

## eOPF Frequently Asked Questions

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### **What is an eOPF?**

The Official Personnel Folder, or OPF, documents the employment history of individuals employed by the federal government. An OPF is established and maintained for each Postal Service employee regardless of appointment type or duration. Official Personnel Folders for active employees were converted from paper to electronic Official Personnel Folders (eOPFs) in 2008, and the eOPF became the official record. You can easily access, view and/or print documents from your eOPF from your home computer.

### **Is my eOPF Secure?**

Yes! Your eOPF can only be accessed by a limited number of Postal professionals who have a business need for your eOPF information (for example, HR Specialists in the Human Resources Shared Services Center who process service credit paperwork, benefits-related transactions, and selections and placements for postal positions). Your eOPF is encrypted over communication lines and stored in a secure enclave, which means it is safe and only visible on your computer and the workstations of authorized employees.

### **Who has access to my eOPF?**

Your eOPF can only be accessed by you (from LiteBlue with your Employee Identification Number and Personal Identity Number), and by Postal professionals in the course of their official duties with a need to know. For example, an HR professional may access your eOPF to process a transaction, like a bid or promotion or a benefit change.

### **What is appropriate documentation for my eOPF?**

OPF documents include personnel actions on PS Forms 50, appointment-related records like your application for employment, payroll records, benefits records like health and life insurance elections or changes, service credit records, discipline (if any), and "other" documents including records documenting civilian service in other agencies (if any). You can view a table of USPS OPF documents by clicking [here](#).

### **What if I want to add something to my eOPF?**

Generally the documents that are included in your eOPF are placed there by HR professionals. If you want to add a document, for example, a DD214 to document recently-completed active duty military service or an official letter from the Veterans Administration supporting your claim for veterans' preference, make your request in writing on [PS Form 8043](#), attach the document, and mail or deliver it to your district personnel HR Generalist. The HR Generalist will review to ensure it is an appropriate eOPF document (click [here](#) to view a table of USPS OPF documents) and if so, have it added. This may take 60-90 days.

### **What if I want to remove something from my eOPF?**

If you want to remove a document from your eOPF, make your request in writing on [PS Form 8043](#), specifying exactly what document(s) you request be removed, and mail or deliver it to your district personnel HR Generalist. Note: Discipline can only be removed in accordance with collective bargaining agreements. Also, documents placed in your OPF by another agency cannot be removed.

### **Something is wrong with a document in my eOPF and I need it amended - how can I get it fixed?**

If you believe you need to amend a document in your eOPF, make your request in writing on [PS Form 8043](#), specifying exactly the items and document(s) you want amended, and mail or deliver it to your district personnel HR Generalist. Note: Documents generated by another agency employer cannot necessarily be amended by the USPS without special authority to do so.

### I want a copy of my eOPF - how can I get one?

You can open and print any or all the documents in your eOPF. Just click on the document links to open each document and click the Print button. If you want the entire eOPF and would rather not print the documents yourself, you may request a copy of your eOPF. The first 100 pages are provided at no charge, and there is a 15 cent charge for each additional page. Make your request in writing and mail or deliver it to your district personnel HR Generalist. Your eOPF copy will be sent to you at your address of record.

### I need a copy of selected documents from my eOPF - how can I get them?

You can open and print any or all the documents in your eOPF. Just click on the document link to open the desired document and click the Print button.

### Why are some of my eOPF documents dated 1/1/1900?

When your OPF was converted from paper to electronic format, each document was indexed in a way to make retrieval easier for you. Documents that had no dates were indexed with the special 1/1/1900 date.

### Why are some of the documents called "other"?

When your OPF was converted from paper to electronic format, each document was indexed in a way to make retrieval easier for you. Documents identified as "other" do not match the master list of recognized OPF documents used by federal agencies, including the Postal Service.

### It seems like my OPF used to contain additional records. Were some purged?

Some records may have been removed in preparation for scanning the OPF. For example, medical and injury/illness-related records (if any) (e.g., the results of your preemployment medical assessment and reports of injury or illness) were purged to the extent they could be identified systematically. If you find medical records in your eOPF, you may request that they be removed. Make your request in writing on [PS Form 8043](#), specifying exactly what document(s) you request be removed, and mail or deliver it to your district personnel HR Generalist.

The following tables describe documents authorized for filing in the electronic Official Personnel Folder (eOPF). The tables are placed in alphabetical order by document category, such as "administrative." Within each category, specific documents are listed. The documents and forms listed are illustrative, but not all-inclusive. Some of the forms listed are obsolete. The obsolete forms must be retained in the OPF because they were in use when retention and disposal authority was approved.

## Table A - Administrative

DOCUMENT TYPE	DOCUMENT	NOTES
Transcript	Transcript of service showing appointments and position or salary changes created to reconstruct an employee's history when the OPF was lost or destroyed.	See 121.3.
OPF	Form 6100A, <i>OPF Disclosure Accounting Form</i>	Also file any statement of disagreement with denial of Privacy Act request to amend OPF record beneath the subject record.  <b>Note:</b> Form 6100-B, <i>OPF Disclosure Accounting Form</i> (used in documenting disclosures to law enforcement officials) should not be filed in the OPF.
	Form 316, <i>USPS Records Information Request</i>	
	Form 1653, <i>Postmaster Relief/Leave Replacement Employment Data</i>	
Training Record	Form 2548, <i>Individual Training Record</i>	Training retains the form at one central location determined by the training supervisor or manager. Upon an employee's assignment to another

		installation, Form 2548 is forwarded to the personnel office for inclusion in the employee's official personnel file (OPF) for transfer to the receiving office.
Rural Route Description	Form 1734, <i>Record of Training (obsolete)</i>	
	Form 4003, <i>Official Rural Route Description</i>	

**Table B -Appointment Support**

DOCUMENT TYPE	DOCUMENT	NOTES
Application	Form 2591, <i>Application for Employment</i>	File when supporting a Form 50.
	Form 2591-A, <i>Personal History Questionnaire (obsolete)</i>	Include Certification letter from State Employment Office for referral for a casual vacancy (see EL-312, 234.66).
	Form 2591-C, <i>Application for Former Casual (Non-Career) Employment Eligibility</i>	Review attachments to ensure that they are authorized for inclusion in the OPF; remove all prohibited documents.
	SF 171, <i>Application for Federal Employment</i> , and continuation sheets.	
Dual Compensation Waiver	Dual compensation waiver statement, approval of waiver, and annuitant notification letter.	Applies only to Postal Service annuitants who are hired to fill temporary relief carrier (TRC) or postmaster relief/leave replacement (PMR/LR) positions and for whom a dual compensation waiver has been approved. See Handbook EL-312, Appendix D-1.
Drug Screening Qualification	Drug Screening - Personnel Notification Form.	
Selective Service Registration	Form 2591A, <i>Applicant's Statement of Selective Service Registration Status (Obsolete)</i>	Selective Service registration is now certified on Form 61, <i>Appointment Affidavit</i> .
Release of Information	Form 2181A, <i>Authorization and Release for Pre-Employment Screening</i>	Preemployment screening supplements to application for employment may be included.
	Form 2181X, <i>Authorization and Release for Pre-Employment Screening</i>	
Right to Work	Form I-9, <i>Employment Eligibility Verification</i>	
Evidence of Date of Birth	Certified birth certificate.	Or any other certified record of birth when needed to verify that the DOB is correct.
Approvals/Authorizations	Verification of selection from Register of Eligibles.	Hiring Worksheet information is documented on the Form 50 using either free-form remarks, or Standard Remark Code 525.
	Form 5912-A, <i>Alphabetical Register Card</i>	<i>Eligible</i> rating only - issued as the result of an in-service exam.
Military Service/Veterans Preference	SF 15, <i>Application for 10-Point Veterans Preference</i>	Includes any supporting documentation accepted as proof or verification used in determining veterans' preference.
	DD 214, <i>Certificate of Release or Discharge from Active Duty</i>	
Clearance/Investigation	Falsification and Postal Crime Affidavit.	Obsolete.
	SF 85, <i>Non-Sensitive Security Clearance (Obsolete)</i>	
	SF 86, <i>Security Investigation Data for Sensitive Position</i>	This is not the same as the Form 86C used for OPM Special Agency Checks (SACs).
	SF 85A, <i>National Agency Check</i>	Data for nonsensitive or noncritical-sensitive position.
	Form 61, <i>Appointment Affidavit (Obsolete)</i>	

