



**PostalPEOPLE™**

**PostalPEOPLE Update—electronic Official Personnel Folder (eOPF)**

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Employees now have the ability to view the contents of their Official Personnel Folder via liteblue from a home computer.

**What does this mean?** Employees now have 24 hour access to the contents of their electronic Official Personnel Folder (eOPF) via Employee Self Services (ESS).

**Helpful Tips on eOPF:**

**1. Q: What is an eOPF?**

**A.** 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.

**2. Q: Is my eOPF Secure?**

**A.** 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 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 the workstations of authorized employees.

**3. Q: How can I obtain a copy of my eOPF from Employee Self Service?**

**A.** To use the employee self service application, employee simply log on-line through the Internet at [www.liteblue.usps.gov](http://www.liteblue.usps.gov) **from any non-postal computer**. You will need your eight-digit Employee Identification Number (EIN), and USPS Personal Identification Number (PIN).

**4. Q: Do I have the capability to print my eOPF from Employee Self Service?**

**A.** Yes, 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.

**5. Q: How can I obtain a copy of my eOPF if I do not have access to a computer?**

**A.** Employee can still submit a written request to *Labor Relations, Attn: eOPF, 100 South First Street, Room 425, Minneapolis MN 55401-4450*. Your eOPF copy will be sent to you at your address of record. Personnel is no longer able to assist you with these requests.

**6. Q: What if I find a document in my eOPF, other than discipline, that I want to remove or that is misfiled?**

**A.** Make your request in writing, specifying exactly which document(s) you wish to have removed or which document(s) is misfiled and mail your request to *Personnel, Attn: eOPF, P O Box 645004, St Paul MN 55164-5004*. The HR Generalist approves or denies the request. Denied requests will be returned to the employee.

**7. Q: What if I want to remove a document which is related to discipline from my eOPF?**

**A.** A union official, supervisor, or the employee needs to submit the request in writing to Labor Relations, Attn: eOPF, 100 South First Street, Room 425, Minneapolis MN 55401-4450. Discipline can only be deleted by a Labor Relations representative. In the case of a request to remove discipline from the eOPF, Labor Relations will determine if the request is appropriate and take action accordingly.