



eOPF

Resource Guide

HR Specialist

HR Specialist Reference Guide

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IMPORTANT! This reference guide includes screens from eOPF which are representative of what you may see. However, your system may appear slightly different depending upon your role or versioning of the system.

Purpose

This document provides guidance for individuals assigned to HR Specialists roles. There are three levels of HR Specialist roles in the eOPF:

- **HR Viewer**- Ability to search for, print, download, and view Employee Folders
- **HR Document Management**- Everything above plus the ability to Add and Modify Employee Documents
- **HR Transfer**- Everything above plus the ability to conduct Transfers (Agency and NPRC)

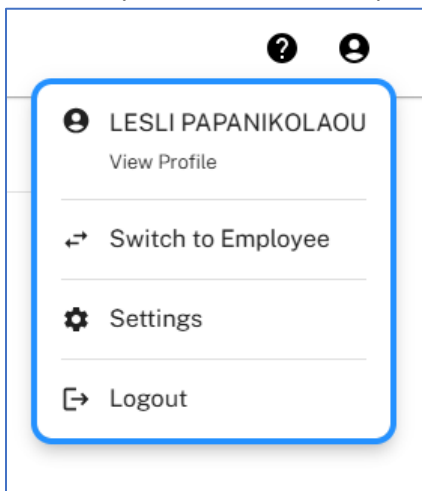
Introduction to eOPF

See the **eOPF Employee Reference Guide** on the toolkit for guidance on the following features and functionality:

- Logging in to eOPF
- Configuring My Settings
- Contacting the eOPF Help Desk
- Giving Feedback

View Profile

1. To access your Profile, click the profile icon  and select “View Profile” under your name.



2. The User Profile page is divided into 5 Sections:

- a. **Personal Information:** This section contains personal identifying information about the user.

< User Profile: Papanikolaou, Lesli T.

Personal Information

LAST NAME
PAPANIKOLAOU

FIRST NAME
LESLI

MIDDLE NAME
TORRI

SUFFIX

BIRTH DATE
//**** [Show](#)

SSN
----6837 [Show](#)

FOLDER TYPE
Standard

- b. **Contact Information:** This section contains the user's address and e-mail address

Contact Information

ADDRESS (HOME)
700 US HIGHWAY 441
Suite 4530
FARGO, GA 31631
UNITED STATES

EMAIL
LESLI.PAPANIKOLAOU.0207@notARealEmailService.gov

- c. **Employment Account Information:** This section contains information about the user's employments. If a user has multiple or dual employments, they will all show here. As an employee moves from agency to agency, the employment history will be logged in this table.

Employment Account Information

Select	EMPLOYMENT ID	AGENCY	AGENCY SUBELEMENT	POID	ORG CODE	ACTIVITY CODE	ACCOUNT TYPE	START DATE	END DATE	ELEVATED PERMISSION	FOLDER STATUS
<input checked="" type="checkbox"/>	790489	VETERANS HEA...	VATA	1782	VATA89905603	CHOLCO...	Employee	2025-01-29		Yes	ACTIVE

Rows per page: 10 ▾ 1-1 of 1 < >

ACCOUNT STATUS
Active

- d. **Role and Access:** This section contains the user's assigned Role and Access Rights in the system.

Role and Access:

ROLE
[Investigator](#)

POID	AGENCY SUBELEMENT	ORG CODE	ACTIVITY CODE	SSN	EFFECTIVE FROM	EFFECTIVE TO	EXCLUDED
1782	VATA				2025-01-30		false

Rows per page: 10 ▾ 1-1 of 1 < >


- e. **User Activity:** This section contains information about the user's login activity

User Activity

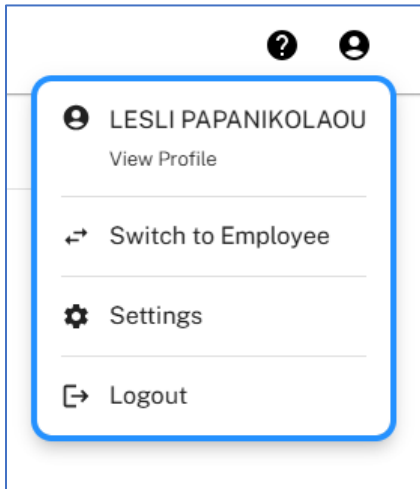
TOTAL LOGIN COUNT
20


Note: You will not be able to update any information in your own profile. If there are any changes needed to your personal and contact information, please contact your HR System of Record. For changes to your employment or Access, please contact your HR Admin or Agency POC.

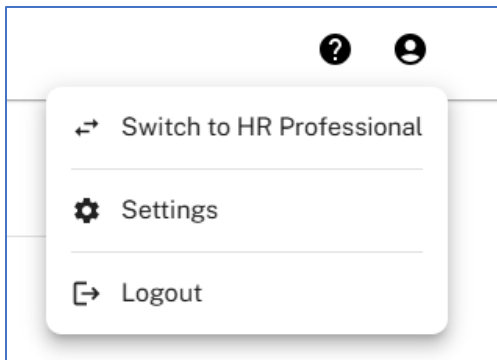
Toggle to Employee View

1. Logging in will automatically take you to HR Professional view. Aside from Contractors, all users with access to HR Professional view will have to ability to toggle to Employee View to view their own employee documents. To access Employee View, click the profile icon  and select "Switch to Employee"

See the **eOPF Employee Reference Guide** in the toolkit for guidance on the Employee view:

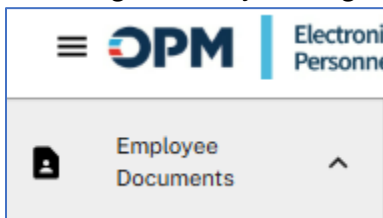


2. To switch back to HR Professional view, click the profile icon  and select "Switch to HR Professional"



Employee Folder Search

1. All HR Specialist roles can access the employee folder search by clicking the "Employee Documents" tab in the left-side navigation or by clicking the "Search Folders" link on the home page beneath the welcome header.



- From the Employee Folder search, enter the employee information in any of the available search fields then press “Search”. It is recommended to search by SSN.

Employee Folder Search

Search federal employee information to find available employee folders.

SSN Employee ID

Last Name First Name

POID ORG CODE

- The matching results will be returned in the grid below the search fields. The list of employee folders is presented in alphabetical order by last name, but the order can be changed by selecting any of the column headings.

Employee Folder Search

Search federal employee information to find available employee folders.

SSN Employee ID

Last Name First Name

POID ORG CODE

10 results returned of 15

LAST NAME	FIRST NAME, MI	SSN	SOURCE	POID	ORG CODE	ACTIVITY CODE	EMPLOYEE ID	FOLDER STATUS
ABULABAN	JENEE	***-**-6804	VATA	1782			TIM2147438324	ACTIVE
ALFEROS	PATTIE	***-**-8451	VATA	1782	VATA89905603	CHOLCOMB	TIM2147479959	INACTIVE
BATAYOLA	FRANKIE	***-**-6250	VATA	1782	VATA89905603	CHOLCOMB	TIM2147448192	ACTIVE
CUTHILL	CORRINE	***-**-8850	VATA	1782	VATA89905603	CHOLCOMB	TIM2147483481	ACTIVE
DOKTOR	ALETHA	***-**-7594	VATA	1782			TIM2147392108	ACTIVE

Note: A search for an employee outside of assigned access will result in a “No results found. Try a different search” message.

View Documents

- Double click on an employee’s folder to display a list of the documents within the OPF. The list of documents is presented in order by most recent effective date, but the order can be changed by selecting any of the column headings.

< Documents for: ABULABAN, JENEE

Download Print

<input type="checkbox"/>	FORM	NOA CODE	NOA CODE 2	AGENCY	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
<input type="checkbox"/>	SF 50	842		VETERANS HEALTH ADMINISTRATION	Permanent	06/03/2024	06/05/2024
<input type="checkbox"/>	SF 50	002	740	VETERANS HEALTH ADMINISTRATION	Permanent	05/31/2024	06/05/2024
<input type="checkbox"/>	SF 50	931		VETERANS HEALTH ADMINISTRATION	Permanent	06/03/2024	06/05/2024
<input type="checkbox"/>	SF 50	600		VETERANS HEALTH ADMINISTRATION	Permanent	06/01/2024	06/05/2024

Total Rows: 4

- To view a document and its associated indexing information, select a form number. A document preview window opens providing a preview of the document. The indexing information is presented on the right.

Expand Close

INDEX HISTORY

SSN
-----B451 [SHOW](#)

EFFECTIVE DATE
2025-01-29

FORM
AF 2545

TYPE
PERSONNEL ACTION/SUPPORT DOC

FOLDER SIDE
Permanent

NOA CODE

NOA CODE 2

RETENTION DATE

- If you would like to enlarge the page, select the Expand button at the top of the document preview window.
 - A full-page view of the selected document displays. Then change the zoom percentage at the top of the document. You may download or print from the full-page view of the document by selecting the download icon or the print icon also at the top of the document.

OPM Electronic Official Personnel Folder

Employee Documents Expand

eOPFDocument

1 / 2 - 67% +

INDEX HISTORY

SSN
-----B451 [SHOW](#)

EFFECTIVE DATE
2025-01-29

FORM
AF 2545

TYPE
PERSONNEL ACTION/SUPPORT DOC

FOLDER SIDE
Permanent

NOA CODE

NOA CODE 2

RETENTION DATE

Downloading and Printing Documents

There are two ways an HR Specialist can download and/or print an employee's documents. It can be done from the document preview, or from the top of the Employee Documents list.

Downloading/Printing from the Document Preview

1. From the Employee Documents list, click the form number of the document you wish to download or print.
2. A document preview of the selected form as well as the associated indexing information on the right displays

The screenshot shows a document preview window with a document viewer on the left and indexing information on the right. The document is a 'NAFI NOTIFICATION OF PERSONNEL ACTION' form. The indexing information on the right includes:

- SSN: -----8451
- EFFECTIVE DATE: 2025-01-29
- FORM: AF 2545
- TYPE: PERSONNEL ACTION/SUPPORT DOC
- FOLDER SIDE: Permanent
- NOA CODE
- NOA CODE 2
- RETENTION DATE

3. Select the download icon or the print icon to download or print the selected document. Follow your system's prompts to download or print. When you are finished, select the Close icon in the top right corner.
4. You are returned to the Employee Documents list.

Downloading/Printing from the Employee Documents List

1. From the Employee Documents list, select the checkbox(es) next to the form number of the document(s) you wish to download or print. If you would like to print the entire folder, you can select the checkbox next to the Form column heading and all checkboxes will be selected.

FORM	NOA CODE	NOA CODE 2	AGENCY	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
<input checked="" type="checkbox"/>	FR DEN.1		VETERANS HEALTH ADMINISTRATION	Temporary	01/29/2025	01/30/2025
<input checked="" type="checkbox"/>	NAF 52		VETERANS HEALTH ADMINISTRATION	Temporary	01/29/2025	01/30/2025
<input type="checkbox"/>	SF 2809		VETERANS HEALTH ADMINISTRATION	Permanent	01/29/2025	01/30/2025
<input type="checkbox"/>	SF 2810		VETERANS HEALTH ADMINISTRATION	Permanent	01/29/2025	01/30/2025

2 rows selected Total Rows: 24

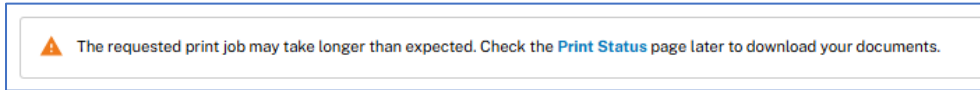
2. Select the download link Download or print link Print at the top of the Employee Documents list to download or print the selected document(s). Follow your system's prompts to download or print.

Print Status

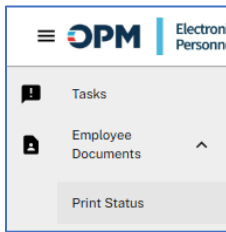
1. When printing more than 2 documents or a document of large file size, the following system message will display, guiding the user to the Print Status page to download the print request. This page can be accessed

through the link in the message or by selecting the “Print Status” option under the “Employee Documents” tab in the left navigation.

