

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

# eOPF

ELECTRONIC OFFICIAL PERSONNEL FOLDER

## **eOPF System Administration Training Manual**

**eOPF Version 4.0**



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## **The United States Office Of Personnel Management eOPF<sup>®</sup> System Administrator Training Manual for eOPF Version 4.0.**

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# **eOPF System Administrator Training Manual**

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# 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.



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### **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.

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## 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.

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**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:

- ✚ 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:

1. 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](#) | [Operating Status](#) |

**Office of Personnel Management**  
The Federal Government's Human Resources Agency

[Strategic Management of Human Capital](#) | [Employment and Benefits](#) | [Career Opportunities](#)

You are here: [Home](#) > [egov](#) > EHRI eOPF

*Working for America*

This is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

To access your account information, your computer's assigned Internet Protocol (IP) address, which is controlled by your Internet Service Provider (ISP), must remain the same from the time you enter your user name and password on the Login Page until you leave the Account Access section.

Please be aware, you must have [Microsoft Internet Explorer](#) version 6.0 or higher and [Adobe Acrobat Reader](#) version 6.01 or higher to run this application software. JavaScript must be enabled to use the eOPF application.

**Agency Specific Message**

Office of Personnel Management  
1900 E Street NW, Washington, DC 20415-1000 | (202) 606-1800 | TTY (202) 606-2532

[Contact Us](#) | [Forms](#) | [FAQ's](#) | [Products & Services](#)

[Site Index](#) | A-Z



---

**Note:**

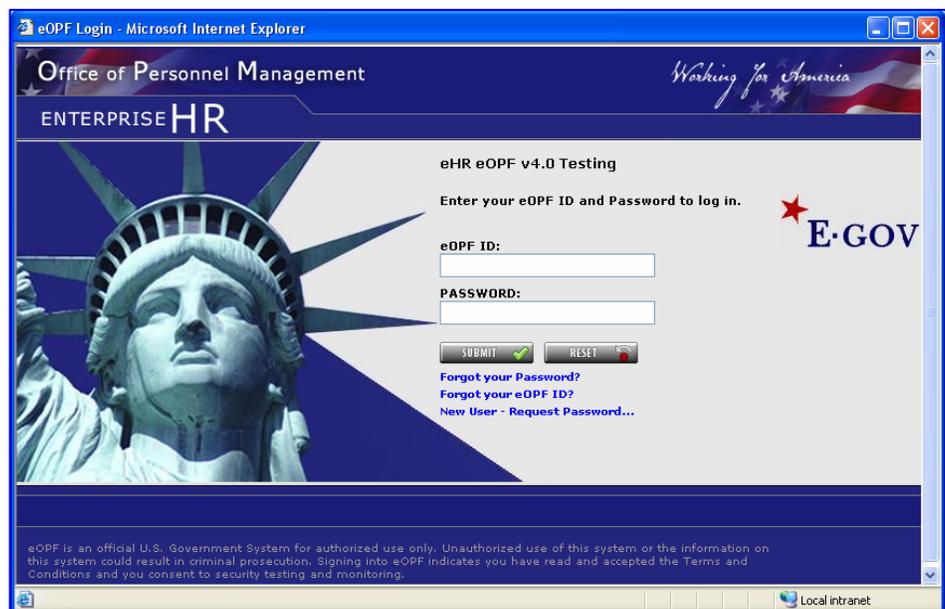
The OPM URL address for eOPF will be announced at the time of deployment, or you may obtain the address from OPM eOPF administrators.

---

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.
5. **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.
6. Click the **Submit**  button.  
If you have logged into this eOPF version previously, the **eOPF Welcome** page appears.



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**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.

---

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**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.

**Select and answer your security questions**

**Purpose:** The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login.

Email Address:

Check here, if you are using assistive technology? (ex: Screen Reader)

**Personal Questions**  
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 your mother's birth date?(Ex: 09/14/1950)

What is your mother's birth date?(Ex: 09/14/1950)

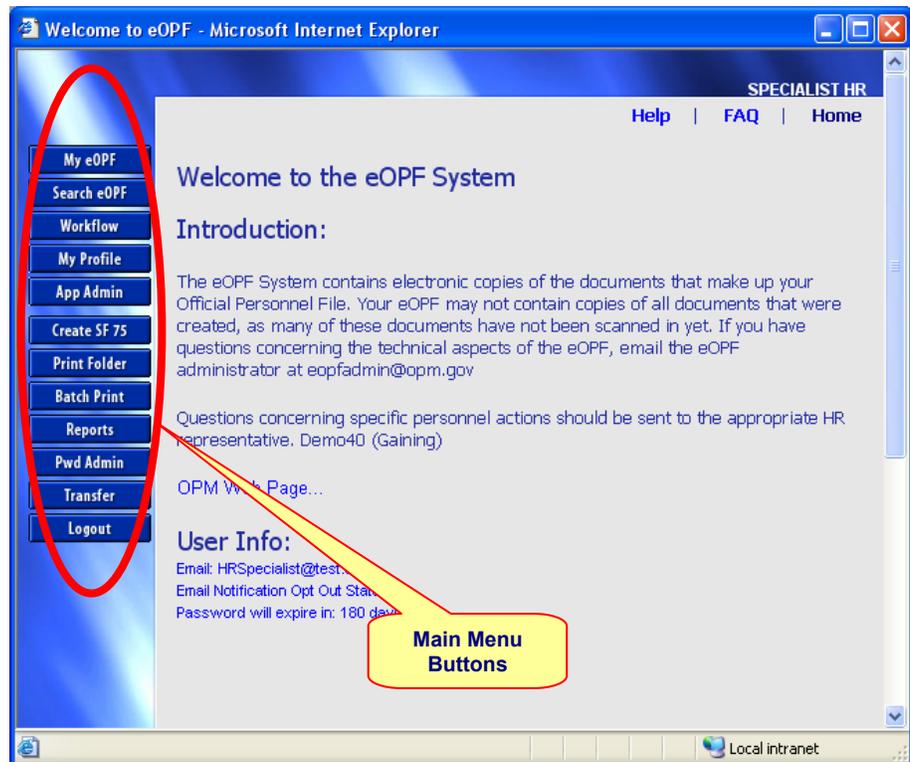
What is your mother's birth date?(Ex: 09/14/1950)

**Note:** Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.

Done Local Intranet



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.



## To change your general preferences:

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

 button.

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

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.

5. 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

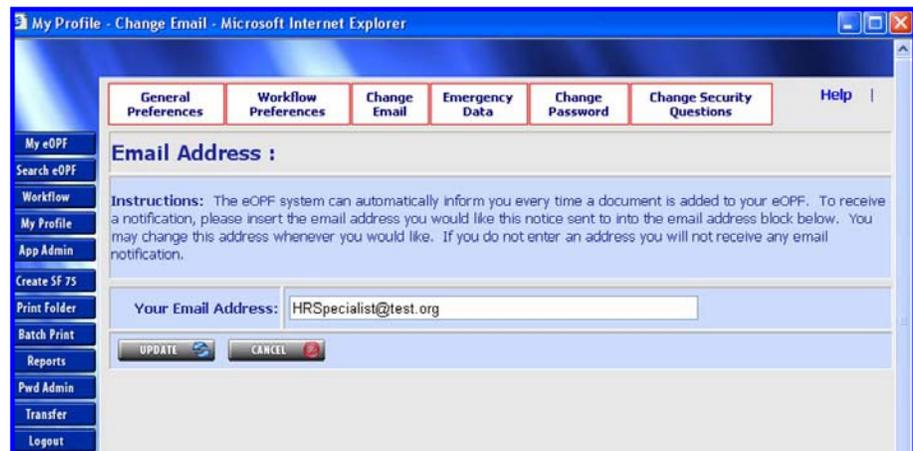
The OPM eOPF solution notifies you by email every time a new document is added to your eOPF. Your agency will provide guidance as to whether or not you can change your email address.

**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.



2. 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.

4. 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**

**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.

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

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



## 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:

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

2. Click the **Change Password**  tab at the top of the page.

The **Change Password** page appears.



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

**Change Password :**  
 Allow user to change Password.  
**Note: Password must contain at least one upper-case letter, one lower-case letter, one number and one special character and must be at least 8 characters in length.**

Old Password:	<input style="width: 90%;" type="text"/>
New Password:	<input style="width: 90%;" type="text"/>
Verify Password:	<input style="width: 90%;" type="text"/>

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:**

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 **Change Security Questions**

**Change Security Questions**

tab at the top of the page.

The **Change Security Questions** page appears.



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.



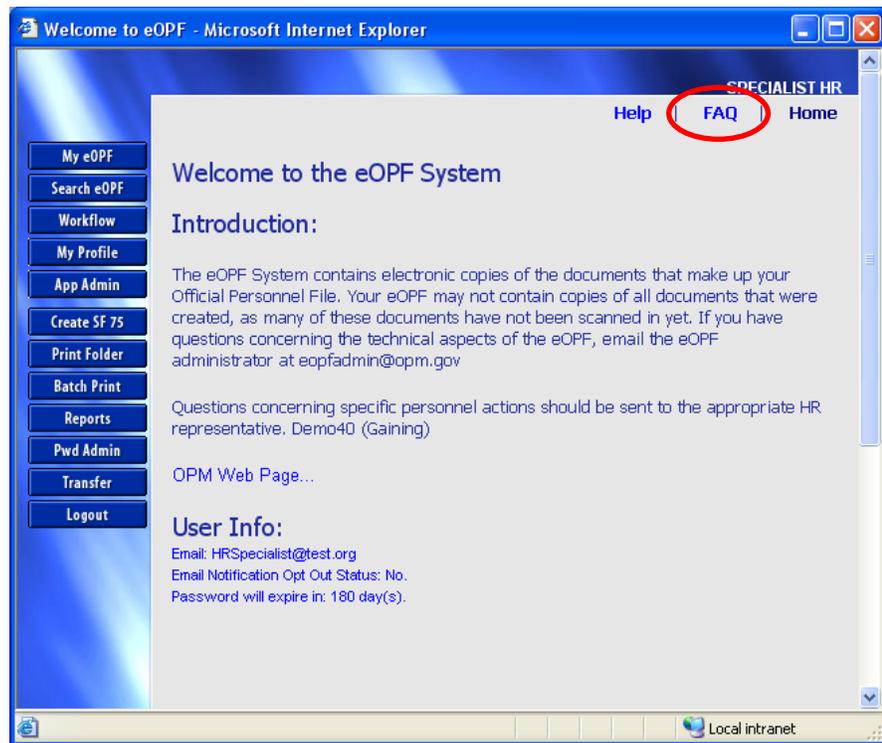
2. Search to locate information about eOPF functionality and procedures

### 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 eOPF: STEVE CRAWFORD

Annotation: View documents with annotations

SHOW ALL DOCS CANCEL

Action	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
	888-00-0004	01/11/2004	1001	01D	A

102 document(s) returned.

Prev 1 2 3 4 5 Next

Action	Effective Date	Form Number	Type	NOA Code
	01/11/2004	SF 50	PAY ADJ	894
	11/05/2003	SF 50	INDIVIDUAL CASH AWARD	840
	12/03/2002	SF 50	INDIVIDUAL CASH AWARD	840
	10/17/2002	SF 50	GROUP CASH AWARD	841
	09/22/2002	SF 50	WITHIN-GRADE INC	893
	02/04/2002	SF 50-B	INDIVIDUAL CASH AWARD	840

- Click the **Action** icon next to the document that you want to view.  
Your security options for the selected document appear.

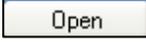
102 document(s) returned.

