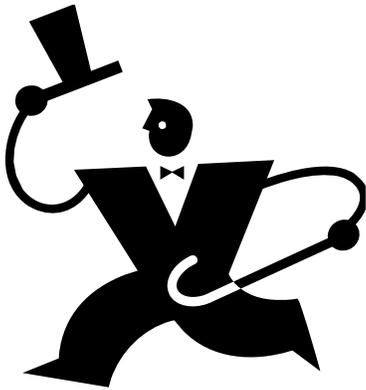


Fort Knox CPAC...



eOPF ACCESS FOR EMPLOYEES

Very soon you will have access to your Electronic Official Personnel File (eOPF). Both Appropriated Fund (AF) and Non-Appropriated Fund (NAF) employees will gain access as of **22 Jan 13**. This new and exciting way of doing business allows real time, online availability to your personnel records.

- Logging into eOPF. By following a step-by-step process to log into the eOPF system, you will be able to view your individual Federal employment records. These access instructions are found in the eOPF Quick Reference Guide for Employees - Self Service Login and Password Retrieval for New Users or the Trifold Brochure for Employees at: <http://cpol.army.mil/library/general/eOPF/>. Appropriated Fund (AF) and NAF employees can gain access to eOPF by following their respective login links. The login URL for AF employees is <https://eopf1.nbc.gov/army/> and the login URL for NAF employees is <https://eopf1.nbc.gov/armynaf/>.

Begin by clicking on "Request Your eOPF ID" and enter your personal information. This input will result in your eOPF ID being emailed to you. Once you have that information, then click on "Request your eOPF Password". You will need to enter more information to include your eOPF ID to obtain your password. After you receive the password, you will be able to log in and access your eOPF.

If further assistance is needed logging into eOPF, please send an e-mail to: eOPF_hd@Telesishq.com or call 866-275-8518.

- Access to eOPF records. To protect the integrity of employee personnel records and security of Personally Identifiable Information (PII), access to your eOPF records can ONLY be gained by using a Government computer through a recognized Internet Protocol (IP) address. This necessary security measure limits employee access to Government installations and offices.
- E-mail notification of documents added to eOPF. Employees will be notified by e-mail when documents are added to their eOPF. If you have a Government e-mail address, it has already been updated in your eOPF record. Employees without a Government e-mail address may contact their servicing CPAC or NAF HRO to provide a personal e-mail address for notification purposes.

Employees without e-mail capability. Employees who do not have e-mail access can contact their first line supervisor or local Civilian Personnel Advisory Center (CPAC)/NAF HRO to obtain further information about receiving notifications when documents have been added to their eOPF.