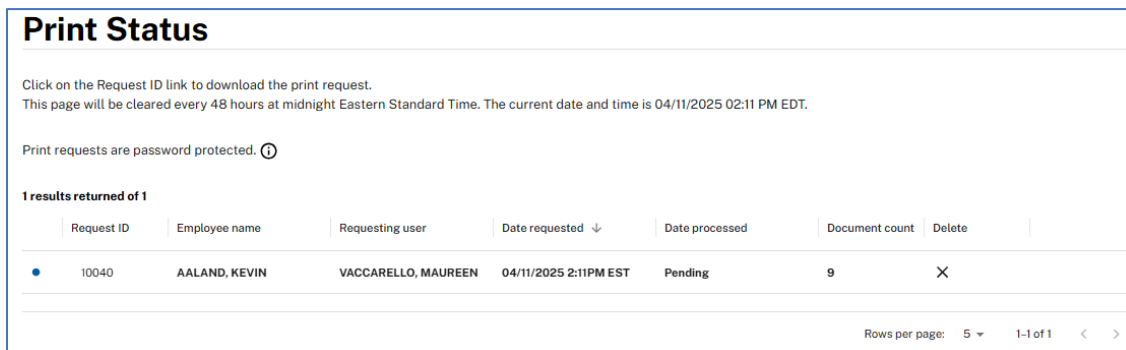
- System message



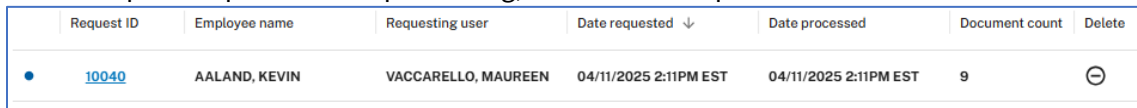
- Print Status tab



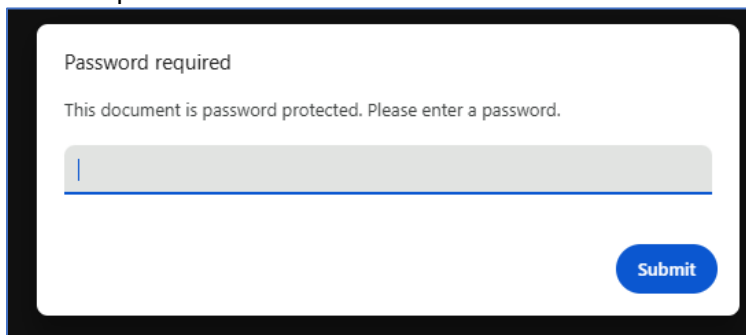
2. Clicking the Print Status page will show a grid of all your print requests. The grid will be cleared every 48 hours at midnight EST. Print requests that are not ready to be downloaded will display “Pending” in the Processed date column.



3. Refresh the page using the Refresh button in your browser to update the Print Status grid.
4. When the print request is done processing, click on the Request ID link to initiate the download.

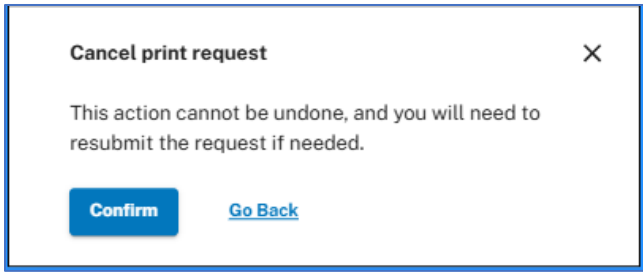


5. When opening the downloaded file, you will be prompted to enter a password.
Note: The password is a combination of the requesting user’s birth year and the Request ID.
For example: 1980100

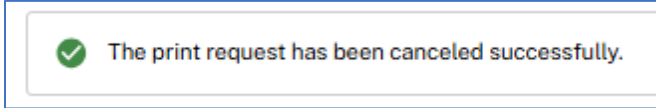


Canceling a print request

1. If a pending print request is no longer needed, click the × icon to cancel the request.
2. The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to resubmit the request if needed.

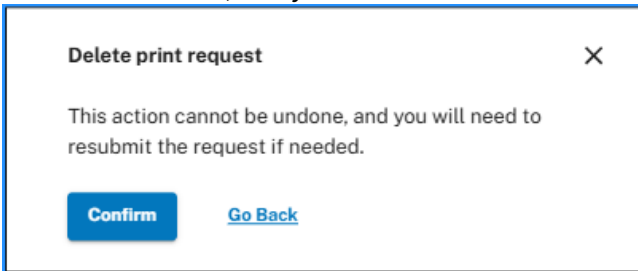


3. One confirmed, a confirmation message will display and the print request will be removed from the grid.

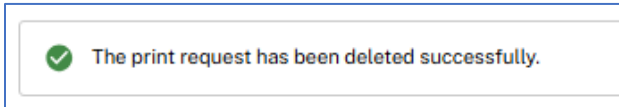


Deleting a print request

1. If a completed print request is no longer needed, click the ☹ icon to delete the request.
2. The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to resubmit the request if needed.



3. One confirmed, a confirmation message will display, and the print request will be removed from the grid.

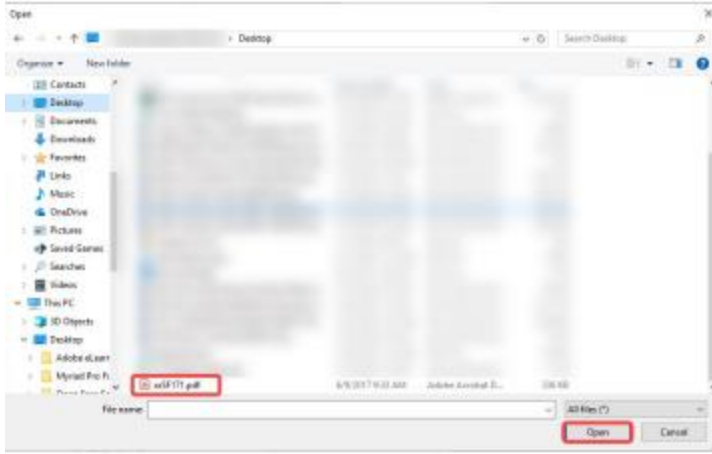


Document Management

Users assigned the HR Document Management and HR Transfer roles will be able to add, delete, and modify documents

Add a document

1. From the Employee Documents list, click the **Add Document** button.
2. A dialog box displays. Locate the PDF on the secure local or network drive.



3. Select the PDF and click the Open button.
4. A preview of the file will display for indexing.

< Documents For: BENKOVIC, NEVA

Standard Form 50
Rev. 10/1
U.S. Office of Personnel Management
OPM Regs. 293.30, 302b.4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) Scottowski, Henryyama L.		2. Social Security Number 263-24-2577	3. Date of Birth 08/16/1967	4. Effective Date 09/27/2002
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FIRST ACTION		SECOND ACTION		
5-A. Code 355	5-B. Nature of Action Termination-Exp of Appr	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	

7. FPMR: Position Title and Number OFFICE AUTOMATION CLERK F12/PF0003 Position#0902365		15. US Position Title and Number		
8. Pay Plan GS	9. Duty Code 4326	10. Grade or Level GS	11. Step or Rate 1	12. Total Salary \$28,210.00
13. Base Pay \$18,183.00	13A. Locality Adj. \$2,197.00	13C. Adj. Base Pay \$20,210.00	13D. Other Pay \$0	14. Pay Plan PA
16. Pay Plan		17. Occ. Code	18. Grade or Level	19. Step or Rate
20. Locality Adj.		20A. Base Pay	20B. Locality Adj.	20C. Adj. Base Pay
20D. Other Pay		21. Total Salary/Amount		

14. Name and Location of Position's Organization Indian Health Service Bla Portland Area Office Off Of Admin & Mgmt Div Of Prval Mgmt		22. Name and Location of Position's Organization		
--	--	--	--	--

EMPLOYEE DATA				
23. Veterans Preference 1 - None 2 - 5 Years 3 - 10 Years 4 - 15 Years 5 - 20 Years 6 - 30 Years 7 - 35 Years 8 - 40 Years 9 - 45 Years 10 - 50 Years 11 - 55 Years 12 - 60 Years 13 - 65 Years 14 - 70 Years 15 - 75 Years 16 - 80 Years 17 - 85 Years 18 - 90 Years 19 - 95 Years 20 - 100 Years	24. Tenure 1 - Probationary 2 - Probationary 3 - Probationary 4 - Probationary 5 - Probationary 6 - Probationary 7 - Probationary 8 - Probationary 9 - Probationary 10 - Probationary 11 - Probationary 12 - Probationary 13 - Probationary 14 - Probationary 15 - Probationary 16 - Probationary 17 - Probationary 18 - Probationary 19 - Probationary 20 - Probationary	25. Agency Use 1 - Agency Use 2 - Agency Use 3 - Agency Use 4 - Agency Use 5 - Agency Use 6 - Agency Use 7 - Agency Use 8 - Agency Use 9 - Agency Use 10 - Agency Use 11 - Agency Use 12 - Agency Use 13 - Agency Use 14 - Agency Use 15 - Agency Use 16 - Agency Use 17 - Agency Use 18 - Agency Use 19 - Agency Use 20 - Agency Use	26. Veterans Preference for RIF 1 - None 2 - 5 Years 3 - 10 Years 4 - 15 Years 5 - 20 Years 6 - 30 Years 7 - 35 Years 8 - 40 Years 9 - 45 Years 10 - 50 Years 11 - 55 Years 12 - 60 Years 13 - 65 Years 14 - 70 Years 15 - 75 Years 16 - 80 Years 17 - 85 Years 18 - 90 Years 19 - 95 Years 20 - 100 Years	27. Pay Plan 1 - Regular Rate 2 - Regular Rate 3 - Regular Rate 4 - Regular Rate 5 - Regular Rate 6 - Regular Rate 7 - Regular Rate 8 - Regular Rate 9 - Regular Rate 10 - Regular Rate 11 - Regular Rate 12 - Regular Rate 13 - Regular Rate 14 - Regular Rate 15 - Regular Rate 16 - Regular Rate 17 - Regular Rate 18 - Regular Rate 19 - Regular Rate 20 - Regular Rate

POSITION DATA				
28. Position Occupied 1 - Competitive Service 2 - SES General 3 - SES Special 4 - SES Executive 5 - SES Senior Executive 6 - SES Senior Executive 7 - SES Senior Executive 8 - SES Senior Executive 9 - SES Senior Executive 10 - SES Senior Executive 11 - SES Senior Executive 12 - SES Senior Executive 13 - SES Senior Executive 14 - SES Senior Executive 15 - SES Senior Executive 16 - SES Senior Executive 17 - SES Senior Executive 18 - SES Senior Executive 19 - SES Senior Executive 20 - SES Senior Executive	29. FLSA Category 1 - General 2 - General 3 - General 4 - General 5 - General 6 - General 7 - General 8 - General 9 - General 10 - General 11 - General 12 - General 13 - General 14 - General 15 - General 16 - General 17 - General 18 - General 19 - General 20 - General	30. Appropriation Code 1 - Appropriation Code 2 - Appropriation Code 3 - Appropriation Code 4 - Appropriation Code 5 - Appropriation Code 6 - Appropriation Code 7 - Appropriation Code 8 - Appropriation Code 9 - Appropriation Code 10 - Appropriation Code 11 - Appropriation Code 12 - Appropriation Code 13 - Appropriation Code 14 - Appropriation Code 15 - Appropriation Code 16 - Appropriation Code 17 - Appropriation Code 18 - Appropriation Code 19 - Appropriation Code 20 - Appropriation Code	31. Bargaining Unit Status 1 - Bargaining Unit Status 2 - Bargaining Unit Status 3 - Bargaining Unit Status 4 - Bargaining Unit Status 5 - Bargaining Unit Status 6 - Bargaining Unit Status 7 - Bargaining Unit Status 8 - Bargaining Unit Status 9 - Bargaining Unit Status 10 - Bargaining Unit Status 11 - Bargaining Unit Status 12 - Bargaining Unit Status 13 - Bargaining Unit Status 14 - Bargaining Unit Status 15 - Bargaining Unit Status 16 - Bargaining Unit Status 17 - Bargaining Unit Status 18 - Bargaining Unit Status 19 - Bargaining Unit Status 20 - Bargaining Unit Status	32. Duty Station Code 1 - Duty Station Code 2 - Duty Station Code 3 - Duty Station Code 4 - Duty Station Code 5 - Duty Station Code 6 - Duty Station Code 7 - Duty Station Code 8 - Duty Station Code 9 - Duty Station Code 10 - Duty Station Code 11 - Duty Station Code 12 - Duty Station Code 13 - Duty Station Code 14 - Duty Station Code 15 - Duty Station Code 16 - Duty Station Code 17 - Duty Station Code 18 - Duty Station Code 19 - Duty Station Code 20 - Duty Station Code

40. Agency Data 41650005	41.	42.	43.	44. PAR Number:
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45. Remarks
MAILING ADDRESS: 12852 SOUTH HWY 21, KELLER, WA 99140.