Prev 1 2

Action	Effective Date	Form Number	Type	NOA Code
	01/11/2004	SF 50	PAY ADJ	894
	11/05/2003	SF 50	INDIVIDUAL CASH AWARD	840
	12/03/2002	SF 50	INDIVIDUAL CAS	840
	10/17/2002	SF 50	GROUP CASH AWARD	841
	09/22/2002	SF 50	WITHIN-GRADE INC	893
	02/04/2002	SF 50-B	INDIVIDUAL CASH AWARD	840
	01/18/2002	SF 50-B	PAY ADJ	894
	01/14/2001	SF 50-B	PAY ADJ	894
	03/22/2000	SF 50-B	PERFORMANCE AWARD	885
	01/02/2000	SF 50-B	PAY ADJ	894

- Select the **View** **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.



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.



**Search Folders : (HR Specialist)**

SEARCH CLEAR BACK

PO ID  Org Code  Activity Code  Employee ID

SSN #  Date of Birth  NOA Code 1  NOA Code 2

Last Name  First Name  NAME SEARCH  Query Package

Form  Common Forms  All Forms  Agency Forms

All

Type

All

Folder Sides  Select All

Temporary  Permanent  Performance  Training  Deleted  Cancellation  Transferred

Create Date  Start Eff. Date  End Eff. Date

Include Empty Folders

SEARCH CLEAR 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.
3. Click the **Folder Action**  icon of the folder to be viewed and select the **Open**  **Open** option to display the documents in the chosen folder.



Action	SSN	Last Name	First Name	Latest Eff. Date	PO ID	Org Code	Activity Code
▶	000-00-0003	BECK	FRED	02/08/2004	1001	O1C	A
▶	000-00-0011	BROWN	LEROY	04/25/2007	1001	O2B	A
▶	000-00-0010	CHEEKS	MARY	01/12/2003	1001	O2A	A
▶	000-00-0004	CRAWFORD	STEVE	01/11/2004	1001	O1D	A
▶	000-00-0013	HANS-SMITH	CINDY	01/15/2004	1001	O2D	A

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

Action	Effective Date	Form Number	Type	NOA Code 1
▶	02/08/2004	SF 50	REALIGNMENT	790
▶	09/07/2003	SF 50	WITHIN-GRADE INC	893
▶	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.

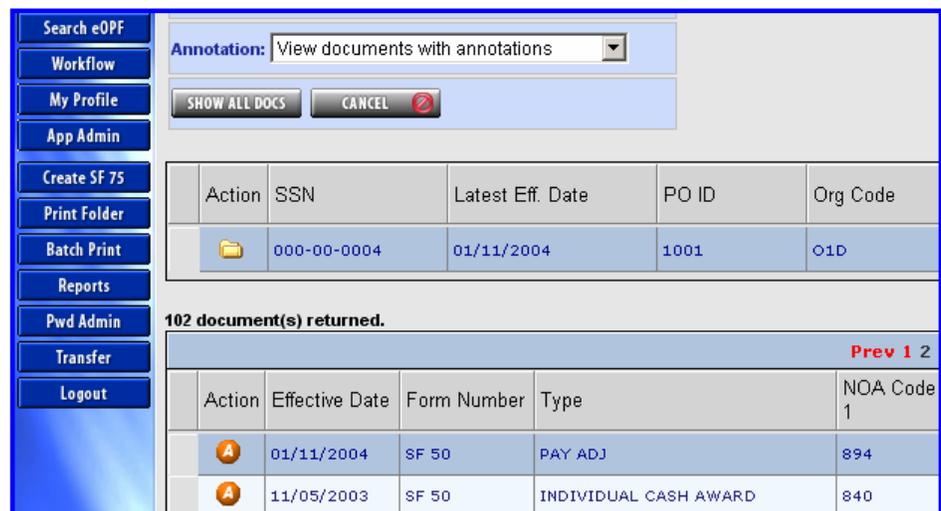
### Note:

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**  button to locate the annotated document. **“View documents with annotations”** is the default selection at the top of the display.



The screenshot shows the eOPF system interface. On the left is a navigation menu with buttons for Search eOPF, Workflow, My Profile, App Admin, Create SF 75, Print Folder, Batch Print, Reports, Pwd Admin, Transfer, and Logout. The main area displays search results for annotations. At the top, there is a dropdown menu set to "View documents with annotations" and buttons for "SHOW ALL DOCS" and "CANCEL". Below this is a table with columns: Action, SSN, Latest Eff. Date, PO ID, and Org Code. The first row shows a folder icon, SSN 000-00-0004, Latest Eff. Date 01/11/2004, PO ID 1001, and Org Code 01D. Below the table, it says "102 document(s) returned." and "Prev 1 2". Another table below shows document details with columns: Action, Effective Date, Form Number, Type, and NOA Code. The first row shows an "A" icon, Effective Date 01/11/2004, Form Number SF 50, Type PAY ADJ, and NOA Code 894. The second row shows an "A" icon, Effective Date 11/05/2003, Form Number SF 50, Type INDIVIDUAL CASH AWARD, and NOA Code 840.

Action	SSN	Latest Eff. Date	PO ID	Org Code
	000-00-0004	01/11/2004	1001	01D

102 document(s) returned. Prev 1 2

Action	Effective Date	Form Number	Type	NOA Code
	01/11/2004	SF 50	PAY ADJ	894
	11/05/2003	SF 50	INDIVIDUAL CASH AWARD	840

2. 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 | 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 | Remedy Help | Home

My eOPF  
Search eOPF  
My Profile  
App Admin  
User Admin  
System Admin  
Create SF 75  
Reports  
Pwd Admin  
Logout

### App Admin - Forms :

**Purpose:** This web page allows the administrator to View all eOPF forms and to Add, Edit, and Delete agency specific forms to the agency's eOPF application database. Any form labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By default 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

Description	Title	Form ID	Obsolete	Common	Transfer	Instructions Page	Added By		
11ND CBC (10) 12451	AWARD ACTION TRANSMITTAL	10197	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND GEN 12450	ACTION REPORT FOR BENEFICIAL SUG/SUPERIOR ACCOMPLISHMENT	10198	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND GEN 189	ACTION REPORT FOR BENEFICIAL SUGGESTION & SUPERIOR ACCOMPL	10199	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND NSYLB 12290/8	PERSONNEL RECORD VERIFICATION	10200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND NSYLB 12452/3	ADOPTION OF BENEFICIAL SUGGESTION	10201	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND NSYLB 12552/4	NOTIFICATION OF WITHIN GRADE INCREASE	10202	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND NWS 12290/2	RECORD OF CREDITABLE SERVICE	10203	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
11ND NWS 12450/4	SPECIAL ACHIEVEMENT/BENEFICIAL SUGGESTION AWARD ACTION RPT	10204	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
12ND GEN 200	SUGGESTION ACTION REPORT AND NOTIFICATION	10205	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
4ND NSD 12452/3	ADOPTION OF BENEFICIAL SUGGESTION	10206	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
63D ARCOM 62	STATEMENT OF UNDERSTANDING	10207	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
AAFES 1101 1	AFFIDAVIT	10208	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
AAFES 1200 28	AAFES PERSONNEL ACTION	10209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete

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

AAFES 1101 1	AFFIDAVIT	10208	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
AAFES 1200 28	AAFES PERSONNEL ACTION	10209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
AAFES 1200 29	ARMY & AIR FORCE EXCHANGE SERVICE PERSONNEL REQUEST	10210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
AAFES 1200 75	AAFES PERSONNEL ACTION	10211	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DHHS	Edi	Delete
<input type="text"/>	<input type="text"/>					Attach File			Insert

3. Complete each field to define the new form. Add the form *Description*, *Title*, and appropriate information.

4. Click the **Insert** 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**  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.



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.

**App Admin - Form Types :**

**Purpose:** This web page allows the administrator to View all eOPF form types and to Add, Edit, and Delete agency specific form types to the agency's eOPF application database. An example of an agency specific form type is a 900 series NOA code. Any form type labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By default the results table lists all available form types sorted by the 'Description' column. Use the 'Filter Types' feature to search for a specific form type or group of form types.

**Filter Types:** Use % as wild-card character.

**Description:**

**NOA Code:**

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 - PMP	179	77	07/01/1978	01/01/1982	eOPF STD
EXCEPTION		422			eOPF STD
EXCEPTION TO RIF RELEASE	755	309	01/01/1993		eOPF STD
EXEMPLARY PERFORMANCE AWARD	871	372	02/01/1994	12/31/1998	eOPF STD
EXEMPLARY PERFORMANCE AWARD	871	621	01/01/1999		eOPF STD
EXPIRATION OF GRADE RETENTION	862	364	02/01/1979	01/01/1982	eOPF STD
EXT DETAIL NTE	731	604	12/01/2004		eOPF STD
EXT OF APPT NTE	760	310	06/01/1930		eOPF STD
EXT OF DETAIL NTE	731	295	04/01/1979	03/01/1987	eOPF STD
EXT OF FURLOUGH NTE	772	320	01/01/1982		eOPF STD
EXT OF LWOP NTE	773	321	01/01/1982		eOPF STD
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="button" value="Insert"/>

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.



5. 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.
6. Click the **Insert** 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**  tab.  
The **Form Types** 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 | Remedy Help | Home

My eOPF | Search eOPF | My Profile | App Admin | User Admin | System Admin | Create SF 75 | Reports | Pwd Admin | Logout

### App Admin - Form Types :

**Purpose:** This web page allows the administrator to View all eOPF form types and to Add, Edit, and Delete agency specific form types to the agency's eOPF application database. An example of an agency specific form type is a 900 series NOA code. Any form type labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By default the results table lists all available form types sorted by the 'Description' column. Use the 'Filter Types' feature to search for a specific form type or group of form types.

Filter Types: Use % as wild-card character.

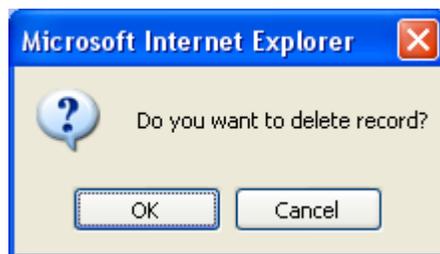
Description:

NOA Code:

APPLY CLEAR

Description	NOA Code	Type ID	Eff From Date (mm/dd/yyyy)	Eff To Date (mm/dd/yyyy)	Added By		
CONV TO USPS	588	256	06/01/1930	01/01/1982	eOPF STD		
CONV TO USPS	586	254	06/01/1930	01/01/1982	eOPF STD		
CONV TO USPS	584	252	06/01/1930	01/01/1982	eOPF STD		
CONV TO VETERANS READJUSTMENT APPT	576	244	06/01/1930	01/01/1982	eOPF STD		
CORRECTION	002	2	06/01/1930		eOPF STD		
CORRECTION OF CURRENT CPDF FILE	007	6	06/01/1930	01/01/1985	eOPF STD		
CORRECTION OF DATA	900	10424	01/01/2000		DHHS	Edit	Delete
CORRECTION OR INITIAL INPUT	006	5	06/01/1930	06/01/1979	eOPF STD		
COST OF LIVING ALLOWANCE START/CHG	992	10473	01/01/2000		DHHS	Edit	Delete
COUNTY TAX WITHHOLDING	929	10439	01/01/2000		DHHS	Edit	Delete
CURRENT APPOINTMENT AUTHORITY INITIALIZATION	022	18	01/01/1982	01/01/1985	eOPF STD		
DEATH	350	154	06/01/1930		eOPF STD		
DELETION FROM FILE	010	11	06/01/1930	01/01/1985	eOPF STD		
DENIAL OF WITHIN-GRADE IN	888	394	07/01/1975		eOPF STD		
DETAIL	930	10440	01/01/1980		DHHS	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Insert

- 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.



