	Re FAQ	med Hel	y lp Hon		
App Admin Purpose: This we agency's eOPF app default the results form or group of fo	App Admin - Forms : turpose: This web page allows the administrator to View all eOPF forms and to Add, Edit, and Delete agency specific forms to the igency's eOPF application database. Any form labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By lefault the results table lists all available forms sorted by the 'Description' column. Use the 'Filter Forms' feature to search for a specific form or group of forms.													
Filter Forms: Use % as wild-card character.														
Description:														
Title:														
	APPLY	CLEAR												
			1	234	56789	10					_			
Descriptio	n	Title	1	orm ID	Obsolete	Commor	Transfe	Instruct Pag	tions Ad	lded By				
11ND CBC (10) 12451	A) TR	WARD ACTION	1	0197					DH	HS E	lit D	elete		
11ND GEN 12450	AC BE AC	CTION REPORT FO ENEFICIAL SUGG/S CCOMPLISHMENT	R SUPERIOR 1	0198					DH	HS E	lit D	<u>elete</u>		
11ND GEN 189	AC BE SL	CTION REPORT FO ENEFICIAL SUGGE: JPERIOR ACCOMP	R STION & 1 L	0199					DH	HS E	lit D	elete		
11ND NSYLB 12290/8	B PE	ERSONNEL RECOR	D 1	0200					DH	HS E	lit D	elete		
11ND NSYLB 12452/3	B AE	DOPTION OF BENE JGGESTION	FICIAL 1	0201					DH	HS E	lit D	<u>elete</u>		
11ND NSYLB 12552/4	H GF	OTIFICATION OF W RADE INCREASE	11 IIII	0202					DH	HS E	lit D	elete		
11ND NWS 12290/2	RE	ECORD OF CREDIT ERVICE	ABLE 1	0203					DH	HS E	lit. D	elete		
11ND NWS 12450/4	SF AC SL RF	PECIAL CHIEVEMENT/BENE JGGESTION AVVAF PT	FICIAL RD ACTION	0204					DH	HS E	lit D	elete		
12ND GEN 200	SL Al	JGGESTION ACTION	N REPORT	0205					DH	HS E	lit D	elete		
4ND NSD 12452/3	AL SL	DOPTION OF BENE JGGESTION	FICIAL 1	0206					DH	HS E	lit D	elete		
63D ARCOM 62	ST	TATEMENT OF	1	0207					DH	HS E	lit D	elete		
AAFES 1101 1	AF	FFIDAVIT	1	0208					DH	HS E	lit D	elete		
4 4555 4000 09	A	AFES PERSONNEL	ACTION 1	0209					DH	HS E	lit D	elete		

2. Scroll down to the last line to add a new form.

AAFES 1101 1	AFFIDAVIT	10208					DHHS	Edit	<u>Delete</u>			
AAFES 1200 28	AAFES PERSONNEL ACTION	10209					DHHS	Edit	<u>Delete</u>			
AAFES 1200 29	ARMY & AIR FORCE EXCHANGE SERVICE PERSONNEL REQUEST	10210					DHHS	Edit	<u>Delete</u>			
AAFES 1200 75	AAFES PERSONNEL ACTION	10211					DHHS	Edit	<u>Delete</u>			
						Attach File			<u>Insert</u>			
	12345678910											

- 3. Complete each field to define the new form. Add the form *Description*, *Title*, and appropriate information.
- Click the <u>Insert</u> link. The Forms page updates with following message "Form XXXX is added successfully."





5.2 Editing An eOPF Form

The OPM eOPF solution enables eOPF administrators to edit, and update form information. The information in fields may be edited as required, and the updated information will be available within seconds.

To edit a form:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

- 2. Locate the desired form and click the **Edit** button. The **Forms** tab reappears with the fields' active for editing.
- 3. Change form specific data and add/remove the instruction pages associated with the form, as desired.
- 4. Click the **Update** Update button to save the changes. The **Forms** page reappears with the fields updated.

5.3 Deleting An eOPF Form

If you need to delete a form that is no longer required or used, you may delete the form as easily as it was created. Always verify whether the entire form or selected pages need to be deleted. Keep in mind, that any form that has an eOPF document indexed using the form can not be deleted. To ensure that no form is removed that is currently in use, an error message indicates to re-index the document prior to deleting the form. Deleting the form does not delete any OPF documents.



To delete a form:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Locate the desired form and click the **Delete** link. The confirmation pop-up box appears.

Microsoft Internet Explorer 🛛 🔀
Do you want to delete record?
OK Cancel

3. Click the **OK** button.

The Forms tab reappears without the form.



Chapter 6: Working With Form Types

Another responsibility you will have as an eOPF administrator is to define different form types. A form type defines the role of a particular form, or document. A form can have one, or more form types assigned to it. Each form type specifically identifies the particular document. In most cases, there is only one type, which categorizes a particular form. For example, a Form TSP 1 has only one form type, 'Benefits', associated with the document. On the other hand, the SF 50 document has many form types, which define the specifics of the objective or Nature of Action Code (NOAC) being used. As with the form description, the type description can be used as a filter for the user to search for documents within an eOPF.

Example:

A SF 50 is the specific form. The form types are Promotion, Within-Grade Increase, Career Appointment, Change of Status, etc., which in the case of a SF 50 are associated to a Nature of Action (NOA).

6.1 Adding A New Form Type

eOPF is deployed with a catalog of form types that have been identified by OPM. A form type is either a NOA description, or one of nine other common categories: Employee, Performance Appraisal, Benefits, Investigations/Security Clearance, Payroll, Contact Information, Position, Training or Exception. The **Exception** form type is used to handle documents that have an error that prevents the document from being assigned a proper form type classification. An example is a SF 50 with a NOA Code that is not valid. The form is known, but not the form type, so it is classified as an **Exception** form type.

There may be an occasion that requires an eOPF administrator to add new form types not already listed in eOPF.



To add a new form type:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the Form Type tab. The Form Types page appears.

	Forms Form Types/Sig Type	les Superv Forn Acces	risor h Sides S	Disclosure Reasons	e Exception Additional Config Peop Reasons Config Page	F Form Additional Addition Pkgs Access Templat	nal Reme s H es FAQ	dy elp Home					
My eOPF Search eOPF My Profile App Admin User Admin	App Admin - Fe Purpose: This web pag the agency's eOPF appli 'eOPF STD' in the 'Adde the 'Description' column	orm Ty le allows th cation data d By' colum . Use the 'F	(pes : le administra base. An ex in is locked a ilter Types'	ator to Vie ample of a and is mar feature to	w all eOPF form types and to A in agency specific form type is laged by OPM. By default the m search for a specific form type	dd, Edit, and Delete agency s a 900 series NOA code. Any f sults table lists all available t or group of form types.	specific form ty form type label form types sort	rpes to ed as ted by					
System Admin	Filter Types: Use % as wild-card character.												
Create SF 75	Description:												
Reports	NOA Code:												
Pwd Admin		APPLY 🥜	CLEAR										
Logout	, , , , , , , , , , , , , , , , , , ,			_									
	11 12 13 14 15 16 17 18 19 20												
	Description		NOA Code	Type ID	Eff From Date (mm/dd/yyyy	Eff To Date (mm/dd/yyyy) Added By						
	EXC APPT NTE		171	70	06/01/1930		eOPF STD						
	EXC APPT-COND		173	72	09/01/1986	08/01/1987	eOPF STD						
	EXC APPT-COND		173	73	06/01/1930	01/01/1982	eOPF STD						
	EXC APPT-INDEFINITE		172	71	06/01/1930	01/01/1982	eOPF STD						
	EXCEPTED APPT - PMIP		179	77	07/01/1978	01/01/1982	eOPF STD						
	EXCEPTION			422			eOPF STD						
	EXCEPTION TO RIF RELEAS	E	755	309	01/01/1993		eOPF STD						
	EXEMPLARY PERFORMANC	E AVVARD	871	372	02/01/1994	12/31/1998	eOPF STD						
	EXEMPLARY PERFORMANCE	E AVVARD	871	621	01/01/1999		eOPF STD						
	EXPIRATION OF GRADE RE	IENTION .	862	364	02/01/1979	01/01/1982	COPF STD						
	EXT DETAIL NIE		7.51	24.0	06/01/2004		COPE STD						
	EXT OF APPTINIE		734	205	04/01/1930	03/01/0987	AOPE STD						
	EXT OF FURLOUGH NTE		772	320	01/01/1982	00/01/100/	eOPE STD						
	EXT OF LWOP NTE		773	321	01/01/1982		eOPE STD						
								Insert					
				11 1	.2 13 14 15 16 17 18 19 20								

- 3. Scroll down to the last line to the **Insert** row and type a description in the **Description** field.
- 4. Enter a **Nature of Action Code**, if applicable. Enter the **Effective From Date** if a **NOA Code** is used.



- Enter the Effective To Date if you know the length of time the NOA Code will be valid.
 Leave Effective To Date blank if the NOA Code does not have an effective end date.
- Click the <u>Insert</u> link. The Form Types page reappears with the message "Form Type is added successfully." The occasion may arise where the eOPF administrator may need to delete a form type.

Note:

Any item labeled 'eOPF STD' in an **Added By** column can not be changed. These items are maintained by OPM as standard to all eOPF agencies.

To delete a form type:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.



2. Click Form Type Type tab. The Form Types page appears.



Form	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure I Reasons I	xception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Addition Access Template	al R 25 FAI	emec He R	ly elp Hom
Purpo the ag 'eOPF the 'D	Adm ose: Thi jency's e STD' in escriptio	s web page a OPF applicati the 'Added By n' column. Us	m Type illows the ac on database y' column is the 'Filter	S : Iministra An exa locked a Types' f	tor to View a imple of an a nd is manag eature to se	all eOPF fo agency spe ed by OPM arch for a	rm types a acific form 1. By defau specific foi	and to Add type is a 9 It the resu rm type of	l, Edit, a IOO seri Ilts table group	and Delete es NOA co e lists all a of form ty	agency s de. Any fi wailable fi pes.	pecific for orm type orm types	rm typ labele s sorte	oes to od as ed by
Filter	Types:	Use % a	s wild-card ch	aracter.										
	Descrip	tion:												
	NOA C	ode:												
		ÁPP	LY 🛷 📘	CLEAR										
						01415	16 17 10	10.00						
	I	Description		NO/ Cod	Type II) Ef	f From Da nm/dd/yyy	1920 ite iy)	Ef (mr	f To Date n/dd/yyyy	n) Ad	lded By		
CONV	TO USPS			588	256	06/01/19	30	(1/01/198	12	eO	PF STD		
CONV	TO USPS	:		586	254	06/01/19	30	0	1/01/198	12	eO	PF STD		
CONV	TO USPS			584	252	06/01/19	30	0	1/01/198	2	eO	PF STD		
CONV	TO VETE	RANS READJUS	STMENT APPT	576	244	06/01/19	30	0	1/01/198	12	eO	PF STD		
CORR	ECTION			002	2	06/01/19	30				eO	PF STD		
CORR	ECTION O	F CURRENT CPD	OF FILE	007	6	06/01/19	30	0	1/01/198	15	eO	PF STD		
CORR	ECTION O	F DATA		900	10424	01/01/20	00				DH	HS	Edit	<u>Delete</u>
CORR	ECTION O	R INITIAL INPUT		006	5	06/01/19	30	(6/01/197	'9	eO	PF STD		
cost		3 ALLOWANCE	START/CHG	992	10473	01/01/20	00				DH	HS	Edit	<u>Delete</u>
COUN	TY TAX V	MTHHOLDING		929	10439	01/01/20	00				DH	HS	Edit	<u>Delete</u>
CURR	ENT APPO	INTMENT AUTH	ORITY	022	18	01/01/19	82	(11/01/198	15	eO	PF STD		
DEAT	4			350	154	06/01/19	30				eO	PF STD		
DELET	ION FROM	/ FILE		010	11	06/01/19	30	(1/01/198	15	eO	PF STD		
DENIA	L OF WIT	HIN-GRADE IN		888	394	07/01/19	75				eO	PF STD		
DETAI	L			930	10440	01/01/19	80				DH	HS	Edit	<u>Delete</u>
								[Insert
						31415	161718	19 20						

3. Click the **Delete** link associated with the desired form type.

The OPM eOPF solution verifies that the selected form type is not joined to a form. If joined, an error message is displayed in red at the top of the **Form Types** page. If the form type is unused, a delete confirmation pop-up box appears.

