

# eOPF Employee Self Service FAQs

The following questions and answers are for the guidance of employees accessing their own personal electronic Official Personnel Folder (eOPF).

## eOPF Frequently Asked Questions

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14. How is a purge of eOPF documents determined?

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### 1. What is an eOPF?

The Official Personnel Folder, or OPF, documents the employment history of individuals employed by the federal government. An OPF is established and maintained for each Postal Service employee regardless of appointment type or duration. Official Personnel Folders for active employees were converted from paper to **electronic Official Personnel Folders (eOPFs)** in 2008, and the eOPF became the official record. You can easily access, view and/or print documents in your eOPF from your home computer.

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### 2. Is my eOPF Secure?

Yes! Your eOPF can only be accessed by a limited number of Postal professionals who have a business need for your eOPF information (for example, HR Specialists in the Human Resources Shared Service Center who process service credit paperwork, benefits-related transactions, and selections and placements for postal positions). Your eOPF is encrypted over communication lines and stored in a secure enclave, which means it is safe and only visible on your computer and the workstations of authorized employees.

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### 3. Who has access to my eOPF?

Your eOPF can only be accessed by you (from LiteBlue with your Employee Identification Number and Personal Identification Number), and by Postal professionals in the course of their official duties with a need to know. For example, an HR professional may access your eOPF to process a transaction, like a bid or promotion or benefit change.

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## **7. What if I want to remove something from my eOPF?**

If you want to remove a document from your eOPF, make your request in writing on PS Form 8043, *Request to Amend Electronic Official Personnel Folder*, specifying exactly what document(s) you request be removed, and mail or deliver it to your district personnel HR Generalist. Note: Discipline can only be removed by Labor Relations, and only in accordance with collective bargaining agreements (if applicable). Also, documents placed in your eOPF by another agency cannot be removed.

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## **8. How do I get a document in my eOPF amended?**

If you believe you need to amend a document in your eOPF, make your request in writing on PS Form 8043, specifying exactly the items and document(s) you want amended, and mail or deliver it to your district personnel HR Generalist. Note: Documents generated by another agency employer cannot necessarily be amended by the USPS without special authority to do so.

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## **9. How do I obtain a copy of my eOPF?**

You can open and print any or all the documents in your eOPF. Just click on the document links to open each document and click the Print button. If you want the entire eOPF and would rather not print the documents yourself, you may request a copy of your eOPF. The first 100 pages are provided at no charge, and there is a 15 cent charge for each additional page. Make your request by phone or computer on PostalEase. Your eOPF copy will be sent to you at your address of record.

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## **10. How do I obtain a copy of selected documents from my eOPF?**

You can open and print any or all the documents in your eOPF. Just click on the document link to open the desired document and click the Print button.

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## **11. Why are some of my eOPF documents dated 1/1/1900?**

When your OPF was converted from paper to electronic format, each document was indexed in a way to make retrieval easier for you. Documents that had no dates were indexed with the special 1/1/1900 date.

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## **12. Why are some of the documents called "other"?**

When your OPF was converted from paper to electronic format, each document was indexed in a way to make retrieval easier for you. Documents identified as "other" in your eOPF do not match the master list of recognized OPF documents used by federal agencies, including the Postal Service.

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## **13. Why is the RTR Detail Report always the top item in my eOPF and is dated the day I access the system?**

The eOPF Viewer was enhanced to interface with the RTR system. You will always have access to the most recent RTR Employee Detail Report.

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#### 14. How is a purge of eOPF documents determined?

Some records may have been removed in preparation for scanning to the eOPF. For example, medical and injury/illness-related records (if any) (e.g., the results of your preemployment medical assessment and reports of injury or illness) were purged to the extent they could be identified systematically. If you find medical records in your eOPF, you may request that they be removed. Make your request in writing on PS Form 8043, *Request to Amend Electronic Official Personnel Folder*, specifying exactly what document(s) you request be removed, and mail or deliver it to your District HR Local Services.

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