- 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**



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

2. Click the **Form Type**



The **Form Types** page appears.

**App Admin - Form Types :**

**Purpose:** This web page allows the administrator to View all eOPF form types and to Add, Edit, and Delete agency specific form types to the agency's eOPF application database. An example of an agency specific form type is a 900 series NOA code. Any form type labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By default the results table lists all available form types sorted by the 'Description' column. Use the 'Filter Types' feature to search for a specific form type or group of form types.

Filter Types: Use % as wild-card character.

Description:

NOA Code:

APPLY CLEAR

Description	NOA Code	Type ID	Eff From Date (mm/dd/yyyy)	Eff To Date (mm/dd/yyyy)	Added By		
POSITION CHANGE	747	307	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE	746	306	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE	744	304	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE (PSN CHG)	740	301	02/01/1979		eOPF STD		
POSITION CHANGE NTE	741	302	02/01/1979		eOPF STD		
POST DIFFERENTIAL START/ CHG	991	10472	01/01/2000		DHHS	Edit	Delete
PREMIUM PAY START/CHG	987	10469	01/01/2000		DHHS	Edit	Delete

3. Click the **Edit**



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



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 | Remydy | Help | FAQ | Home

**App Admin - Form Types :**

**Purpose:** This web page allows the administrator to View all eOPF form types and to Add, Edit, and Delete agency specific form types to the agency's eOPF application database. An example of an agency specific form type is a 900 series NOA code. Any form type labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By default the results table lists all available form types sorted by the 'Description' column. Use the 'Filter Types' feature to search for a specific form type or group of form types.

Filter Types: Use % as wild-card character.

Description:

NOA Code:

APPLY CLEAR

Description	NOA Code	Type ID	Eff From Date (mm/dd/yyyy)	Eff To Date (mm/dd/yyyy)	Added By		
POSITION CHANGE	747	307	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE	746	306	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE	744	304	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE (PSN CHG)	740	301	02/01/1979		eOPF STD		
POSITION CHANGE NTE	741	302	02/01/1979		eOPF STD		
POST DIFFERENTIAL START/CHG	991	10472	01/01/2000		DHHS	Edit	Delete
PREMIUM PAY START/C	987	10489	01/01/2000		DHHS	Update	Cancel
PRESIDENTIAL RANK AWARD	878	809	04/30/2006		eOPF STD		
PROMOTION	701	273	08/01/1979	01/01/1982	eOPF STD		
PROMOTION	702	274	06/01/1930		eOPF STD		
PROMOTION NTE	703	275	01/01/1982		eOPF STD		
PROVISIONAL APPT NTE	190	79	04/01/1991		eOPF STD		

- Enter the desired NOAC in the **NOA Code** field.
- Enter the **Effective From Date** and **Effective To Date**, if known.
- Click the **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.

---

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

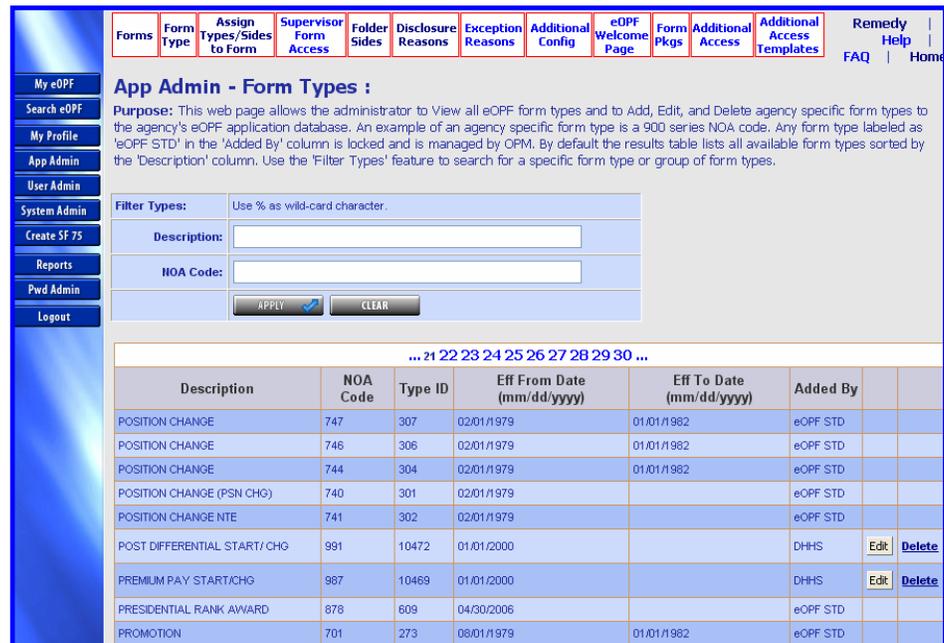
## 6.3 Removing A Form Type's NOAC Association

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.



Description	NOA Code	Type ID	Eff From Date (mm/dd/yyyy)	Eff To Date (mm/dd/yyyy)	Added By		
POSITION CHANGE	747	307	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE	746	306	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE	744	304	02/01/1979	01/01/1982	eOPF STD		
POSITION CHANGE (PSN CHG)	740	301	02/01/1979		eOPF STD		
POSITION CHANGE NTE	741	302	02/01/1979		eOPF STD		
POST DIFFERENTIAL START/ CHG	991	10472	01/01/2000		DHHS	Edit	Delete
PREMIUM PAY START/CHG	987	10469	01/01/2000		DHHS	Edit	Delete
PRESIDENTIAL RANK AWARD	878	609	04/30/2006		eOPF STD		
PROMOTION	701	273	08/01/1979	01/01/1982	eOPF 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 form-to-form type link.
4. 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.



## 6.4 Assigning And Editing A Form Type To A Form

To assign a form type to a form:

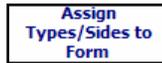
1. From the eOPF main menu, click the **App Admin**



button.

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

2. Click the **Assign Types/Sides to Form**



tab.

The **Assign Types/Sides** page appears.

Description	Title	Form ID	Added By	Form Types	Folder Sides
11ND CBC (10) 12451	AWARD ACTION TRANSMITTAL	10197	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND GEN 12450	ACTION REPORT FOR BENEFICIAL SUGG/SUPERIOR ACCOMPLISHMENT	10198	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND GEN 189	ACTION REPORT FOR BENEFICIAL SUGGESTION & SUPERIOR ACCOMPL	10199	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NSVLB 122908	PERSONNEL RECORD VERIFICATION	10200	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NSVLB 124523	ADOPTION OF BENEFICIAL SUGGESTION	10201	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NSVLB 125524	NOTIFICATION OF WITHIN GRADE INCREASE	10202	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NWS 122902	RECORD OF CREDITABLE SERVICE	10203	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NWS 124504	SPECIAL ACHIEVEMENT/BENEFICIAL SUGGESTION AWARD ACTION RPT	10204	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
12ND GEN 200	SUGGESTION ACTION REPORT AND NOTIFICATION	10205	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
4ND NSD 124523	ADOPTION OF BENEFICIAL SUGGESTION	10206	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
63D ARCOM 62	STATEMENT OF UNDERSTANDING	10207	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1101 1	AFFIDAVIT	10208	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1200 28	AAFES PERSONNEL ACTION	10209	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1200 29	ARMY & AIR FORCE EXCHANGE SERVICE PERSONNEL REQUEST	10210	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1200 75	AAFES PERSONNEL ACTION	10211	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>

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

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



4. Select the appropriate checkboxes and click the Save  button located at the bottom of the list. The **Assign Form Type→View/Edit Avail Form Types for Form** page reappears.
5. 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.



## 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.



Type ID	Type Desc	NOA Code	Folder Side	Side By Side (Form) Desc	Added By		
408	EMPLOYEE		Temporary			Edit	Delete
422	EXCEPTION		Temporary			Edit	Delete
	EMPLOYEE:::		Temporary				Assign

4. Scroll to the bottom of the list and choose the **Type Desc**, and **Folder Side**, and click the **Assign** 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.



## 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 side-by-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.

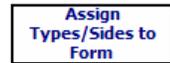
### To assign a side-by-side form relationship:

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



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.

**App Admin - Assign Type/Sides :**

**Purpose:** This web page allows the administrator to assign form types and folder sides to a selected form. Any entry labeled as 'eOPF STD' in the 'Added By' column is locked and is managed by OPM. By default 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

Description	Title	Form ID	Added By	Form Types	Folder Sides
11ND CBC (10) 12451	AWARD ACTION TRANSMITTAL	10197	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND GEN 12450	ACTION REPORT FOR BENEFICIAL SUGG/SUPERIOR ACCOMPLISHMENT	10198	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND GEN 189	ACTION REPORT FOR BENEFICIAL SUGGESTION & SUPERIOR ACCOMPL	10199	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NSYLB 12290/8	PERSONNEL RECORD VERIFICATION	10200	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NSYLB 12452/3	ADOPTION OF BENEFICIAL SUGGESTION	10201	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NSYLB 12552/4	NOTIFICATION OF WITHIN GRADE INCREASE	10202	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NWS 12290/2	RECORD OF CREDITABLE SERVICE	10203	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
11ND NWS 12450/4	SPECIAL ACHIEVEMENT/BENEFICIAL SUGGESTION AWARD ACTION RPT	10204	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
12ND GEN 200	SUGGESTION ACTION REPORT AND NOTIFICATION	10205	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
4ND NSD 12452/3	ADOPTION OF BENEFICIAL SUGGESTION	10206	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
63D ARCOM 62	STATEMENT OF UNDERSTANDING	10207	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1101 1	AFFIDAVIT	10208	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1200 28	AAFES PERSONNEL ACTION	10209	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1200 29	ARMY & AIR FORCE EXCHANGE SERVICE PERSONNEL REQUEST	10210	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>
AAFES 1200 75	AAFES PERSONNEL ACTION	10211	DHHS	<a href="#">Form Types</a>	<a href="#">Folder Sides</a>



- 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.