Microsoft Internet Explorer	×
Do you want to delete rec	ord?
OK Cancel	

4. Click the **OK** button. The **Form Types** page reappears with the form type deleted.


6.2 Associating A Form Type With A NOAC

Every SF 50 form type is associated with a NOAC. The OPM Guide for Processing Personnel Actions associates a numeric code with each NOA. The NOAC helps eOPF interpret the data from the eOPF SF 50 data feeds to facilitate additional NOAC indexing to further filter eOPF searching. eOPF maintains a form type description that is consistent with the NOAC description from OPM. A NOAC can only be associated with one form type for a given timeframe.

To associate a form type with a NOAC:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the Form Type tab.

The Form Types page appears.

	Forms	Form Type	Assign Types/Sides to Form	Superviso Form Access	r Folder Sides	Disclosure Reasons	Exception Reasons	Additiona Config	al eOPF Welcom Page	e Form Pkgs	Additional Access	Additional Access Templates	R	emed He	ly slp Home
My e0PF	Арр	Adm	nin - For	m Typ	es :										
Search eOPF My Profile App Admin	Purpos the age 'eOPF S the 'Des	e: Thi ncy's e TD' in scriptio	s web page a OPF applicati the 'Added B' n' column. Us	illows the a ion databas y' column i se the 'Filts	idministr :e. An ex s locked r Types'	ator to Viev ample of a and is man feature to	v all eOPF fi n agency sp aged by OPf search for a	orm types ecific form 4. By defa specific fo	and to Ac type is a ult the res orm type (d, Edit, 900 ser ults tab or group	and Delete ies NOA co le lists all a of form ty	agency spe de. Any for wailable for pes.	ecific for m type m types	m typ labele s sorte	es to d as ed by
System Admin	Filter Ty	/pes:	Use % a	s wild-card	haracter.										
Create SF 75	D	escrip	tion:												
Reports		NOA C	ode:												
Pwd Admin			4PF	17	CLEAR										
Logout			1		CLLAIN	_									
						21 22	23 24 25	26 27 28	3 29 30 .						
		De	scription		NOA Code	Type ID	Eff F (mm	rom Date /dd/ <mark>yyyy</mark>)	•	Ef (mi	f To Date n/dd/ <mark>yyyy</mark>)	Add	led By		
	POSITIO	N CHAN	IGE	74	7	307	02/01/1979		0	/01/1982		eOPf	STD		
	POSITIO	N CHAN	IGE	74	6	306	02/01/1979		0	/01/1982		eOPf	STD		
	POSITIO	N CHAN	IGE	74	4	304	02/01/1979		0	/01/1982		eOPF	STD		
	POSITIO	N CHAN	IGE (PSN CHG)	74	D	301	02/01/1979					eOPf	STD		
	POSITIO	N CHAN	IGE NTE	74	1	302	02/01/1979					eOPF	STD		
	POST DI	FFEREN	TIAL START/ C	HG 99	1	10472	01/01/2000					DHH	s	Edit	<u>Delete</u>
	PREMIUN	I PAY S	START/CHG	98	7	10469	01/01/2000					DHH	S	Edit	<u>Delete</u>

3. Click the **Edit** button associated with the desired form type.

The **Form Types** page reappears with the fields open for editing.



Forms Form Type to	ssign Supervisor es/Sides Form Form Access	Folder Disclosure Reasons	Exception Reasons Config	eOPF Welcome Page	rm Additional as Access	Additional Access Templates	Remed Help F#	iy AQ Home
App Admin - urpose: This web pplication database nd is managed by (pecific form type or	• Form Types page allows the admir , An example of an ag OPM. By default the res group of form types.	istrator to View all eOi ency specific form type suits table lists all availa	PF form types and to Ao is a 900 series NOA co able form types sorted i	dd, Edit, and De Ide. Any form ty by the 'Descripti	ete agency spa pe labeled as 'i pn' column. Us	ecific form types eOPF STD' in the e the 'Filter Type	to the agency's eOPF • 'Added By' column is l as' feature to search fo	locked ra
ilter Types:	Use % as wild-card chara	ster.						
Description:								
NOA Code:								
	APPLY 🥓 C	LEAR						
			21 22 23 24 25 26 2	7 28 29 30				
Description	NOA	Code Type ID) Eff From Date (mm/dd/yyyy)	E (n	ff To Date m/dd/yyyy)	Added By		
OSITION CHANGE	747	307	02/01/1979	01/01/198	2	eOPF STD		
OSITION CHANGE	746	306	02/01/1979	01/01/198	2	eOPF STD		
OSITION CHANGE	744	304	02/01/1979	01/01/198	2	eOPF STD		
OSITION CHANGE (PS	SN CHG) 740	301	02/01/1979			eOPF STD		
POSITION CHANGE NTI	E 741	302	02/01/1979			eOPF STD		
OST DIFFERENTIAL S	TART/ 991	10472	01/01/2000			DHHS	Edit	<u>Delete</u>
PREMIUM PAY S	TART/C 987	10469	01/01/2000			DHHS	Update Cancel	J
RESIDENTIAL RANK A	WVARD 878	609	04/30/2006			eOPF STD		
ROMOTION	701	273	08/01/1979	01/01/198	2	eOPF STD		
ROMOTION	702	274	06/01/1930			eOPF STD		
PROMOTION NTE	703	275	01/01/1982			eOPF STD		

- 4. Enter the desired NOAC in the **NOA Code** field.
- 5. Enter the **Effective From Date** and **Effective To Date**, if known.
- Click the Update Update button. The Form Types page reappears with the message "Form Type ID XXXX is updated successfully."

Note:

The Form Type ID is assigned by eOPF.

7. To return to the **Form Types** page without associating a form type with an NOAC, click the **Cancel** button.

6.3 Removing A Form Type's NOAC Association

As an eOPF administrator, there may be times when you need to remove a form type's NOAC association. A NOAC association could have been created in error, or the NOAC association could have changed.



To remove a form type's NOAC association:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the Form Type tab. The Form Types page appears.

	Forms Form Type to	ssign Super es/Sides For Form Acce	visor m Sides	Disclosure Reasons	Exception Reasons	Additiona Config	l eOPF Welcom Page	e Form Pkgs	Additional Access	Addition Acces Templat	al R 5 es FA	lemed He Q	ty slp Home
My eOPF	App Admin	- Form T	ypes :										
Search eOPF	Purpose: This we	b page allows t	he administr	ator to Viev	w all eOPF fo	orm types a	and to Ad	d, Edit,	and Delete	agency s	pecific fo	rm typ	ies to
My Profile	'eOPF STD' in the '	'Added By' colu	nn is locked	ample of a and is man	aged by OPN	4. By defau	ult the res	ults tab	le lists all a	vailable t	orm type form type	s sorte	ed by
App Admin	the 'Description' co	ilumn. Use the	Filter Types'	feature to	search for a	specific fo	orm type o	or group	of form ty	pes.			
User Admin System Admin	Filter Types:	Use % as wild-o	ard character.										
Create SF 75	Description:												
Reports													
Pwd Admin	NOA Code:												
Logout		APPLY 🗸	CLEAR										
					000405	06.07.00	00.00						
			NOA	21 22	23 24 25	20 27 28	12930.		T- D-4-				
	Descrip	ption	Code	Type ID	Eπ F (mm	/dd/yyyy)		(mr	n/dd/ <mark>yyyy</mark>)	А	dded By		
	POSITION CHANGE		747	307	02/01/1979		0	1/01/1982		eC	OPF STD		
	POSITION CHANGE		746	306	02/01/1979		01	/01/1982		eC	PF STD		
	POSITION CHANGE		744	304	02/01/1979		0	/01/1982		eC	OPF STD		
	POSITION CHANGE (F	PSN CHG)	740	301	02/01/1979					eC	PF STD		
	POSITION CHANGE N	TE	741	302	02/01/1979					eC	PF STD		
	POST DIFFERENTIAL	START/ CHG	991	10472	01/01/2000					Dł	IHS	Edit	<u>Delete</u>
	PREMIUM PAY START	T/CHG	987	10469	01/01/2000					Dł	IHS	Edit	<u>Delete</u>
	PRESIDENTIAL RANK	AVVARD	878	609	04/30/2006					eC	PF STD		
	PROMOTION		701	273	08/01/1979		0	/01/1982		eC	OPF STD		

3. Click the **Delete** link associated with the desired form type.

If the form type is not joined to a form, the delete confirmation pop-up box appears; otherwise, an error message appears in red asking you to remove the formto-form type link.

 Click the OK button to complete the record deletion. Click the Cancel button to abort the deletion. The Form Types page reappears with the selected form type deleted.



Assign Types/Sides to

Form

tab.

6.4 Assigning And Editing A Form Type To A Form

To assign a form type to a form:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the Assign Types/Sides to Form The Assign Types/Sides page appears.

