

Your Official Personnel Folder

Who are you and what have you done for me lately? For most letter carriers, those questions could take days to answer. Aside from the normal duties of delivering the mail, there was the older gentleman who needed a spare hand while he took down a string of Christmas lights, the mother on the second floor who handed you the baby while she struggled to open her door, and the burial services you officiated over when the kids on the corner were putting their deceased pet goldfish to rest. As cold as it may sound, for the Postal Service, absent all the stories, clock rings and experiences battling the elements, the story of who you are and what you've done lately is documented in your Official Personnel Folder (OPF).

For those who may not know, the *Employee and Labor Relations Manual (ELM)* describes your OPF this way:

349.1 The Official Personnel Folder (OPF) documents the employment history of individuals employed by the federal government. The records included in the OPF protect the legal and financial rights of the government and the employee. An OPF is established and maintained for each Postal Service employee, regardless of appointment type or duration.

With that definition in mind, your employment history—the “who are you?”—is documented in your OPF. But that is not all—*ELM* 349.2 details the contents of your OPF:

The OPF contains personnel records that reflect the employee's official status, benefits, and service and includes other documents that are significant in the employee's Postal Service career. When an employee has former postal or federal civilian service, the OPF for that service must be merged into a single OPF.

These benefits might include your decisions concerning who is covered by your health insurance and your life insurance beneficiaries. Your OPF also contains any letters of commendation and awards you may have received in your career. Additionally, any discipline you have received within the last two years is documented in your OPF. Remember, stale discipline may be removed from your OPF upon request—discipline becomes stale when it is two calendar years old.

In 2007, the Postal Service notified the NALC of plans to convert the hard copy OPFs into an electronic format that

would be available online—many of you will remember going into the personnel office to physically examine your OPF in years past. The Postal Service also stated that, when an OPF was scanned and converted into an electronic format, the new electronic version would become the “official” version of the OPF. This language can be found in the *ELM*:

349.3 The official record of a document in an OPF is the hard copy until the document is scanned and accepted into the Postal Service's electronic Official Personnel Folder (eOPF) system. At that point, the scanned image contained in the eOPF system is the official record of the document, and the hard copy ceases to be the official record.

In the fall of 2008, the Postal Service informed the NALC that the conversion of all hard copy OPFs to electronic OPFs (eOPF) was complete. In addition, NALC was notified the hard copy versions of the OPFs would be destroyed starting at the end of 2009.

With this notice—the destruction of the hard copy OPF—it is imperative that you review your eOPF to make sure it was accurately and completely scanned and that nothing was omitted when the conversion took place. In order to review your eOPF, you have some options: You can access it online or, if you don't have Internet access, you can request a printed hard copy.

If you have Internet access, you simply log on to <https://liteblue.usps.gov> and enter your Employee Identification Number (EIN) and PIN—this will direct you to the LiteBlue home page. On the right-hand side of the home page, you will find a link labeled for “go to eOPF,” and you will again be prompted to enter your EIN and PIN. You will then be able to view each document in your eOPF individually, starting with the newest. You can print or save any or all of these pages from your web browser.

If you do not have access to the Internet to review your eOPF, you may make a written request to your local postmaster.

Upon review of your eOPF, if you believe your file is inaccurate or missing documents, contact your shop steward or National Business Agent immediately to request assistance in correcting any discrepancies. ☒