

# CPAC'S QUICK FACTS

## January 2013

### DA Electronic Official Personnel Folders (eOPF)



The Official Personnel Folder (OPF) is a file containing records that cover a civilian employee's entire federal employment history. The Office of Personnel Management and your human resources (HR) office use these documents to make decisions about employee rights, benefits and entitlements throughout your career. The eOPF is an electronic version of the paper OPF, providing web-enabled access for Federal employees and HR staff to view OPF documents.

Fort Riley  
Civilian Personnel Advisory  
Center  
319 Marshall Avenue  
Fort Riley, Kansas 66442  
785-239-6004

Issue 13-01

The eOPF is stored electronically in a secure central repository. Access to records is highly controlled, just as it was with hardcopy OPFs. There is a comprehensive audit trail for all user activity. HR and personnel systems provide an automated interface with the eOPF. Since the eOPF includes the ability for simultaneous viewing of documents from different sites, it enables the employee and HR specialist to access the records at the same time.

Accessing your eOPF is simple and convenient, and no longer requires an appointment with your HR servicing office. Under the Employee Tab on Civilian Personnel On-Line at [www.cpol.army.mil](http://www.cpol.army.mil), employees can locate the eOPF Training and Marketing Materials under the Reference Library section and access their eOPF under the Links section.

You will automatically receive an email notification each time a newly created document is added to your eOPF. With the exception of your separation documents, printed copies of SF-50s (appropriated fund) or 3434s (nonappropriated fund) will not be sent to you. Through eOPF, you will be able to view and print your documents.

Email address changes - once you log into eOPF, you are highly encouraged to review your profile information and update your e-mail notification options. The initial address should be set to your official DA email address of record. If changes to your e-mail address occur, you are responsible for updating your e-mail address in your eOPF profile information. Also, please note that, although notifications may be sent to a personal e-mail address, logging into the eOPF system will only be authorized from a government work computer.

The hard copy OPFs will be shipped to the National Personnel Record Center (NPRC) and NPRC will keep the current hard copy OPFs for one year after conversion of the OPF to electronic format. Then, NPRC will destroy the hard copy OPF - the hard copy OPF will not be returned to the CPAC/NAF HRO nor will it be returned to the employee.

If you have questions or concerns regarding your eOPF, please contact the Civilian Personnel Advisory Center at 239-6004 (appropriated fund employees) and 239-2325 (non-appropriated fund employees).