	Forms Form Type	n Assigr Types/Si to Forn	des Form Access	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	e Wel Pa	OPF come ige	Form Pkgs	Addition Access	al Addition Acces Templat	nal s :es	Help	Rem	ady FAQ Home
My eOPF	App Adr	nin - A	ssian Type	/Sid	es :											
Search eOPF	Purpose: T	his web pag	ge allows the adr	ninistrat	or to assign	form types	and folder s	sides	to a s	elected	form. A	ny entry lab	eled as 'e	OPF STE) in th	e 'Added
My Profile	By' column is	locked and	is managed by (OPM. By	default the i	results table	e lists all ava	nilable	e form	is sorte	d by the	'Description	n' column.	Use the	'Filter	Forms'
App Admin	leaure to ser	arciniorais	pacific form or g	oup or i	or ma.											
User Admin	Filter Forms:	Use	% as wild-card cha	acter.												
System Admin	Descri	ntion														
Create SF 75	Descri															
Reports		Title:														
Pwd Admin			APPLY 🥜	CLEAR												
Logout					_											
						123	456789	10								
	Descrip	otion			Titl	e				For	m ID	Added By	Form	Fypes	Fold	er Sides
	11ND CBC (10)) 12451	AWARD ACTION TR	ANSMITT.	AL.					10197	r c	HHS	Form Ty	pes	Folder	Sides
	11ND GEN 124	50	ACTION REPORT FO	R BENEFI	CIAL SUGG/SI	JPERIOR ACC	OMPLISHMEN'	г		10198	3 C	HHS	Form Ty	pes	Folder	Sides
	11ND GEN 189		ACTION REPORT FO	R BENEFI	CIAL SUGGES	TION & SUPER	RIOR ACCOMP	L		10199) C	HHS	Form Ty	pes	Folder	Sides
	11ND NSYLB 1	12290/8	PERSONNEL RECOR	D VERIFIC	CATION					10200) [HHS	Form Ty	pes	Folder	<u>Sides</u>
	11ND NSYLB 1	12452/3	ADOPTION OF BENE	FICIAL SU	IGGESTION					10201	C	HHS	Form Ty	pes	Folder	<u>Sides</u>
	11ND NSYLB 1	12552/4	NOTIFICATION OF V	ATHIN GR	ADE INCREAS	E				10202	2 0	HHS	Form Ty	pes	Folder	<u>Sides</u>
	11ND NWS 12	290/2	RECORD OF CREDIT	ABLE SE	RVICE					10203	8 0	HHS	Form Ty	pes	Folder	<u>Sides</u>
	11ND NWS 124	450/4	SPECIAL ACHIEVEM	ENT/BENE	FICIAL SUGG	ESTION AVVAI	RD ACTION RF	T		10204	L C	HHS	Form Ty	pes	Folder	<u>Sides</u>
	12ND GEN 200		SUGGESTION ACTIO	IN REPOR	T AND NOTIFI	CATION				10205	5 C	HHS	Form Ty	pes	Folder	<u>Sides</u>
	4ND NSD 1245	2/3	ADOPTION OF BENE	FICIAL SU	IGGESTION					10206	6 0	HHS	Form Ty	pes	Folder	<u>Sides</u>
	63D ARCOM 6	2	STATEMENT OF UN	DERSTAN	DING					10207	' C	HHS	Form Ty	pes	Folder	<u>Sides</u>
	AAFES 1101 1		AFFIDAVIT							10208) C	HHS	Form Ty	pes	Folder	<u>Sides</u>
	AAFES 1200 2	18	AAFES PERSONNEL	ACTION						10209	9 0	HHS	Form Ty	pes	Folder	<u>Sides</u>
	AAFES 1200 2	9	ARMY & AIR FORCE	EXCHAN	GE SERVICE P	ERSONNEL R	EQUEST			10210) C	HHS	Form Ty	pes	Folder	<u>Sides</u>
	AAFES 1200 7	5	AAFES PERSONNEL	ACTION						10211	C	HHS	Form Ty	pes	Folder	Sides
						123	456789	10								

3. Click the **Form Types** link associated with the desired form.

The Assign Form Type→View/Edit Avail Form Types for Form page appears.



Forms Form Types/Sides Sup Types/Sides According to Form According to Form According to Form Type to Form 1110 (1997)	Folder Disclosure Reasons	Exception Reasons Config	Form Type	ditional Addition Access Template	al Rem s FAQ	nedy Help Home
		12345678910.				
	Description		NOA	Added By	Selected	Original Setting
CITY TAX WITHHOLDING - STOP			928	DHHS		
CONTINUANCE			870	eOPF STD		
CONTINUANCE NTE			750	eOPF STD		
CONV BY EXC APPT			573	eOPF STD		
CONV FROM PMIP TO CAREER-CONE)		513	eOPF STD		
CONV TO APPT			532	eOPF STD		
CONV TO APPT NTE			515	eOPF STD		
CONV TO APPT-STATUS QUO			524	eOPF STD		
CONV TO CA APPT NTE			553	eOPF STD		
CONV TO CA CAREER APPT			551	eOPF STD		
CONV TO CA CAREER-COND APPT			550	eOPF STD		
CONV TO CA TERM APPT NTE			554	eOPF STD		
CONV TO CANAL AREA REAPPT			555	eOPF STD		
CONV TO CAREER APPT			500	eOPF STD		
CONV TO CAREER COND APPT			501	eOPF STD		
		12345678010				

- Select the appropriate checkboxes and click the Save
 SAVE button located at the bottom of the list. The
 Assign Form Type→View/Edit Avail Form Types for
 Form page reappears.
- To exit the Assign Form Type→View/Edit Avail Form Types for Form page, click the Cancel button located at the bottom of the list.

6.5 Assigning And Editing A Form Side To A Form Type Combination

The OPM eOPF solution allows eOPF administrators to set a folder side in which a form and type combination belongs. For example, a SF 50 with Type Pay Adjustment goes to the Permanent Side. This is done so that during both searches and indexing the user is provided only valid combinations of forms and sides.



Assign

To assign a form side to a form:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

- 2. Click the Assign Types/Sides to Form tab. The Assign Types/Sides page appears.
- 3. Click the **Folder Sides** link associated with the desired form.

The Assign Default Folder Side & Side-By-Side ID for Form/Type combination page appears. Each form is listed along with a type description, default folder side, and side-by-side form ID. Forms may not have a side-by-side form ID.

	Forms For	m Assign Superv Types/Sides Form to Form Acces	risor n Folder Dis Sides Re	closure asons Reasons	Additional eOPF Welcome Page Page Additional Access	al Additional Access Templates	Rem FAQ	iedy Help Home
My eOPF Search eOPF My Profile	App Ad for For	min -> Assigr m/Type comb	Default ination :::	Folder Side 8 11ND CBC	& Side-By-Side ID (10) 12451			
App Admin				1				
User Admin	Type ID	Type Desc	NOA Code	Folder Side	Side By Side (Form) Desc	Added By		
System Admin	408	EMPLOYEE		Temporary			Edit	<u>Delete</u>
Create SF 75	422	EXCEPTION		Temporary			Edit	<u>Delete</u>
Reports Dwd Admin		EMPLOYEE:::: 💌		Temporary 💌	~			<u>Assign</u>
Logout				1				
LUGUL	BACK							

- 4. Scroll to the bottom of the list and choose the **Type Desc**, and **Folder Side**, and click the <u>Assign</u> link.
- 5. Click the **Edit** button if updating an existing form/type combination to change the **Folder Side**.
- 6. To exit the Assign Default Folder Side & Side-By-Side ID for Form/Type combination page, click the Back button located at the bottom of the list, or click on one of the eOPF main menu buttons.

Assian

Form

tab.



6.6 Assigning A Side-by-Side Form Relationship

The OPM eOPF solution allows eOPF administrators to make a side-by-side form assignment. Only HR specialists are allowed to display forms side-by-side. This can only be done when viewing a document from a search result list and clicking on the side-by-side icon for the document. The side-by-side icon is only visible for forms that have a sideby-side form partner defined.

For example, you may want to display a SF 50 and SF 52 side-by-side to verify common data. In other words, a SF 50 with a NOA Code of 894 may have a side-by-side form partner that is different from a SF 50 with a NOA Code of 893.

To assign a side-by-side form relationship:

1. From the eOPF main menu, click the App Admin App Admin button.

The Forms tab of the App Admin page displays by default.

Types/Sides to 2. Click the Assign Types/Sides to Form The Assign Types/Sides page appears.

	Forms Form Type to	ssign Supervisor s/Sides Form Form Access	Folder Disclosure Sides Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Additional Access Templates	Help	Remedy FAQ Home
My eOPF Search eOPF My Profile App Admin	App Admin Purpose: This well By' column is locked feature to search fo	- Assign Type o page allows the adr l and is managed by C r a specific form or g	e/Sides : ninistrator to assign DPM. By default the roup of forms.	ı form types results table	and folder s ists all ava	ides to a ilable fori	selected ns sorte	form. Any d by the 'D	entry labele escription' co	d as 'eOPF STI blumn. Use the)' in the 'Added 'Filter Forms'
User Admin	Filter Forms:	Use % as wild-card char	acter.								
System Admin	Description	[
Create SF 75	Description:	L									
Reports	Title:										
Pwd Admin		APPLY 🥜	CLEAR								
Logout											
				123	456789	10					
	Description		Tit	le			For	m ID Ac	ded By F	orm Types	Folder Sides
	11ND CBC (10) 12451	AWARD ACTION TR	ANSMITTAL				10197	DHH	IS <u>Fo</u>	erm Types	Folder Sides
	11ND GEN 12450	ACTION REPORT FO	R BENEFICIAL SUGG/S	UPERIOR ACC	OMPLISHMEN		10198	DHH	IS Eg	erm Types	Folder Sides
1000	11ND GEN 189	ACTION REPORT FO	R BENEFICIAL SUGGES	STION & SUPER	RIOR ACCOMP	L	10199	DHF	IS <u>Fo</u>	erm Types	Folder Sides
	11ND NSYLB 12290/8	PERSONNEL RECOR	D VERIFICATION				10200	DHH	IS <u>Fo</u>	erm Types	Folder Sides
	11ND NSYLB 12452/3	ADOPTION OF BENE	FICIAL SUGGESTION				10201	DHH	IS EG	erm Types	Folder Sides
	11ND NSYLB 12552/4	NOTIFICATION OF W	ITHIN GRADE INCREAS	E			10202	DHH	IS <u>Fo</u>	erm Types	Folder Sides
	11ND NWS 12290/2	RECORD OF CREDIT	ABLE SERVICE				10203	DHH	IS <u>Fo</u>	erm Types	Folder Sides
	11ND NWS 12450/4	SPECIAL ACHIEVEM	ENT/BENEFICIAL SUGG	ESTION AVVAI	RD ACTION RF	т	10204	DHH	IS Eg	erm Types	Folder Sides
	12ND GEN 200	SUGGESTION ACTIO	IN REPORT AND NOTIF	ICATION			10205	DHH	IS <u>Fo</u>	erm Types	Folder Sides
	4ND NSD 12452/3	ADOPTION OF BENE	FICIAL SUGGESTION				10206	DHF	IS <u>Fo</u>	erm Types	Folder Sides
	63D ARCOM 62	STATEMENT OF UNI	DERSTANDING				10207	DHH	IS Eg	erm Types	Folder Sides
	AAFES 1101 1	AFFIDAVIT					10208	DHH	IS <u>Fo</u>	orm Types	Folder Sides
	AAFES 1200 28	AAFES PERSONNEL	ACTION				10209	DHH	IS <u>Fo</u>	erm Types	Folder Sides
	AAFES 1200 29	ARMY & AIR FORCE	EXCHANGE SERVICE	PERSONNEL R	EQUEST		10210	DHH	IS Eg	erm Types	Folder Sides
	AAFES 1200 75	AAFES PERSONNEL	ACTION				10211	DHH	IS <u>Fo</u>	rm Types	Folder Sides
				123	456789	10					



3. Click the **Folder Sides** link associated with the desired form.

The Assign Default Folder Side & Side-By-Side ID for Form/Type combination page appears. Each form is listed along with a type description, default folder side, and side-by-side form ID. Forms may not have a side-by-side form ID.