	POD 61, <i>Appointment Affidavit (Obsolete)</i>	
	POD 62, <i>Appointment Affidavit (Obsolete)</i>	
	Written waiver from contracting officer indicating that circumstances allow an applicant awarded a contract to be hired as an employee	
	Form 2013, <i>Security Clearance Processing Request</i>	
	Form 8139, <i>Your Role in Protecting the Security of the United States Mail</i>	"Sanctity of the Mail" - requires employee's signature.

**Table C - Compensation and Benefits**

DOCUMENT TYPE	DOCUMENT	NOTES
Leave	Form 1150 or SF 1150, <i>Record of Leave Data</i>	
Health Benefits	SF 2809, <i>Health Benefits Registration Form</i>	Includes any authorized attachments: - Court or Administrative Order. - Certificate/Statement of foster child status. - Statement supporting late registration. - Medical documentation used in self-support determination for child 22 years of age or over. <b>Note:</b> Medical documentation should be placed in a sealed envelope before being attached to enrollment forms. All forms, current and previous, are retained for retirement records.
	SF 2810, <i>Notice of Change in Health Benefits Enrollment</i> , and <i>Memorandum About FEHB Enrollment</i> , transferring enrollment.	All forms, current and previous, are retained for retirement records.
	Form 3111, <i>Federal Employees Health Benefits (FEHB) Coverage or Termination While in Leave Without Pay (LWOP) Status</i>	
	Form 8201, <i>Pre-Tax Health Insurance Premium Election/Waiver</i>	
	Form 8202, <i>Pre-Tax Health Insurance Premium Election/Waiver for Noncareer Employees</i>	
	FEHB <i>Postal/Ease</i> Worksheet.	
	FEHB Military Worksheet.	Initiate when an employee goes on military LWOP. You will not have the information to complete the worksheet until the employee returns to pay status and provides copies of orders. A new worksheet is required for each military activation.
	Form 202, <i>Health Benefit Refund Payment Authorization</i>	
Life Insurance	SF 2817, <i>Life Insurance Election (FEGLI)</i>	All forms current and previous (including SF 176 and 176-T, <i>Life Insurance Coverage</i> ) are retained for retirement records.
	SF 2818, <i>Continuation of Life Insurance Coverage as a Retiree or Compensation</i>	Used for long-term OWCP LWOP. All forms current and previous are retained for retirement records.
	SF 2819, <i>Notice of Conversion Privilege (FEGLI)</i>	All forms current and previous are retained for retirement records.
	SF 2821, <i>Agency Certification of Insurance Status</i>	All forms current and previous are retained for retirement records.
	SF 2822, <i>Request for Life Insurance</i>	
	SF 2823, <i>Designation of Beneficiary</i>	All forms current and previous (including SF

