Subject: Online eOPF Self Service Feature for Login ID and Password Retrieval for New Users

Beginning in mid-October 2012, employees will be able to access their electronic official personnel folders according to their Civilian Personnel Advisory Center Region's designated rollout date. This process will occur region by region over a five month time frame. All employees are able to view their own OPFs through the eOPF application at https://eopf1.nbc.gov/army/ for Appropriate Fund employees and https://eopf1.nbc.gov/armynaf/ for Non-Appropriated Fund employees. eOPF includes security measures that ensure the integrity of the system and employee documents in the system.

Your eOPF benefits include:

• Immediate access to your files
• Ability to view or print your OPF
• Email notifications when documents are added to your file
• Enhanced accuracy, portability, and security of official personnel records
• Increased accountability through an audit trail that tracks who accesses your OPF and why
• Speedier and more efficient records transfer within Federal agencies
• Timely and accurate data retrieval for retirement claims processing

Additionally, eOPF allows Human Resources (HR) personnel to more efficiently perform their jobs. This reduces the time it takes to record promotions, employee transfers, and retirements from months and weeks to near real-time.

Obtain Your eOPF ID and Password

Accessing eOPF is simple and convenient and no longer requires an appointment with your HR servicing officer. To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF Self Service feature. This Quick Reference document on eOPF Self Service consists of three sections:

Part 1: Obtain your eOPF ID

Part 2: Obtain your eOPF temporary password
Once you retrieve your eOPF ID and temporary password via eOPF Self Service, go to:

Part 3: First time eOPF logon
Part 1: Obtain Your eOPF ID Step


2. Read the eOPF User Agreement page and the Terms and Conditions.

   Click Accept.

3. From the eOPF Logon screen, click Request Your eOPF ID.

4. From the Request Your eOPF ID screen, enter the
   • last 5 digits of your SSN
   • first 4 letters of your last name
   • your date of birth (mm/dd/yyyy)

   Click Submit.
5. You will see this confirmation message. Click **OK**.

6. You see a message that your login request has been submitted for processing.

Your eOPF ID is sent to your registered agency email address momentarily. Click the link to return to the **eOPF Logon** screen.

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**Part 2: Obtain Your eOPF Temporary Password**

1. From the **eOPF Logon** screen, click **Request a New Password**.
2. On the **Request a New Password** screen, enter your:
- eOPF ID
- last 5 digits of your SSN
- first 4 letters of your last name

Click **Submit**.

![Request Your eOPF ID](image)

3. The confirmation message displays. Click **OK**.

![Microsoft Internet Explorer](image)

4. A confirmation message that your login request has been submitted for processing displays.

Your eOPF temporary password is sent to your registered agency email address momentarily. Click the link to return to the **eOPF Logon** screen.

![New User - Request Password](image)

**Part 3: First-time eOPF Logon**

1. Enter your eOPF ID and temporary password on the eOPF Logon screen.
2. Click **Submit**.
3. You are required to change your password the first time you logon to eOPF. The **Please change your password** screen displays.

4. The **Select and answer your security questions** screen displays. Here you answer your self-service questions.

Complete the information on this screen and click **Submit**.
5. The **Rules of Behavior** screen displays. Read the rules and click **Accept**.
RULES OF BEHAVIOR FOR ALL USERS
FOR ENTERPRISE HUMAN RESOURCES INTEGRATION’S eHR SYSTEM

The EHRI project office is responsible for ensuring an adequate level of protection and security is afforded to the eHR system. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the eHR System.

All persons must understand that these Rules of Behavior are based on Federal laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

**Rules of Behavior**

I understand that, when using the eHR System, I am personally accountable for my actions and that I must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of EHRI;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to the EHRI project office;
9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
10. Ensure all changes to eHR System components and data are done via approved configuration control procedures;
11. Use government equipment in accordance with my site’s/Agency’s policies and procedures;

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that the EHRI project office reserves the right, to terminate or suspend my access and use of the eHR System, without notice, if there is a violation of these Rules of Behavior.
That's it! You're in eOPF. From the eOPF Welcome Screen, you may view your entire eOPF by clicking My eOPF or search for specific documents within your eOPF by clicking Search eOPF. Additionally, you may change your eOPF preferences by clicking My Profile on the eOPF main menu.

Need Assistance?

For technical assistance, select the Help button from the upper-right corner of any eOPF screen or contact the eOPF Help Desk:

Email: eopf_hd@telesishq.com
Phone: 1-866-275-8518