	Forms Form	n Assign Supers Types/Sides Forr to Form Acce	risor n Sides Re ss	asons Exception Reasons	Additional eOPF Config Page	Form Additional Pkgs Access	Additional Access Templates	Rem FAQ	iedy Help Home
My eOPF Search eOPF	App Ad for For	min -> Assigı n/Type comb	n Default i ination ::	Folder Side : 11ND CBC	& Side-By-S (10) 12451	ide ID			
App Admin					1				
User Admin	Type ID	Type Desc	NOA Code	Folder Side	Side By Side	e (Form) Desc	Added By		
System Admin	408	EMPLOYEE		Temporary				Edit	<u>Delete</u>
Create SF 75	422	EXCEPTION		Temporary				Edit	<u>Delete</u>
Reports Pwd Admin		EMPLOYEE:::: 💌		Temporary 💌		~			<u>Assign</u>
Logout					I				
	BACK								

- Scroll to the bottom of the list and choose the Type Desc, Folder Side, and Side By Side Desc, and click the <u>Assign</u> link.
- 5. Click the **Edit** button if updating an existing form/type combination to change the **Folder Side** and/or **Side By Side (Form)Desc**.
- 6. To exit the Assign Default Folder Side & Side-By-Side ID for Form/Type combination page, click the Back button located at the bottom of the list, or click on one of the eOPF main menu buttons.



Chapter 7: Configurable Settings

These tabs allow the eOPF administrator to create folder sides, disclosure reasons, exception reasons, web banner text, welcome page, form packages, and whether supervisor role is activated system wide.

7.1 Granting Or Denying Supervisor-View Access To Specific Forms

Supervisors are granted access to view documents in folders belonging to their subordinates. eOPF can also deny supervisors access to specific documents.

To grant or deny supervisor access to specific forms:

- From the eOPF main menu, click the App Admin button.
 The Forms tab of the App Admin page displays by default.
- 2. Click the **Supervisor Form Access** tab. The **Supervisor Form Access** page appears.



Forms Form Type to	ssign Supervisor s/Sides Form Form Access	Folder Disclosure Sides Reasons	Exception Addition Reasons Confi	nal eOPF Welcome Page	Form A Pkgs	dditional Access	Additional Access Templates	Remedy Help FAQ Hor
App Admin Purpose: This well lists all available for available to a super	- Supervisor page allows the air rms sorted by the 'C rvisor viewing an en	r Form Acce dministrator to indi bescription' column nployee's eOPF. Us	ess: vidually assign supe . The column labele e the 'Filter Forms'	rvisor access d 'Original Se feature to se	to all eO etting' ind arch for a	PF forms licates wł a specific	. By default nether the t form or gr	t the results table form is currently oup of forms.
Filter Forms:	Use % as wild-card cl	naracter.						
Description:								
Title:				1				
	APPLY 🍼	CLEAR						
			123456789	.0				
Description		Т	itle		For	m ID 9	Selected	Original Setting
OPM 1300	1986 APPLICATIO	N FORM THE PRESIDE	NTIAL MGMT INTERN PF	OGRAM	238			
AAFES 1200 28	AAFES PERSONN	EL ACTION			1020	9 [
AAFES 1200 75	AAFES PERSONN	EL ACTION			1021	1 [
DG 01	ACCOUNTING OF	DISCLOSURE			13	0		
ACKNOWLEDGEMENT	ACKNOWLEDGEN	IENT OF INVITATION (COMMITTEE)		1021	з [
11ND GEN 12450	ACTION REPORT I	FOR BENEFICIAL SUG	3/SUPERIOR ACCOMPL	SHMENT	1019	8 [
11ND GEN 189	ACTION REPORT I	FOR BENEFICIAL SUG	GESTION & SUPERIOR /	CCOMPL	1019	9 [
DD 220	ACTIVE DUTY RE	PORT			276	0		
11ND NSYLB 12452/3	ADOPTION OF BE	NEFICIAL SUGGESTIO	N		1020	1 [
4ND NSD 12452/3	ADOPTION OF BE	NEFICIAL SUGGESTIO	N		1020	6 [
OPA 1	ADVICE OF PERS	ONNEL ACTION			1034	7 [
GR 67269	AETNA ENROLLM	ENT/CHANGE REQUES	ST .		1031	0 [
AAFES 1101 1	AFFIDAVIT				1020	8 [
LISCSC 1769	AFFIDAVIT AS TO	NUMBER OF MEMBER	IS OF FAMILY IN GOVT	SERVICE	1041	7 [
00000 1100							-	
CSC 1769	AFFIDAVIT AS TO	NUMBER OF MEMBER	IS OF FAMILY IN GOVT	SERVICE	207	1		

- 3. Select, or deselect the checkboxes associated with the forms or documents to which the supervisor should have access.
- 4. When complete, click the Save button. The **Supervisor Form Access** page reappears with the message **"Supervisor access permission is updated successfully."**

7.2 Working With Folder Sides

Virtual folder sides can be defined by the agency to help group documents within eOPF. Each document in eOPF must be placed into a specific side. Many of the forms have default folder sides already defined when the OPM eOPF solution is deployed. However, eOPF administrators can add additional folder sides that may support agency specific forms. Once a folder side has an assigned document, it can not be edited or deleted. Certain folder sides have been defined by OPM and can not be changed.



To add, modify or delete the folder sides:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the **Folder Sides** tab at the top of the page.

The Folder Sides page appears.

	Forms	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure Reasons	e E R	xception leasons	Additional Config	eOPF Welcome Page	Form Pkgs	Add Ac
My eOPF Search eOPF My Profile	App Purpos Edit, an	Adm se: Thi	in - Folde s web page a te agency spe	er Sides allows the ac acific Folder	: Iministr Sides to	ator to viev) the agenc	v a ties	ll eOPF di s eOPF ap	efined Folde plication da	er Sides ar atabase. Ar	nd to A ny Folo	vdd, der
App Admin User Admin		Jeleu a	-ld Cid				LKC		manageu b;	y or m.		
System Admin		F	older Slaes		Add	іеа Бу						
6	Deleted				eOPF S	TD						
Create SF 75	Oversea	IS			eOPF S	TD						
Reports	Performa	ance			eOPF S	TD						
Pwd Admin	Permane	nt			eOPF S	TD						
Logout	Tempora	iry			eOPF S	TD						
	Training				eOPF S	TD						
								<u>Insert</u>				

- 3. To add a folder side, enter the text in the text box at the bottom of the existing *Folder Sides* list.
- Click the <u>Insert</u> link. The Folder Sides page reappears with the message "Successfully added Folder side."

Note:

Once a folder side is created, it must be assigned to a group to become visible to users. Click the **User Admin** button, then the **Security Access** tab. Select a group, and check the new folder side to make it available to the selected group.



5. To edit an existing folder side, click the **Edit** button next to the desired folder side to be changed.

	Forms	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Add Ac
My eOPF Search eOPF	Арр	Adm	in - Folde	er Sides	:	atar ta uiqu		ofined Fold	ar Cidao a	od to 4	. dd
My Profile App Admin	Edit, an Side lat	id Dele beled a	s web page a te agency spa is 'eOPF STD'	inows the au acific Folder in the 'Adda	Sides to ed By' co	o the agenci olumn is loc	es eOPF ap ked and is	plication da managed by	atabase. A y OPM.	ny Fold	der
User Admin System Admin	F	older	Sides	Added By							
Create SF 75	Awards			DEMO	Edit		Delete	2			
Reports Dwd Admin	Specia	al Ops		DEMO	Upda	ate Cano	el				
	Deleted			eOPF STD							
Logout	Oversea	IS		eOPF STD							
	Performa	ance		eOPF STD							
	Permane	nt		eOPF STD							
	Tempora	iry		eOPF STD							
	Training			eOPF STD							

6. Modify the text accordingly and click the **Update** button, or to revert to the original text, click the **Cancel** button.

The **Folder Sides** page appears with the folder side displayed in the list.

 To delete the existing folder side, click the <u>Delete</u> link associated with the desired folder side. The confirmation pop-up box appears.

Microsof	t Internet Explorer	×
2	Do you want to delete rec	ord?
	OK Cancel	

8. Click the **OK** button to delete the record. Click the **Cancel** button to abort the delete process. The **Folder Sides** page reappears.



7.3 Working With Disclosure Reasons

Users granted access to view other employees' folders must enter a reason why they are viewing the folder. These disclosure reasons are logged each time you view someone else's eOPF. eOPF administrators have the capability to add, modify, or delete the disclosure reason provided in a drop-down list for the eOPF user.

To add, modify, or delete a disclosure reason:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the **Disclosure Reasons** tab at the top of the page.

The **Disclosure Reasons** page appears.

	Forms Form Type Assign Sup Type Types/Sides Form Ac	ervisor orm cess	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Additional Access Templates
My eOPF Search eOPF My Profile	App Admin - Disclosu Purpose: This web page allow Add, Edit, and Delete agency spi	ure R is the a acific D	easo dministr	ns : ator to view Reasons tr	/ all eOPF c o the agenc	defined Disc cy's eOPF a	losure Rei oplication	asons ; databa	and to ise.	
App Admin User Admin	Disclosure Reason									
System Admin	Annual Review	Edit	<u>Delete</u>							
Create SF 75	Employee Review	Edit	<u>Delete</u>							
Reports	Employment Verification	Edit	<u>Delete</u>							
Pwd Admin	eOPF Transfer	Edit	<u>Delete</u>							
	Evaluation	Edit	<u>Delete</u>							
	Investigating a Complaint	Edit	<u>Delete</u>							
	Non-eOPF Transfer	Edit	<u>Delete</u>							
	OPF Copy Request	Edit	<u>Delete</u>							
	OPM Investigator Review	Edit	<u>Delete</u>							
	Other	Edit	<u>Delete</u>							
	Processing Personnel Action	Edit	<u>Delete</u>							
	Recordkeeping Audit	Edit	<u>Delete</u>							
	Separated	Edit	<u>Delete</u>							
	Separation Info Request	Edit	<u>Delete</u>							
	Supervisor Review	Edit	<u>Delete</u>							
			<u>Insert</u>							

3. To add a disclosure reason, enter the text in the text box at the bottom of the existing *Disclosure Reason* list.



4. Click the Insert link.

The **Disclosure Reasons** page reappears with the message **"Disclosure reason is added successfully**."

5. To edit an existing disclosure reason, click the **Edit** button next to the desired disclosure reason to be changed.

	Forms	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclo Reaso	osure ons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additic Acces
My eOPF Search eOPF	App /	Adm	in - Discl	losure R	leaso	ns :			dafinad Disc	locuro Po		and to
My Profile App Admin	Add, Ed	lit, and	l Delete ageno	y specific D	isclosun	e Reas	ons ti	o the agend	cy's eOPF a	pplication	databa	and to ase.
User Admin	Disc	closur	e Reason									
System Admin	Annual R	Review		Edit		D	<u>elete</u>					
Create SF 75	Employee	e Revie	w	Edit		D	elete					
Reports Pwd Admin	Employm	ent Ver	ification	Edit		D	elete					
Logout	eOPF Tra	ansfer		Edit		D	elete					
	Evalua	tion		Update	Canc	el						
	Investiga	iting a C	Complaint	Edit		D	elete					
	Non-eOP	PF Trans	sfer	Edit		D	elete					
	OPF Cop	y Requ	est	Edit		D	elete					
	OPM Inve	estigato	r Review	Edit		D	<u>elete</u>					

6. Modify the text accordingly and click the **Update** button, or to revert to the original text, click the **Cancel** button.

