



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

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**ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF) AND  
OFFICIAL PERSONNEL FOLDER (OPF) REVIEWS**

1. The National Guard is implementing the mandatory electronic Official Personnel Folder (eOPF) application. The eOPF is an Office of Personnel Management, Enterprise Human Resources Integration initiative evolved from the Enterprise-Government Act of 2002. The Department of Justice ruled the eOPF would be the official personnel file in 2008.
2. The eOPF will replace the paper OPF and allows federal agencies, including the National Guard, to more effectively manage and administer the OPF process and provide employees access to their individual files through a secure internet connection. This application eliminates the need for agencies to file, copy, fax, and mail personnel file documents.
3. Some of the benefits and features of the system include secure access to eOPFs; web-enabled access for employees and Human Resources staff to view eOPF records; a secure logon ID and password to access eOPF records; and delivery of an email notification when a document is added to the eOPF.
4. Prior to implementation of eOPF, technicians will have opportunity to review their paper OPFs before they are shipped to a centralized scanning facility for archiving. Dates and locations for the reviews will be announced.
5. Questions may be directed to the following: 1LT William Anderson at DSN 466-3256, commercial (916) 854-3256, or email at [william.l.anderson1@us.army.mil](mailto:william.l.anderson1@us.army.mil); MSgt Howard Bentley at DSN 466-3636, commercial (916) 854-3636, or email at [howard.f.bentley@us.army.mil](mailto:howard.f.bentley@us.army.mil); or MSgt April Mosher at DSN 466-3454, commercial (916) 854-3454, or email at [april.mosher@us.army.mil](mailto:april.mosher@us.army.mil).

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