

Key Benefits of eOPF

- It is accessible to you any time, online via hard-wired or VPN connection to the FEMA network including mobile devices
- Check your personnel file information and verify its accuracy
- Enhanced portability and security of personnel records
- Provides increased employee awareness and accountability through email notification of Personnel Actions (SF-50's)
- View or print SF 50's and other personnel documents
- Immediate access to OPF forms and information for a geographically dispersed workforce

For Support

Online Help

Click the **Help** link in the upper right-hand corner of eOPF

Technical Questions

FEMA-HC-SystemsAsst@fema.dhs.gov

ELECTRONIC OFFICIAL PERSONNEL FOLDER



An electronic version of the government's
Official Personnel Folder of your federal
service

Federal Emergency Management Agency
Office of the Component Chief Human Capital Officer
500 C Street, S.W.
Washington, DC 20472



FEMA

The Electronic Official Personnel Folder (eOPF)

The official copy of your OPF!

Electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The eOPF is an e-GOV initiative managed by the Office of Personnel Management (OPM) that provides a digitized recreation of your paper OPF. The OPF contains human resource (HR) records and documents related to Federal civilian employees. An OPF is created when an employee begins Federal service and is maintained throughout the employee's career in accordance with the United States Office of Personnel Management (OPM) regulations.

Accessing Your eOPF

- Launch the eOPF application by clicking the icon on the FEMA Homepage or via the URL: <https://eopf.opm.gov/DHS>, then click **"Accept"**
- Click **"Request Your eOPF ID"** and follow the directions on the following screen(s)
- After you receive your User ID return to the main login page and click **"Request a New Password"** and follow the directions on the following screen(s)
- Login with your User ID and Temporary Password (you should be prompted to change your password)

***For new hire and rehire FEMA employees,** please allow **30 days** from the date you enter on duty to access eOPF. If you are unable to access eOPF after 30 days, contact FEMA-HC-SystemsAsst@fema.dhs.gov.

Viewing Your eOPF

- Once logged in to the eOPF system, click **"My eOPF"** to access your OPF information
- After clicking **"My eOPF"**, you see the **My eOPF tab**, which displays a table your OPF documents. This table can be sorted by clicking the column name once (1) for ascending or twice (2) for descending order
- A document can be viewed by clicking the **"View"** button in the View column to the right of the document you want to view. The document will open as an Adobe PDF in a new window
- When you are finished, click the **"Close"** button in the upper right-hand corner of the document viewer window to close the window

Searching Your eOPF

- Once logged in to the eOPF system, click **"My eOPF"** to access your OPF information
- Enter your search criteria to retrieve a list of specific documents in your eOPF. To retrieve your documents, click the Search button. To view documents in the Search mode, you can click the drop-down box next to Annotation at the top of the screen and pick annotated documents. If you prefer to see all your documents in one viewing window, click the Show All Docs button to show all documents that meet the search criteria. The Show All Documents page displays. You have the ability to select one or more documents, and have them merged into a single document for viewing/printing in the document viewer.

Printing Your eOPF

After clicking My eOPF and expanding your folder, search for and locate the desired eOPF document to print. You can view a document by clicking the Action Button (A) corresponding to the document you want to view and selecting the option View. On the document view window toolbar, click either the Print button, or select File, Print from the viewer window menu. The Print Dialog box opens. Ensure that your printer settings are correct.

Note: *If you are printing a double-sided document, make sure that the printer selected is capable of performing duplex printing.*