The **Disclosure Reasons** page appears with the disclosure reason displayed in the list.

 To delete the existing disclosure reason, click the <u>Delete</u> link associated with the desired disclosure reason. The confirmation pop-up box appears.

Microsoft Internet Explorer	×
Do you want to delete record	rd?
OK Cancel	

8. Click the **OK** button to delete the record. Click the **Cancel** button to abort the delete process. The **Disclosure Reasons** page reappears.



7.4 Working With Exception Reasons

When adding a document to a folder, users may need to index the document with a form type of 'Exception'. The form type of 'Exception' is used when the information on a document is inaccurate or unavailable. When using the 'Exception' form type, users can select a predefined exception reason, or add free text to explain the document problem. eOPF administrators have the capability to add, modify or delete the exception reason provided in a dropdown list for the eOPF user.

To add, modify, or delete an exception reason:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

- Exception
- 2. Click the **Exception Reasons** tab at the top of the page.

The Exception Reasons page appears.

	Forms Form	n Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Addil Acc
My eOPF Search eOPF	App Adr	nin - Exce	eption R	easo	15 :		tofinad Eva	option Roa		und to
My Profile App Admin	Add, Edit, ar Exception Re	nd Delete agen ason is delete	cy specific E: d successful	xception ly.	Reasons to	o the agenc	y's eOPF ap	oplication o	lataba:	se.
User Admin System Admin	Excep	otion Reason								
Create SF 75 Reports	Improper Date	Code	Edit	<u>Delete</u>						
Pwd Admin	Other	Code	Edit	Delete						
Logout				Insert						

- 3. To add an exception reason, enter the text in the text box at the bottom of the existing *Exception Reason* list.
- Click the <u>Insert</u> link. The Exception Reasons page reappears with the message "Exception reason is added successfully."



5. To edit an existing exception reason, click the **Edit** button next to the desired exception reason to be changed.

	Forms	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Addi Acc
My eOPF Search eOPF My Profile	App A Purpos Add, Ed	Adm se: Th lit, and	in - Exce iis web page Delete ageno	eption Re allows the a cy specific E:	easoi dministr xception	1S : ator to view Reasons to	v all eOPF () the agenc	defined Exc y's eOPF ap	eption Rea oplication o	sons a lataba:	and to se.
App Admin User Admin System Admin	Exc Improper	eptio Date	n Reason	Edit		<u>Delete</u>					
Create SF 75 Reports Pwd Admin	Incorrect Missir	t NOA C	ode \ Code	Edit Update	Canc	el Delete					
Logout	Other			Edit		<u>Delete</u>					

6. Modify the text accordingly and click the **Update** button, or to revert to the original text, click the **Cancel** button.

The **Exception Reasons** page appears with the exception reason displayed in the list.

 To delete the existing exception reason, click the <u>Delete</u> link associated with the desired exception reason. The confirmation pop-up box appears.

Microsof	it Internet Explorer 🛛 🔀
?	Do you want to delete record?
	OK Cancel

8. Click the **OK** button to delete the record. Click the **Cancel** button to abort the delete process. The **Exception Reasons** page reappears.



7.5 Changing The Web Banner

The web banner is a message that appears on the eOPF Logon page. The eOPF administrator can create or modify this message at any time, and the new message will appear from that point forward for all users logging into the OPM eOPF solution.

To change the web banner:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the **Additional Config** tab at the top of the page.

The Additional Configuration page appears.

	Forms	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Additional Access Templates	Rem FAO
My e0PF	Арр	Adm	nin - Ada	litional	Con	figurati	on :						
Search eOPF	Purpos shows (e: Th	is web page : he eΩPE Logi	serves two p n Page aboy	urpose	s. The admi	inistrator ca stry fields - T	an maintain Che adminis	the eOPF	Web B	anner cont	ent. This is Supervisor A	text that
My Profile	feature	within	eOPF. If the	ked (enable) the S	upervisor Ad	cess featur	re turns on	the Super	visor F	orm Acces	s security w	ithin the
User Admin	eon aj	ppicau	or tor those i	users placed		eorr Super	visor role.						
System Admin	Web I	Banne	r:										
Create SF 75	eHR e	OPF w	4.0 Training E	Box							2	5	
Reports													
Pwd Admin											1		
Logout													
	⊻Su	pervis	or Access										
	SI	IVE											

- 3. Enter the message that you wish to appear on the eOPF Logon page.
- 4. Click the **Save** button. A message indicating successful update of the web banner is displayed.

Note:

The web banner on the opening eOPF Logon page is configurable by eOPF instance, so employees will only see the banner for their particular eOPF instance.



7.6 Globally Enabling Or Disabling Supervisor Access

eOPF provides the capability for supervisors to have rights to view subordinates' documents. The System Administration Training Manual describes how eOPF administrators can limit this access to specific forms. eOPF administrators can deny supervisors access to their subordinates' records by turning off supervisor access.

On the Additional Configuration page, below the Web Banner text box there is a checkbox labeled Supervisor Access. By default, this is checked, thus enabling supervisor access to subordinates' eOPFs based on the Supervisors Personnel Office Identifier (PO ID), Organization Code and Activity Code.

To enable or disable supervisor access:

 Uncheck the checkbox to the left of Supervisor Access. Removing the check from this box globally disables supervisor access.



- 2. Click the **Save** button to deny supervisor access to their subordinates' eOPFs.
- 3. To globally enable supervisor access, check the box to the left of **Supervisor Access**, and click the **Save**

save button to grant supervisor access.

A message indicating successful update of the supervisor access is displayed.



7.7 Changing the eOPF Welcome Page

The eOPF welcome page allows the eOPF administrator to enter or modify some of the content seen by users once they log into the OPM eOPF solution.

To change the eOPF welcome page:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

2. Click the **eOPF Welcome Page** tab at the top of the page.

The eOPF Welcome Page appears.



- 3. Enter the message that you wish to appear on the **eOPF Welcome Page**.
- 4. Enter the Welcome URL that you wish to appear on the **eOPF Welcome Page**.



- Enter the URL link that you wish to appear on the eOPF Welcome Page. Make sure the 'Visible' checkbox is checked. Uncheck if you do not want a visible URL.
- 6. Click the **Save** button. A message indicating successful update of the eOPF welcome screen is displayed.

Note:

The information on the opening eOPF welcome page is configurable by eOPF instance, so employees will only see the information for their particular eOPF instance.

7.8 Adding A Form Package

eOPF administrators may create a predefined pack of documents, or a form package for searches HR specialists typically perform. A retirement estimate or a Reduction-in-Force (RIF) is a good example of a form package. HR specialists can quickly search for documents meeting the criteria for a particular form package.

To add a form package:

- From the eOPF main menu, click the App Admin App Admin
 button.
 The Forms tab of the App Admin page displays by default.
- Click the Form Pkgs tab.
 The Forms Package page appears.



	Forms Form Types	ign Supervisor /Sides Form orm Access	Folder Disclosure Sides Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Additional Access Templates	Remea He	ty elp
My eOPF Search eOPF My Profile App Admin	App Admin - Purpose: This web assigned to it. The p column. Use the filter	Form Pack page allows the a ackage can be use r feature to find a	ages : Idministrator to defi Id on the 'Search e0 specific package.	ine form pai DPF' web pa	ckage conte ige. By defa	ent. A form ault, the pa	n pack ackage	age contain • result list l	s eOPF forr is sorted on	ns you have the 'Package	Hom e Name
User Admin System Admin	Filter:	Use % as wild-card (character.								
Create SF 75 Reports	Package Name: Form Desc:]						
Pwd Admin Logout		APPLY 🛷	CLEAR								
	Add New Packa	ge									
	Package Nar	ne	Form Desc		Δ	Attribute					
	RIF	SF 3102			All Docs			DeleteRow	Del	etePackage	
	RIF	SF 50			All Docs			DeleteRow	Del	etePackage	
	RIF	SF 1152			All Docs			DeleteRow	Del	etePackage	
	RIF	DD 214			Current Do	oc		DeleteRow	Del	etePackage	
	Retirement	SF 54			All Docs			DeleteRow	Del	etePackage	
	Retirement	SF 50			All Docs			DeleteRow	Del	etePackage	
	Retirement	SF 2809			All Docs			DeleteRow	Del	etePackage	
	Retirement	SF 2810			All Docs			DeleteRow	Del	etePackage	
	Retirement 💌	11ND CBC	: (10) 12451 🛛 💌		All Docs	~		Insert			

- 3. Click the **Add New Package** Add New Package button, type the desired package name, and click the **Save** SAVE button.
- 4. Select the **Package Name, Form Desc**, and **Attribute** from the drop-down lists.
- Click the <u>Insert</u> link. The Forms Package page updates displaying a new form package.





Chapter 8: eOPF Security Access

eOPF accounts are linked to the appropriate employee record by SSN. Employee records are created based on information that eOPF obtains from automated employee data feeds from an agency's HR system. eOPF allows eOPF administrators to create new users and update users' records.

8.1 Viewing And Updating User Information

To view and update user information:

1. From the eOPF main menu, click the **User Admin** button.

The **User Manager** tab of the **User Admin** page displays by default.

2. Click the **User Group Manager** Lab at the top of the page.

The User Group Manager page appears.

	User Manager	User Group Manager	Security Access	Password Letter Request	Pas: Req	sword Letter uest Status	Batch Email Address Update				Remedy	1	Help	T
My eOPF	User A	lmin - Us	er Man	ager :										
Search eOPF	Purpose:	The User Man	lager featur	e allows the adr	ninistr	ator to View	and Edit user	details and t	to Add					
My Profile	new users	to the eOPF sy	ystem.											
App Admin														_
User Admin					_		PO ID :		Org (ode :		Ac	tivity C	ode
System Admin	Groups : E	OFF FWD Add	riiri	SHOW USERS			SSN:		En	np ID :				
Create SF 75	SHOWLING	roc				Las	t Name :		First N	ame :				
Reports	SHOW ALL U	SERS				SEARCH	CLEAI	3	<u> </u>					
Pwd Admin						P								
Logout														

- 3. Select a **Group** from the drop-down menu and click the **Show All Users SHOW ALL USERS** button; or, in the **SSN** field, enter the user's social security number and click the **Search Search** button.
- 4. Click the **Details Details** button, to display the user details form on the **User Manager** page.



