The electronic Official Personnel Folder (eOPF)

The National Guard Bureau (NGB) is pleased to announce that the electronic Official Personnel Folder (eOPF) is now available for use by the **Federal Technician Workforce** as of 1 February 2016.

What is eOPF?

The eOPF is a digitized file containing the employment records for federal employees throughout their federal work career. eOPF is part of the Office of Personnel Management's (OPM) Enterprise Human Resources Integration (EHRI) initiative.

How can I access my eOPF?

Accessing eOPF is simple and convenient. There are three things technicians will need in order to access their eOPF.

(1) *eOPF website address* - https://eopf1.nbc.gov/nationalguard/

(2) *eOPF ID* – Technicians will use the eOPF self-service feature to obtain their eOPF ID. Simply click on the "Request Your eOPF ID" link on the eOPF Login Page. The ID is system generated and is sent via email directly to the technician. It is imperative that all technicians have a valid enterprise email address in their MyBiz+ account. Email addresses CANNOT be updated in eOPF.

(3) *eOPF Password* – Technicians will request a new password by clicking on the "Request a New Password" link on the eOPF Login page. An email is sent with a password reset link, a reset token, and instructions, to the email address of record in eOPF. (NOTE: The token is valid for only 15 minutes.) When the technician clicks on the reset link, they will be prompted to enter their eOPF ID and token. Once submitted, the user will create a new password.

What else am I required to do?

When technicians initially login to eOPF, they will need to take care of several administrative tasks. This is a one-time update that will only take a few minutes to complete.

Technicians should use the dropdown menu to select six security questions and provide the answer for each question.

Technicians must read and accept the "Rules of Behavior". Once completed, the screen will refresh and take them to the "eOPF Welcome" page.

Quick Reference guides and helpful documents can be found on the Human Resources Office page on the Mississippi National Guard Website.