eOPF HR Specialist Access Request

New Access ☐ Modify Access ☐ Disable Access ☐ | Date Action Required:

User Information

Full Name (Last, First MI):	E-mail Address:
Emp ID:	Organization: Use drop down list to select organizaiton.
SSN (Non-DOE Employees):	Office Phone: / Fax Number:
☐ DOE Employee ☐ Contractor Detailee from:	Sponsor (if Contractor/Detailee): Emp ID:
Are you a US Citizen? Yes ☐ No ☐	If no, country of citizenship:

User Agreement/Authorization

I agree to use the eOPF for official Government business only. I understand any other use of the eOPF is prohibited by law (Section 641, Title 18 U.S.C.) and could result in suspension or dismissal. I will protect my password and allow no other person to use it. I understand sensitive eOPF data downloaded to my PC, network, diskette, etc., must be encrypted and password protected or must be physically secure enough that only authorized eOPF users can gain access. I also agree to access and store PII data only according to the most current DOE security policy**. I will only access the system from a DOE site or, if off-site, I will use two-factor authentication and a Virtual Private Network (VPN) connection to access a DOE site prior to connecting to the eOPF.** I will immediately notify the applicable point(s) of contact of any change in my organization or employment status, so appropriate action can be taken regarding my eOPF access. I will not attempt to use my eOPF account to access the eOPF subsequent to the termination of my employment at the U.S. Department of Energy or as a U.S. Department of Energy-supporting contractor or detailee. I understand the limitations and restrictions imposed on the use of my eOPF account by Classification, Sensitivity, and the Privacy Act of 1974.

Signature of User	Date

Access Requirements - POINT OF CONTACT USE ONLY

I hereby certify the user requesting eOPF access is a U.S. Department of Energy employee or an authorized contractor employee working under a current U.S. Department of Energy contract requiring eOPF access. In the case of contractor employees, I have ensured this contractor is aware of responsibilities associated with reviewing references and backgrounds of employees to a depth commensurate with the involvement and sensitivity of data to be handled and the risk/magnitude of loss or harm.

Special access requirements:

- ☐ Specific Sub-Agencies Specify: _____
- ☐ Purge Deleted Documents* *and*
- ☐ Annotate, View, and Import Documents (AVI)*, *or*
- ☐ Annotate, View, Import, and Scan Documents (AVIS)*

* Requires special software

_____
Authorization Signature of POC Date

eOPF PROGRAM OFFICE USE ONLY:

Date Access Granted : _____ eOPF ID: _____ POI: _____

Comments: _____

email sent: _____

Fax this Completed Page to (202) 586-0636 **Rev 7/31/2008**

eOPF Security Access Levels for HR Specialists

In addition to normal HR Specialist access which gives each specialist the ability to view but not modify eOPF's, a limited number of individuals should be given additional special access as described below.

Specific Sub-Agencies – If you have specialists who only service specific sub-agencies, you can limit their access to just those sub-agencies. For example NNSA may have specialists that only service Headquarters employees; they can be limited to sub-agency XA. Do not envision this being utilized very frequently.

Purge Deleted Documents – This allows selected HR specialist to purge deleted documents that were either misfiled or directed to be removed by a court order. A very limited number of specialists should have this capability. Deleting a document only moves it to the deleted folder; however, purging a document permanently removes it from the eOPF.

Import Documents (AVI – Annotate, View, and Import) – Adds the capability to allow HR Specialists to make non-permanent markings on eOPF documents, and import electronic documents (resume, electronic form, etc.) from a local workstation into an eOPF folder. It requires special software to be loaded onto user's desktop by your technical support staff.

Scan Documents (AVIS – Annotate, View, Import, and Scan) – Adds the capability to allow HR specialists to scan hard copy documents into an eOPF folder. It requires special software to be loaded onto user's desktop by your technical support staff. Only a couple of individuals should have this capability.

Note: For technical reasons, you can <u>only</u> designate AVI or AVIS for users but not both. The only difference is that AVIS adds the scan capability.