Selected File
HENRIYAMA-SCOTTOZUKI-20020927-SF50-NOA-355.pdf

Must index before saving.

NAME
NEVA,BENKOVIC

EFFECTIVE DATE
04/16/2025

FORM
Select

TYPE
TYPE

FOLDER SIDE
FOLDER SIDE

NOA CODE 1
Select

NOA CODE 2
Select

RETENTION DATE
MM/DD/YYYY

COMMENT
COMMENT

5. In the Effective Date field enter the date to match the effective date of the document.
6. Select the Form from the drop down. The Type and Folder Side fields will automatically populate based on the Master Forms List (MFL). These fields cannot be edited.

FORM

CSC 1170 ✕

TYPE

EMPLOYEE

FOLDER SIDE

Permanent

7. Select NOA Code 1 and NOA Code 2 if applicable.
8. Enter a Retention Date and Comment if applicable.
9. Click **Save** to finish adding the document.
10. A confirmation message displays with a green check mark indicating the document has been added successfully. Continue adding documents for the current employee or select the link in the message to search for another employee folder.

✓ Document added successfully
 Continue adding documents for this user or [search for another employee](#)
✕

Delete a document

1. On the Employee Documents list, use the checkboxes to select one or more documents then press the **Delete** button above the documents list.
2. A pop-up modal will appear prompting you to confirm or cancel the action.

Delete Confirmation

The deleted document(s) will appear at the end of the document list. You will have the ability to restore the document(s) for 120 days.

Confirm **Cancel**

Note: Documents that are deleted will be able to be restored for 120 days.

3. After confirming the action, a confirmation message will display that the documents have been marked as “Deleted” and moved to the end of the document list and highlighted in grey.

< Documents For: AALAND, KEVIN

✓ The selected document(s) have been marked as Deleted and moved to the end of the document list. ✕


Add Document Send To NPRC Download Print Delete Restore

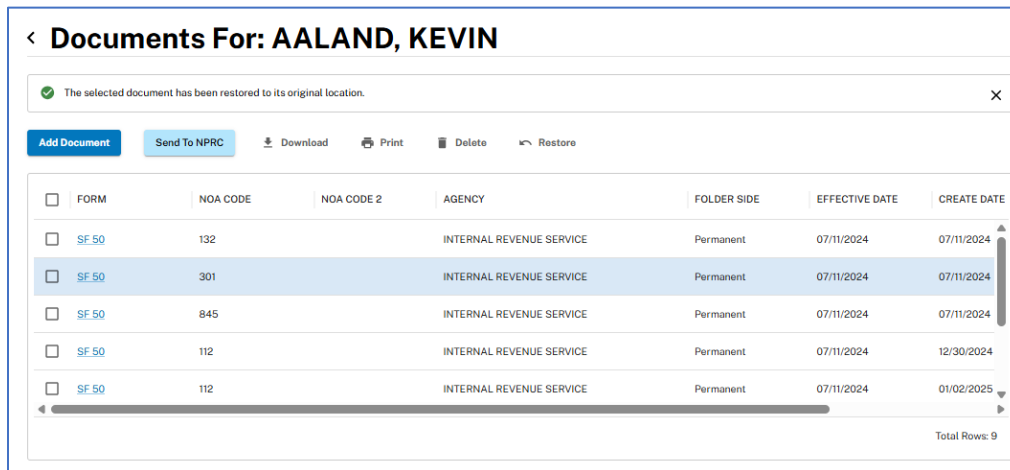
<input type="checkbox"/>	FORM	NOA CODE	NOA CODE 2	AGENCY	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
<input type="checkbox"/>	SF 50	100	108	INTERNAL REVENUE SERVICE	Permanent	03/06/2025	03/06/2025
<input type="checkbox"/>	SF 50	301		INTERNAL REVENUE SERVICE	Permanent	07/11/2024	07/11/2024
<input type="checkbox"/>	SF 50	602		INTERNAL REVENUE SERVICE	Permanent	07/11/2024	07/11/2024
<input type="checkbox"/>	CSC 1170			INTERNAL REVENUE SERVICE	Permanent	11/06/2024	11/06/2024
<input type="checkbox"/>	CSC 617			INTERNAL REVENUE SERVICE	Permanent	12/30/2024	12/30/2024

Total Rows: 9

Restore a document

Documents that are deleted will be able to be restored for 120 days.

1. On the Employee Documents list, use the checkboxes to select one deleted document at a time and press the  **Restore** button above the documents list.
2. A confirmation message will display that the document has been restored to its original location in the employee folder.



Modify a document

This section will cover the user's ability to:

- Reindex a document
 - Insert pages into a document
 - Reorder the pages of a document
 - Replace a document
 - Delete pages of a document
 - Extract a document
- Note: This guide will walk through the steps for each action one by one but many of these actions can be done in the same Modify document session.

1. From the Employee Documents list, click the form number of the document you wish to modify.
2. A document preview of the selected form as well as the associated indexing information on the right displays.

Click the  **Modify** icon above the PDF preview to enter "Modify document" mode.

Reindex a document

1. In "Modify document" mode, the right panel will display the indexing fields.

SELECT PAGES INDEX


SSN


EFFECTIVE DATE

FORM

TYPE

FOLDER SIDE

NOA CODE 

NOA CODE 2 

RETENTION DATE (OPTIONAL)

COMMENT (OPTIONAL)

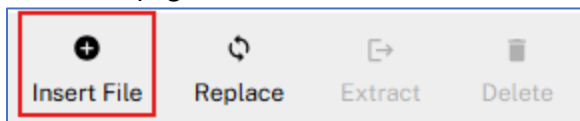
Save And Close

2. Make any changes to the indexing information then press Save And Close.
 - a. Note: The Type and Folder Side fields will autopopulate based on Form selected. These fields are determined by the MFL and cannot be edited.
 - b. **IMPORTANT NOTE:** Agency specific forms: Agency specific forms will migrate to the new system and be indexed with Folder side “iAPF”. These documents can be reindexed to any other form on the MFL but they CANNOT be reindexed back to the “iAPF” folder side.
3. You will be taken back to the Employee Documents list and a confirmation message will display.

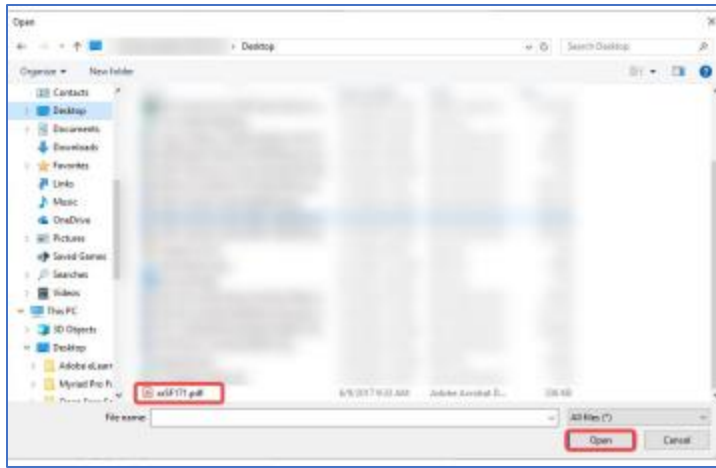


Insert pages into a document

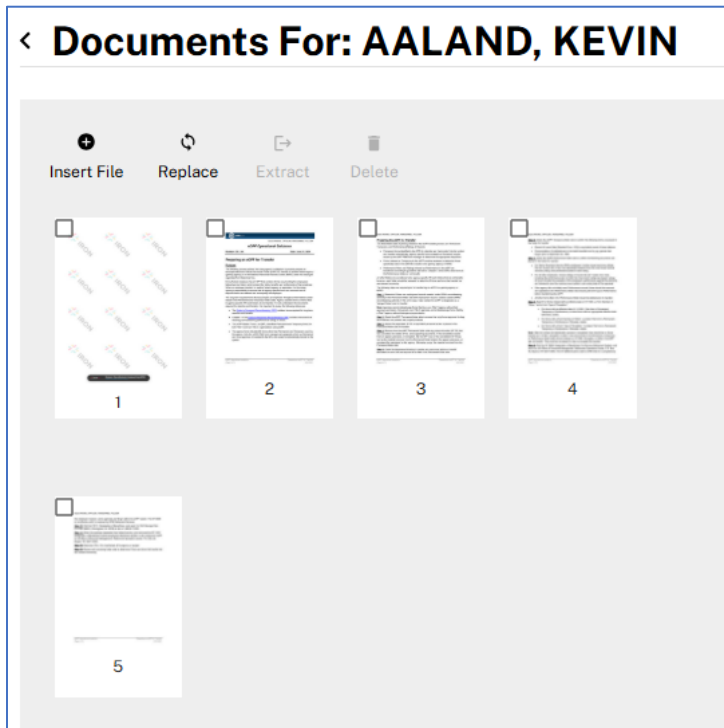
1. In “Modify document” mode, select the “Insert File” icon in the utilities above the PDF preview to insert additional pages into a document.



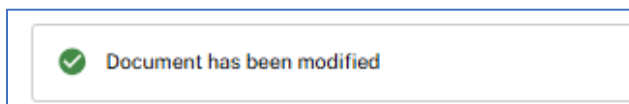
2. A dialog box will display; locate the PDF to insert on the secure local or network drive.



3. The pages of the inserted document will appear in the PDF preview.

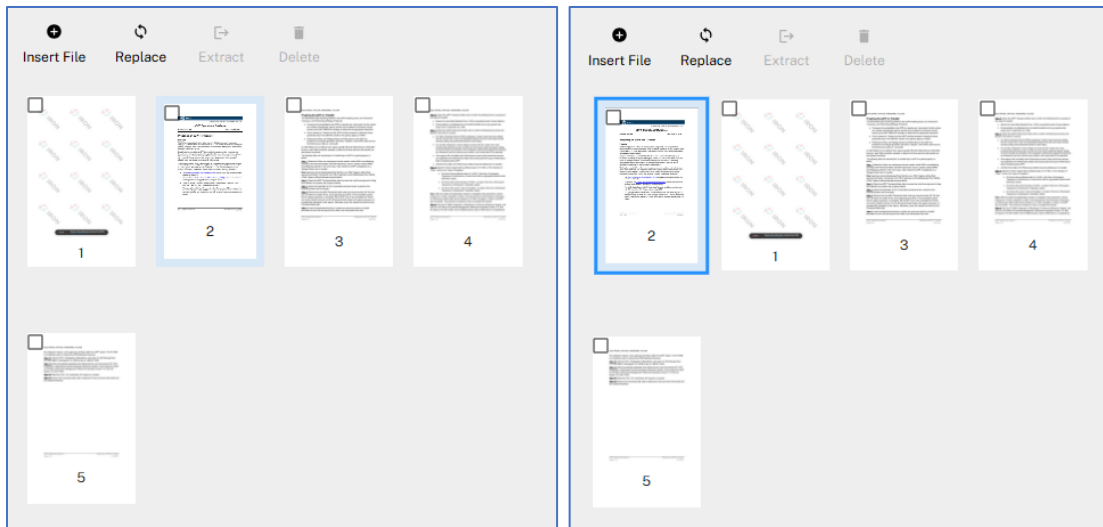


4. Continue adding pages as needed then press **Save And Close**.
5. You will be taken back to the Employee Documents list and a confirmation message will display.



