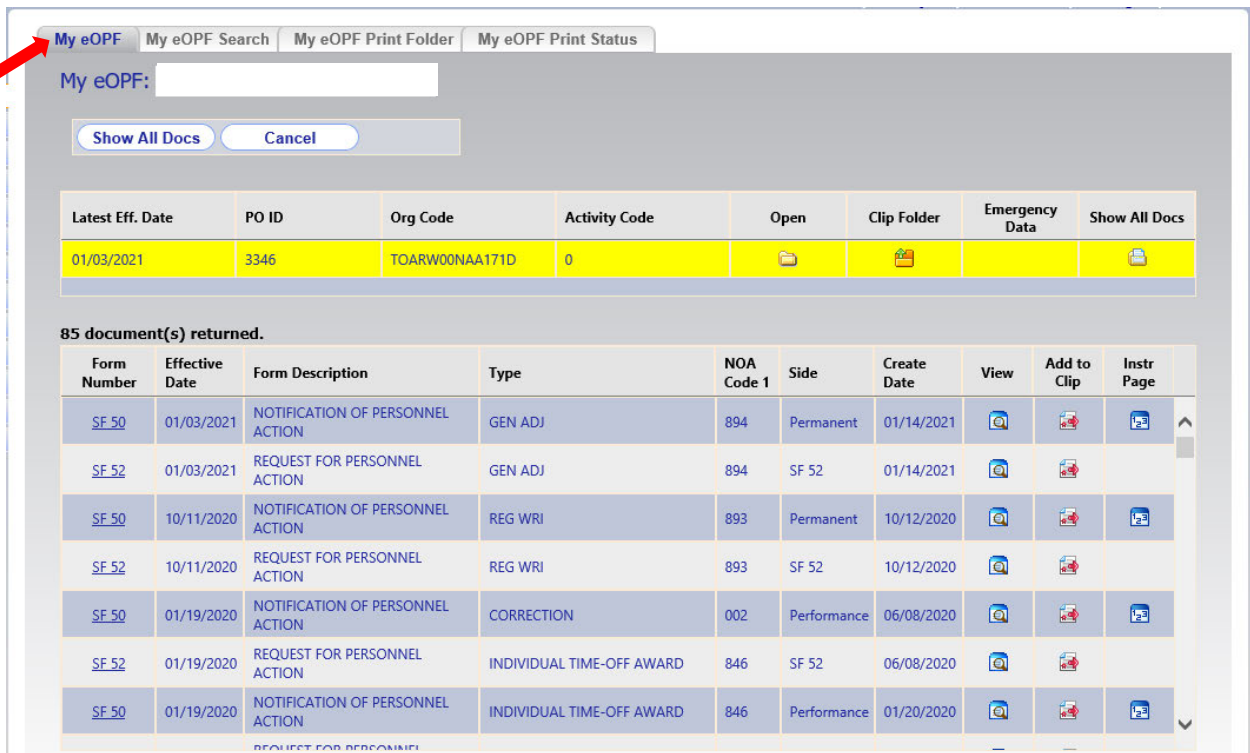


eOPF URL: <https://eopf.opm.gov/nationalguard/>

Step 1: Click on “My eOPF”.