Type ID	Type Desc	NOA Code	Folder Side	Side By Side (Form) Desc	Added By		
408	EMPLOYEE		Temporary			Edit	Delete
422	EXCEPTION		Temporary			Edit	Delete
	EMPLOYEE:::		Temporary				Assign

- Scroll to the bottom of the list and choose the **Type Desc**, **Folder Side**, and **Side By Side Desc**, and click the **Assign** link.
- Click the **Edit**  button if updating an existing form/type combination to change the **Folder Side** and/or **Side By Side (Form)Desc**.
- 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:**

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 **Supervisor Form Access**  tab.  
The **Supervisor Form Access** 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 | Remedy Help | FAQ | Home

**App Admin - Supervisor Form Access :**

**Purpose:** This web page allows the administrator to individually assign supervisor access to all eOPF forms. By default the results table lists all available forms sorted by the 'Description' column. The column labeled 'Original Setting' indicates whether the form is currently available to a supervisor viewing an employee's eOPF. 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

Description	Title	Form ID	Selected	Original Setting
OPM 1300	1986 APPLICATION FORM THE PRESIDENTIAL MGMT INTERN PROGRAM	238	<input type="checkbox"/>	<input type="checkbox"/>
AAFES 1200 28	AAFES PERSONNEL ACTION	10209	<input type="checkbox"/>	<input type="checkbox"/>
AAFES 1200 75	AAFES PERSONNEL ACTION	10211	<input type="checkbox"/>	<input type="checkbox"/>
DG 01	ACCOUNTING OF DISCLOSURE	13	<input type="checkbox"/>	<input type="checkbox"/>
ACKNOWLEDGEMENT	ACKNOWLEDGEMENT OF INVITATION (COMMITTEE)	10213	<input type="checkbox"/>	<input type="checkbox"/>
11ND GEN 12450	ACTION REPORT FOR BENEFICIAL SUGG/SUPERIOR ACCOMPLISHMENT	10198	<input type="checkbox"/>	<input type="checkbox"/>
11ND GEN 189	ACTION REPORT FOR BENEFICIAL SUGGESTION & SUPERIOR ACCOMPL	10199	<input type="checkbox"/>	<input type="checkbox"/>
DD 220	ACTIVE DUTY REPORT	276	<input type="checkbox"/>	<input type="checkbox"/>
11ND NSYLB 12452/3	ADOPTION OF BENEFICIAL SUGGESTION	10201	<input type="checkbox"/>	<input type="checkbox"/>
4ND NSD 12452/3	ADOPTION OF BENEFICIAL SUGGESTION	10206	<input type="checkbox"/>	<input type="checkbox"/>
OPA 1	ADVICE OF PERSONNEL ACTION	10347	<input type="checkbox"/>	<input type="checkbox"/>
OR 67269	AETNA ENROLLMENT/CHANGE REQUEST	10310	<input type="checkbox"/>	<input type="checkbox"/>
AAFES 1101 1	AFFIDAVIT	10208	<input type="checkbox"/>	<input type="checkbox"/>
USCSC 1769	AFFIDAVIT AS TO NUMBER OF MEMBERS OF FAMILY IN GOV'T SERVICE	10417	<input type="checkbox"/>	<input type="checkbox"/>
CSC 1769	AFFIDAVIT AS TO NUMBER OF MEMBERS OF FAMILY IN GOV'T SERVICE	207	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE RESET

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."**

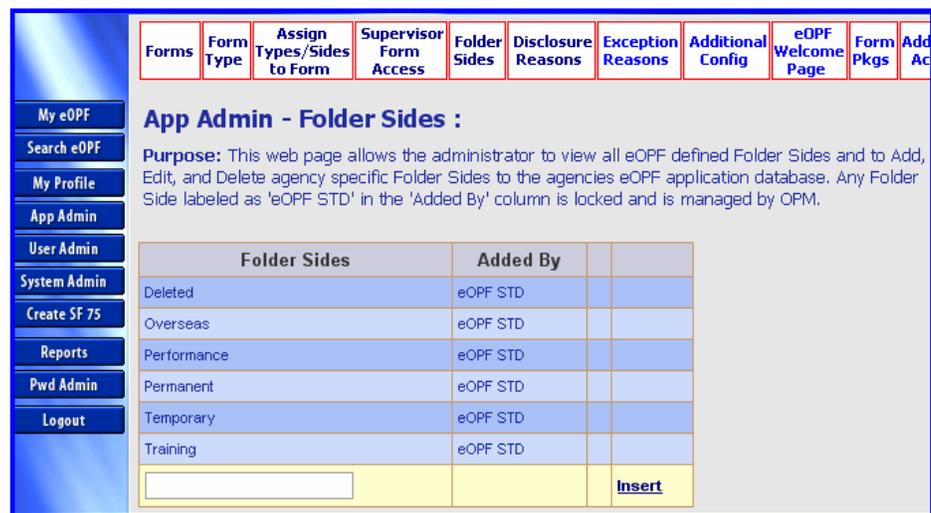
## 7.2 Working With Folder Sides

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.



Folder Sides	Added By		
Deleted	eOPF STD		
Overseas	eOPF STD		
Performance	eOPF STD		
Permanent	eOPF STD		
Temporary	eOPF STD		
Training	eOPF STD		
<input type="text"/>			<b>Insert</b>

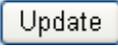
3. To add a folder side, enter the text in the text box at the bottom of the existing *Folder Sides* list.
4. Click the **Insert** link.  
The **Folder Sides** page reappears with the message **“Successfully added Folder side.”**

**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.



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

- 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 **Delete** link associated with the desired folder side. The confirmation pop-up box appears.



- 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.

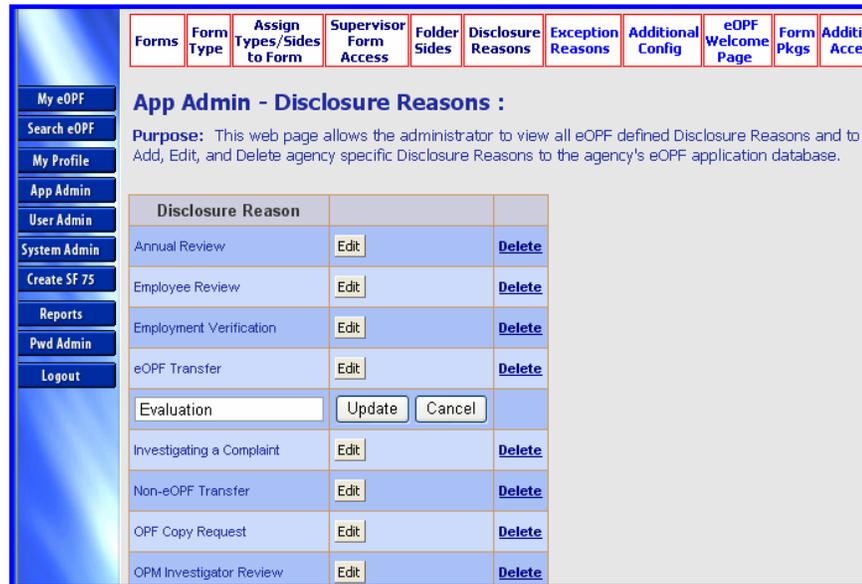
Forms	Form Type	Assign Types/Sides to Form	Supervisor Form Access	Folder Sides	Disclosure Reasons	Exception Reasons	Additional Config	eOPF Welcome Page	Form Pkgs	Additional Access	Additional Access Templates																																																			
<b>App Admin - Disclosure Reasons :</b>																																																														
<b>Purpose:</b> This web page allows the administrator to view all eOPF defined Disclosure Reasons and to Add, Edit, and Delete agency specific Disclosure Reasons to the agency's eOPF application database.																																																														
<table border="1"><thead><tr><th>Disclosure Reason</th><th></th><th></th></tr></thead><tbody><tr><td>Annual Review</td><td>Edit</td><td>Delete</td></tr><tr><td>Employee Review</td><td>Edit</td><td>Delete</td></tr><tr><td>Employment Verification</td><td>Edit</td><td>Delete</td></tr><tr><td>eOPF Transfer</td><td>Edit</td><td>Delete</td></tr><tr><td>Evaluation</td><td>Edit</td><td>Delete</td></tr><tr><td>Investigating a Complaint</td><td>Edit</td><td>Delete</td></tr><tr><td>Non-eOPF Transfer</td><td>Edit</td><td>Delete</td></tr><tr><td>OPF Copy Request</td><td>Edit</td><td>Delete</td></tr><tr><td>OPM Investigator Review</td><td>Edit</td><td>Delete</td></tr><tr><td>Other</td><td>Edit</td><td>Delete</td></tr><tr><td>Processing Personnel Action</td><td>Edit</td><td>Delete</td></tr><tr><td>Recordkeeping Audit</td><td>Edit</td><td>Delete</td></tr><tr><td>Separated</td><td>Edit</td><td>Delete</td></tr><tr><td>Separation Info Request</td><td>Edit</td><td>Delete</td></tr><tr><td>Supervisor Review</td><td>Edit</td><td>Delete</td></tr><tr><td><input type="text"/></td><td></td><td>Insert</td></tr></tbody></table>												Disclosure Reason			Annual Review	Edit	Delete	Employee Review	Edit	Delete	Employment Verification	Edit	Delete	eOPF Transfer	Edit	Delete	Evaluation	Edit	Delete	Investigating a Complaint	Edit	Delete	Non-eOPF Transfer	Edit	Delete	OPF Copy Request	Edit	Delete	OPM Investigator Review	Edit	Delete	Other	Edit	Delete	Processing Personnel Action	Edit	Delete	Recordkeeping Audit	Edit	Delete	Separated	Edit	Delete	Separation Info Request	Edit	Delete	Supervisor Review	Edit	Delete	<input type="text"/>		Insert
Disclosure Reason																																																														
Annual Review	Edit	Delete																																																												
Employee Review	Edit	Delete																																																												
Employment Verification	Edit	Delete																																																												
eOPF Transfer	Edit	Delete																																																												
Evaluation	Edit	Delete																																																												
Investigating a Complaint	Edit	Delete																																																												
Non-eOPF Transfer	Edit	Delete																																																												
OPF Copy Request	Edit	Delete																																																												
OPM Investigator Review	Edit	Delete																																																												
Other	Edit	Delete																																																												
Processing Personnel Action	Edit	Delete																																																												
Recordkeeping Audit	Edit	Delete																																																												
Separated	Edit	Delete																																																												
Separation Info Request	Edit	Delete																																																												
Supervisor Review	Edit	Delete																																																												
<input type="text"/>		Insert																																																												

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



- Click the **Insert** link.  
The **Disclosure Reasons** page reappears with the message **“Disclosure reason is added successfully.”**

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



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

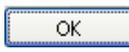


The **Disclosure Reasons** page appears with the disclosure reason displayed in the list.

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



- 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 drop-down list for the eOPF user.

**To add, modify, or delete an exception reason:**

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



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

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

The **Exception Reasons** 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	Add Acc															
<b>App Admin - Exception Reasons :</b>																									
<b>Purpose:</b> This web page allows the administrator to view all eOPF defined Exception Reasons and to Add, Edit, and Delete agency specific Exception Reasons to the agency's eOPF application database.																									
Exception Reason is deleted successfully.																									
<table border="1"><thead><tr><th>Exception Reason</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>Improper Date</td><td>Edit</td><td>Delete</td></tr><tr><td>Incorrect NOA Code</td><td>Edit</td><td>Delete</td></tr><tr><td>Other</td><td>Edit</td><td>Delete</td></tr><tr><td><input type="text"/></td><td></td><td>Insert</td></tr></tbody></table>											Exception Reason	Edit	Delete	Improper Date	Edit	Delete	Incorrect NOA Code	Edit	Delete	Other	Edit	Delete	<input type="text"/>		Insert
Exception Reason	Edit	Delete																							
Improper Date	Edit	Delete																							
Incorrect NOA Code	Edit	Delete																							
Other	Edit	Delete																							
<input type="text"/>		Insert																							

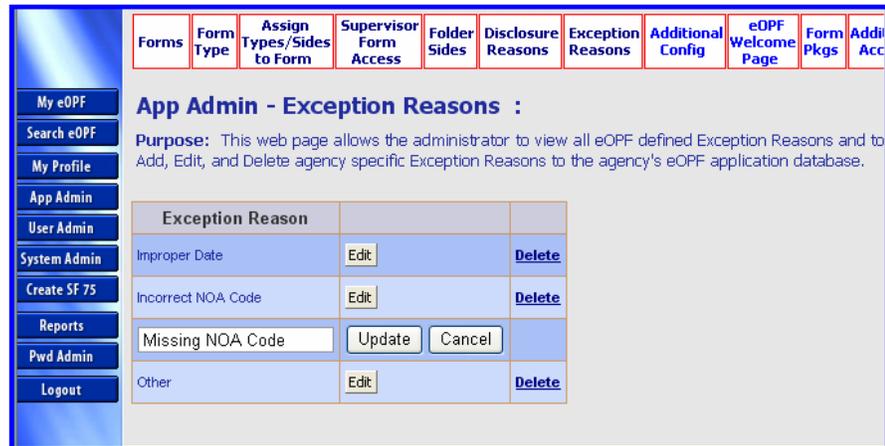
3. To add an exception reason, enter the text in the text box at the bottom of the existing *Exception Reason* list.