User Us Manager M	ser Group 1anager	Access	Letter Request	Password Letter Request Status	Address Update			Keineu	
User Adm	in - Use	er Mana	ager :						
Purpose: The new users to the	User Mana he eOPF sys	ger feature tem.	e allows the adr	ninistrator to View a	and Edit user o	details and to Add			
	(annuar er								
GINERAL	1.0015	_							
Note: Password least 8 characte	f must conta	in at least (one upper-case	letter, one lower-ca	se letter, one n	number and one specia	l character an	d must be at	
User Details : (If	Ion Persiste	nt user info	ormation will be	updated from Data F	eed.)				
Fields marked	l with an a	sterisk (*) are require	d.					
	User ID	130374				eOPF ID *	ID118		
New	Password					Verify Password			
La	ast Name *	GREEN				SSN *	500-00-0018	5	
Fi	rst Name *	RITA				Initials *	RG		
	Email *					Work Phone #	555-555-557	2	
	Address 1	140 Hom	e Street			Address 2	1st Floor		
	City	Home To	wn			State	VA		
	Country	UNITED	STATES		*	Zip *	22222	_	
	PO ID *	1005				Org Code *	02		
A	Act. Code *	A							
	Last Login	Company and the second				Login Count	0	CLEAR	
En	nployee ID	130374				Birth Date *		~	
Active	Start Date			*		Active End Date		*	
E a a a								1	
User is Av	vailable		Merged F	older	User	is Active in WF			
Role: SUPE	RUSER	~			Folder S	Status: ACTIVE	*		

5. To designate a user as available, click the **User is Available** checkbox.

The **User is Available** checkbox means that the user has access to the eOPF system and can log on.

- To designate the user is active in workflow, click the User is Active in WF checkbox.
 The User is Active in WF checkbox means that the user will be performing workflow activities.
- 7. To designate folder status, select a status from the **Folder Status** drop-down list.

An employee folder must have one of three statuses.

- ACTIVE: The folder is actively receiving new documents.
- INACTIVE: The folder is closed to new documents and awaiting archival.
- An eOPF user (Contractor) who does not have a folder will automatically have a folder status of 'No eOPF'.



Note:

To create an empty folder for a user, check the **Create a Folder** checkbox when adding a new user. Otherwise, folders are only created for employees that are added to the eOPF repository through the automated employee data feed.

Note:

The employee status and the employee folder status are managed separately. You can be an active employee with access to the eOPF system while having a folder status of 'No eOPF'. An example would be a contractor who supervises employees. The Contractor needs access to the system to manage employees who have OPFs, however, the contractor's folder status is 'No eOPF'.

8. Click the **Groups** button.





 Select the desired groups listed in the Available Groups list and click the Assign button to move the selected groups to the Current Groups list.



Note:

To Add Documents, Modify Documents, Delete Documents, Annotate Documents, and Modify Document index information an HR specialist must be a member of the eOPF_AVI user group. If the HR specialist will also scan documents then he/she must be a member of the eOPF_AVIS user group. An HR specialist should never be a member of both groups (eOPF_AVI or eOPF_AVIS). To purge documents from the eOPF repository, a user must be a member of the eOPF_PURGE group. Any user that is performing Admin functions must be a member of the default admin group.

10. When you finish editing the information, click the **Save Save** button.



8.2 Viewing/Modifying Additional Access Information

eOPF administrators can define and modify additional access to specific groups or individual eOPFs using PO IDs, Organizational units, Activities, and individual SSN of employees. Access may also be excluded. Exclusion conditions always override included access. When an employee changes positions, the access information may need to be changed.

To view additional access information:

1. From the eOPF main menu, click the **App Admin** button.

The **Forms** tab of the **App Admin** page displays by default.

Additional

2. Click the Additional Access tab. The Additional Access page appears.

	Forms Form Type Assign Types/Sides to Form Action	isor Folder Disc cess Sides Rea	losure isons Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Additional Access Templates
My eOPF Search eOPF	App Admin - Additional Ac Purpose: This web page allows the add	cess : ministrator to define	the folder access rig	ghts of a user.	. The			
My Profile App Admin	administrator must first query for a list of activating the search button. Either a me of the first user in the list are displayed, rights for the user.	of users using the se essage or a result lis The administrator r	earch criteria data en st of users is displaye may just view or add	ntry fields prov ed. By default I, edit, or dele	/ided and the rights te access			
System Admin Create SF 75	Filter by User:							
Reports	PO ID : 1005	Org Code :		Activity Cod	e :			
Pwd Admin	SSN:	Emp ID :						
Logout	Last Hame :	First Name :						
	JEANCH CLEAN							

3. Type your search criteria, and click the **Search**

The **Additional Access** page reappears with the desired user information displayed.

4. The access rights of the first user on the list are displayed.

Click the **Show Rights** Show Rights button to review rights of other listed users.



administrator activating the of the first use rights for the u	must first query for search button. Eith r in the list are dis user.	a list of use er a messag plaved. The	rs using the sea e or a result list	rch criteria data e	ntry fields prov	ing and			
activating the of the first use rights for the o	search button. Eith r in the list are dis user.	er a messag played. The	e or a result list	of users is dientay					
of the first use rights for the c	r in the list are dis user.	played. The		or opera to crahiel	ed. By default t	he rights			
rights for the t	ADER .		administrator m	ay just view or ad	d, edit, or delet	e access			
Filter by User									
	no.m. 1005		OraCadas		Arthurby Courts				
	1000		Urg code :		Activity Code	**[
	SSII:		Emp ID :						
Last	Hame :		First Bame :						
SEARCH	aux								
-									
Current Users:									
Last Name	First Name	UIL ID	Emp II	SSN	POI	D Ora	Cade	Activity Code	
EOPF	ABBOT	130342	130342	999-99-0	005 1005	0	Coure	A	Sho
JAMES	EDWARD	130344	130344	500-00-0	001 1005	01A		A	Shq
JAMES	SUSAN	130346	130346	500-00-0	002 1005	018		A	Sho
BECK	FRED	130348	130348	500-00-0	003 1005	010		A	Shq
CRAWFORD	STEVE	130350	130350	500-00-0	004 1005	01D		A	She
WILLIAMS	HENRY	130352	130352	500-00-0	005 1005	01E		A	She
PEPPERS	MARTHA	130354	130354	500-00-0	006 1005	O1F		A	She
STEVENS	RON	130356	130356	500-00-0	007 1005	010		A	She
SMITH	JOHN	130358	130358	500-00-0	009 1005	01		A	She
CHEEKS	MARY	130360	130360	500-00-0	010 1005	02A		A	She
				3	12				
Access Temp	late: Select a Te	mplate					- API	11 2	
							1221		
EUIDIN	1								
Additional Rig	hts: EOPF, ABBOT								
Fields marke	d with an asteris	sk (*) are r	equired.						
PO ID (5)	Ora Code	Activ	ity Code SS	EN F	ffective From	Effective To	1		
1010 (1)	org code	Acuv	ny code 3.		necuve riom	Lucture 10	De	let e	
							200	<u></u>	
1003	11								

To modify additional access information:

- From the eOPF main menu, click the App Admin App Admin
 button.
 The Forms tab of the App Admin page displays by default.
- 2. Click the Additional Access tab. The Additional Access page appears.
- 3. Type your search criteria, and click the **Search**

The **Additional Access** page reappears with the desired information displayed.



4. The access rights of the first user on the list are displayed.

Click the **Show Rights** Show Rights button to review rights of other listed users.

	1 Port 1						
Filter by User:							
	Po ID : 1005		Ora Code :		Activity Code		
			org come .		richning cours	•	
	SSII:		Emp ID :				
Last	Itame :		irst llame :				
SEARCH	aux						
Current Users:							
Last Name	First Name	ULID	Emp ID	SSN	PO ID) Org C	ode Activity Co
EOPF	ABBOT	130342	130342	999-99-0	005 1005	0	A
JAMES	EDWARD	130344	130344	500-00-0	001 1005	O1A	A
JAMES	SUSAN	130346	130346	500-00-0	002 1005	018	A
BECK	FRED	130348	130348	500-00-0	003 1005	010	A
CRAWFORD	STEVE	130350	130350	500-00-0	004 1005	01D	A
WILLIAMS	HENRY	130352	130352	500-00-0	005 1005	01E	A
PEPPERS	MARTHA	130354	130354	500-00-0	006 1005	O1F	A
STEVENS	RON	130356	130355	500-00-0	007 1005	010	A
SMITH	JOHN	130358	130358	500-00-0	009 1005	01	A
CHEEKS	MARY	130360	130360	500-00-0	1005	02A	A
				1	2		
Access Temp	late: Select a Te	mplate					APPAY 🥔
DELLETE ALL	1						
Additional Right	hts: EOPF, ABBOT						
Fields marke	d with an asteri	sk (*) are req	uired.				
PO ID (")	Org Code	Activity	Code SSN	E	ffective From	Effective To	1
1005							Delete
					*	~	Add

- 5. To assign additional rights, enter a combination of the PO ID (mandatory), Org Code and/or Activity Code in the designated fields, and click the Add link. The Additional Access page reappears with the updated information displayed.
- To delete rights assigned to the user, click the Delete link the row selected for deletion. The row is deleted and the page is refreshed.



8.3 Managing eOPF User Groups

Each agency may define and load Groups into eOPF because agencies may assign business processes differently from each other. Certain User Groups can not be altered as they are part of a set of restricted User Groups that eOPF must use based on standards established by OPM.

To manage eOPF user groups:

displays by default.

- From the eOPF main menu, click the User Admin User Admin button.
 The User Manager tab of the User Admin page
- 2. Click the User Group Manager Manager tab at the top of the page.

The User Group Manager page appears.

	User Manager	User Group Manager	Security Access	Password Letter Request	Passwor Letter Request Status	d Bat Ema Addr Upda	ich ail ess ate
My eOPF	User A	dmin - U	Jser Gr	oup Mar	nager :		
Search eOPF	Purpose:	The User G	iroup Mana	ager feature a	allows the	administra	ator to Add, Edit, Delete and populate
My Profile	User Group	os within eO	PF. Some	user groups (are manda'	tory and c	annot be edited or deleted.
App Admin	Crown No						
User Admin	стопр ма	ame					
System Admin	eOPF PWD	Admin		Detail	Edit	<u>Delete</u>	
Create SF 75	Default Adr	nin Grp		Detail	Edit	<u>Delete</u>	
Reports Pwd Admin	eOPF Users	8		Detail	Edit	<u>Delete</u>	
Logout	eOPF HR SP	PECIALISTS		Detail	Edit	<u>Delete</u>	
	eOPF_AVI			Detail	Edit	<u>Delete</u>	
	eOPF_AVIS	;	Detail	Edit	<u>Delete</u>		
	eOPF_PURC	ЭE	Detail	Edit	<u>Delete</u>		
						<u>Insert</u>	
				1			

- 3. To add a user group, enter the text in the text box available at the bottom of the existing *Group Name* list.
- 4. Click the **Insert** Link.

The User Group Manager page reappears with the message: "Successfully added group."



- 5. To edit an existing user group, click the **Edit** button next to the user group to be changed.
- 6. Modify the text and click the **Update** Update button, or to revert to the original text, click the **Cancel** button. The **User Group Manager** page appears with the user group updated.
- To delete the existing user group, click the <u>Delete</u> link associated with the desired user group. The confirmation pop-up box appears.

Microsoft Internet Explorer 🛛 🔀							
2	Do you want to delete Group?						
	OK Cancel						

8. Click the **OK** button to delete the group. Click the **Cancel** button to abort the delete process. The **User Group Manager** page reappears.

8.4 Granting Access To Functionality

In order to grant access to functionality, you must choose a group, and assign functional permissions to the group.

To grant access to functionality:

1. From the eOPF main menu, click the **User Admin** button.

The **User Manager** tab of the **User Admin** page displays by default.