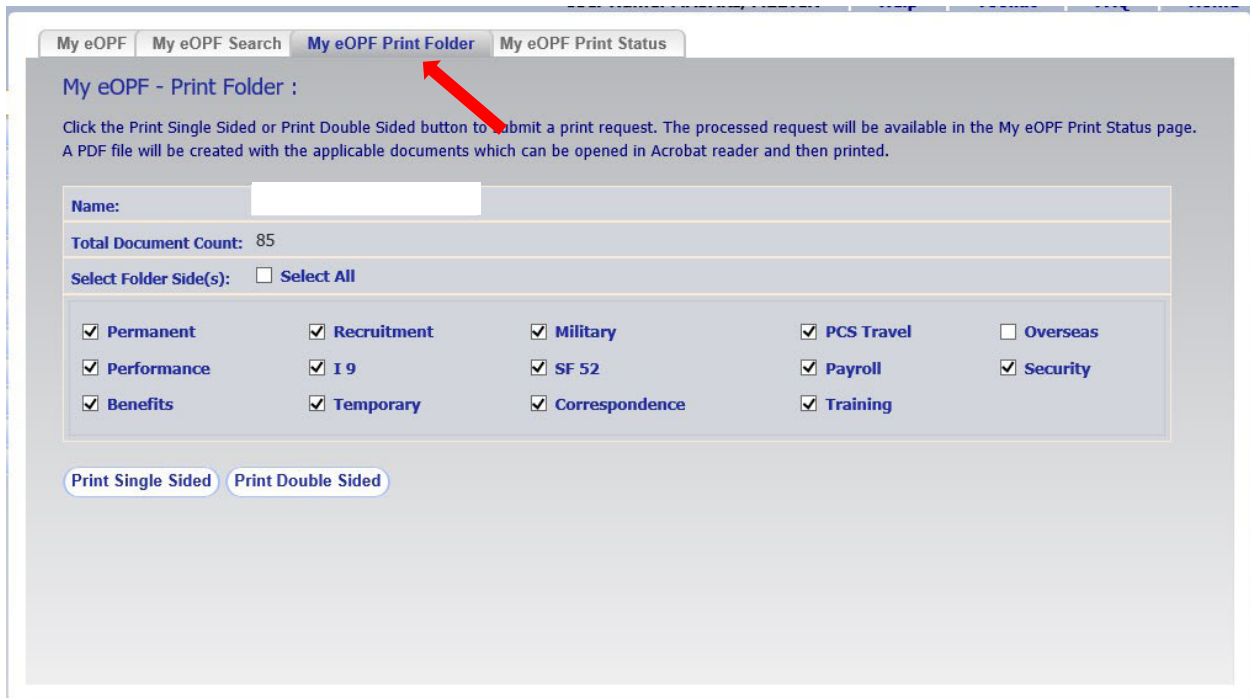
The screenshot shows the 'My eOPF' interface. At the top, there are navigation tabs: 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder', and 'My eOPF Print Status'. A red arrow points to the 'My eOPF' tab. Below the tabs is a search bar labeled 'My eOPF:' with a search icon and two buttons: 'Show All Docs' and 'Cancel'. A summary table is displayed with the following data:

Latest Eff. Date	PO ID	Org Code	Activity Code	Open	Clip Folder	Emergency Data	Show All Docs
01/03/2021	3346	TOARW00NAA171D	0				

Below the summary table, it states '85 document(s) returned.' and a table of documents is shown:

Form Number	Effective Date	Form Description	Type	NOA Code 1	Side	Create Date	View	Add to Clip	Instr Page
<a href="#">SF 50</a>	01/03/2021	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894	Permanent	01/14/2021			
<a href="#">SF 52</a>	01/03/2021	REQUEST FOR PERSONNEL ACTION	GEN ADJ	894	SF 52	01/14/2021			
<a href="#">SF 50</a>	10/11/2020	NOTIFICATION OF PERSONNEL ACTION	REG WRI	893	Permanent	10/12/2020			
<a href="#">SF 52</a>	10/11/2020	REQUEST FOR PERSONNEL ACTION	REG WRI	893	SF 52	10/12/2020			
<a href="#">SF 50</a>	01/19/2020	NOTIFICATION OF PERSONNEL ACTION	CORRECTION	002	Performance	06/08/2020			
<a href="#">SF 52</a>	01/19/2020	REQUEST FOR PERSONNEL ACTION	INDIVIDUAL TIME-OFF AWARD	846	SF 52	06/08/2020			
<a href="#">SF 50</a>	01/19/2020	NOTIFICATION OF PERSONNEL ACTION	INDIVIDUAL TIME-OFF AWARD	846	Performance	01/20/2020			

Step 2: Click on “My eOPF Print Folder”.



The screenshot shows the 'My eOPF - Print Folder' interface. At the top, there are navigation tabs: 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder', and 'My eOPF Print Status'. A red arrow points to the 'My eOPF Print Folder' tab. Below the tabs is a heading 'My eOPF - Print Folder :'. A message reads: 'Click the Print Single Sided or Print Double Sided button to submit a print request. The processed request will be available in the My eOPF Print Status page. A PDF file will be created with the applicable documents which can be opened in Acrobat reader and then printed.' Below the message is a form with the following fields:

Name:

Total Document Count: 85

Select Folder Side(s):  Select All

Selection options (all checked):

- Permanent
- Recruitment
- Military
- PCS Travel
- Overseas
- Performance
- I 9
- SF 52
- Payroll
- Security
- Benefits
- Temporary
- Correspondence
- Training

Buttons:

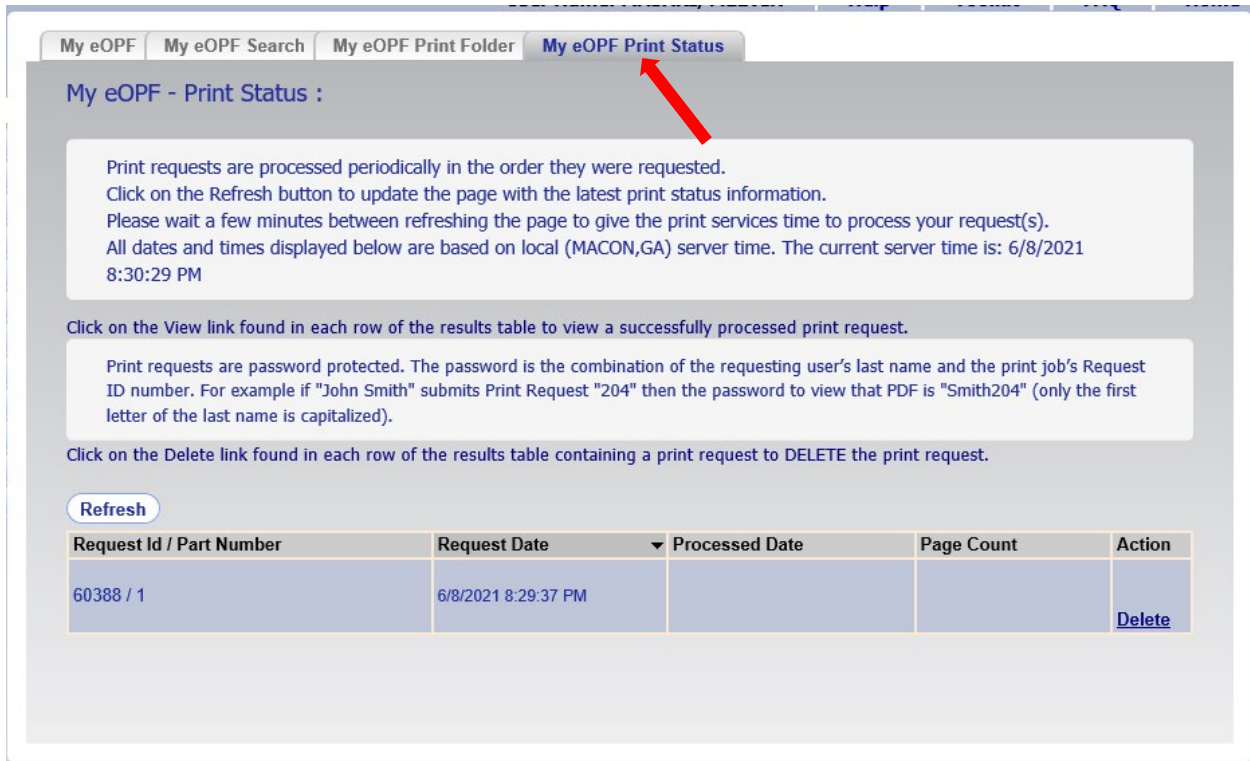
Step 3: For Select Folder Side(s), check box for “Select All”.

The screenshot shows the 'My eOPF - Print Folder' interface. At the top, there are navigation tabs: 'My eOPF', 'My eOPF Search', 'My eOPF Print Folder' (which is active), and 'My eOPF Print Status'. Below the tabs, the page title is 'My eOPF - Print Folder :'. A message states: 'Click the Print Single Sided or Print Double Sided button to submit a print request. The processed request will be available in the My eOPF Print Status page. A PDF file will be created with the applicable documents which can be opened in Acrobat reader and then printed.' Below this is a form with a 'Name:' field. The 'Total Document Count:' is 85. The 'Select Folder Side(s):' section has a checked 'Select All' checkbox, indicated by a red arrow. Below this are 15 categories, each with a checked checkbox: Permanent, Recruitment, Military, PCS Travel, Overseas, Performance, I 9, SF 52, Payroll, Security, Benefits, Temporary, Correspondence, and Training. At the bottom of the form are two buttons: 'Print Single Sided' and 'Print Double Sided'.

Step 4: Select either “Print Single Sided” or “Print Double Sided”.

This screenshot shows the same 'My eOPF - Print Folder' interface as the previous one. The message now says: 'Your request has been submitted for processing. Click the Print Single Sided or Print Double Sided button to submit a print request. The processed request will be available in the My eOPF Print Status page. A PDF file will be created with the applicable documents which can be opened in Acrobat reader and then printed.' The 'Select Folder Side(s):' section still shows 'Select All' checked. The 'Print Single Sided' and 'Print Double Sided' buttons are now highlighted with red arrows, indicating they are the next step in the process.

Step 5: Click on “My eOPF Print Status”.



My eOPF   My eOPF Search   My eOPF Print Folder   **My eOPF Print Status**

My eOPF - Print Status :

Print requests are processed periodically in the order they were requested.  
Click on the Refresh button to update the page with the latest print status information.  
Please wait a few minutes between refreshing the page to give the print services time to process your request(s).  
All dates and times displayed below are based on local (MACON,GA) server time. The current server time is: 6/8/2021 8:30:29 PM

Click on the View link found in each row of the results table to view a successfully processed print request.

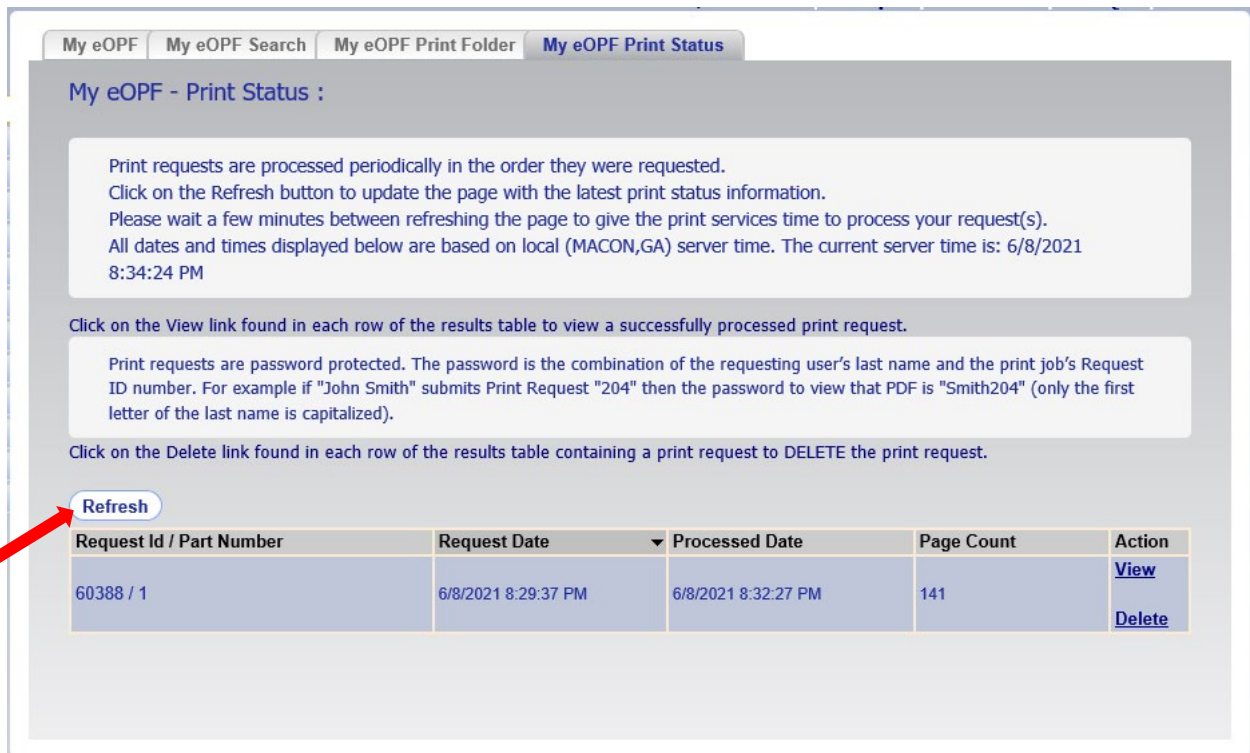
Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

**Refresh**

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
60388 / 1	6/8/2021 8:29:37 PM			<a href="#">Delete</a>

Step 6: Click on the “Refresh” button.



My eOPF   My eOPF Search   My eOPF Print Folder   **My eOPF Print Status**

My eOPF - Print Status :

Print requests are processed periodically in the order they were requested.  
Click on the Refresh button to update the page with the latest print status information.  
Please wait a few minutes between refreshing the page to give the print services time to process your request(s).  
All dates and times displayed below are based on local (MACON,GA) server time. The current server time is: 6/8/2021 8:34:24 PM

Click on the View link found in each row of the results table to view a successfully processed print request.

Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

**Refresh**

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
60388 / 1	6/8/2021 8:29:37 PM	6/8/2021 8:32:27 PM	141	<a href="#">View</a> <a href="#">Delete</a>

Step 7: When “View” appears, click on “View”, then click on “Open”.

The screenshot shows the 'My eOPF Print Status' page. It includes a 'Refresh' button and a table with the following data:

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
60388 / 1	6/8/2021 8:29:37 PM	6/8/2021 8:32:27 PM	141	<a href="#">View</a> <a href="#">Delete</a>

Below the table, a file download dialog box is open, asking: "Do you want to open or save DownloadFile.pdf from eopf.opm.gov?". The 'Open' button is highlighted with a red arrow.

Step 8: Using password format provided in this set of instructions, please input password to open file then click “OK”.

The top part of the screenshot shows a warning message: "Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if 'John Smith' submits Print Request '204' then the password to view that PDF is 'Smith204' (only the first letter of the last name is capitalized)."

Below this is a 'Password' dialog box with the following text and elements:

Please enter a Document Open Password.

Enter Password:

OK Cancel

Red arrows point to the password input field and the 'OK' button.