
Electronic Official Personnel Folder

Form Adjudication Worksheet v1 dtd 07-21-2025

Purpose

The electronic Official Personnel Folder (eOPF) Program Management Office (PMO) is standardizing and improving the process for requesting and approving forms for filing in eOPF. The goal is to ensure that only records authorized to be filed in the eOPF as temporary, or permanent records are allowed into the OPM eOPF system.

NOTE: OPM established the eOPF system to electronically house an employee's Official Personnel Folder (OPF). The OPF consists of the Permanent and Temporary records according to the 1) Guide to Personnel Recordkeeping (GPR) or 2) (Merged/Foreign Service Folder only) applicable Recordkeeping System of Record Notice and Records Schedule.

To maximize efficiency, before submitting a form adjudication request to OPM eOPF PMO, agencies should conduct agency level forms adjudication procedures to determine if the documentation in question is authorized for eOPF as a temporary or permanent record.

The adjudication of forms requires the completion of the forms submission information table found on the following pages.

Instructions

Complete pages 2-3 below. Indicate if your request is to add, remove, or change a form or folder.

When adding a form, gather the form sample (PDF format with all PII redacted), any instruction pages and applicable process guidance.

NOTE: The eOPF PMO *requires* a form sample to properly adjudicate the form and will return any requests submitted without samples.

Only the agency eOPF POC may submit a request for forms adjudication via email to the eOPF Help Desk, eopfhelpdesk@eopf.opm.gov. Attach the form sample and supporting documents to the email.

Once approved, the form is added to the eOPF system, and the agency will be notified.

If you have any questions about this process, please submit a request for guidance and/or assistance to the eOPF Help Desk, eopfhelpdesk@eopf.opm.gov.

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Form Adjudication Information

Complete the description column below.

Item	Description
Add, Remove or Change a Form	
Form Number and OMB Number (40 character maximum)	
Form Description (250 character maximum)	
Form Type (Please choose from Benefits, Employee, Investigations/Security Clearance, Performance, Personnel Action/Support Doc, or Position)	
eOPF Folder in which the form is filed - Permanent, Temporary or Performance	
Authority for using the form (reference the GPR, GPPA, or other federal government regulation or OMB approval)	
Form is authorized for transfer or is not authorized for transfer.	
Agency Level Form Owner or Agency Forms Manager	Name: Phone Number: Email: Mailing Address:

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Item	Description
Agency Records Manager (Optional)	Name: Phone Number: Email: Mailing Address:
Agency Contact	Name: Phone Number: Email: Mailing Address:
Submit redacted form sample (required), form instruction page, and process guidance (if applicable)	
PMO Office Representative	Name: Phone Number: Email: Mailing Address: