



e-opf:

Access to your Career is Just a Click Away

When was the last time you looked at your personnel folder? What happens with all that paperwork you complete? Where does your personnel information about health, life, and retirement plans go when you move to a different position? More importantly, why should you care?

As Your Employer of Choice, the Service wants you to control your personnel paperwork. That's why we are working with the Office of Personnel Management (OPM) to improve the management of human capital (a bureaucratic term for YOU!)

The Electronic Official Personnel Folder (e-OPF) will eventually replace the old and outdated paper-based Official Personnel Folder (OPF) by providing Service employees with an electronic folder containing their personnel records. We are currently collaborating with the Department of the Interior (DOI) and the National Business Center (NBC) to implement e-OPF.

So, you may be asking yourself, "So what? "What's in it for me?"

The e-OPF improves the Service's ability to provide our employees with many personnel-related services:

Access – If you are a Service employee who is not co-located with the human resources office (and most of us aren't) that maintains your paper based OPF, you have little or no access to the documents in your folder. In many cases you may never review the content of your folder until you retire. e-OPF provides you with access at any time (24 hours a day!) through a secure Internet connection.

Security/Continuity of Operations – The current paper based folder is a "single point of failure." A folder can be lost.

A fire or natural disaster can destroy hundreds or thousands of folders. There is no back up. As an electronic database, e-OPF allows your documentation to be backed up and securely stored at a remote site. Your employment record can be restored if a disaster occurs. This is especially important in times of greatest needs when the unexpected occurs.

Efficiency of Operations – The current system requires documents such as a "Notification of Personnel Action" to be printed. One copy gets filed and one copy is mailed to you. For example, the annual pay adjustment for the Service in January produces approximately 9,000 documents that must be individually filed. Obviously this process requires significant resources and as a manual process there are many opportunities for mistakes. When e-OPF is implemented, data will be automatically filed in your electronic folder. Rather than get a copy of the document in the mail, you will get an email notification that a document has been added to your folder. You can then go online to review the document, make sure the information is accurate, and, if desired, print a copy.

Responsiveness – You, your supervisor, or your human resources officer may be asked questions about salary or employment verification, and the response time for answers may depend upon having access to your OPF. Delays can occur when your paper based folder has to be retrieved. Information in e-OPF will be available at any time to authorized human resources staff. Additionally,

if you are in a position that requires a background investigation, investigators can receive short-term access to your electronic folder, allowing checks and security clearances to be done much more quickly.

Data Security – Access to your records will be limited to you and designated personnel in your human resources office. Access is controlled by userid and password. The userid is assigned by the system and should be kept private. Passwords will initially be emailed or hard copy mailed to you. Your password can then be changed. You will not however, be able to enter or change information in your e-OPF. But, the e-OPF application will automatically keep a record of all instances where your folder is accessed. This auto-auditor not only keeps a record of the user's identity but also date stamps when the user accessed your personnel folder.

Information on e-OPF can be found on the OPM web site, <http://www.opm.gov/egov/ehri/overview.asp>.

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