Reorder the pages of a document

1. In “Modify document” mode, drag and drop pages to reorder them.

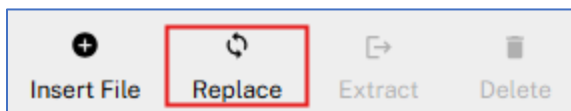


2. Continue reordering pages as needed then press **Save And Close**.
3. You will be taken back to the Employee Documents list and a confirmation message will display.

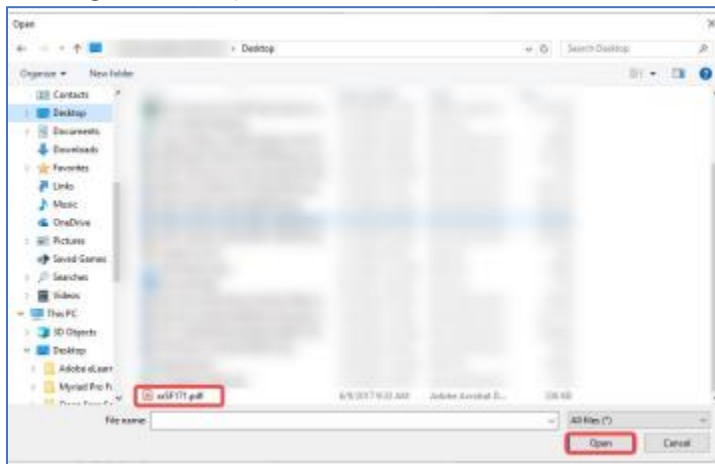


Replace a document

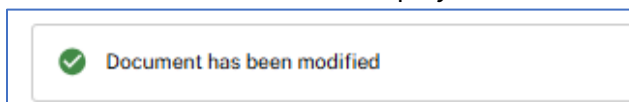
1. In “Modify document” mode, select the “Replace” icon in the utilities above the PDF preview to replace the entire document.



2. A dialog box displays. Locate the replacement PDF on the secure local or network drive.

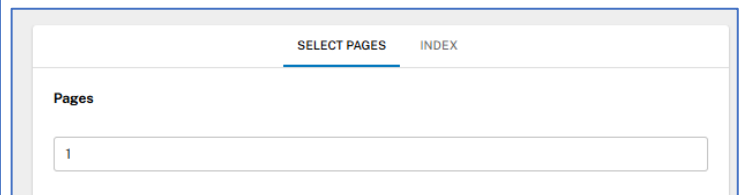
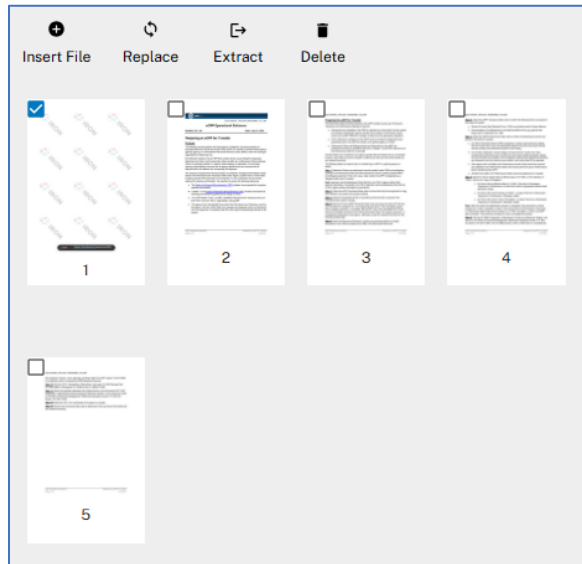



3. The pages of the replacement document will appear in the PDF preview.
4. Continue modifying the document as needed then press **Save And Close**.
5. You will be taken back to the Employee Documents list and a confirmation message will display.

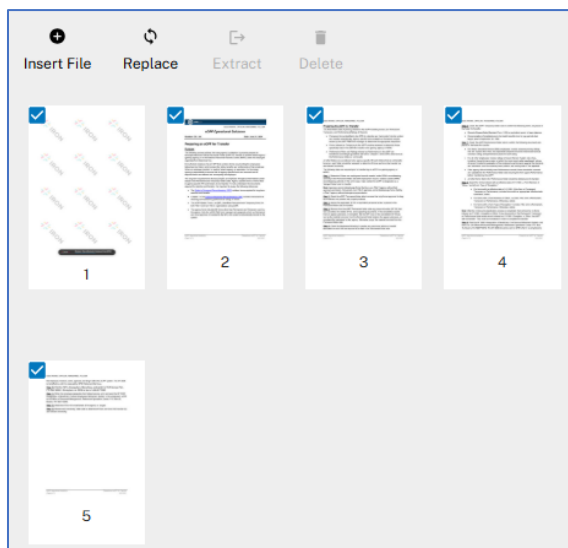


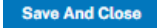
Delete pages of a document

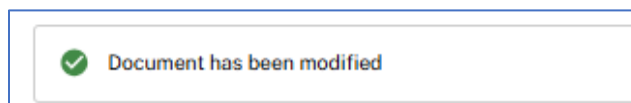
1. In “Modify document” mode, use the checkboxes to select the pages of the document you want to delete. The “Select pages” panel on the right will help keep track of the pages selected.



2. Click the  icon above the PDF preview to delete the selected pages.
 - a. Note: You must leave at least one page in the document. The system will disable the “Delete” button when all pages are selected.

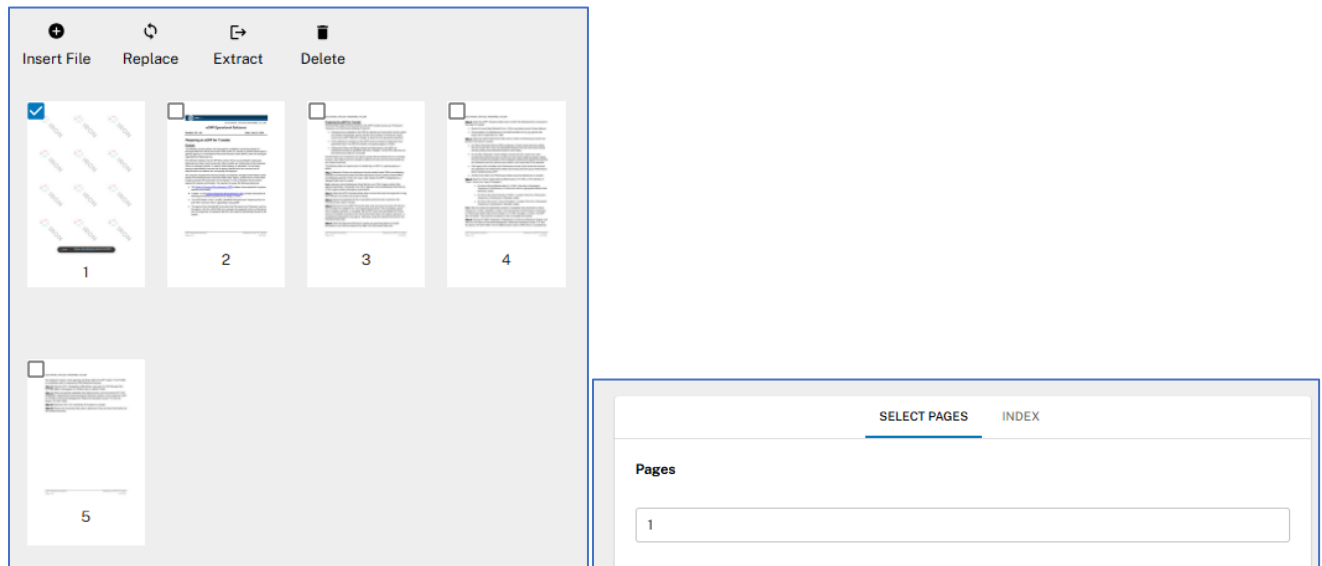



3. Continue modifying the document as needed then press .
4. You will be taken back to the Employee Documents list and a confirmation message will display.

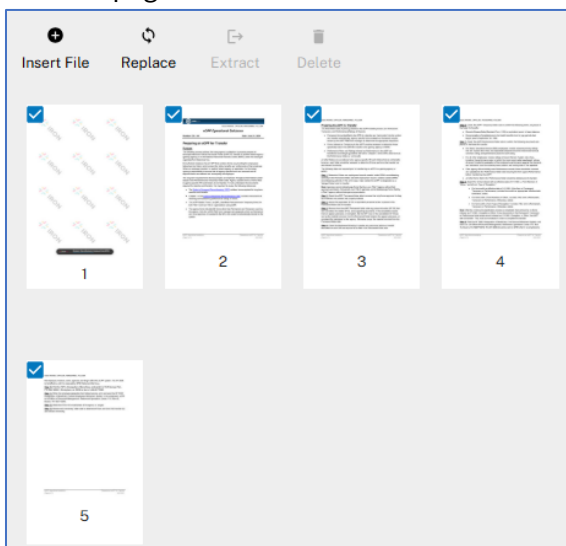


Extract a document

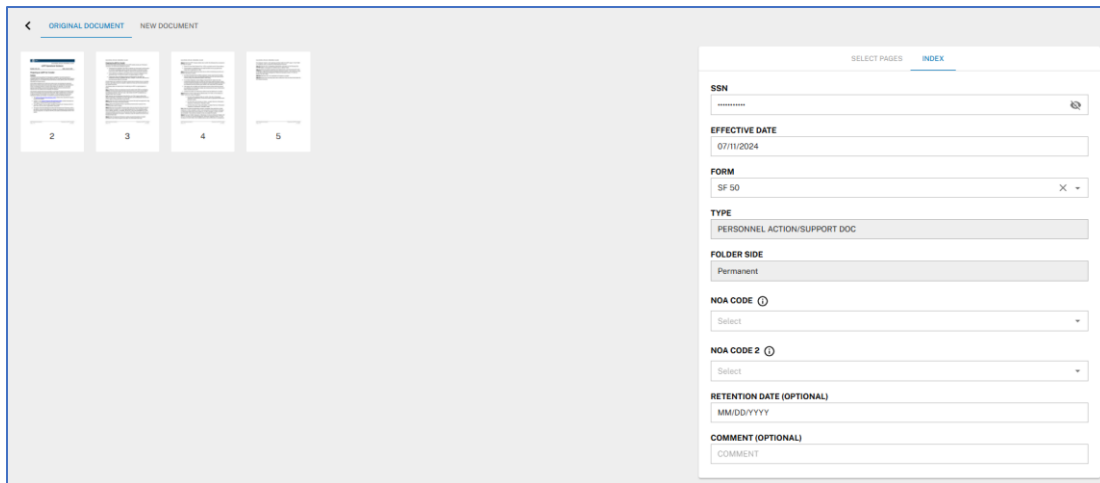
1. In “Modify document” mode, use the checkboxes to select the pages of the document you want to extract that may have been inadvertently merged into a single PDF file. The “Select pages” panel on the right will help keep track of the pages selected.