4. Click the **Insert** link.

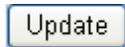
The **Exception Reasons** page reappears with the message **"Exception reason is added successfully."**



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

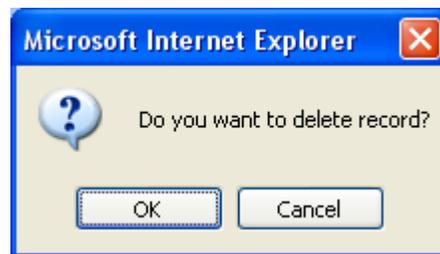


- Modify the text accordingly and click the **Update** button, or to revert to the original text, click the **Cancel** button.

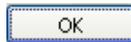


The **Exception Reasons** page appears with the exception reason displayed in the list.

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



- 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**

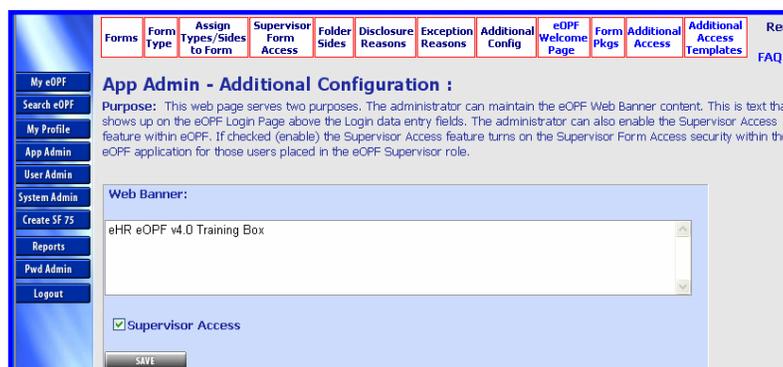


button. The **Forms** tab of the **App Admin** page displays by default.

2. Click the **Additional Config**



tab at the top of the page. The **Additional Configuration** page appears.



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:

1. 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**  button to grant supervisor access. A message indicating successful update of the supervisor access is displayed.



## 7.7 Changing the eOPF Welcome Page

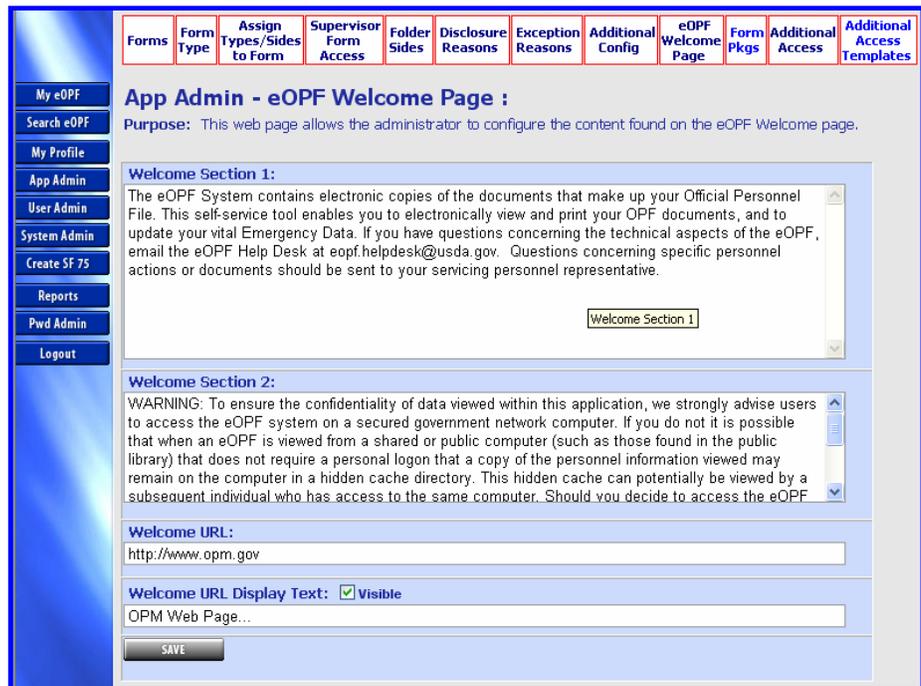
The eOPF welcome page allows the eOPF administrator to enter or modify some of the content seen by users once they log into the OPM eOPF solution.

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.



The screenshot shows the 'App Admin - eOPF Welcome Page' configuration interface. At the top, there is a navigation bar with tabs: Forms, Form Type, Assign Types/Sides to Form, Supervisor Form Access, Folder Sides, Disclosure Reasons, Exception Reasons, Additional Config, eOPF Welcome Page (selected), Form Pkgs, Additional Access, and Additional Access Templates. On the left, a sidebar contains buttons for My eOPF, Search eOPF, My Profile, App Admin (selected), User Admin, System Admin, Create SF 75, Reports, Pwd Admin, and Logout. The main content area is titled 'App Admin - eOPF Welcome Page :'. Below the title, a 'Purpose' field contains the text: 'This web page allows the administrator to configure the content found on the eOPF Welcome page.' There are two text areas for 'Welcome Section 1' and 'Welcome Section 2'. 'Welcome Section 1' contains a paragraph about the eOPF system and a 'Welcome Section 1' button. 'Welcome Section 2' contains a warning message about confidentiality. Below these sections, there is a 'Welcome URL' field with the value 'http://www.opm.gov', a 'Welcome URL Display Text' field with a checked 'Visible' checkbox and the value 'OPM Web Page...', and a 'SAVE' button at the bottom.

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**.



5. 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:

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 Pkgs** tab.  
The **Forms Package** page appears.



**App Admin - Form Packages :**

**Purpose:** This web page allows the administrator to define form package content. A form package contains eOPF forms you have assigned to it. The package can be used on the 'Search eOPF' web page. By default, the package result list is sorted on the 'Package Name' column. Use the filter feature to find a specific package.

Filter: Use % as wild-card character.

Package Name:

Form Desc:

APPLY CLEAR

Add New Package

Package Name	Form Desc	Attribute	DeleteRow	DeletePackage
RIF	SF 3102	All Docs	DeleteRow	DeletePackage
RIF	SF 50	All Docs	DeleteRow	DeletePackage
RIF	SF 1152	All Docs	DeleteRow	DeletePackage
RIF	DD 214	Current Doc	DeleteRow	DeletePackage
Retirement	SF 54	All Docs	DeleteRow	DeletePackage
Retirement	SF 50	All Docs	DeleteRow	DeletePackage
Retirement	SF 2809	All Docs	DeleteRow	DeletePackage
Retirement	SF 2810	All Docs	DeleteRow	DeletePackage
Retirement	11ND CBC (10) 12451	All Docs	Insert	

3. Click the **Add New Package**  button, type the desired package name, and click the **Save**  button.
4. Select the **Package Name**, **Form Desc**, and **Attribute** from the drop-down lists.
5. Click the **Insert** 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

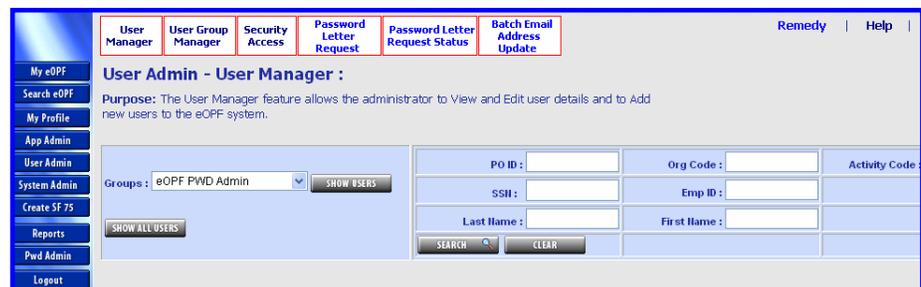
To view and update user information:

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**  tab at the top of the page.

The **User Group Manager** page appears.



3. Select a **Group** from the drop-down menu and click the **Show All Users**  button; or, in the **SSN** field, enter the user’s social security number and click the **Search**  button.

4. Click the **Details**  button, to display the user details form on the **User Manager** page.



[User Manager](#)
[User Group Manager](#)
[Security Access](#)
[Password Letter Request](#)
[Password Letter Request Status](#)
[Batch Email Address Update](#)
Remedy | H

### User Admin - User Manager :

**Purpose:** The User Manager feature allows the administrator to View and Edit user details and to Add new users to the eOPF system.

GENERAL    GROUPS

**Note:** Password must contain at least one upper-case letter, one lower-case letter, one number and one special character and must be at least 8 characters in length.

User Details : (Non Persistent user information will be updated from Data Feed.)

Fields marked with an asterisk (\*) are required.

User ID	130374	eOPF ID *	ID118
New Password		Verify Password	
Last Name *	GREEN	SSN *	500-00-0018
First Name *	RITA	Initials	RG
Email *		Work Phone #	555-555-5572
Address 1	140 Home Street	Address 2	1st Floor
City	Home Town	State	VA
Country	UNITED STATES	Zip *	22222
PO ID *	1005	Org Code *	O2
Act. Code *	A		
Last Login		Login Count	0 <input type="button" value="CLEAR"/>
Employee ID	130374	Birth Date *	
Active Start Date		Active End Date	

User is Available   
  Merged Folder   
  User is Active in WF

Role: SUPERUSER   
 Folder 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.
6. 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.

**User Admin - User Manager :**

**Purpose:** The User Manager feature allows the administrator to View and Edit user details and to Add new users to the eOPF system.

**GENERAL** **GROUPS**

Note: Password must contain at least one upper-case letter, one lower-case letter, one number and one special character and must be at least 8 characters in length.

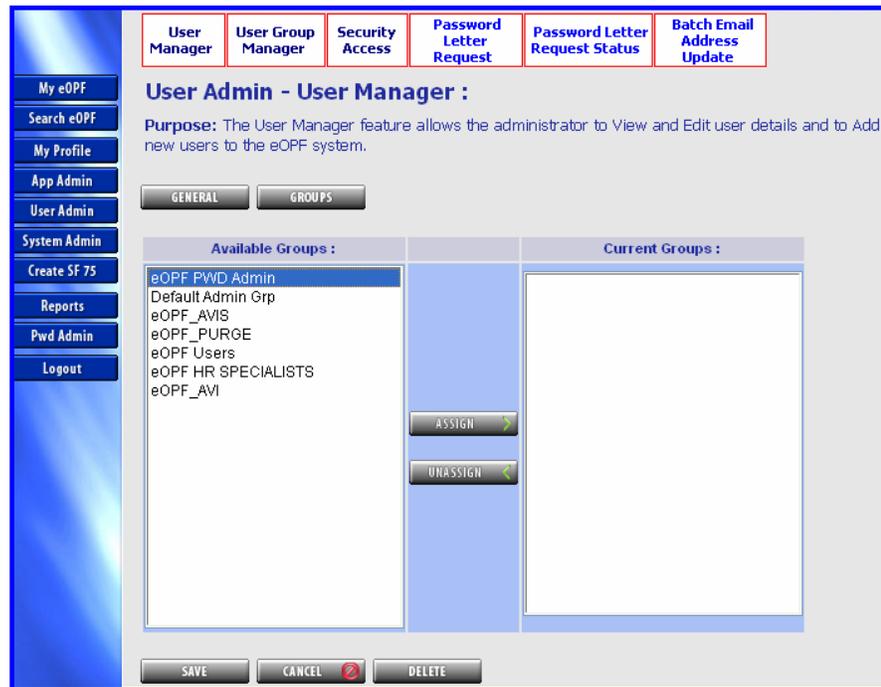
User Details: (Non Persistent user information will be updated from Data Feed.)

