



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

NGMD-AG-HRO

29 January 2016

MEMORANDUM FOR ALL MDNG TECHNICIANS

SUBJECT: The Technician electronic Official Personnel Folder (eOPF)

1. The electronic Official Personnel Folder will be available to the technician workforce on 01 February 2016. The eOPF contains all of your federal employment records and is part of the Office of Personnel Management's Enterprise Human Resources Integration initiative.
2. Technicians should take these four steps to get initial access to eOPF:
 - a. Verify a valid enterprise e-mail address is listed in your MyBiz+ account in the Defense Civilian Personnel Data System (DCPDS). The e-mail address flows from DCPDS to eOPF. E-mail addresses cannot be updated in eOPF. The My Biz+ address is: <https://compo.dcpds.cpms.osd.mil/>
 - b. Navigate to the eOPF website, <https://eopf1.nbc.gov/nationalguard/>. Use the self-service feature to request your eOPF ID. The eOPF ID is system-generated and sent via e-mail to the your enterprise e-mail address.
 - c. After receiving your eOPF ID, navigate back to the eOPF site and click "Request a New Password". An e-mail will be sent with a password reset link, a reset token, and instructions. The token is valid for 15 minutes.
 - d. Navigate to the reset link and enter your eOPF ID and token. You will then be asked to create a new password. You now have initial access to eOPF!
3. You will need to execute several administrative tasks once you log into eOPF. These are one-time updates that should not take too long; annoying but necessary. These tasks include establishing security questions and accepting the "Rules of Behavior". You now have full access to eOPF.
4. A mass email will be sent to all technicians via DCPDS to announce the deployment of eOPF. Supervisors and managers should ensure the information in this memo is distributed appropriately since many in our Technician workforce do not work in front of a computer as part of their normal work schedule.

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SUBJECT: The electronic Official Personnel Folder (eOPF) Access for the Technician Workforce

5. The Human Resources Office (HRO) is the point of contact regarding this matter. Questions and comments may be directed to the group email box or Human Resource Specialist, SGT Noel Mason, noel.f.mason.mil@mail.mil, 410-576-6047; SrA Olstroem, rachel.j.olstroem.mil@mail.mil, 410-576-6046; or Supervisory Human Resource Specialist, CPT Andrasik, benjamin.d.andrasik.mil@mail.mil, 410-576-6052.

FOR THE ADJUTANT GENERAL:


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Human Resources Officer