

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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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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4. What should I look for in my eOPF?

Your eOPF should contain records of your appointment with USPS, PS Form 50s documenting personnel actions such as reassignments and promotions, and records of former postal and federal service. If you have served on active military duty, the eOPF should contain DD Form(s) 214 documenting all your military service. If you are a career employee, all your federal and military service should be shown on your Retirement/Thrift/RIF (RTR) Employee Detail Report, which you will find listed as the first document in your eOPF. Review the RTR Employee Detail Report, Forms 50, and DD Forms 214 to make sure that all Postal and former federal service is accurately documented, to ensure the veterans' preference code reflected on your most recent PS 50 is up to date (see code key below), and to ensure that your name, address, birth date, and social security number are correct. You may also want to check your FEGLI Designation of Beneficiary and any other Designations of Beneficiary forms on file if life changes have occurred that warrant an update. **Note:** Beneficiary Forms are available on LiteBlue if you want to designate a beneficiary or make changes to current designations.

Key to the Veterans Preference Code on your PS Form 50:

- 1 = No Preference
- 2 = 5 points
- 3 = 10 point disability
- 4 = 10 point compensable, less than 30%
- 5 = 10 point other
- 6 = 10 point compensable, 30% or more

Also check your RTR Employee Detail Report for your RIF veterans' preference code because in some cases, an employee who has veterans' preference for other employment purposes does not have veterans' preference for RIF purposes. Whether an employee has veterans' preference in a RIF is determined by the RTR system and is indicated on the RTR report as one of the following codes:

- RIF Veterans' Preference Code AD (which means the employee is a veterans' preference employee for RIF purposes with a 30% or greater service-connected disability)
- RIF Veterans' Preference Code A (which means the employee is a veterans' preference employee for RIF purposes without a 30% or greater service-connected disability)
- RIF Veterans' Preference Code B (which means the employees is not a veterans' preference employee for RIF purposes)

For information on the criteria used in determining which employees are veterans' preference eligible for RIF and/or non-RIF purposes, consult the U. S. Office of Personnel Management's *VetGuide* which is available on their website at www.opm.gov.

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5. What if my eOPF is not available?

Your eOPF will generally be available within 90 days of your postal appointment. See your District HR Local Services office (or Corporate Personnel if you are a headquarters employee) if your OPF is not available electronically, if you have questions about service not reflected in your eOPF, or to add a document (for example, a DD Form 214).

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6. What if I want to add something to my eOPF?

Generally the documents that are included in your eOPF are placed there by HR professionals. If you want to add a document, for example, a DD Form 214, *Report of Separation*, to document recently-completed active duty military service or an official letter from the Veterans Administration supporting your claim for veterans' preference, make your request in writing on PS Form 8043, *Request to Amend Electronic Official Personnel Folder*, attach the document, and mail or deliver it to your district HR Local Services. The HR Generalist will review to ensure it is an appropriate eOPF document and, if so, have it added. This may take 60-90 days.

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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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