2. Click the Security Access Access tab at the top of the page.

The Security Access Maintenance page appears



	User Manager	User Group Manager	Security Access	Password Letter Request	Password Letter Request Status	Batch Email Address Update			
My eOPF	User A	dmin - S	Securit	y Access	Mainten	ance :			
Search eOPF	Purpose: The Security Access page allows an administrator to view and assign eOPF Functions and								
My Profile	Folder Sides to a selected group.								
App Admin									
User Admin	Select	Group :	Default Ac	Imin Grp	SHOW ACC	ESS DETAILS			
System Admin									
Create SF 75									
Reports									
Pwd Admin									
Logout									

3. Select the group from the Select Group drop-down box, and click the Show Access Details SHOW ACCESS DETAILS button. The Security Access Maintenance page appears with the Available Function Descriptions and Available Folders Side Descriptions.

	User Manager	User Group Security Letter Request Request Status Update Remedy Help											
My eOPF	User A	User Admin - Security Access Maintenance :											
ch eOPF Profile	Purpose: Folder Sid	Purpose: The Security Access page allows an administrator to view and assign eOPF Functions and Folder Sides to a selected group.											
Admin	Select the	Select the available Functions and Folder Sides for this aroup using the two tables below.											
iin min	Defau	ılt Adm	in Grr	o Grou	n•								
75	Aust	able Funat		- Gi Oʻu	P ·	Original							
s	Availa	able Funcu	on Desch	puons	Selected	Unginar	Av	ailable Folder Side Descriptions	Selected	Original			
nin	Web Main - Access to Application Admin.					Тетр	oorary						
	vveb Main -	VVeb Main - Access to Batch Print.											
	Web Main -	Web Main - Access to Create SF 75 documents.					Perm	anent					
	Web Main - Access to My eOPF.					Perfo	ormance						
	Web Main - Access to Print Folders.												
	Web Main -	Access to Pw	d Admin				Over	seas					
	Web Main -	Access to Se	arch EOPF.				Troin	.ing					
	Web Main -	Access to Sy:	stem Admin.				Train	m g		2			
	Web Main - Access to Transfer Tools.						Delet	ted					
	Web Main -	Access to Us	er Admin.										
	Web Main -	Access to Vie			V								
	Wed Main -	Access to My	Profile			V							
	Wed Main -	Access to Rei	nedy Link		V	V							
	SAVE	CAN	CEL 🙆										

4. Under the **Available Function Descriptions** list, in the *Selected* column, check or uncheck the box next to the function to grant or deny access for the selected group.



When you finish, click the Save button at the bottom of the page.
 A message indicating successful update is displayed.

8.5 Granting Access To Folders

In order to grant access to folders, you must choose a group, and assign folder access to the group.

To grant access to folders:

1. From the eOPF main menu, click the User Admin User Admin button.

The **User Manager** tab of the **User Admin** page displays by default.

2. Click the **Security Access** tab at the top of the page.

The Security Access Maintenance page appears.



3. Select the group from the **Select Group** drop-down box, and click the **Show Access Details SHOW ACCESS DETAILS** button. The **Security Access Maintenance** page appears with the **Available Function Descriptions** and **Available Folders Side Descriptions**.



	User Manager	User Group Manager	Security Access	Password Letter Request	Passwo Letter Reques Status	rd Bat Ema t Addre Upda	Batch Remedy Help Email Address Update					
My eOPF	User Admin - Security Access Maintenance :											
Search eOPF My Profile	Purpose: The Security Access page allows an administrator to view and assign eOPF Functions and Folder Sides to a selected group.											
App Admin	Select the available Functions and Folder Sides for this group using the two tables below.											
User Admin System Admin	Default Admin Grn Group :											
Create SF 75	Augil	able Function			Selement.	Original						
Reports	Avail .	able Functi	on Descri	ptions	Selected	original	Available Folder Side	e Descriptions	Selected	Original		
Pwd Admin	Web Main -	Web Wain - Access to Application Admin.		1001.			Temporary					
Logout	Veb Wain - Access to Batch Print.							_				
	web wain -	vveb Main - Access to Create SF 75 documents.					Permanent					
	VVeb Main -	Web Main - Access to My eOPF.					Performance		\checkmark			
	Web Main -	Access to Pri	nt Folders.									
	Web Main -	Access to Pw	/d Admin				Overseas					
	Web Main -	Access to Se	arch EOPF.				Treiping					
	Web Main -	Access to Sy	stem Admin.									
	Web Main - Access to Transfer Tools.					Deleted						
	Web Main - Access to User Admin.			V								
	Web Main - Access to View Reports.			V								
	Wed Main - Access to My Profile											
	Wed Main -	medy Link		V	V							
	SAVE	CAN	ŒL 🙋									

- 4. Under the Available Folder Side Descriptions list, in the Selected column, check or uncheck the box next to the folder(s) to be made available or unavailable for the selected group.
- 5. When you finish, click the Save button at the bottom of the page.

A message indicating successful update is displayed.



Chapter 9: eOPF Password Notification

A password letter is generated by eOPF to inform new users of their user id and temporary password. When an employee logs on for the first time, they will be prompted to change their password. Letters may also need to be regenerated for users who have forgotten their passwords.

9.1 Generating Password Letters

To generate a password letter:

1. From the eOPF main menu, click the **User Admin** button.

The **User Manager** tab of the **User Admin** page displays by default.

2. Click the **Password Letter Request** The **Password Letter Request** tab. The **Password Letter Request** page appears.





Type the desired search criteria, and select the Submit Type, Delivery Type, Letter Type, and click the View Results VIEW RESULTS button.

The Password Letter Request Results page appears.

	User Us Manager M	er Group anager	Security Access	Pa	ssword Let Request	ter Passwo Reques	rd Letter t Status Ad	Batch Email dress Updat	e								
My eOPF	User Admin - Password Letter Request Results :																
earch eOPF	7 Records Found																
y Profile	Please select the	person(s	s) you want	to crea	ate login ar	id/or passwor	d letter(s) for. (New passw	ord(s) will b	e crea	ted)						
Admin																	
nin	VIEW	SUBM	ITALL SU	BMIT SEL	LECTED	BACK (=											
imin 5.75							1										
73	Name	Emp ID	SSN	PO ID	Org Code	Activity Code	Address 1	Address 2	City	State	Zip	Country	Selected				
lmin ut	TERRI JOHNSON	130387	000-00- 0021	2001	озс	A	143 Home Street	1st Floor	Home Town	VA	22222						
	CHESTER O'BRIAN	130389	000-00- 0022	2001	O3D	A	144 Home Street	1st Floor	Home Town	VA	22222						
	JOHN LYNCH	130391	000-00- 0023	2001	O3E	A	145 Home Street	1st Floor	Home Town	VA	22222						
	MARY WHITE	130393	000-00- 0024	2001	O3F	A	146 Home Street	1st Floor	Home Town	VA	22222						
	LEROY WHITE	130395	000-00- 0025	2001	03G	A	147 Home Street	1st Floor	Home Town	VA	22222						
	JANET SMITH	130397	000-00- 0026	2001	озн	A	148 Home Street	1st Floor	Home Town	VA	22222						
	EDWARD SMITH	EDWARD SMITH 130399 000-00- 2001 03 A 149 Home 1st Floor Town VA 2222															
	1																
	VIEW	SUBM	ITALL	BMIT SEL	LECTED	BACK 🤙		VIEW SUBMITALL SUBMITSELECTED BACK									

4. Verify that the only checkboxes selected are associated with the desired user(s), and click the View view button to generate a PDF file.

Your eOPF User ID: EOPF999 Your eOPF Link: https://ehr.opm.gov/dhhseopf/							
Places and the following personal instructions and follow directions alongly							
Please lead the lon	owing password instructions and forlow directions closery.						
	<u>Your eOPF Password is:</u> 7HTDYr]I						
It may be easiest if we have further def	It may be easiest if you copy and paste the 8 character password. To further help you – we have further defined each character of your password directly below:						
1 st character is:	number seven						
2 nd character is:	UPPERCASE LETTER H						
3 rd character is:	UPPERCASE LETTER T						
4 th character is:	UPPERCASE LETTER D						
5 th character is:	UPPERCASE LETTER Y						
6 th character is:	lowercase letter r						
7 th character is:	special character right square bracket						
8 th character is:	UPPERCASE LETTER I						


9.2 Password Letter Request Status

eOPF password letters sent through the eOPF password letter request page can be monitored through the **Password Letter Request Status** page.

To view the password letter request status:

1. From the eOPF main menu, click the **User Admin** button.

The **User Manager** tab of the **User Admin** page displays by default.

2. Click the **Password Letter Request** tab. The **Password Letter Request Status** page appears.

	User Manager	User Group Manager	Security Access	Password Letter Request	Pass Requ	word Letter est Status	Batch Er Address Up	nail Idate		
My eOPF	User Admin	- Passwor	d Letter Requ	est Status :						
Search eOPF My Profile	Please select the Pl	assword Letter Re	quest. (Passwords hav	ve already been create	d. Click View	w to view the PDF.))			
						1234				
App Admin User Admin	Request ld / Part Number	Requesting Account	Request Search Crite	eria Request Type	Delivery Type	Submission Type [WelcomeiReset]	Request Date	File Name	Processed Date	Action
System Admin	1/1	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2005 12:18:32 PM	Consolidated_1_67309_1.pdf	3/20/2006 1:32:51 PM	<u>View</u> Delete
Reports	1/2	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_2.pdf	3/20/2006 1:32:51 PM	<u>View</u> Delete
Pwd Admin	1/3	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_3.pdf	3/20/2006 1:32:51 PM	<u>Miew</u> Delete
Logout	1/4	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_4.pdf	3/20/2006 1:32:51 PM	View Delete
	1/5	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_5.pdf	3/20/2006 1:32:51 PM	<u>View</u> Delete
	1/6	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_6.pdf	3/20/2006 1:32:51 PM	<u>View</u> Delete
	1/7	ADMN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_7.pdf	3/20/2006 1:32:51 PM	Missor Delete
1.5	4	ADMN	Last Name: LAST20%	Separate Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Request has been Processed. All File Parts have been removed.	3/20/2006 12:50:22 PM	Delete
	16 / 1	ADMN	Last Name: BAUTISTA2	Consolidated Letters	All Users (PDF)	Welcome	3/16/2006 11:12:01 PM	Consolidated_16_1_1.pdf	3/21/2006 1:46:32 PM	Miew Delete
	16/3	ADMN	Last Name: BAUTISTA2	Consolidated Letters	All Users (PDF)	Welcome	3/16/2006 11:12:01 PM	Consolidated_16_1_1.pdf	3/21/2006 1:46:32 PM	Mienx Delete
						1234				

 Click the <u>View</u> link next to the request that you would like to view. Once the user has viewed/downloaded the password letter(s), the files can be deleted by selecting the <u>Delete</u> link.





Chapter 10: Working With eOPF Reports

The eOPF system allows HR specialists and eOPF administrators to view, print, and export standardized reports. The reports are real time data analysis of eOPF users, records, and system usage. The eOPF administrator creates and defines the various reports HR specialists can view, print, and export if needed.