	(FEGLI)	54) are retained for retirement records.
	RI 76-10, <i>Assignment of FEGLI</i> RI 76-27, <i>FEGLI '99 Open Enrollment Period Election Form</i>	File with SF2817, <i>Life Insurance Election</i> .
	TSP 1, <i>Thrift Savings Plan Election Form</i>	
	TSP 19, <i>Transfer of Thrift Savings Plan Information Between Agencies</i>	
Thrift Savings Plan	PostalEase TSP Worksheet.	When used for exception processing.
	Form 6886, <i>TSP Request for Retroactive Contributions</i>	
	RI 20-97, <i>Estimated Earnings during Military Service</i>	
	RI 36-18, <i>OPM Statement of Service Credit Payment</i>	
Retirement	OPM Form 1514, <i>Military Deposit Worksheet</i>	Generated by payroll showing zero balance.
	OPM Form 1515, <i>Military Service Deposit Election</i>	
	OPM Form 1555, <i>FERS Election of Coverage</i>	
	SF 144/Form 144, <i>Statement of Prior Federal Civilian and Military Service</i>	Any material accepted as proof or verification of service that is creditable for leave may be attached.
	SF 813, <i>Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions</i>	All forms current and previous are retained for retirement records.
	SF 2803, <i>Application to Make Deposit or Redeposit - CSRS</i>	
	SF 2804, <i>Application to Make Voluntary Contributions</i>	
	Form 2805, <i>Military Deposit Worksheet</i>	Including related materials.
	SF 2815, <i>Employee Service Statement (Obsolete)</i>	
	SF 3102, <i>Designation of Beneficiary (FERS)</i>	
	SF 3106, <i>Application for Refund of Retirement Deductions (FERS)</i>	
	SF 3108, <i>Application to Make Deposit or Redeposit - FERS</i>	
	SF 3109, <i>Election of Coverage (FERS)</i>	Previous version was SF 1555.
	SF 3110, <i>Former Spouse's Consent to FERS Election (FERS)</i>	
	SF 3111, <i>Request for Waiver, Extension, or Search in Connection with Election of FERS Coverage (FERS)</i>	
	Notice of Approval of Disability Retirement Application.	Including previous versions of this notice.
	National Personnel Records Center (NPRC) Transcript of Service	Other records and documents provided by the NPRC for OPF storage should also be considered permanent records.
	FAX Request for Employee Retirement Contribution Information - Attachment D of Compensation Letter.	OPM verification of funds.
	Worksheet for Determining Retirement Plan Code and Retirement Computation Date (RCD) for Career Employees with Civilian Service Prior to 1984.	
	RTR Employee Detail Report.	
	Verification of Retirement Contributions.	
	Notification of Earnings for Medicare	Printout.

Death/Unpaid Compensation	Eligibility.	
	NARECS Annuity Estimate.	Final estimate for retirement.
	FE 6, <i>Claim for Death Benefits</i> SF 2800, <i>Application for Death Benefits</i>	Copy of death certificate or notice and related forms may be filed as permanent records.
	SF 1152, <i>Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee</i>	When changed or updated by the employee, the SF 1152 being replaced is removed from the OPF and either returned to the employee or destroyed.
	SF 1153, <i>Claim for Unpaid Compensation of Deceased Civilian Employee</i>	

## TABLE D - PAYROLL

DOCUMENT TYPE	DOCUMENT	NOTES
Income Tax Withholding	IRS W4, <i>Employee's Withholding Allowance Certificate</i>	The original form must be kept on file as a permanent record. IRS regulations require that the most current withholding exemption certificates be kept on file until superceded by a later change. The superseded (old) certificate must then be retained for four years from the date the current form was filed.
	IRS W4A, <i>Employee's Withholding Certificate</i>	
	IRS W4P, <i>Withholding Certificate for Pension or Annuity Payments</i>	
	IRS W15, <i>State Withholding Tax Exemption Certificate</i>	
	Form 4, <i>Employee's City or County Withholding Certificate</i>	
	Form 1198, <i>Request for State Income Tax Withholding</i>	
Terminal Leave Worksheet	Form 2246, <i>Terminal Leave Worksheet</i>	
Commendations	Suggestion Award.	
	Copies of official letters and certificates related to receipt of awards including, but not limited to, Quality Step Increase, Incentive Award, Spot Award, and Special Achievement Award.	
	Copies of official letters recognizing length of service and retirement, letters of appreciation and commendations for performance.	
Travel	Form 178, <i>Specific Travel Order and Relocation Agreement</i>	
Salary	Employee election to continue to pay the full cost of benefits while on approved LWOP to serve in an employee organization.	
	Form 1303, <i>Salary Change Notice</i> (obsolete)	
	COLA Roll In Notices/Statements	
	Pay transcripts.	Including payroll records search requests.
	Letter from Accounting Service Center and related documentation regarding Children's Equity Act of 2000.	
	Documentation of the application of grade or pay retention including copy of a letter to	

