

# 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

## Password Reset

Click **Request a New Password** on the login page and follow the directions on the following screen(s) to have your temporary password e-mailed.

## Technical Questions

[FEMA-HC-SystemsAsst@fema.dhs.gov](mailto: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
- Click **Request a New Password** and follow the directions on the following screen(s). After you receive your Temporary Password return to the main login page
- 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](mailto: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 will be on 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. To Save/Print, select File, Save As or Print from the Adobe window. The Save As or Print Dialog box will open, then ensure that your settings are correct and click Save or Print
- When you are finished, click the Close button in the upper right-hand corner of the document Adobe window to close the window

## Searching Your eOPF

- Once logged in to the eOPF system, click **My eOPF** to access your OPF information
- To search for a specific document or group of documents, click on the **My eOPF Search** tab
- Enter your search criteria and click the **Search** button to retrieve the list of specific documents from your eOPF
- 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. To Save/Print, select **File, Save As or Print** from the Adobe window. The Save As or Print Dialog box will open, then ensure that your settings are correct and click **Save or Print**

## Printing Your eOPF

- To view/print all or some of your documents at once, click the **Show All Docs** button. The Show All Documents page will display, select one or more documents, then click **single sided or double sided** printing to merge all selected documents into one for viewing/printing
- To retrieve the document for viewing/printing, click the **My eOPF Print Status** tab and click **View** in the Action column (click **Refresh** until the View link appears, which may take several minutes). The document will open as an Adobe PDF in a new window. To Save/Print, select **File, Save As or Print** from the Adobe window. The Save As or Print Dialog box will open, then ensure that your settings are correct and click **Save or Print**

**Note:** The **My eOPF Print Folder** tab can be used to view/print your entire OPF at once