Fields marked with an asterisk (\*) are required.

User ID	130374	eOPF ID *	ID118
New Password		Verify Password	
Last Name *	GREEN	SSN *	500-00-0018
First Name *	RITA	Initials *	RG
Email *		Work Phone #	555-555-5572
Address 1	140 Home Street	Address 2	1st Floor
City	Home Town	State	VA
Country	UNITED STATES	Zip *	22222
PO ID *	1005	Org Code *	02
Act. Code *	A		
Last Login		Login Count	0 CLEAR
Employee ID	130374	Birth Date *	
Active Start Date		Active End Date	



9. 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**  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.

2. Click the **Additional Access**



The **Additional Access** 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
-------	-----------	----------------------------	------------------------	--------------	--------------------	-------------------	-------------------	-------------------	-----------	-------------------	-----------------------------

**App Admin - Additional Access :**

**Purpose:** This web page allows the administrator to define the folder access rights of a user. The administrator must first query for a list of users using the search criteria data entry fields provided and activating the search button. Either a message or a result list of users is displayed. By default the rights of the first user in the list are displayed. The administrator may just view or add, edit, or delete access rights for the user.

**Filter by User:**

PO ID : 1005	Org Code :	Activity Code :
SSN :	Emp ID :	
Last Name :	First Name :	

SEARCH CLEAR

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



button.

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**



button to review rights of other listed users.



**App Admin - Additional Access :**

**Purpose:** This web page allows the administrator to define the folder access rights of a user. The administrator must first query for a list of users using the search criteria data entry fields provided and activating the search button. Either a message or a result list of users is displayed. By default the rights of the first user in the list are displayed. The administrator may just view or add, edit, or delete access rights for the user.

Filter by Users:

PO ID: 1005      Org Code:      Activity Code:      SSN:      Emp ID:      Last Name:      First Name:

SEARCH      CLEAR

Current Users:

Last Name	First Name	UI ID	Emp ID	SSN	PO ID	Org Code	Activity Code	Show Rights
EOPF	ABBOT	130342	130342	999-99-0005	1005	O	A	Show Rights
JAMES	EDWARD	130344	130344	500-00-0001	1005	O1A	A	Show Rights
JAMES	SUSAN	130346	130346	500-00-0002	1005	O1B	A	Show Rights
BECK	FRED	130348	130348	500-00-0003	1005	O1C	A	Show Rights
DRAINFORD	STEVE	130350	130350	500-00-0004	1005	O1D	A	Show Rights
WILLIAMS	HENRY	130352	130352	500-00-0005	1005	O1E	A	Show Rights
PEPPERS	MARTHA	130354	130354	500-00-0006	1005	O1F	A	Show Rights
STEVENS	RON	130356	130356	500-00-0007	1005	O1G	A	Show Rights
SMITH	JOHN	130358	130358	500-00-0009	1005	O1	A	Show Rights
CHEEKS	MARY	130360	130360	500-00-0010	1005	O2A	A	Show Rights

12

Access Template: -- Select a Template --      APPLY

DELETE ALL

Additional Rights: EOPF, ABBOT  
Fields marked with an asterisk (\*) are required.

PO ID (*)	Org Code	Activity Code	SSN	Effective From	Effective To	Delete
1005						Delete
						Add

DELETE ALL

Excluded Rights: EOPF, ABBOT  
Fields marked with an asterisk (\*) are required.

PO ID (*)	Org Code	Activity Code	SSN	
				Add

**To modify additional access information:**

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



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

2. Click the **Additional Access**



The **Additional Access** page appears.

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



button.

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**  button to review rights of other listed users.

**App Admin - Additional Access :**

Purpose: This web page allows the administrator to define the folder access rights of a user. The administrator must first query for a list of users using the search criteria data entry fields provided and activating the search button. Either a message or a result list of users is displayed. By default the rights of the first user in the list are displayed. The administrator may just view or add, edit, or delete access rights for the user.

Filter by User:

PO ID : 1005      Org Code :      Activity Code :      SSN :      Emp ID :      Last Name :      First Name :

SEARCH      CLEAR

Current Users:

Last Name	First Name	UI ID	Emp ID	SSN	PO ID	Org Code	Activity Code	Show Rights
EOPF	ABBOT	130342	130342	999-99-0005	1005	O	A	Show Rights
JAMES	EDWARD	130344	130344	500-00-0001	1005	O1A	A	Show Rights
JAMES	SUSAN	130346	130346	500-00-0002	1005	O1B	A	Show Rights
BECK	FRED	130348	130348	500-00-0003	1005	O1C	A	Show Rights
DRAINFORD	STEVE	130350	130350	500-00-0004	1005	O1D	A	Show Rights
WILLIAMS	HENRY	130352	130352	500-00-0005	1005	O1E	A	Show Rights
PEPPERS	MARTHA	130354	130354	500-00-0006	1005	O1F	A	Show Rights
STEVENS	RON	130356	130356	500-00-0007	1005	O1O	A	Show Rights
SMITH	JOHN	130358	130358	500-00-0009	1005	O1	A	Show Rights
CHEEK	MARY	130360	130360	500-00-0010	1005	O2A	A	Show Rights

12

Access Template: -- Select a Template --      APPLY

DELETE ALL

Additional Rights: EOPF, ABBOT

Fields marked with an asterisk (\*) are required.

PO ID (*)	Org Code	Activity Code	SSN	Effective From	Effective To	Delete
1005						Delete
						Add

DELETE ALL

Excluded Rights: EOPF, ABBOT

Fields marked with an asterisk (\*) are required.

PO ID (*)	Org Code	Activity Code	SSN	Add
				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.
- 6. 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.

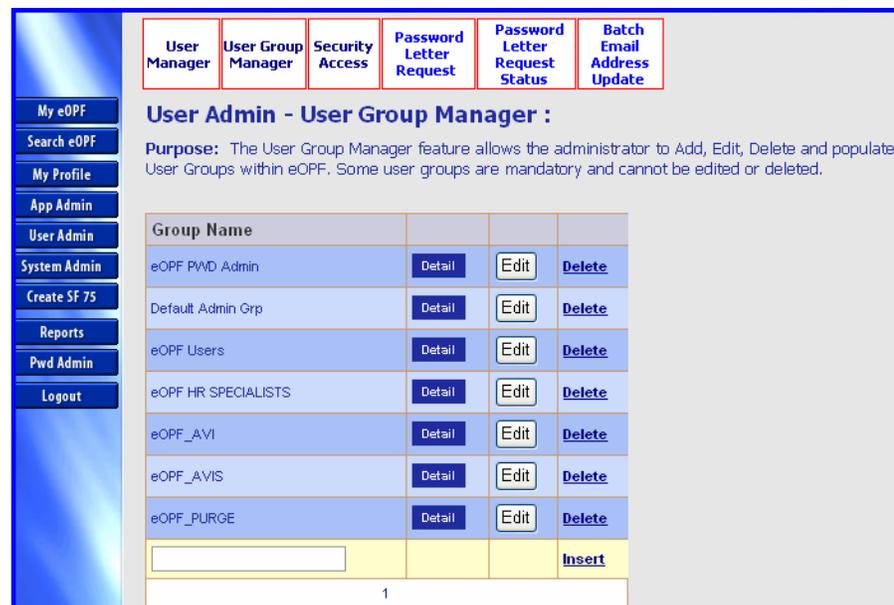
**To manage eOPF user groups:**

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**  tab at the top of the page.

The **User Group Manager** page appears.

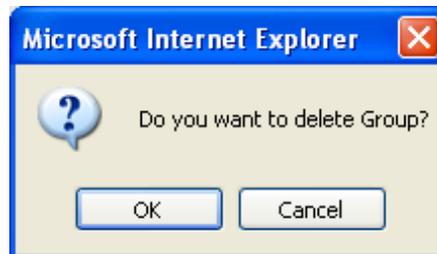


Group Name	Detail	Edit	Delete
eOPF PWD Admin	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Default Admin Grp	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
eOPF Users	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
eOPF HR SPECIALISTS	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
eOPF_AVI	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
eOPF_AVIS	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
eOPF_PURGE	<a href="#">Detail</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>			<a href="#">Insert</a>

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.”**



- To edit an existing user group, click the **Edit**  button next to the user group to be changed.
- Modify the text and click the **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 **Delete** link associated with the desired user group. The confirmation pop-up box appears.



- 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

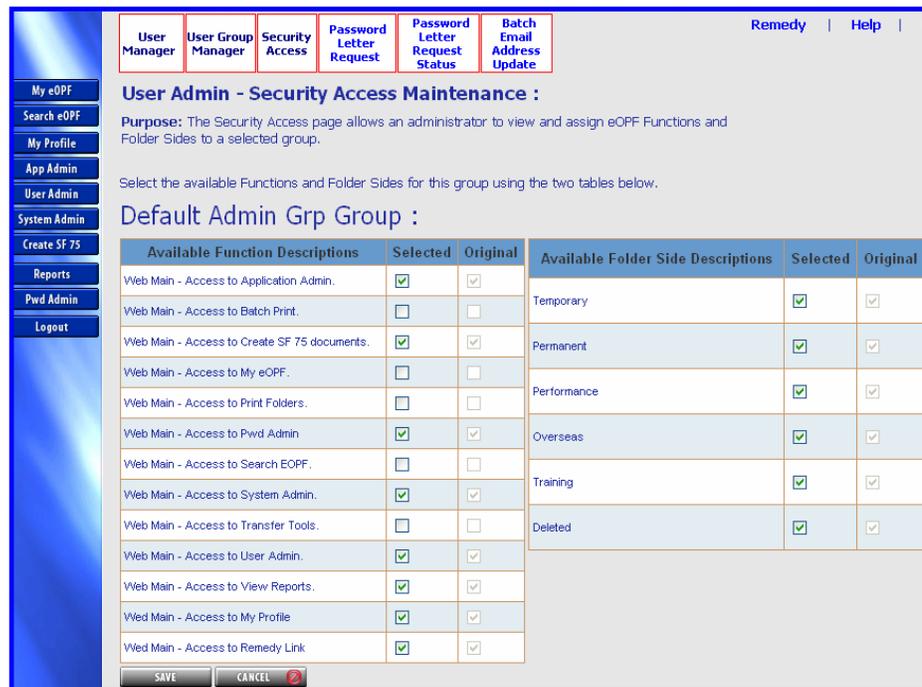
In order to grant access to functionality, you must choose a group, and assign functional permissions to the group.

### To grant access to functionality:

- From the eOPF main menu, click the **User Admin**  button. The **User Manager** tab of the **User Admin** page displays by default.
- 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** button. The **Security Access Maintenance** page appears with the **Available Function Descriptions** and **Available Folders Side Descriptions**.



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:

- From the eOPF main menu, click the **User Admin**  button.  
The **User Manager** tab of the **User Admin** page displays by default.
- Click the **Security Access**  tab at the top of the page.  
The **Security Access Maintenance** page appears.



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



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[User Group Manager](#)

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### User Admin - Security Access Maintenance :

**Purpose:** The Security Access page allows an administrator to view and assign eOPF Functions and Folder Sides to a selected group.

Select the available Functions and Folder Sides for this group using the two tables below.

