Electronic Official Personnel Folder (eOPF) Review Checklist

Personal Information

_____ Verify your personal information on your most recent SF 50 Notification of Personnel Action (NPA).(I.e. name, date of birth, SSN)

_____ Verify your position information on your most recent SF 50 NPA (I.e. position title, pay plan, grade, step, salary)

Federal Employees Health Benefits (FEHB)

_____ Verify that the FEHB enrollment code on the latest SF 2809 Health Benefits Election Fo1mmatches theFEHB code on your LES (Deductions section).

_____ If you are enrolled in a self plus one or self and family plan, do you still have eligible family membersthat can be covered? If not, contact the ABC-C at (877) 276-9287 to update your health plan.

_____ If you are covering a grandchild or other child under your FEHB as a foster child, is the Certification for Foster Child on file? Info1mation about foster children can be found on the Army Benefits Center
- Civilian (ABC-C) website at https://portal.chra.army.mil/abc/

_____ If you are covering a child over age 26 (child incapable of self-support), is the approval letter fromABC-C on file?

_____ Verify that your eOPF contains all of your SF 2809s for the last five years.

Federal Employees' Group Life Insurance (FEGLI)

_____ Verify the FEGLI election on the latest SF 2817 Life Insurance Election matches the information onyour LES (Deductions section) and SF 50 (Block 27).

_____ If you have Option C family coverage, do you still have eligible family members that can be covered?
If not, contact the ABC-C at (877) 276-9287 to update your life insurance.

_____ If you are returning from a break in service, verify that your FEGLI coverage on your current LES orSF50 match the coverage you had prior to your separation.

_____ Verify that your eOPF contains all of your SF 2817s for the last five years.

Beneficiary Forms

SF 1152 Designation of Beneficiary, Unpaid Compensation of a Deceased Civilian Employee

_____ Part B - The percentages equal 100%.

_____ Part B - You have signed and dated the form.

_____ Part C - Two witnesses, who are not beneficiaries, have signed the form.

_____ Part C - The Receiving Agency Certification section is complete.

_____ Verify the form on file is still valid. If the form is from a period of employment with another agency orprior to a break in service, it is no longer valid.

_____ If the names and/or addresses of any beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

SF 2808 Designation of Beneficiary, Civil Service Retirement System (CSRS)

_____ If you are a CSRS or CSRS Offset employee, you should file this form with the Office of PersonnelManagement (OPM) in accordance with the instructions on the fom1.

SF 2823 Designation of Beneficiary Federal Employees' Group Life Insurance (FEGLI) Program
This will be completed or updated at your time of retirement

_____ Part B - The percentages equal 100%.

_____ Part C - You have signed and dated the form.

_____ Part D - Two witnesses, who are not beneficiaries, have signed the form.

_____ Part E - The Receiving Agency section is complete.

_____ Verify the form on file is still valid. The form is no longer valid 31 days after your insurance coveragestops. If you have cancelled your insurance or have left Federal civilian employment since you completed the SF 2823, it is no longer valid.

_____ If the names and/or addresses of any beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

SF 3102 Designation of Beneficiary, Federal Employees Retirement System (FERS)
This will be completed or updated at your time of retirement

_____ Part B - The percentages equal 100%.

_____ Part B - You have signed and dated the fom1.

_____ Part C - Two witnesses, who are not beneficiaries, have signed the form.

_____ Part C - The Receiving Agency Certification section is complete.

_____ Verify the form on file is still valid. The SF 3102 remains in effect unless you receive a refund ofretirement deductions before retirement.

_____ If the names and/or addresses of any beneficiaries changed, a new form should be completed.

_____ If there has been a change in your family status, you may want to complete a new form.

TSP-3 Designation of Beneficiary, Thrift Savings Plan (TSP)

_____ This form should be filed with TSP in accordance with the instructions on the form.

Military Service

_____ If you have military service, are your DD Form 214s for ALL periods of active military service on file?(DD Fom1214s **must** include character of service and time lost.)

_____ If your active military service interrupted your civilian service, is the proper documentation on file, toinclude Absent-US (or LWOP-US) SF 50s?

_____ If the deposit has been paid for your military service, is proof of payment on file?(OPM 1514 Military Deposit Worksheet or equivalent)

_____ If you only have orders for the military service period, even if you do not plan on buying the time back, you must still get a statement of service memo signed and added to your record.

Civilian Service

_____ Verify there is documentation of all your periods of Federal civilian service.

_____ If you paid a deposit for non-deduction service, is proof of payment on file?

_____ If you received a refund of retirement contributions and have paid the redeposit, is proof of payment onfile?

Print File

_____ There is also an option to print the eOPF file. You will go to the top part of eOPF and select "My eOPF Print Folder" You will want to select all folder sides if they are not automatically checked. You can then select to print single or double sided. Once you have selected your print option you will need to tab over to the "My eOPF Print Status tab". There you will see your 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).

Once your request is processed you will need to enter your password into the PDF twice. Once you have done that you can either physically print the folder or you can print the file to PDF in order to get rid of the password protection. This will allow you to look at every document in your file.

Please ensure all documents in your file are yours, accurate, and up to date. Only you will know if something is missing.