

Personnel Employee Bulletin

November 10, 2008

Preparing for the Migration to the Office of Personnel Management (OPM) Electronic Official Personnel Folder (EOPF)

The DLA Human Resources Center (DHRC) is preparing to migrate the DLA EOPF to the OPM version of the EOPF. The change won't be major in terms of the look and feel of the system, but it's an important move, aligning us with the official version that is being adopted Government wide. But there is one significant change involving the initial log in identifier and password, and to help you prepare, we ask that you review and act on the following information.

The OPM EOPF does not use Social Security Number as the User ID. As part of the migration process each employee will receive a new and unique User ID. In order to obtain your new unique User ID, you will need to have your current User ID (SSN) and your current password. If you are unsure of your current EOPF password, please log into the EOPF prior to December 1, 2008 to ensure you have the correct password. The DLA EOPF may be accessed at: <https://www.eopf.hr.dla.mil/eopf/splash.aspx>

If you have forgotten your EOPF password, logging in before December 1, 2008 will allow you to obtain it. After you click "Accept" on the system information page and are on the log in screen, click on the "Forgot Your Password?" link located below the "Submit" button. Then, enter your User ID (SSN) and click the "Reset Password" button. If you have a valid email address in the system, your password will be emailed to you. If you do not have a valid email address, the password will be sent to you via mail to your home address of record. Once you have received your password, please log into the system and update your email address so you can receive your password more quickly in the future.

In the near future, we will send out more information regarding the OPM EOPF and the changes we will see. DLA originated the EOPF and has been a leader in the deployment of the system. Aligning with the OPM version is an important next step that will ensure our serviced employees receive the latest advancements in Federal EOPF technology.

If you do not receive your password or you need additional assistance with this process, please contact us at: eopf@dlamail.mil .

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>.