

Provider Intake Form

eOPF Employee Data Feed (EDF) External API — Access Request

Version 1.2 — September 2026

Return to: eOPFOperations@opm.gov

Contains no secrets

Complete this form and return it to the **OPM eOPF integration team** (eOPFOperations@opm.gov) to begin provisioning access to the eOPF Employee Data Feed (EDF) external API. Fields marked **(required)** must be filled in before provisioning can start. This form contains no secrets — credentials are issued separately through a secure channel after approval.

1. Provider system

Field	Your answer
System / application name (required) e.g. USA Staffing	
Short code used in naming (required) e.g. <code>USAS</code> , <code>USAP</code>	
Owning agency / program office (required)	
Purpose / use case summary	

2. Environment(s) requested

Check all that apply. Providers integrate and validate in TST first, promote to UAT for sign-off, and receive production access after UAT sign-off.

- ☐ TST **(start here)**
- ☐ UAT
- ☐ PRD (requires prior UAT sign-off)

3. Tier & app registration naming

Most existing eOPF data-feed providers **reuse their current eOPF Entra ID app registration** (typically named `SP-EOPF-<SYSTEM>-<TIER>-IDF`): OPM grants it EDF access and issues an EDF APIM subscription - no new registration is needed. A new registration is created only for net-new providers, or where governance requires per-API identities; OPM confirms naming at provisioning. `TIER` = `NP` (one registration shared across all non-production environments) or `P` for production.

Field	Your answer
Existing eOPF app registration to reuse (name and/or client ID) e.g. <code>SP-EOPF-USAS-NP-IDF</code> - the normal path for current providers	
No existing registration? System short code for a new one	

4. Authorized subagencies (required)

Enter the required 4-character `AgencyCode` used in each record, then list every 4-character subagency code your system will submit employee records for as `AgencySubAgencyCode`. Both values are validated on every submission, and the list is recorded to provision your system's per-subagency authorizations.

AgencyCode (required)	Your answer
Agency code sent in each record	

Authorized `AgencySubAgencyCode` values:

#	Subagency code	Description (optional)
1		
2		
3		
4		
5		
6		

Attach an additional sheet if you need more rows.

5. Roles requested

Role	Needed?	Notes
Standard submit (saveEmployee)	Yes (default)	Create/update employee records. Providers receive <code>EDF.Write</code> (and <code>EDF.Read</code> where applicable); <code>EDF.OPS</code> and diagnostic access are OPM-internal.

6. Technical contacts (required)

Role	Name	Email	Phone
Primary technical contact			
Secondary technical contact			
Security / secrets custodian			

7. Secrets delivery

How should OPM deliver your **client secret** and **APIM subscription keys**?

- ☐ Shared Key Vault — vault name/URI: _____
- ☐ Secure secrets manager / one-time-secret link
- ☐ Other (describe): _____

Secrets are **never** sent over plain email.

8. Source IP addresses for allow-listing (required)

List the **public** IPv4 addresses or CIDR ranges your system will call the API from — the egress addresses OPM sees (NAT gateway, firewall, or outbound proxy), not internal RFC 1918 addresses. These are recorded so OPM can allow-list your system at the network layer; traffic from an address that is not on the list can be blocked. Keep ranges as narrow as possible (/32 per host where you can), and list non-production and production separately — they use different allow-lists.

Environment	Public IPv4 address / CIDR	Source (NAT gateway, proxy, data center, cloud region)
Non-production (TST/UAT)		
Non-production (TST/UAT)		
Non-production (TST/UAT)		
Production (PRD)		
Production (PRD)		
Production (PRD)		

Attach an additional sheet if you need more rows.

Field	Your answer
IPv6 addresses / prefixes (if your egress is IPv6)	
Cloud-hosted egress — provider, region, and service tag (if any) e.g. Azure East US NAT gateway, AWS us-east-1 NAT	

Egress addresses change when your hosting does. Email **eOPFOperations@opm.gov** as far in advance as you can before addresses change or are added — allow-list updates are change-controlled, and calls from an unlisted address can fail until the update is deployed.

9. Expected volume (optional, helps sizing)

Field	Your answer
Estimated employee records per day	
Peak burst rate (records/minute)	

What happens next: once received and approved, OPM provisions your Entra app registration, provider authorization, and APIM subscription (primary + secondary keys), then delivers credentials through your selected secure channel. Verify connectivity with `GET /v1/Auth/me` through the gateway — a `200` with your identity JSON confirms your credentials end to end.