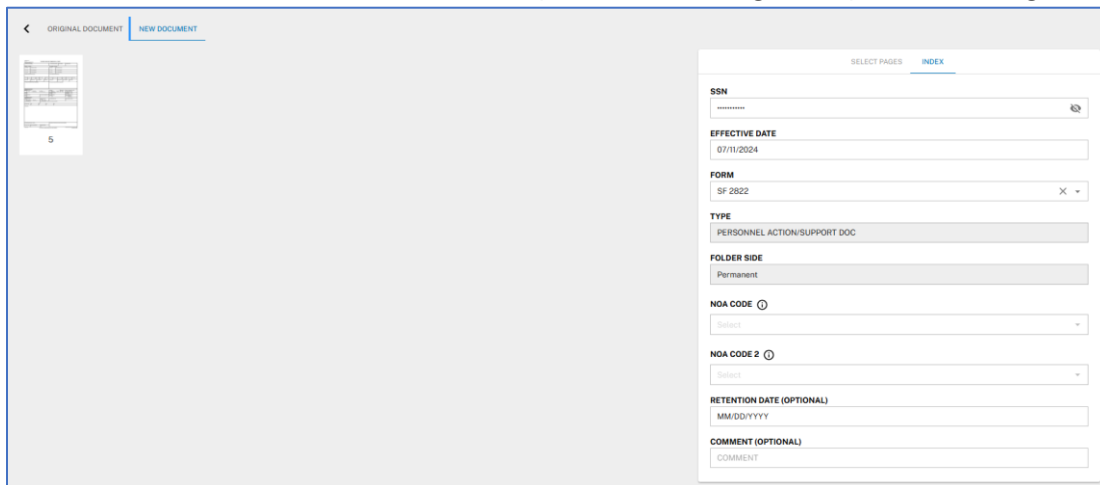
2. Click the  Extract icon above the PDF preview to begin extracting the selected pages.
 - a. Note: You must leave at least one page in the document. The system will disable the “Extract” button when all pages are selected.



3. The system will separate the original document and the new document into two separate tabs in the top left corner. On the “Original Document” tab, update the indexing in the panel on the right if need be.

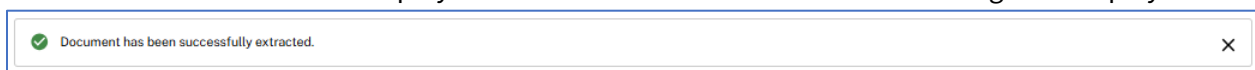


4. Then, select the “New Document” tab and update the indexing in the panel on the right if need be.



5. Once indexing of both documents is complete, press [Save](#).

6. You will be taken back to the Employee Documents list and a confirmation message will display.



Task management

Users assigned the HR Transfer role can access their work tasks from two locations- the Task summary and the Task page.

Task summary

The Task summary is found on the home page and houses a user’s open, immediate tasks. The requests that appear in this grid are based on the user’s POID access. It contains new incoming transfer requests and in progress transfer requests that the viewing HR specialist is currently working on.

Three types of “Task status” may show up in the Task summary.

- **New:** A brand new incoming transfer request that has not been picked up by any HR Specialist
- **In progress:** A transfer request that the viewing HR specialist has picked up but not yet completed

- **Review required:** A transfer request that the viewing HR specialist has picked up and has had a note added to it from the Losing Agency.

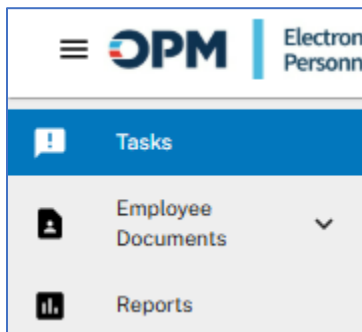
Task Summary

REQUEST #	LAST NAME	FIRST NAME, MI	AGENCY	REQ TYPE	TASK STATUS
122192	Doe	Jane L.	DOD-Gaining	Folder	NEW
24482	White	Alex	IHS-Gaining	Folder	NEW
388583	Taylor	Georgia	DOD-Gaining	Document	In progress
388583	Sanchez	Darby	ARMY-Losing	Folder	In progress
388583	Evans	Marshall	ARMY-Losing	Folder	In progress

[View all](#)

Task list

The Task list page allows a user to search for and view all their tasks. Access the Task list by selecting the “Tasks” page in the left navigation



The Task list is separated into 3 tabs:

- **Active:** This tab houses requests that require action from the viewing HR specialist. The requests that appear in this tab are the same as those that appear in the [Task summary](#).
- **Monitoring:** This tab houses requests that are pending action from another agency.
- **History:** This tab houses completed and denied requests.

Active Monitoring History

2 results returned of 2

REQUEST #	LAST NAME	FIRST NAME, MI	AGENCY SUBELEME...	POID	REQU...	ACTIVITY DATE	STATUS
30088	Cuthill	Corrine T.	VATA-Losing	1782	Folder	03/18/2025	In Progress
30087	Cuthill	Corrine T.	VATA-Losing	1782	Folder	03/18/2025	In Progress

Rows per page: 5 1-2 of 2 < >

Search the Task list

1. To search for a specific request or group of requests, enter the search criteria in any of the available search fields then press “Search”.

Tasks

Request Documents

Request #

SSN Employee ID

Last name First name

Agency Subelement
TR93

- The matching results will be returned in the Task list below in their respective tabs. Double click the request to view the request details.

Active Monitoring History

1 results returned of 1

REQUEST #	LAST NAME	FIRST NAME, MI	AGENCY SUBELEME...	POID	REQU...	ACTIVITY DATE	STATUS
30078	Cuthill	Corrine T.	VATA-Gaining	1782	Folder	02/24/2025	Completed

Rows per page: 5 1-1 of 1

Transfer

This section will cover requesting and responding to transfers between agencies and NPRC

Gaining agency requests an Agency transfer

- On the home page, select the "Request documents" button and select "Agency" from the dropdown to initiate an agency transfer request.

Request Documents

Agency

NPRC

- Enter the SSN of the employee you would like to request a transfer for then press "Search".

< **Select Employee To Request Transfer**

Search for employee to request transfer by searching the SSN.

SSN

- If the account exists, the employee's information will display. Review the accuracy of the information then press the "Select pick-up document" button.

< **Review and submit request**

Add optional notes before submitting the request.

Request Details

REQUESTER
Finn Franklin

REQUESTER'S POID ⓘ
0000

REQUEST TYPE
Folder

GAINING AGENCY
DOD

LOSING AGENCY
HHS


Employee Information

EMPLOYEE NAME
[Doe, Jane L](#)

EMPLOYEE SSN
***-**-1234 [show](#)

EMPLOYEE POID
0000

ATTACHMENTS

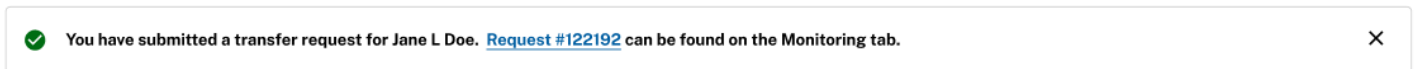
 SF50_JaneDoeL.pdf

Notes

Add optional notes for the viewing agency here

[Submit](#)

7. To submit the transfer request, press "Submit". A confirmation message will display, and the request will appear in the "Monitoring" tab of the task list. (See [Task list](#) for more information.)



Losing agency responds to an Agency transfer request

New incoming transfer requests can be found in two locations:

- The [Task Summary](#) on the home page
 - The "Active tab" on the [Task list](#)
1. Clicking on a row from the Task Summary or the Task list will take you to the request details page. It is organized in a way to provide HR specialists with the most important information they need to complete their work right upon viewing the request.
 - **Request details:** This section contains information about the employee to transfer
 - **Activity:** System generated messages on transfer progress and notes from the other HR specialist working on the request will appear here.
 - **Right-hand column:** This section contains time-based information and contact information about the Gaining agency and Losing agency HR specialists working on the request.

< **Request # 30088**

Transfer of Corrine T. Cuthill's folder

Start

Request Details

REQUEST TYPE	EMPLOYEE NAME	EMPLOYEE SSN	EMPLOYEE POID
Folder	Cuthill, Corrine T.	***-**-8850 Show	1782

Activity

ADD NOTE

MAUREEN VACCARELLO 03/18/2025 10:42 AM EST

Transfer request submitted by MAUREEN VACCARELLO

Please ensure SF1150 is in eOPF when transferring to gaining agency

ATTACHMENTS

SF 50_Cuthill, Corrine T..pdf

TASK STATUS
New

DATE REQUESTED
03/18/2025

DAYS SINCE RECEIVED
32 days

GAINING AGENCY
TR93

ASSIGNED TO POID ⓘ
2753

ASSIGNEE
 [MAUREEN VACCARELLO](#)

LOSING AGENCY
VATA

ASSIGNED TO POID ⓘ
1782

ASSIGNEE
Unassigned

- Review the information related to the request and begin processing the transfer request by pressing the “Start” button.
- On the next page, review the pick-up document for accuracy. If all the information is correct and you wish to proceed with the transfer, select the “Continue” button; if not, select the “Deny” button (See [Deny a transfer request](#) for more information)

< **Transfer For: Cuthill, Corrine T.**

Please verify that the employee information in the pick-up document is correct.

Continue
Deny

AGENCY	REQUEST TYPE	DATE REQUESTED
TR93	Folder	03/18/2025

pages 1 / 1 - 75% +

Standard Form 50
Rev. 2/2014
HR Supp. 289-23, Subch. 4
* Needs Action From HR/HRIS

NOTIFICATION OF PERSONNEL ACTION

FIRST ACTION		SECOND ACTION	
23. Category: 1. Legal Authority		24. Category: 2. Legal Authority	
31. Class: 32. Legal Authority		31. Class: 32. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number	
8. Per Rate: 9. Step: 10. Step or Level: 11. Step in Rate: 12. Total Salary		16. Per Rate: 17. Step: 18. Step or Level: 19. Step in Rate: 20. Total Salary	
13A. Base Pay 13B. Locality Adj. 13C. Adj. Base Pay 13D. Other Pay		21A. Base Pay 21B. Locality Adj. 21C. Adj. Base Pay 21D. Other Pay	
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization	

EMPLOYEE DATA

25. Veterans' Preference: 1. 10 Points/Preference 2. 5 Points 3. 15 Points/Comparable 4. 10 Points/Comparable/5%	24. Tourist: 1. None 2. Conditional 3. Permanent 4. Residence	25. Agency Use: YES NO	26. Veterans' Prof for R/F: YES NO
37. FEELT: 1. 10 Points/Preference 2. 5 Points 3. 15 Points/Comparable 4. 10 Points/Comparable/5%	38. Appointment Indicator: 1. None 2. Temporary 3. Permanent	39. Pay: 1. None 2. Temporary 3. Permanent	40. Pay Period: 1. None 2. Temporary 3. Permanent
30. Retirement Plan: 1. None 2. Service Comp. Date Exempt	32. Work Schedule: 1. None 2. Temporary 3. Permanent	33. Title: 1. None 2. Temporary 3. Permanent	34. Bargaining Unit Status: 1. None 2. Temporary 3. Permanent

POSITION DATA

34. Position: 1. Competitive Service 2. MFS General 3. MFS Career 4. MFS Career	35. FLSA Category: 1. General 2. Exempt 3. Non-exempt	36. Appropriation Code: 1. None 2. Temporary 3. Permanent	37. Bargaining Unit Status: 1. None 2. Temporary 3. Permanent
38. Duty Station Code	39. Duty Station ID#	40. County	41. State or Overseas Location

INDEX

SSN
369-10-8850

EFFECTIVE DATE
03/18/2025

FORM
SF 50

TYPE
PERSONNEL ACTION/SUPPORT DOC

NOA CODE
130

NOA CODE 2




COMMENT

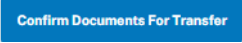

FOLDER SIDE
Permanent

RETENTION DATE



- Selecting “Continue” will bring you to the Folder review page. On this page, the HR specialist must ensure that the employee folder is complete and that all documents that will transfer are indexed correctly.

All forms that will transfer are automatically selected based on the Master Forms List (MFL). The “Ready to transfer” column in the document list will inform you of if the document is marked for transfer and if it contains any indexing errors. See below for a breakdown of the icons you will see in the “Ready to transfer” column:

- : This indicates that the document is marked for transfer and is ready to transfer.
- : This indicates that the document is marked for transfer but contains an indexing error and will need to be reindexed. (See [Reindexing documents with errors](#) for more information)
- : This indicates that the document is not marked for transfer and will be deleted at time of transfer.

- Once all documents are ready for transfer, press the  button.
- A list of only the documents that will transfer will display. Confirm the documents are correct then press  or go back to continue making edits.

< Documents Selected For Transfer

The following documents will be transferred. Documents are automatically selected for transfer and cannot be unselected.  


⚠ If you have any employee documents that should be transferred but are not identified, please follow these steps:

- Proceed with the transfer of the selected documents.
- Send the document(s) via email or mail to the Gaining Agency or NPRC, outside of the Employee Personnel Folder. Update the transfer request notes with details about the non-identified documents submitted.
- Contact your Account Manager to start the adjudication process for identifying the form(s) for transfer on the Master Forms List.

NAME	POID	AGENCY	FORM	NOA CODE	NOA CODE 2	SOURCE	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
Braune, Henry G.	4152	BUREAU OF ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES	<input checked="" type="checkbox"/>	SF 1126		National Personnel R...	Permanent	2025-04-18	2025-04-18

Note: this page also contains instructions on what to do if you think there are documents that should be transferred:

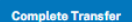

- Proceed with the transfer of the selected documents.
- Send the document(s) via email or mail to the Gaining Agency or NPRC, outside of eOPF. Update the transfer request notes with details about the non-identified documents submitted.
- Contact your Account Manager to start the adjudication process for identifying the form(s) for transfer on the Master Forms List.

- Read and agree to the two acknowledgements that appear on the screen then press .


< Complete Transfer

To complete this transfer, you must check the boxes and confirm the following:

- I have reviewed all employee folder documents for completeness and accuracy.
- I understand that all documents that are not auto-selected for transfer will be deleted. Deleted documents can be restored for 120 days by returning to the employee's folder.



 

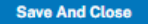
- A confirmation message will display, and the request will appear in the “History” tab of the task list. (See [Task list](#) for more information)




You have transferred Henry G. Braune's employee folder. [Request #30111](#) can be found on the History tab.

Reindexing documents with errors

1. To reindex a document with error, click the row containing the  icon. The document preview will appear below the list of documents.
2. The indexing panel will display an error and the indexing fields with errors will be marked with the  icon. Click the “Modify” button or the link in the indexing error to enter modify document mode.

3. Reindex the indexing fields with error then press  to return to the Review Folder page.

4. The document will now display  in the “Ready to transfer” column. Continue reindexing documents until all error icons are gone.

Denying a transfer request

1. Selecting “Deny” will redirect you to the Deny transfer request page to select a reason for denial of the transfer and to provide notes related to the denial. When done, press the “Deny” button.

< **Deny Transfer Request**

All fields are required unless marked optional.

Request Details

GAINING AGENCY
TR93

LOSING AGENCY
VATA

DATE REQUESTED
03/18/2025

Employee Information

EMPLOYEE NAME
Cuthill, Corrine T.

SSN
----8850 [Show](#)

EMPLOYEE POID
1782

REASON
Select

NOTES
Click to add note

[Deny](#)

- The pop-up modal below will display, giving you the option to confirm or cancel the action. After selecting “Confirm” you will be redirected to the Task list page.

Deny Transfer Request

The transfer request will be denied

[Confirm](#) [CANCEL](#)

- A confirmation message will display and the denied request will appear in the “History” tab of the Task list with “Status” set to “Denied”

✓ You have denied Corrine T. Cuthill's transfer request to TR93. [Request #30088](#) can be found on the History tab.

Active Monitoring History

5 results returned of 102

REQUEST #	LAST NAME	FIRST NAME, MI	AGENCY SUBELEME...	POID	REQU...	ACTIVITY DATE	STATUS
30088	Cuthill	Corrine T.	VATA-Losing/TR93-G...	1782-...	Folder	04/19/2025	Denied

Adding a note to a transfer request

During a transfer, you can add a note to the transfer request to communicate with the other agency involved in the transfer. Some examples of when it might be useful to add a note are:

- To check-in on the status of a transfer
- To ask questions or request any missing information about a transfer
- To indicate if another HR specialist will be working on a request

1. Open up any transfer request to view the request details.
2. In the “Activity” section, click into the “Add note” box and type your message to the other agency. Then press “Post”.

The screenshot shows a user interface for an 'Activity' section. At the top, the word 'Activity' is displayed. Below it, there is a section labeled 'ADD NOTE'. Inside this section, a text input field contains the text 'Checking in on the status of this transfer'. Below the input field, there are two buttons: a blue 'Post' button and a white 'Cancel' button with a blue border.

3. The note will be published in the Activity section. On the other agency’s side, this request will appear in their Task Summary or Active tab with the status “Review required”, alerting them to open the request details and read the note.

The screenshot shows the 'Activity' section after a note has been posted. The 'ADD NOTE' section is now empty. Below it, a light blue notification card is displayed. The card contains a blue dot, a timestamp '04/21/2025 13:17 PM EST', and the text 'Checking in on the status of this transfer.' To the right of the text is a vertical ellipsis menu icon.

What the other agency will see in their Task summary or Active tab:

20064	COLELLA	JOE T.	EDEP-Gaining	Folder	Review Required
-------	---------	--------	--------------	--------	-----------------

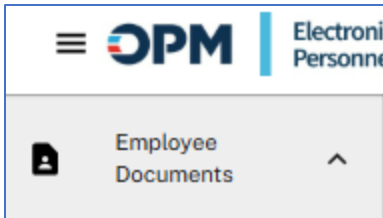
Late-arriving Documents (Reprocessing)

Late-arriving documents that come through the electronic data feeds (EDF) will be automatically uploaded to the employee’s folder and then forwarded to the Gaining Agency **IF** the document is indicated for transfer by the MFL.

- Note: If the document is not indicated for transfer by the MFL, it will remain in the folder for 120 days before it is purged.

For late-arriving documents that need to be manually uploaded, follow the steps below:

1. Navigate to the “Employee Documents” tab in the left-side navigation.



2. From the Employee Folder search, enter the employee information in any of the available search fields then press “Search”. It is recommended to search by SSN.

Employee Folder Search

Search federal employee information to find available employee folders.

SSN Employee ID

Last Name First Name

POID ORG CODE

3. The matching results will be returned in the grid below the search fields. Double click on the row to open up the employee’s folder.

Employee Folder Search

Search federal employee information to find available employee folders.

SSN Employee ID

Last Name First Name

POID ORG CODE

10 results returned of 15

LAST NAME	FIRST NAME, MI	SSN	SOURCE	POID	ORG CODE	ACTIVITY CODE	EMPLOYEE ID	FOLDER STATUS
ABULABAN	JENEE	***-**-6804	VATA	1782			TIM2147438324	ACTIVE
ALFEROS	PATTIE	***-**-8451	VATA	1782	VATA89905603	CHOLCOMB	TIM2147479959	INACTIVE
BATAYOLA	FRANKIE	***-**-6250	VATA	1782	VATA89905603	CHOLCOMB	TIM2147448192	ACTIVE
CUTHILL	CORRINE	***-**-8850	VATA	1782	VATA89905603	CHOLCOMB	TIM2147483481	ACTIVE
DOKTOR	ALETHA	***-**-7594	VATA	1782			TIM2147392108	ACTIVE

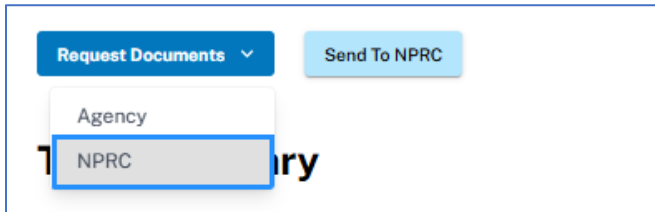
Note: A search for an employee outside of assigned access will result in a “No results found. Try a different search” message.

4. Follow the steps in the [Add a document](#) section of this guide to upload the document to the employee’s folder.
 - a. The document will automatically be forwarded to the Gaining Agency the following day **IF** the document is indicated for transfer by the MFL.
 - b. If the document is **NOT** indicated for transfer by the MFL, it will remain in the employee folder until it is purged either manually or automatically after 120 days.

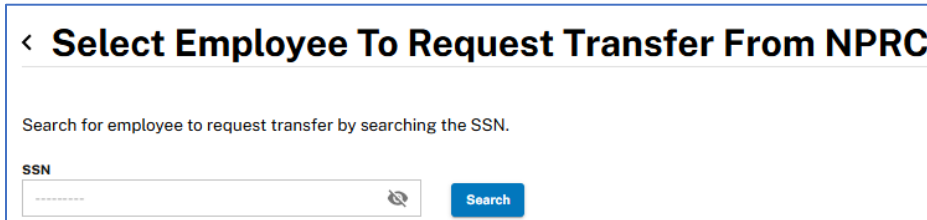
Gaining agency requests a transfer from NPRC

1. Download the SF-127 Form: <https://www.archives.gov/files/sf-127-202010503.pdf>

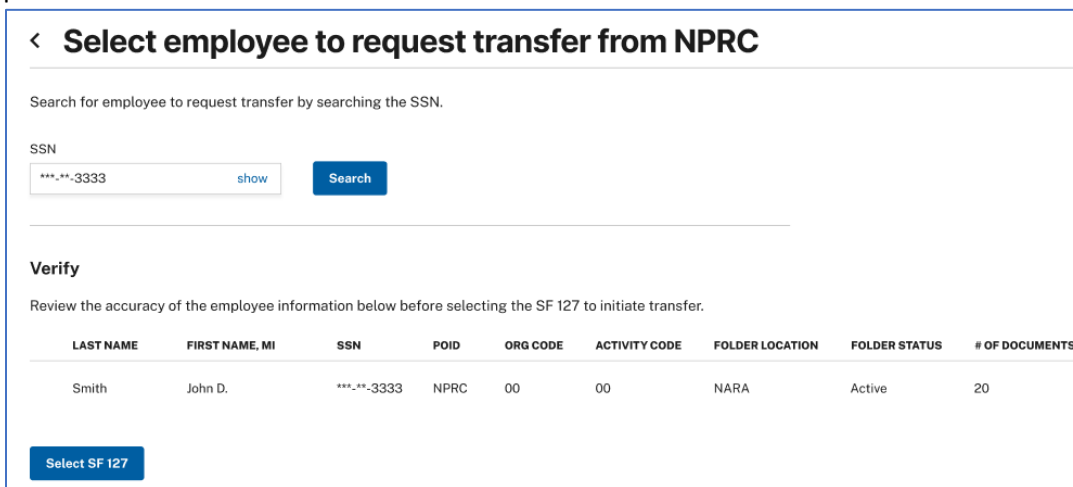
- Complete Section 1 and Section 3 of the SF-127 Form. Double check all entries for accuracy and completeness.
- Step 3: Upload the prepared SF-127 to the subject employee eOPF (index as SF-127).
- On the home page, select the “Request documents” button and select “NPRC” from the dropdown to initiate a transfer request from NPRC.



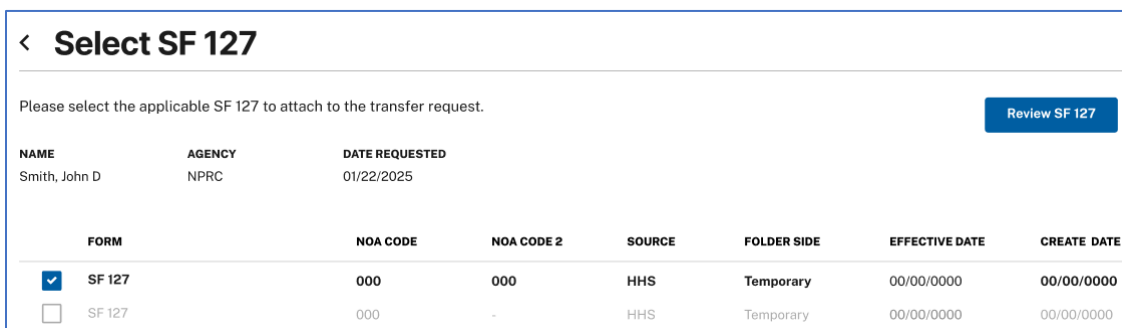
- Enter the SSN of the employee you would like to request a transfer for then press “Search”.



