
Electronic Official Personnel Folder

eOPF Participation Options

This document describes the available participation models for agencies using the Electronic Official Personnel Folder (eOPF) system.

Option 1 – Full eOPF Participation

- Agency codes are configured in accordance with OPM data standards, and the agency is established as its own tenant in the OPM eOPF system.
- **Employee Data Feed (EDF)** service creates employee accounts and personnel folders through automated data transmissions from agency data providers.
- HR personnel receive role-based access to manage agency personnel folders.
- Agency is listed as an official eOPF participating agency.
- **Forms Data Feed (FDF)** supports SF-50s, benefits forms, and other personnel actions.
- Optional **Index Data Feed (IDF)** integration supports third-party systems such as EOD, performance management, and scanning vendors.
- Personnel records are maintained in accordance with OPM Governmentwide Personnel Recordkeeping requirements.
- Agency can send and receive electronic folders with NPRC and other participating agencies when authorized.
- Records are fully available to former employees through the OPM Document Request Service (DRS).

Option 2 – eOPF Participation Without Record Transfer

- Includes all capabilities of Full eOPF Participation except agencies will not be authorized to use the eOPF folder transfer function.
- Personnel records remain in agency eOPF custody, not allowed to request or transfer electronically to NPRC or other agencies through the OPM eOPF system.
- Agency continues its own authorized recordkeeping and transcript-of-service processes.
- Separated or retired employee records are retained or transferred under separate agreements with the National Personnel Records Center (NPRC) outside the OPM eOPF system.
- DRS (If agency maintains personnel documents in eOPF, then documents will be available through DRS).

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Option 3 – Data Feed Only (OPM Online Retirement Application Support-ORA)

- Agency uses eOPF solely as a secure data conduit for employee and personnel action data.
- Data is transmitted to support the OPM-ORA.
- Agency is not considered an eOPF participant and does not receive an eOPF tenant space within the eOPF application.
- Agency employees and HR personnel do not access eOPF application.
- No front-end record management capabilities are provided.
- Agency continues to maintain personnel records in its existing system of record.
- * DRS support – FDF Service only- Discussion with agency on data offering.

Summary Comparison

Capability	Full	Partial	Data Only
eOPF tenant	Yes	Yes	No
HR access	Yes	Yes	No
Personnel records in eOPF	Yes	Yes	No
Folder transfer	Yes	No	No
ORA support	Yes	Yes	Yes
DRS	Yes	Yes	Yes*