#### Default Admin Grp Group :

Available Function Descriptions	Selected	Original	Available Folder Side Descriptions	Selected	Original
Web Main - Access to Application Admin.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Temporary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Main - Access to Batch Print.	<input type="checkbox"/>	<input type="checkbox"/>	Permanent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Main - Access to Create SF 75 documents.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Main - Access to My eOPF.	<input type="checkbox"/>	<input type="checkbox"/>	Overseas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Main - Access to Print Folders.	<input type="checkbox"/>	<input type="checkbox"/>	Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Main - Access to Pwd Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deleted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Web Main - Access to Search EOPF.	<input type="checkbox"/>	<input type="checkbox"/>			
Web Main - Access to System Admin.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Web Main - Access to Transfer Tools.	<input type="checkbox"/>	<input type="checkbox"/>			
Web Main - Access to User Admin.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Web Main - Access to View Reports.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Web Main - Access to My Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Web Main - Access to Remedy Link	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

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**  tab. The **Password Letter Request** page appears.

**User Admin - Password Letter Request:**

**Purpose:** Allow user to create password letter(s) for employees as specified by the following criteria. Please enter criteria and click the View Results button. You can narrow down results by selecting a value for request Submit Type. Use % as a wild-card character.

**VIEW RESULTS** **CLEAR**

PO ID:

Org Code:

Activity Code:

SSN:

Emp ID:

First Name:

Last Name:

Starting (Folder) Create Date:

Ending (Folder) Create Date:

Submit Type:

Delivery Type:

Letter Type:

Password Type:

**VIEW RESULTS** **CLEAR**



- 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 Admin - Password Letter Request Results :**  
7 Records Found

Please select the person(s) you want to create login and/or password letter(s) for. (New password(s) will be created)

VIEW SUBMIT ALL SUBMIT SELECTED BACK

Name	Emp ID	SSN	PO ID	Org Code	Activity Code	Address 1	Address 2	City	State	Zip	Country	Selected
TERRI JOHNSON	130387	000-00-0021	2001	O3C	A	143 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>
CHESTER O'BRIAN	130389	000-00-0022	2001	O3D	A	144 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>
JOHN LYNCH	130391	000-00-0023	2001	O3E	A	145 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>
MARY WHITE	130393	000-00-0024	2001	O3F	A	146 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>
LEROY WHITE	130395	000-00-0025	2001	O3G	A	147 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>
JANET SMITH	130397	000-00-0026	2001	O3H	A	148 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>
EDWARD SMITH	130399	000-00-0027	2001	O3	A	149 Home Street	1st Floor	Home Town	VA	22222		<input type="checkbox"/>

VIEW SUBMIT ALL SUBMIT SELECTED BACK

- 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/>

Please read the following password instructions and follow directions closely.

**Your eOPF Password is:**  
7HTDYrj|

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<sup>st</sup> character is: number seven
- 2<sup>nd</sup> character is: UPPERCASE LETTER H
- 3<sup>rd</sup> character is: UPPERCASE LETTER T
- 4<sup>th</sup> character is: UPPERCASE LETTER D
- 5<sup>th</sup> character is: UPPERCASE LETTER Y
- 6<sup>th</sup> character is: lowercase letter r
- 7<sup>th</sup> character is: special character right square bracket
- 8<sup>th</sup> 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.

Request Id / Part Number	Requesting Account	Request Search Criteria	Request Type	Delivery Type	Submission Type (Welcome/Reset)	Request Date	File Name	Processed Date	Action
1 / 1	ADMIN	Last Name: LAST20%	Consolidated Letters	All Users (PDF)	Reset	3/20/2006 12:18:32 PM	Consolidated_1_67309_1.pdf	3/20/2006 1:32:51 PM	<a href="#">View</a> <a href="#">Delete</a>
1 / 2	ADMIN	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	<a href="#">View</a> <a href="#">Delete</a>
1 / 3	ADMIN	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	<a href="#">View</a> <a href="#">Delete</a>
1 / 4	ADMIN	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	<a href="#">View</a> <a href="#">Delete</a>
1 / 5	ADMIN	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	<a href="#">View</a> <a href="#">Delete</a>
1 / 6	ADMIN	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	<a href="#">View</a> <a href="#">Delete</a>
1 / 7	ADMIN	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	<a href="#">View</a> <a href="#">Delete</a>
4	ADMIN	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	<a href="#">Delete</a>
16 / 1	ADMIN	Last Name: BAUT6TA2	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	<a href="#">View</a> <a href="#">Delete</a>
16 / 3	ADMIN	Last Name: BAUT6TA2	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	<a href="#">View</a> <a href="#">Delete</a>

3. Click the **View** 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 **Delete** 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

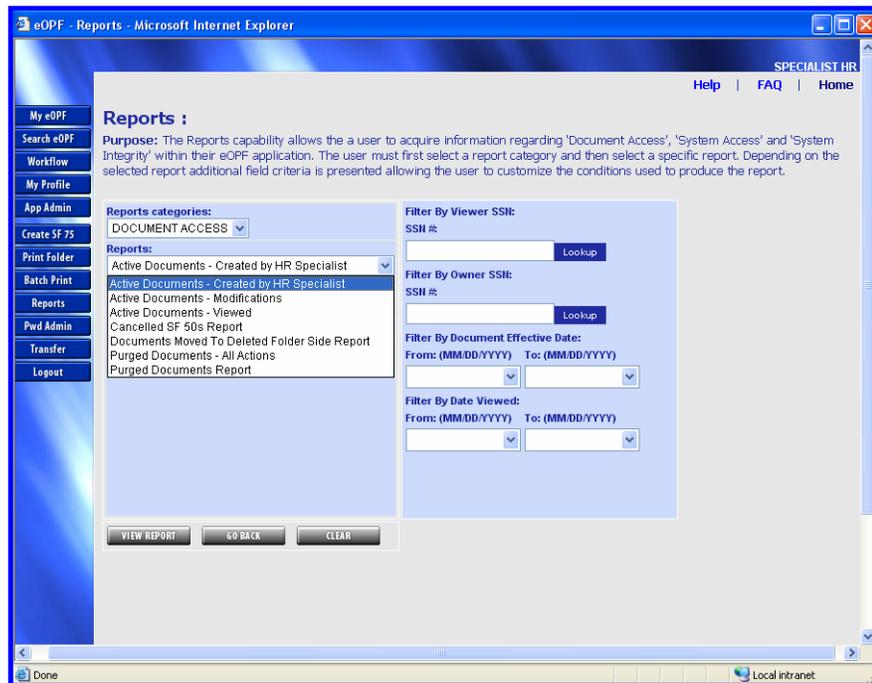
HR specialists may view and print reports on demand. The procedure is the same for viewing all of the reports.

**To view and/or print an eOPF report:**

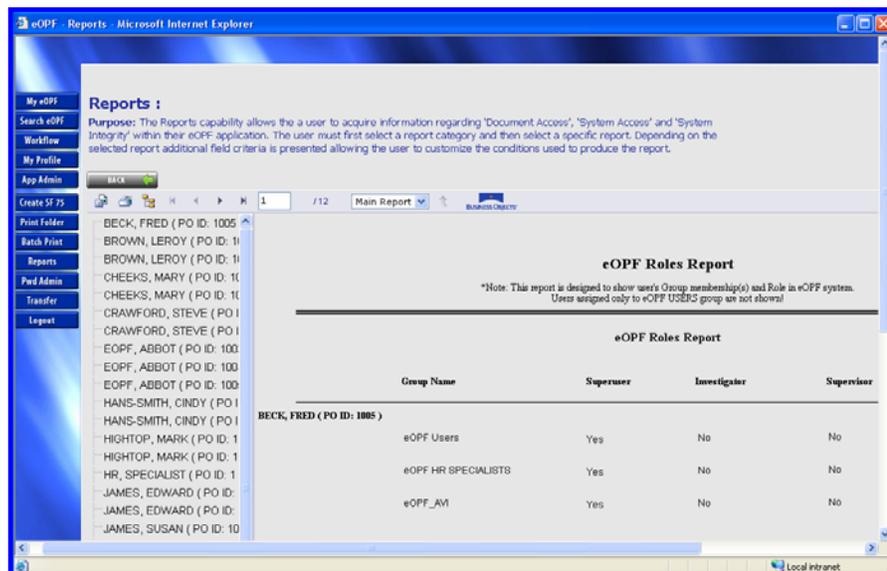
1. From the eOPF main menu, click the **Reports**

 button.

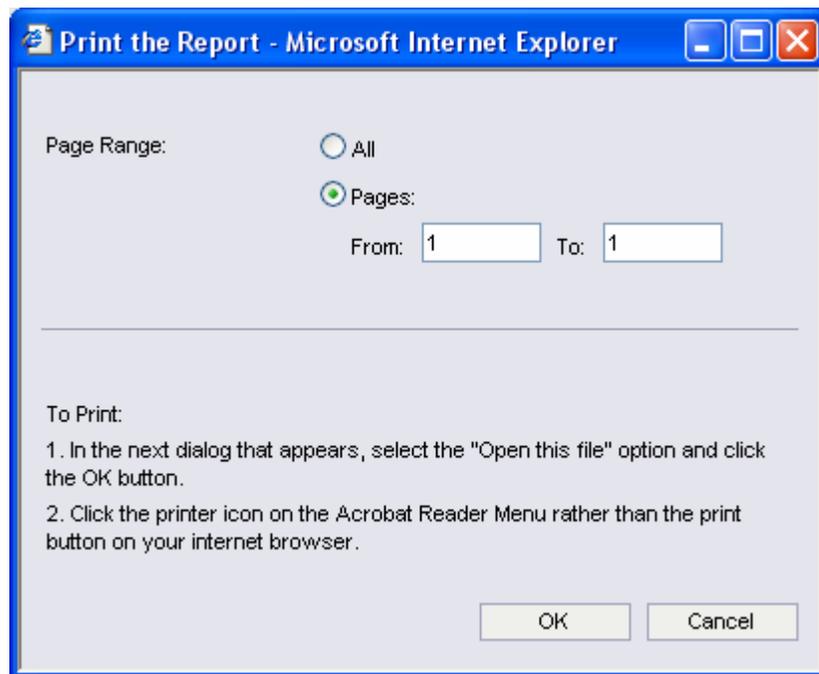
The **Reports** page appears.