- If the folder exists at NPRC, the employee’s information will display. Review the accuracy of the information then press the “Select SF 127” button.



- Select the appropriate SF 127 to attach to the transfer request then press “Review SF 127”. Only one document can be selected.



- A preview of the selected SF 127 and the indexing will display. Review the accuracy of the form and indexing then press “Review transfer request”. To reselect a SF 127 document, press the “Back” button.

< Review SF 127

Review the accuracy of the information on the SF 127 before submitting the transfer request.

Page X of X

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(REPEATED FOR EMPLOYEES)

1. CURRENT NAME (Last, first, middle) _____

2. DATE OF BIRTH (mm/yyyy) _____

3. SOCIAL SECURITY NUMBER _____

SECTION I - TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NATIONAL PERSONNEL RECORDS CENTER
(Civilian Personnel Records)
1411 Boulder Boulevard
Vandalia, IL 62455-2903
Fax Number: (618) 935-3014

4. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO

5. REASON FOR REQUEST (Check appropriate box)

a. Currently employed. b. Temporary use. c. Pre-employment consideration. Will retain folder if hired.

7. Remarks _____

SECTION II - FOR USE BY RECORDS CENTER

a. Paper OFF Folder shipped. h. Folder was sent (Date) _____
To: _____

b. eOFF Folder transmitted.

c. eOFF Paper Copy shipped.

d. Paper / eOFF (Circle one or both) records restricted. Transcript of Service will be sent. Your Agency

e. Our search did not reveal a Paper OFF or eOFF record for the civilian. Federal employment claimed. I. Other details _____

f. Paper OFF Folder not located. For a former employee of your agency, we suggest a further search of your agency. If not enclosed, verify name, date of birth and social security number, and return request to NPRC together with the date folder was transferred to NPRC and relevant names, dates of birth, and social security numbers of other folders in same shipment.

g. Our search found evidence of a Paper OFF Folder that has not been received by this center. Suggest that you contact the local employing office.

DATE _____ INITIALS _____

SECTION III - TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

FULL NAME OF REQUESTING AGENCY (INCLUDE SUB AGENCY) _____ NAME OF REQUESTER _____ TELEPHONE NO. (include area code) _____

AGENCY RECORD GROUP _____ AGENCY CHARGE ACCOUNT _____

Enter complete address to which folder should be mailed, include ZIP Code.

STANDARD FORM 127 (01-11)
Prescribed by NARA, SF 478-103-100(2)

SSN: ***-**-3333 [show](#)

EFFECTIVE DATE: 06/20/2024

FORM: SF 127

TYPE: Personal Action/Support Doc

FOLDER SIDE: Temporary

NOA CODE: -

RETENTION DATE: -

COMMENT: -

[Review Transfer Request](#) [Back](#)

9. Before submitting the transfer request, review the request details to ensure all the information is correct.

- Provide additional details for the Losing Agency to view in the “Notes” box if applicable. This note will appear in the “Activity” section of the request details page.

< Review and submit request

Add optional notes before submitting the request.

Request Details

REQUESTER
Finn Franklin

REQUESTER'S POID ⓘ
0000

REQUEST TYPE
Folder

GAINING AGENCY
DOD

LOSING AGENCY
HHS


Employee Information

EMPLOYEE NAME
[Doe, Jane L](#)

EMPLOYEE SSN
***-**-1234 [show](#)

EMPLOYEE POID
0000

ATTACHMENTS

 SF50_JaneDoeL.pdf

Notes

Add optional notes for the viewing agency here

[Submit](#)

10. To submit the transfer request, press "Submit". A confirmation message will display, and the request will appear in the "Monitoring" tab of the task list. (See [Task list](#) for more information)

✓ You have submitted a transfer request for Jane L Doe. [Request #122192](#) can be found on the Monitoring tab. ✕

NPRC responds to a transfer request

New incoming transfer requests can be found in two locations:

1. The [Task Summary](#) on the home page
2. The "Active tab" on the [Task list](#)
3. Clicking on a row from the Task Summary or the Task list will take you to the request details page. It is organized in a way to provide HR specialists with the most important information they need to complete their work right upon viewing the request.
 - **Request details:** This section contains information about the employee to transfer
 - **Activity:** System generated messages on transfer progress and notes from the other HR specialist working on the request will appear here.
 - **Right-hand column:** This section contains time-based information and contact information about the Gaining agency and Losing agency HR specialists working on the request.

< Request # 30088

Transfer of Corrine T. Cuthill's folder

[Start](#)

Request Details

REQUEST TYPE	EMPLOYEE NAME	EMPLOYEE SSN	EMPLOYEE POID
Folder	Cuthill, Corrine T.	***-**-8850 Show	1782

Activity

ADD NOTE

MAUREEN VACCARELLO 03/18/2025 10:42 AM EST

Transfer request submitted by MAUREEN VACCARELLO

Please ensure SF1150 is in eOPF when transferring to gaining agency

ATTACHMENTS

SF 50_Cuthill, Corrine T..pdf

TASK STATUS

New

DATE REQUESTED

03/18/2025

DAYS SINCE RECEIVED

32 days

GAINING AGENCY

TR93

ASSIGNED TO POID

2753

ASSIGNEE

[MAUREEN VACCARELLO](#)

LOSING AGENCY

VATA


ASSIGNED TO POID

1782

ASSIGNEE

Unassigned

4. Review the information related to the request and begin processing the transfer request by pressing the "Start" button.

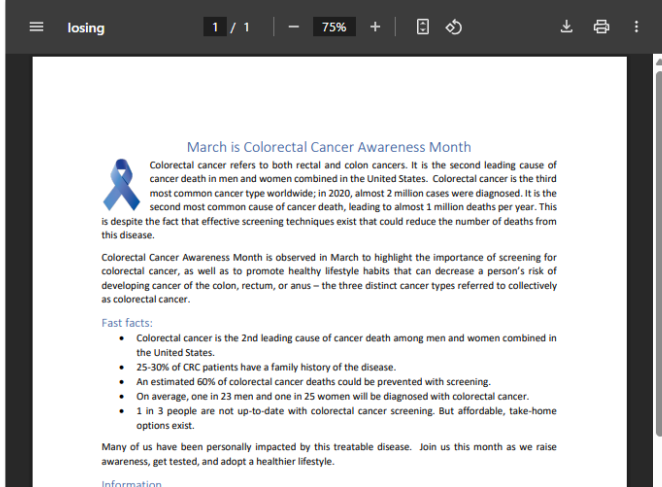
- On the next page, review the SF 127 for accuracy. If all the information is correct and you wish to proceed with the transfer, download the document using the  icon, complete Section II on the SF 127 outside of eOPF, then select the “Continue” button; if not, select the “Deny” button (See [Deny a transfer request](#) for more information)

< Transfer For: Transfer, Nancy

Please verify that the information in the SF 127 form is correct, download the document, and complete Section II.

Continue
Deny

AGENCY	REQUEST TYPE	DATE REQUESTED
OM00	Folder	03/26/2025



INDEX

SSN
213-24-2422

EFFECTIVE DATE
03/25/2025

FORM
SF 127

TYPE
EMPLOYEE

NOA CODE

NOA CODE 2

COMMENT

FOLDER SIDE
Permanent

RETENTION DATE

- Press the “Upload SF 127” and select the completed SF 127 from your computer directory.

< Upload SF 127

After completing Section II of the SF 127, upload the completed document.

Upload SF 127

- A preview of the selected SF 127 and the original indexing will display. Review the accuracy of the SF 127 then press the “Review employee folder” button at the bottom.

< Review SF 127

Review the accuracy of the information on the SF 127 form before continuing.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle): Scottenki, Henry L. L. 2. Social Security Number: 363-34-2572 3. Date of Birth: 08/16/1967 4. Effective Date: 09/27/2002

FIRST ACTION 5-A. Code: 355 5-B. Nature of Action: Termination-Exp of Appt 5-C. Code: 5-D. Legal Authority: 5-E. Code: 5-F. Legal Authority:

SECOND ACTION 6-A. Code: 6-B. Nature of Action: 6-C. Code: 6-D. Legal Authority: 6-E. Code: 6-F. Legal Authority:

7. FROM: Position Title and Number: OFFICE AUTOMATION CLERK PID:P99030 Position:0022636 15. TO: Position Title and Number:

8. Pay Plan: GS 9. Grade or Level: GS 10. Step or Rate: 1 11. Total Salary: \$20,210.00 12. Total Salary: PA 13. Pay Plan: 14. Pay Plan: 15. Occ. Code: 16. Grade or Level: 17. Step or Rate: 18. Total Salary/Award: 19. Total Salary/Award: 20. Pay Rate:

13. Basic Pay: \$18,000.00 13B. Locality Adj.: \$2,187.00 13C. Adj. Basic Pay: \$20,210.00 13D. Other Pay: 20A. Basic Pay: 20B. Locality Adj.: 20C. Adj. Basic Pay: 20D. Other Pay:

14. Name and Location of Position's Organization: Indian Health Service, Portland Area Office, 616 CW Admin & Mgmt, Div Of Fraud Mgmt 22. Name and Location of Position's Organization:

EMPLOYEE DATA

23. Veterans Preference: 1 - None, 2 - 5 Year, 3 - 10 Year, 4 - 15 Year, 5 - 20 Year, 6 - 30 Year, 7 - 35 Year, 8 - 40 Year, 9 - 45 Year, 10 - 50 Year, 11 - 55 Year, 12 - 60 Year, 13 - 65 Year, 14 - 70 Year, 15 - 75 Year, 16 - 80 Year, 17 - 85 Year, 18 - 90 Year, 19 - 95 Year, 20 - 100 Year, 21 - Other

24. Tenure: 1 - None, 2 - Conditional, 3 - Permanent, 4 - Indefinite 25. Agency Use: 26. Veterans Preference for RIF: YES/NO

27. FICA: 28. Annuity Indicator: 29. Pay Rate Determinant: 30. Regular Rate

31. Service Comp. Date (Leave): 32. Work Schedule: 33. Part-Time Hours Per Week: 34. Position Occupied: 35. FLSA Category: 36. Appropriation Code: 37. Bargaining Unit Status

38. Duty Station Code: 39. Duty Station (City - County - State or Overseas Location): PORTLAND Checkman OR USA 40. Agency Data: 41. 42. 43. 44. PAR Number:

45. Remarks: FORWARDING ADDRESS: 12852 SOUTH HWY 21, KELLER, WA 99140.

INDEX

SSN
213-24-2422

EFFECTIVE DATE
03/25/2025

FORM
SF 127

TYPE
EMPLOYEE

NOA CODE

NOA CODE 2

COMMENT

FOLDER SIDE
Permanent

RETENTION DATE

Review Employee Folder
Edit

8. A list of the documents that will transfer will display. Press Transfer or go back to make any edits to the SF 127.

< Documents selected for transfer to agency

The following documents will be transferred. Documents are automatically selected for transfer and cannot be unselected.

Transfer
Back

NAME	POID	AGENCY	FORM	NOA CODE	NOA CODE 2	SOURCE	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
Doe, Jane L.	1200	DOD	<input checked="" type="checkbox"/>	SF50 Notification of Personnel Action	002-Correction	571	HHS	Permanent	00/00/0000
			<input checked="" type="checkbox"/>	SF50 Notification of Personnel Action	893-WGI		HHS	Permanent	00/00/0000
			<input checked="" type="checkbox"/>	SF50 Notification of Personnel Action	894-GEN ADJ		HHS	Permanent	00/00/0000

9. A confirmation message will display, and the request will appear in the “History” tab of the task list. (See [Task list](#) for more information)

✔
You have transferred Henry G. Braune's employee folder. [Request #30111](#) can be found on the History tab.

