Electronic Official Personnel File (eOPF)

NADP Employees,

The Department of the Navy is moving forward to implement eOPF across the DON this summer. A critical first step - particularly for current employees - is to verify and correct, if necessary, the email address contained in MyBiz. In March, we sent you a flyer announcing the steps that employees needed to take. The time to complete this has been extended from May 2012 to 21 June 2012.

In the past two weeks, more than 10,000 employees have updated and/or verified their email addresses. However, a large portion of the DON workforce across all Commands and the Marine Corps have yet to verify their email addresses. Email addresses are required and will allow employees the ability to log into their eOPF. If employees do not provide an email address, they will not only be unable to view their eOPF but they also will not receive the automated emails when documents are added to their eOPF. When fully implemented, eOPF will provide:

 -- 24/7 access from a secure connection to Official Personnel Files by employees, HR professionals and hiring managers. EOPF also:
 -- Enhances portability and security of employee personnel records
 -- Increases employee awareness and accountability via automatic email notifications
 -- Reduces costs associated with storage, maintenance and retrieval of records
 -- Eases transfer of pertinent human resource data when an employee changes positions both within and outside the DON
 -- Integrates and complements agency human resources information systems capabilities
 -- Eliminates loss of an employee's OPF in filing and routing
 -- Immediate access to OPF files and information for a geographically dispersed workforce

EMPLOYEE QUESTIONS & INFORMATION
Information is posted at www.public.navy.mil/donhr/Pages/eopf.aspx and questions may be sent to DONeOPF@ochr.navy.mil.

Goodbye Paper.
Hello eOPF.
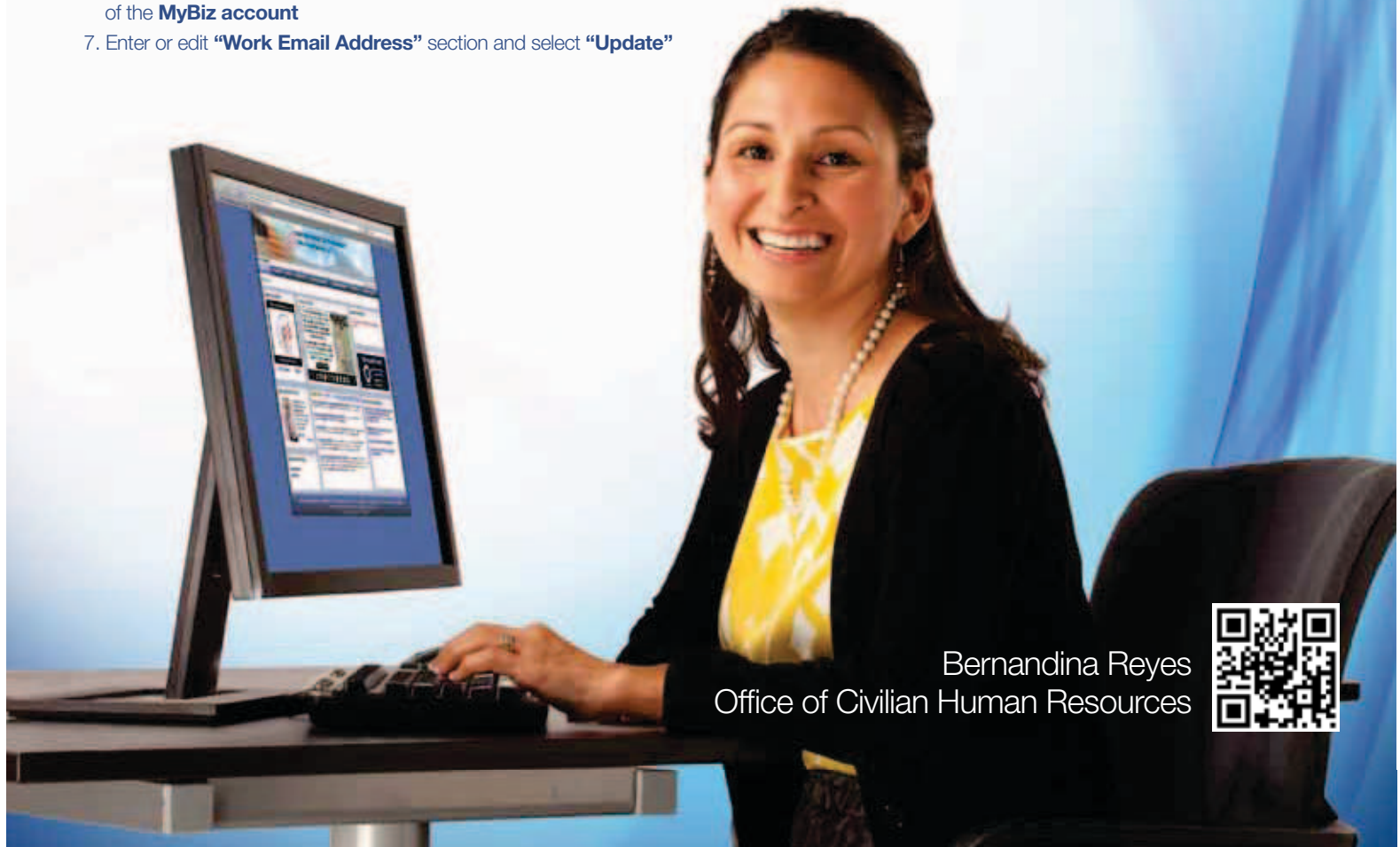
Follow These Steps Now to Get Ready for eOPF...

...and make sure you have entered your correct **email address** into **MyBiz** by **June 2012**.

If you have already been to MyBiz:

1. Go to **https://compo.dcpds.cpms.osd.mil/**
2. Select **"OK"** on the **DoD Notice** and **Consent Banner**
   • When prompted, select **"Yes"** to **close tab** and the **DCDPS portal page** appears
3. Select **"Login"** under **Smart Card Access**, then **"Yes"** – A new window will open
   • When prompted, select **non email certificate** then **"OK"**
4. Select **"Navy Region"** - A new window will open
5. Select **"MyBiz"** then **"Update My Information"**
6. Select **"Accept"** and the **browser will redirect** to the **Profile tab** of the **MyBiz account**
7. Enter or edit **"Work Email Address"** section and select **"Update"**

If you are a Department of the Navy civilian employee, your Official Personnel Folder (OPF) will soon become an Electronic Official Personnel Folder (eOPF). That means you'll have CAC access to your individual personnel file. It also provides greater security, increases portability and eliminates lost paper-based records. Begin now by following the steps on the tear-off sheets. It's one more way to reduce cumbersome paper files and maximize technology and efficiency. Visit the Department of the Navy website for the latest information.

www.donhr.navy.mil

Bernandina Reyes
Office of Civilian Human Resources

Goodbye Paper.
Hello eOPF.

Follow These Steps Now to Get Ready for eOPF…

…and make sure you have entered your correct **email address** into **MyBiz** by **June 2012**.

For new MyBiz users:

1. Go to **https://compo.dcpds.cpms.osd.mil/**
2. Select **"OK"** on the **DoD Notice** and **Consent Banner**
   - When prompted, select **"Yes"** to **close tab** and the **DCDPS portal page** appears
3. Select **"Register"** under **Smart Card Access**
   - When prompted, select **non email certificate** then **"OK"**
4. Select **"Yes"** to be **redirected** to the **registration**
5. Enter **Social Security Number with hyphens** and select **"Register"**
6. Continue with **steps 3-7** for **returning MyBiz users**

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