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

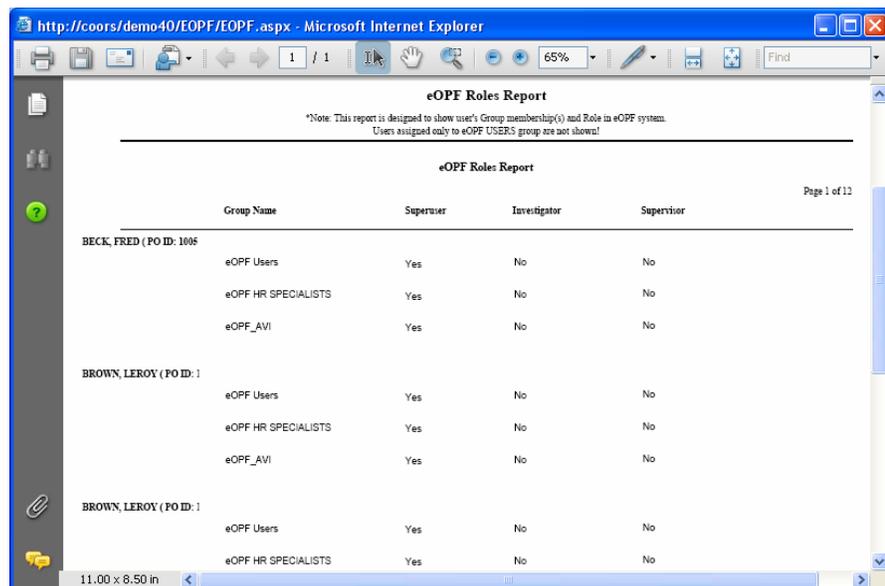


4. Click the **Print**  button. The **Print the Report** box appears.

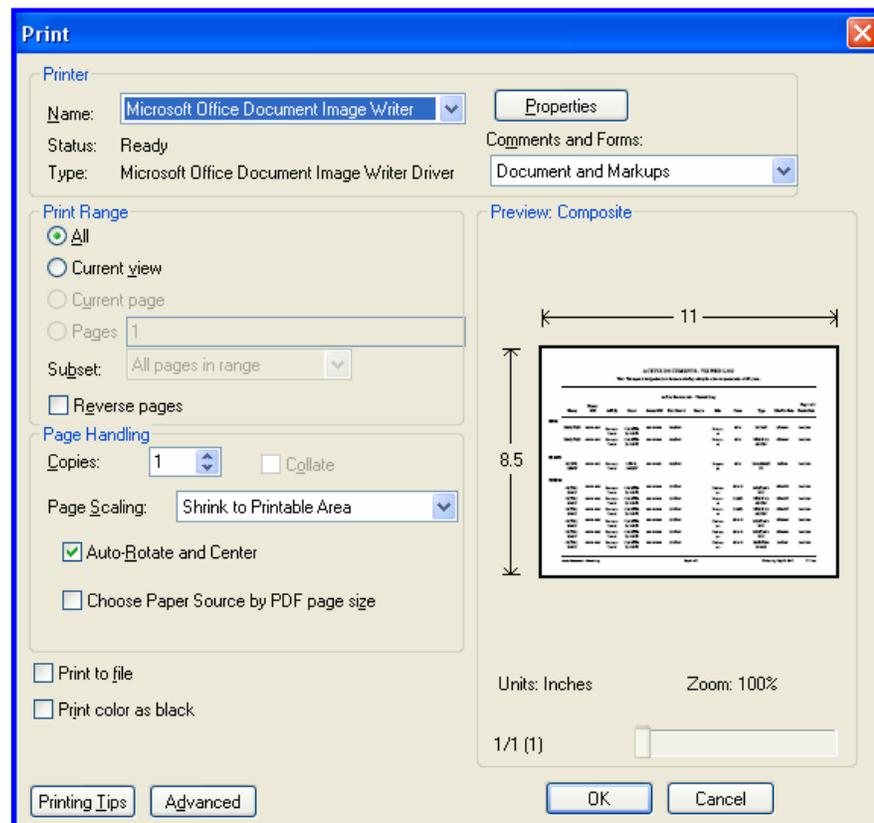


5. Select pages of the report to print, and click the **OK** button.

The report appears as a PDF document.



6. Click the **Print**  button.  
The **Print** settings box appears.



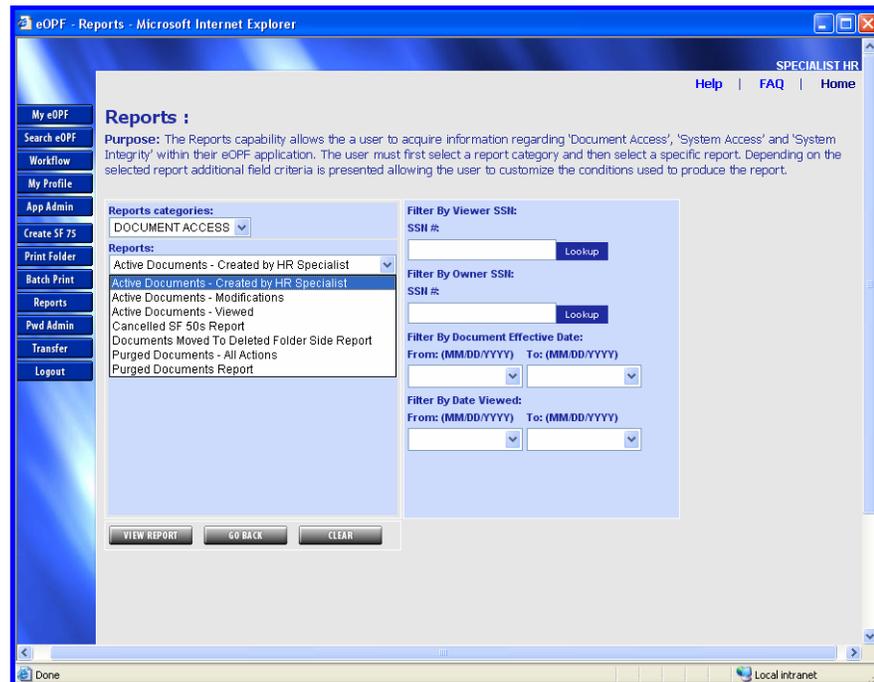
7. Select the desired print parameters and click the **OK** button.

## 10.2 Exporting Reports And Logs

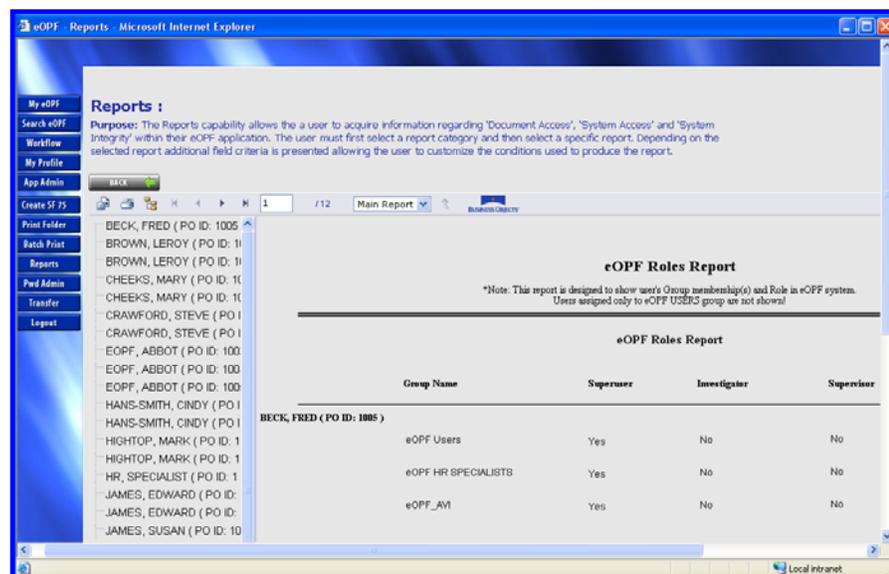
The eOPF system allows HR specialists and eOPF administrators to export reports and logs. The procedure is the same for viewing all of the reports.

### To export reports and logs:

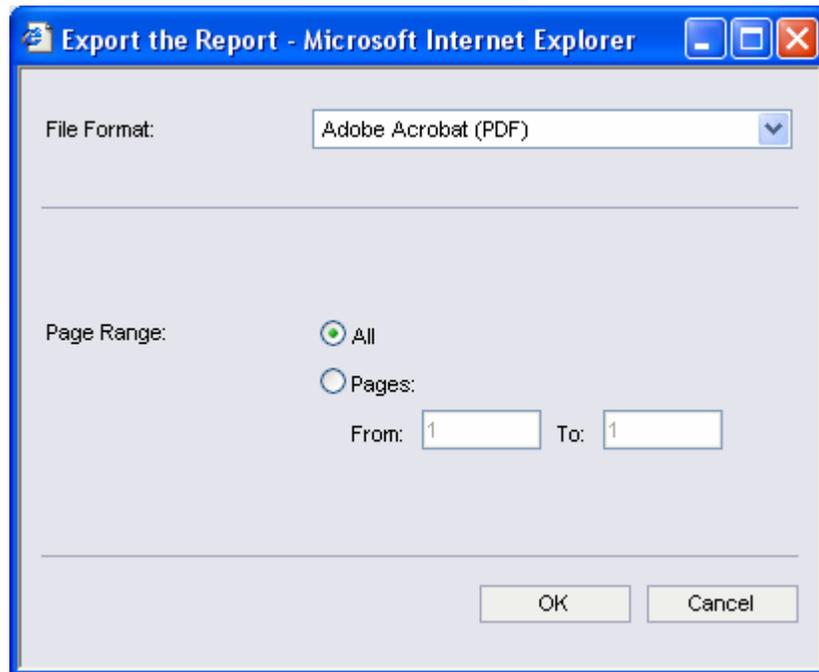
1. From the eOPF main menu, click the **Reports** button.  
The **Reports** page appears.



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



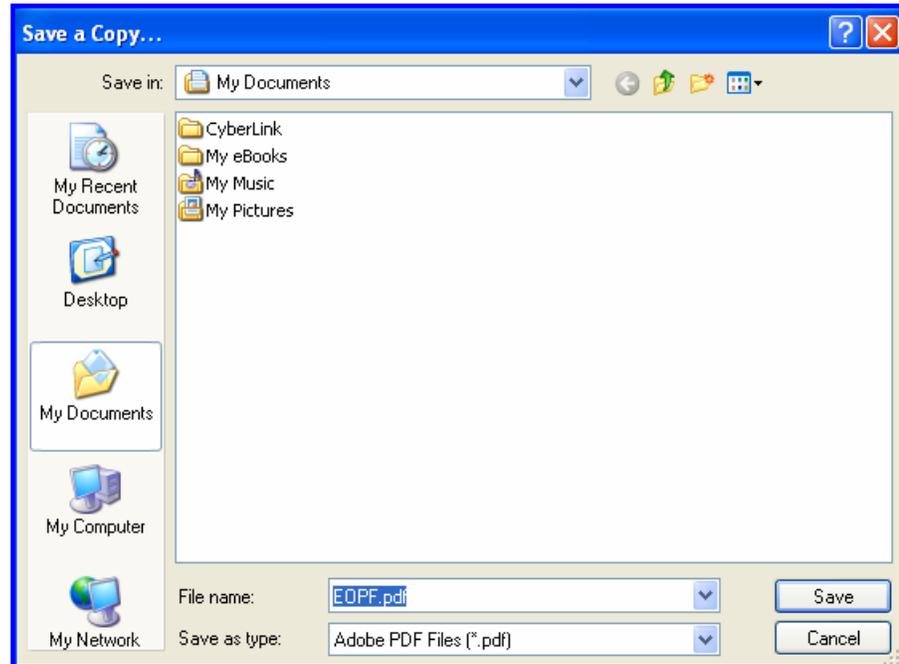
4. Click the **Export**  button displayed above the report. The **Export the Report** box appears.

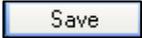


5. Select the report **File Format**, and click the **OK** button.  
The report appears in the selected format.

Group Name	Superuser	Investigator	Supervisor
<b>BECK, FRED ( PO ID: 1005)</b>			
eOPF Users	Yes	No	No
eOPF HR SPECIALISTS	Yes	No	No
eOPF_AVI	Yes	No	No
<b>BROWN, LEROY ( PO ID: 1)</b>			
eOPF Users	Yes	No	No
eOPF HR SPECIALISTS	Yes	No	No
eOPF_AVI	Yes	No	No
<b>BROWN, LEROY ( PO ID: 1)</b>			
eOPF Users	Yes	No	No
eOPF HR SPECIALISTS	Yes	No	No

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**  button.





## ***Glossary Of Terms***

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



<b>Instruction Page</b>	Instruction referring to a page of a document.
<b>Password</b>	A complex sequence of characters required for access to the eOPF.
<b>Password Letter</b>	Notification from the Component to the employee providing the password for the eOPF.
<b>Security Access</b>	A level of accessibility to documents and functions within eOPF.
<b>Super User</b>	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.
<b>Supervisor</b>	A user provided with access to view and print the eOPF of employees that he/she supervises.
<b>View Doc</b>	An  icon used to view the documents within a folder.



## ***Acronyms***

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





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