There are three major report groups: Document Access, System Access, and System Integrity. Document Access reports list types of actions taken on eOPF documents, by whom, and when. System Access reports detail system access. System Integrity reports verify data integrity of the repository if there is a system or hardware failure, or some system threat.

10.1 Viewing And Printing Reports And Logs

HR specialists may view and print reports on demand. The procedure is the same for viewing all of the reports.

To view and/or print an eOPF report:

1. From the eOPF main menu, click the **Reports** button.

The **Reports** page appears.





- 2. Select from **Report categories**, the desired **Reports**, and input report filters.
- 3. Click the **View Report VIEW REPORT** button. The report appears.



Click the Print button.
 The Print the Report box appears.



🗿 Print the Repo	rt - Microsoft Internet Explorer	
Page Range:	◯ All	
	Pages:	
	From: 1 To: 1	
To Print:		
1. In the next dialog t the OK button.	hat appears, select the "Open this file" o	ption and click
2. Click the printer ic button on your intern	on on the Acrobat Reader Menu rather th het browser.	nan the print
	ОК	Cancel

5. Select pages of the report to print, and click the **OK OK** button.

The report appears as a PDF document.

🗿 http	://coors/demo40/EOPF	/EOPF.aspx - Microsoft Inte	rnet Explorer				
	🗎 🖃 🗳 - I	🧼 🧼 🚺 / 1 🛛 🚺	ی 🖑 🖑	• 65% • 🥖	🖊 🕶 🛃 Find]•
Ľ		*Note: This report is de Users	eOPF Roles esigned to show user's Group assigned only to eOPF USE	Report p membership(s) and Role in eOP IRS group are not shown!	F system.		^
11			eOPF Roles 1	Report			
?		Group Name	Superuser	Investigator	Supervisor	Page 1 of 12	
	BECK, FRED (PO ID: 1005						
		eOPF Users	Yes	No	No		=
		eOPF HR SPECIALISTS	Yes	No	No		
		eOPF_AVI	Yes	No	No		
	BROWN, LEROY (PO ID:]						
	~ ``	eOPF Users	Yes	No	No		
		eOPF HR SPECIALISTS	Yes	No	No		
		eOPF_AVI	Yes	No	No		
<i>n</i>	BROWN LEBOV (PO ID: 1						
G		eOPF Users	Yes	No	No		
1		eOPF HR SPECIALISTS	Yes	No	No		~
	11.00 × 8.50 in <			III			>

Click the Print button.
 The Print settings box appears.



Microsoft Office Document Image Writer Name: Microsoft Office Document Image Writer Status: Ready Type: Microsoft Office Document Image Writer Driver	Properties Comments and Forms: Document and Markups
Print Range ● All ● Current view ● Current page ● Pages 1 Subset: All pages in range ● Reverse pages Page Handling Copies: 1 < Collate Page Scaling: Shrink to Printable Area ● Auto-Botate and Center ● Choose Paper Source by PDF page size	Preview: Composite
Print to <u>fi</u> le Print color as black	Units: Inches Zoom: 100% 1/1 (1)

Select the desired print parameters and click the OK
 DK button.

10.2 Exporting Reports And Logs

The eOPF system allows HR specialists and eOPF administrators to export reports and logs. The procedure is the same for viewing all of the reports.

To export reports and logs:

 From the eOPF main menu, click the **Reports** button. The **Reports** page appears.



🗿 eOPF - Reports - Microsoft Internet Explorer		
	SPECI	
My cOPF Reports :	Help FAQ	Home
Search cOPF Workflow Wy Profile Wy Profile	e a user to acquire information regarding 'Document Access', 'System Access' and 'Sys user must first select a report category and then select a specific report. Depending o esented allowing the user to customize the conditions used to produce the report.	tem n the
App Admin Reports categories:	Filter By Viewer SSN: SSN #	
Print Folder Reports: Active Documents - Created by HR Speciality Speciality Batch Print Active Documents - Modifications Active Documents - World Cations Active Documents - World Cations Active Documents - Viewed Cancelled 55 50s Report Documents - Moved To Deleted Folder Side R Purged Mourements - Motions	St V Filter By Owner SSI: SSI # Cookup Filter By Document Effective Date: From: (MMDD/YYY) Ta: (MMDD/YYY)	н
Lopout Purged Documents Report	Filter By Date Viewed: From: (MM/DD/YYYY) To: (MM/DD/YYYY)	
VIEW REPORT CO BACK CLE		
E Done	Second Intrane	t "

- 2. Select from **Report categories**, the desired **Reports**, and input report filters.
- 3. Click the **View Report VIEW REPORT** button. The report appears.

🗐 eOPF - Re	ports - Microsoft Internet Explorer	1				
						^
My eOPF	Reports :					
Search e0PF	Purpose: The Reports capability a	llows the a user to acquire	information regarding 'Document A	ccess', 'System Access' a	nd 'System	
Workflow	Integrity' within their eOPF applicat selected report additional field crite	ion. The user must first sel ria is presented allowing th	ect a report category and then sele le user to customize the conditions	ct a specific report. Deper used to produce the repo	nding on the rt.	
My Profile						
App Admin	84.CK 🔶					
Create SF 75	🕼 🍊 🎦 н 🧹 🕨 н	1 /12 Main	Report 💌 🏦 🗾			
Print Folder	BECK, FRED (PO ID: 1005					
Batch Print	BROWN, LEROY (PO ID: 1)					
Reports	BROWN, LEROY (PO ID: 1)			eOPF Re	oles Report	
Pwd Admin	CHEEKS, MARY (PO ID: 10		***	and to de allow of the ofference of the	C	1. J OTT
Transfer	CHEEKS, MARY (PO ID: 10		Trote. I his rep	Users assigned only to eOP	F USERS group are not show	nl neorr system.
Loseat	CRAWFORD, STEVE (PO I					
	CRAWFORD, STEVE (PO I			eOPF R	oles Report	
	EOPF, ABBOT (PO ID: 100					
	EOPF, ABBOT (PO ID: 100					
	EOPF, ABBOT (PO ID: 100		Group Name	Superuser	Investigator	Supervisor
	HANS-SMITH, CINDY (PO I	RECK FRED / PO ID- 1885	`			
	HANS-SMITH, CINDY (PO I	been, raib (roib. into				No
	HIGHTOP, MARK (PO ID: 1		eor? Users	Yes	NO	P40
	HIGHTUP, MARK (PO ID: 1		#OPF HR SPECIALISTS	Ves	No	No
	HR, SPECIALIST (POID: 1					
	JAMES, EDWARD (PO ID:		eOPF_AM	Yes	No	No
	JAMES, EUWARD (POID:					
6	annua, aoann (POID. 10					~
100 100						I acal interact
8						stota mrankt

4. Click the **Export** button displayed above the report. The **Export the Report** box appears.



🕙 Export the Report -	Microsoft Internet Explorer	
File Format:	Adobe Acrobat (PDF)	~
Page Range:	 O Pages: From: 1 	
	ОК	Cancel

5. Select the report **File Format**, and click the **OK**

The report appears in the selected format.

🗿 http	://coors/demo40/EO	PF/EOPF.aspx - Microsof	t Internet Explor	er			
	1	💠 🧼 🚺 / 1	1 🖑 🔍	• 65% •	• 🥒 • 🖶	Find	•
D	_	*Note: This re	eOPF F port is designed to show user Users assigned only to eO	Roles Report 's Group membership(s) and R IPF USERS group are not show	ole in eOPF system. n!		^
66			eOPF	Roles Report			
?		Group Name	Superuser	Investigator	Supervisor	Page 1 of 12	
	BECK, FRED (PO ID: 1005						
		eOPF Users	Yes	No	No		
		eOPF HR SPECIALISTS	Yes	No	No		
		eOPF_AVI	Yes	No	No		
	BROWN, LEROY (PO ID:]						
		eOPF Users	Yes	No	No		
		eOPF HR SPECIALISTS	Yes	No	No		
		eOPF_AVI	Yes	No	No		
Ø	BROWN, LEROY (PO ID:]						
Ŭ		eOPF Users	Yes	No	No		
1		eOPF HR SPECIALISTS	Yes	No	No		~
	11.00 x 8.50 in <			ш)	>

6. Click on **Save** or **Save a Copy**, depending on the file format selected.

The **Save As** pop-up box appears.





7. Type the desired document **File Name**, and click the **Save Save** button.





Glossary Of Terms

Administrator	Users with special access to setup, modifies, and delete parameters within the eOPF system.
Annotate Doc	An icon used to access the annotation function within eOPF.
Annotation	Notes added to an employee's eOPF document accessible through an icon.
Batch Printing	Printing a group of multiple eOPF folders.
Contact Information	Data voluntarily supplied by employees for management use in an emergency.
Groups	A combination of functional processes for which a user is granted access.
Folder	A system of indexing records from HR systems like EBIS.
Form Package	A collection of documents that HR staff members can use for a specific business process.
Form Type	A functionality that associates a form classification to a particular HR action.
Modify Doc	A function that allows the user to add or delete pages from a document.
Org Code	Organizational Code.



Instruction Page	Instruction referring to a page of a document.
Password	A complex sequence of characters required for access to the eOPF.
Password Letter	Notification from the Component to the employee providing the password for the eOPF.
Security Access	A level of accessibility to documents and functions within eOPF.
Super User	A user that has access to view the eOPF for employees whom he/she would not have access based on PO ID, Org Code, or Activity Code.
Supervisor	A user provided with access to view and print the eOPF of employees that he/she supervises.
View Doc	An a icon used to view the documents within a folder.



Acronyms

CPMS	Civilian Personnel Management Service
DCPDS	Defense Civilian Personnel Data System
EBIS	Employee Benefits Information System
EHRP	Enterprise Human Resources Program
eOPF	Electronic Official Personnel Folder
ISIS	Image and Scanner Interface Specifications
IVRS	Interactive Voice Response System
NOAC	Nature of Action Code
OPF	Official Personnel Folder
ОРМ	Office of Personnel Management
PDF	Portable Document Format
PSC	Program Support Center
RIF	Reduction-In-Force
POID	Servicing Office Identification
SSN	Social Security Number





Index

Α

Annotations. See eOPF Documents:
add annotations, See eOPF
Documents: add annotations
Associate
a form type with NOAC33
Association
removing a form type NOAC34

D

Disclosure Reasons	
using45	

Ε

eOPF Documents		
add annotations	23,	24
viewing	19,	24
eOPF Password		13
guidelines		. 6

F

Folder	
granting access	65
Form	
adding	25
deleting	27
Form Package	
adding	52
Form Type	
assigning and editing 29,	30
deleting 31,	32

G

Granting Access	
to folders	65
to functionality	63

L

Logging	In	6
---------	----	---

Ν

NOAC	
associating a form type with	33
removing a form type	
association.	34

Ρ

Password Letter	
generate	 7

R

Reports	71,	74

S

Security Access 5	55
Super User	
modifying access information 5	56
viewing access information 8	56
Supervisor - view Access	
granting or denying to specific	
forms 4	1
Supervisor Access	
globally enabling or disabling 5	6 0



U

User Identification Information viewing and updating55

V

Viewing super user access information . 56 user identification information . 55

W

Web Banner changing49





Northrop Grumman 14585 Avion Parkway Chantilly, Virginia 20151-1132

800.874.2344