	employee describing the circumstances warranting the retention and nature of the entitlement.	
Union Dues	Form 1186, <i>Cancellation of APWU Dues from Payroll Withholdings</i>  Form 1187, <i>Request for Payroll Deduction for Labor Organization Dues</i>  Form 1188, <i>Cancellation of Organization Dues from Payroll Withholdings</i>	
Court Orders	Court Orders affecting employee status or pay.	This does not include garnishment records.

**Table E - Personnel Actions**

DOCUMENT TYPE	DOCUMENT	NOTES
Personnel Action	PS Form 50 and SF 50, <i>Notification of Personnel Action</i>  SF 50-A, <i>Notice of Short Term Employment</i> (obsolete)  Report R0955, <i>Salary and Placement Service History</i>	File the OPF copy on the right side of the OPF. Documents supporting the personnel action should be filed immediately below the applicable Form 50.
Assignment	Form 222, <i>Statement for Postmasters and Officers in Charge</i>  Mass transfer lists.	If a document is filed in an employee's OPF listing the names and social security numbers (SSNs) of other employees, the document must be altered to eliminate the names, SSNs, and any other personal identifying information.
Reassignment	Record of qualification on in-service examination.	Form 5912-A, <i>Alphabetical Register Card</i> (eligible rating only), and other records of qualification issued as the result of an in-service examination, are considered permanent records and must be filed on the right side of the OPF.
Resignation	Form 2574, <i>Resignation from the Postal Service</i> Form 337, <i>Clearance Record for Separated Employee, or equivalent</i>	Includes letter of resignation submitted by the employee or, if oral resignation, supervisor's notice,.
RIF Notice	Reduction In Force Notice.	

The following table provides a partial list of the types of temporary documents authorized for filing in the eOPF. Temporary documents are generally valid for two years unless otherwise specified below.

DOCUMENT TYPE	DOCUMENT	NOTES
Personnel Action	SF 52, <i>Request for Personnel Action</i>	
	SF 127, <i>Request for Official Personnel Folder</i>	
	Form 1216, <i>Employee's Current Mailing Address</i>	
	Form 1750, <i>Employee Probationary Period Evaluation Report</i>	
	Form 2444, <i>Agreement to Remain in the Postal Service</i>	Or other continued service agreements.
	TSP 41, <i>Notification to TSP of Nonpay Status</i>	7-year retention period.
	Form 3074, <i>Request for Waiver of Claim for Erroneous Payment of Pay</i>	
	Form 8200, <i>Flexible Spending Account Enrollment Form</i>	

Unofficial Commendations	Customer comment cards, letters, or notes.	
Discipline	Disciplinary notice or decision letter.	Except as otherwise provided in an applicable collective bargaining agreement: - Retain in OPF for a period of 2 calendar years unless otherwise resolved or cited in subsequent disciplinary action. - Remove any disciplinary notice or decision letter, upon the employee's written request, from the employee's OPF after 2 years (if there has been no disciplinary action initiated against the employee in that 2-year period).
Employee Self-Service Exception Processing	PostalEASE/FSA Worksheet .	7-year retention period from date of employee signature.

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