Losing agency sends a folder to NPRC

1. On the home page, select the “Send to NPRC” button initiate a transfer to NPRC.



2. Enter the SSN of the employee you would like to transfer the folder of then press “Search”.

< **Select Employee To Transfer Documents To NPRC**

Select employee to transfer by searching the SSN.

SSN

.....  **Search**

- If the account and folder exist, the employee’s information will display. Review the accuracy of the information then press the “Review employee folder” button.

< **Select employee to transfer documents to NPRC**

Select employee to transfer by searching the SSN.

SSN

***-**-1234 show **Search**

Verify




Review the accuracy of the employee information below continuing with the transfer request

LAST NAME	FIRST NAME, MI	SSN	POID	ORG CODE	ACTIVITY CODE	FOLDER LOCATION	FOLDER STATUS	# OF DOCUMENTS
Doe	Jane L.	***-**-1234	1234	000000	111	HHS	Active	20

Review Employee Folder

- On the Review folder page, the HR specialist must ensure that the employee folder is complete and that all documents that will transfer are indexed correctly.

All forms that will transfer are automatically selected based on the Master Forms List (MFL). The “Ready to transfer” column in the document list will inform you of if the document is marked for transfer and if it contains any indexing errors. See below for a breakdown of the icons you will see in the “Ready to transfer” column:

- : This indicates that the document is marked for transfer and is ready to transfer.
- : This indicates that the document is marked for transfer but contains an indexing error and will need to be reindexed. (See [Reindexing documents with errors](#) for more information)
- : This indicates that the document is not marked for transfer and will be deleted at time of transfer.

- Once all documents are ready for transfer, press the **Confirm Documents For Transfer** button.
- A list of only the documents that will transfer will display. Confirm the documents are correct then press **Transfer** or go back to continue making edits.

< Documents Selected For Transfer

The following documents will be transferred. Documents are automatically selected for transfer and cannot be unselected.

[Transfer](#)
[Back](#)

▲ If you have any employee documents that should be transferred but are not identified, please follow these steps:

1. Proceed with the transfer of the selected documents.
2. Send the document(s) via email or mail to the Gaining Agency or NPRC, outside of the Employee Personnel Folder. Update the transfer request notes with details about the non-identified documents submitted.
3. Contact your Account Manager to start the adjudication process for identifying the form(s) for transfer on the Master Forms List.

NAME	POID	AGENCY
Braune, Henry G.	4152	BUREAU OF ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES

FORM	NOA CODE	NOA CODE 2	SOURCE	FOLDER SIDE	EFFECTIVE DATE	CREATE DATE
<input checked="" type="checkbox"/>	SF 1126		National Personnel R...	Permanent	2025-04-18	2025-04-18

7. Note: this page also contains instructions on what to do if you think there are documents that should be transferred:
8. Proceed with the transfer of the selected documents.
9. Send the document(s) via email or mail to the Gaining Agency or NPRC, outside of eOPF. Update the transfer request notes with details about the non-identified documents submitted.
10. Contact your Account Manager to start the adjudication process for identifying the form(s) for transfer on the Master Forms List.
11. Read and agree to the two acknowledgements that appear on the screen then press [Complete Transfer](#).

< Complete Transfer


To complete this transfer, you must check the boxes and confirm the following:

I have reviewed all employee folder documents for completeness and accuracy.

I understand that all documents that are not auto-selected for transfer will be deleted. Deleted documents can be restored for 120 days by returning to the employee's folder.

[Complete Transfer](#) [Return To Employee Folder](#)

12. A confirmation message will display, and the request will appear in the “History” tab of the task list. (See [Task list](#) for more information)

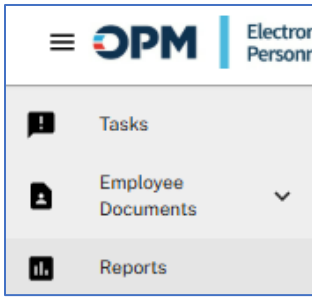
 You have transferred Henry G. Braune's employee folder. [Request #30111](#) can be found on the History tab.

Reports

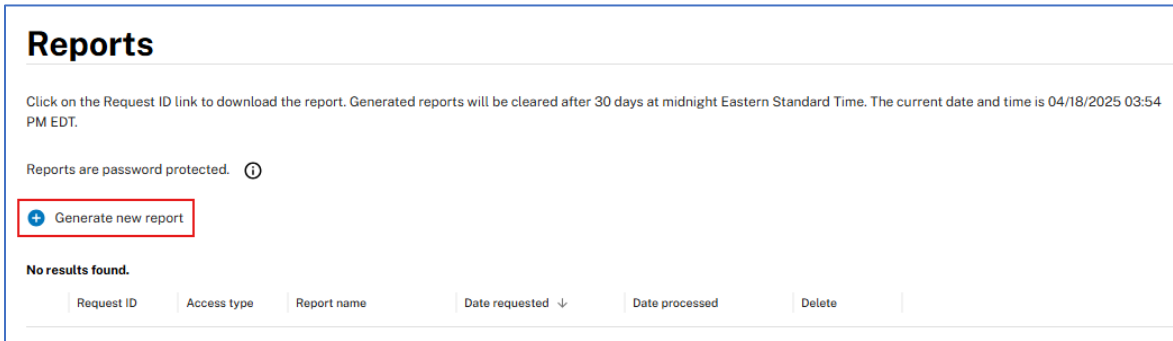
Users assigned the HR Transfer role will be able to run the following reports.

- **Transfer report:** This report is designed to show Transfer Activities in the eOPF system.
- **Deleted documents report:** This report is designed to show documents that have been deleted in the eOPF system.
- **Purged documents report:** This report is designed to show purged documents in the eOPF system.

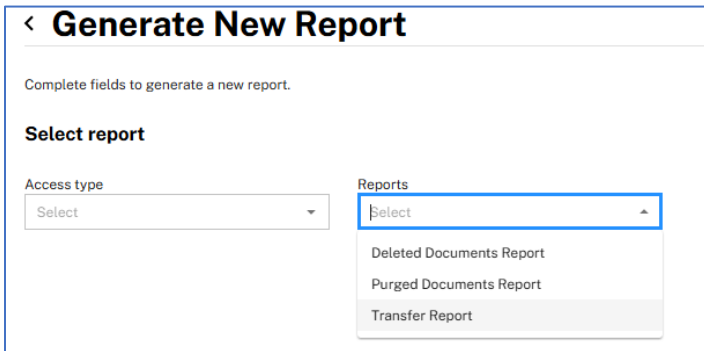
1. Navigate to the “Employee Documents” tab in the left-side navigation.



- The Reports page will display a grid of all pending and processed reports. The reports are cleared after 30 days at midnight EST. Click on the "Generate new report" button.



- Select an "Access type" and then a report from the "Reports" dropdown. Selecting a report will also automatically populate the "Access type"



- Selecting a report will populate the "Reports description" and the corresponding reports filters will display. Fill out the filters as needed then press **Generate Report**.

< Generate New Report

Complete fields to generate a new report.

Select report

Access type: Document Access X

Reports: Transfer Report X

Report description
This report is designed to show Transfer Activities in the eOPF system.

Apply Filters

POID: Select

Owner's SSN: [Redacted] [Refresh]

Date: From: MM/DD/YYYY

Date: To: MM/DD/YYYY

Transfer Activity: Select

- You will be taken back to the Reports page and a confirmation message will display. Reports that are not ready to be downloaded will display “Pending” in the “Date processed” column.

Reports

✓ The report has been requested successfully X

Click on the Request ID link to download the report. Generated reports will be cleared after 30 days at midnight Eastern Standard Time. The current date and time is 04/18/2025 04:02 PM EDT.

Reports are password protected. ⓘ

[+ Generate new report](#)

1 results returned of 1

Request ID	Access type	Report name	Date requested ↓	Date processed	Delete
10054	Document Acc...	Transfer Report	04/18/2025 04:02 PM EDT	Pending	X

Rows per page: 5 1-1 of 1 < >

- Refresh the page using the Refresh button in your browser to update the reports grid. When the report is done processing, click on the Request ID link to initiate the download.

Request ID	Access type	Report name	Date requested ↓	Date processed	Delete
10054	Document Acc...	Transfer Report	04/18/2025 04:02 PM EDT	04/18/2025 04:02 PM EDT	⊖

- When opening the downloaded file, you will be prompted to enter a password.
Note: The password is a combination of the requesting user’s birth year and the Request ID. For example: 1980100

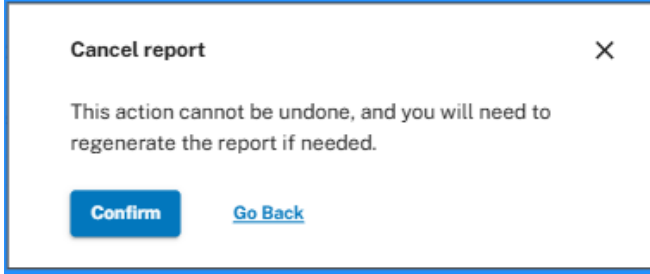
Password required

This document is password protected. Please enter a password.

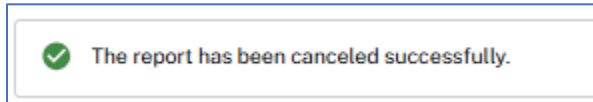
[Submit](#)

Canceling a report

1. If a pending report is no longer needed, click the ✕ icon to cancel the report.
2. The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to regenerate the report if needed.

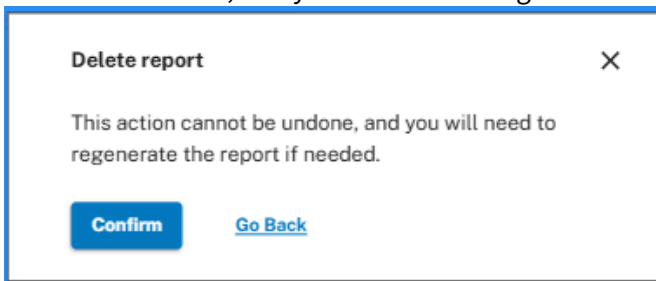


3. One confirmed, a confirmation message will display, and the report will be removed from the grid.

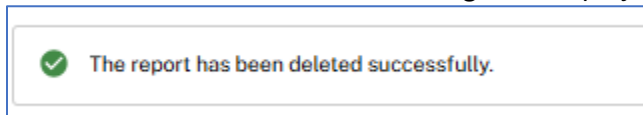


Deleting a report

1. If a report is no longer needed, click the ⊖ icon to delete the report.
2. The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to regenerate the report if needed.

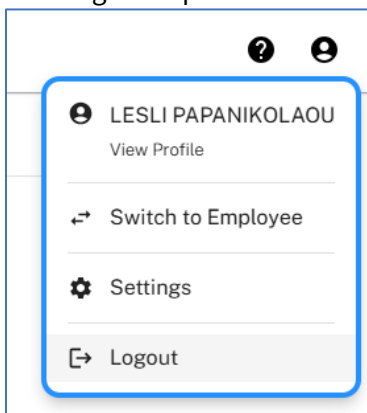


3. One confirmed, a confirmation message will display, and the report will be removed from the grid.



Logout

1. When you are ready to log out of the system, select the profile icon in the top-right corner of the screen and select the "Logout" option.




2. The system will return to the login screen, confirming logout.

OPM Electronic Official Personnel Folder

PIV or CAC

All employees assigned a PIV or CAC should log in using their PIV or CAC. Please make sure your card is inserted into the reader.



[LOG IN WITH PIV OR CAC](#)

OR

LOGIN.GOV

Employees without PIV cards will use [LinkSign](#) to log in.

[LOG IN WITH LOGIN.GOV](#)

Microsoft Entra ID

If your agency is a trusted partner of covered systems, use [Entra ID](#) to log in.

[LOG IN WITH ENTRA ID](#)