

Personnel Employee Bulletin

November 20, 2008

SPECIAL EDITION

Office of Personnel Management (OPM) Version of the Electronic Official Personnel Folder (EOPF)

In December 2008, the DLA Human Resources Center (DHRC) will be partnering with the OPM to begin use of the OPM version of the EOPF. It is an important move, aligning us with the official Federal version that is being adopted by an increasing number of Government agencies. This ensures that our serviced employees have the latest features and a system that directly aligns with evolving Federal personnel documentation standards. Because DLA originally developed the EOPF and OPM is using a related version today, the look and feel of the OPM system is similar. However, there are important differences and we ask that you review the information below.

- From December 1 through December 14, the existing DLA EOPF will be available to use, however, no new documents will be added. All documents created during this time will be available in the OPM EOPF version on December 15, 2008.
- The OPM version 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 the new ID, you must have your current DLA EOPF User ID (SSN) and your current DLA EOPF password. If you are unsure of your current DLA EOPF password, please follow the instructions available [here](#) to obtain it. Detailed information on the account migration process is available [here](#) for your review.
- As stated above, the two versions are very similar and users familiar with the operation of the current EOPF will be able to navigate in the OPM version. However there are a few key differences related to menus and the opening of documents. Detailed information on the OPM EOPF is available to view [here](#).
- If you forget your EOPF ID and/or password, the OPM EOPF will allow you to obtain that information on-line after the initial User ID migration. Information on the "Forgot EOPF ID" and/or password process is available for you to review [here](#).

We appreciate your cooperation and patience as the DHRC takes this important step. If you have questions, please contact our EOPF administrator at eopf@dla.mil.

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin will be published on the first Wednesday of each month.