

UNITED STATES OFFICE OF PERSONNEL

eOPF v5 Electronic Official Personnel Folder (eOPF)

Release Notes v5.0.1s



Change Page

Version	Date	Revision Description
1.0	12/18/2015	Initial version

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1.0 OVERVIEW

1.1 Purpose

This document lists and describes the new functionality that is included in the electronic Official Personnel Folder (eOPF) v5.0.1s.

Section 2 contains a table that lists the Change Request (CR) number, title, and description of each of the items included in v5.0.1s.

Section 3 provides a detailed description of each item with, where appropriate, associated screen shots.

1.2 For Official Use Only

This document is FOR OFFICIAL USE ONLY. The information included in this material will not be disclosed or provided to any third parties without the approval of the Data Warehousing Program (DWP) Program Management Office (PMO).

2.0 Listing of eOPF v5.0.1s Change Requests

The following table provides a listing of each Change Request (CR) and issue that has been implemented in eOPF v5.0.1s. The assigned CR number and title are identified, along with a brief description of the change. Each CR and issue is addressed in greater detail in **Section 3** of this document. For convenience, each of the CR#'s and Item Titles in the table below have been hyperlinked to the section within this document where the respective topic is addressed in greater detail.

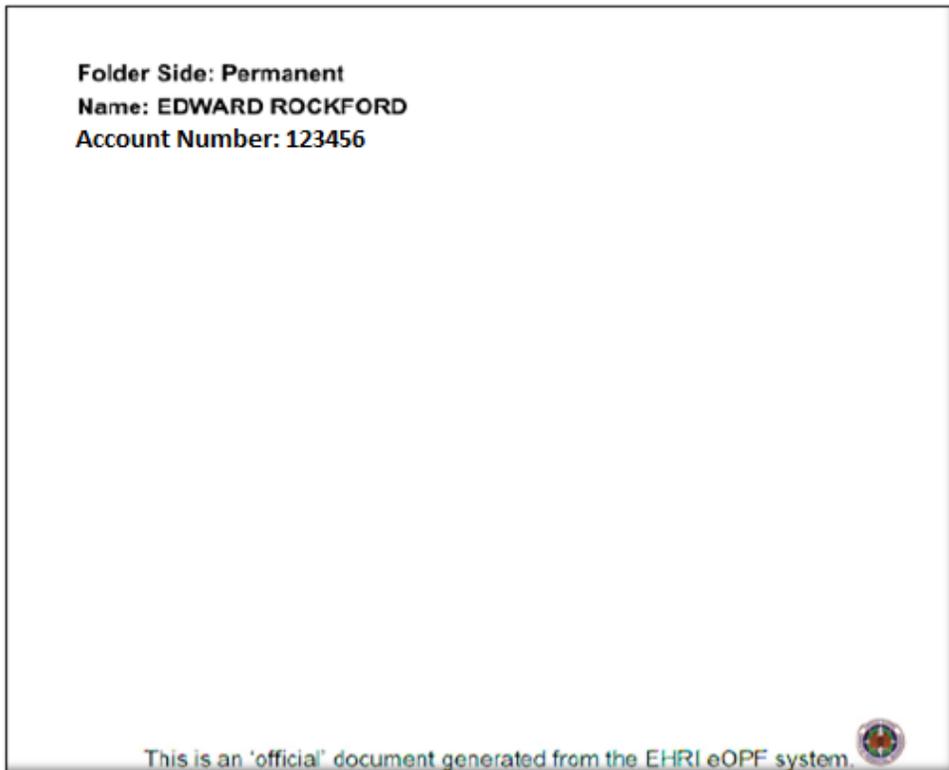
CR#	Item Title	Description
290	CR #290 – Removal of SSN from Print Request Cover Pages	For security purposes, SSN has been replaced by eOPF Account Number on Print Request cover pages.
398	CR #398 – Password field length increased to 100 characters	Character limit on password entry field lengths has been increased from 16 to 100 characters.
402	CR #402 – Simplifying Password Reset Process	The password reset process has been simplified to no longer require users to copy and paste a token to reset their password. Instead the token is now embedded within the password reset link provided in their self-service email.
404	CR #404 - Document Notification Content change	For security purposes, the New Document and Transfer Activity Document Notification emails now include a general statement which includes number of documents added to a user's eOPF instead of specific details about each document added. Also, references to the user's eOPF ID have been replaced with his or her eOPF Account Number.
405	CR #405 – Print & Password Letter Request Encryption	For security purposes, Print Request PDFs (and Password Letter Request PDFs) are now encrypted and can only be opened with a password the requesting user knows.
410	CR #410 - Field Masking	SSN, Date of Birth and Employee ID are now completely or partially masked depending on use on the web page. The unmasked values can still be accessed by either hovering over the masked value or using a "Show" link next to the masked field. Implementation of masking is based on review and disposition provided by Program Management Office review.
412	CR #412 - Report Encryption	For security purposes, Report PDFs (and .CSV files) are now encrypted and can only be opened with a password the requesting users knows.

3.0 Description of v5.0.1s Items

3.1 CR #290 – Removal of SSN from Print Request Cover Pages

In order to protect employee's Personal Identifiable Information (PII), the employee's SSN is removed from the eOPF Print/Batch cover sheet and replaced with the employee's eOPF Account Number.

An example cover page is shown below:



3.2 CR #398 – Password Field Length Increased to 100 Characters

All pages which allow for password input now have the max password field length increased from 16 characters to 100 characters.

This includes changes to the following pages:

- eOPF Login page
- Change My Password page
- User Admin/User Details page
- Password Admin/User Details page
- Required Change Your Password page
- Self-Service Reset Your Password page

3.3 CR #402 – Simplifying Password Reset Process

The password reset process has been simplified to no longer require users to copy and paste a token to reset their password. Instead the token is now embedded within the password reset link provided in the self-service email. An example is below:

This email is to notify you that a request to change your eOPF password has been made.

To create a new eOPF password please click this [LINK](#) which is unique to your request.

You are asked to provide your eOPF ID.

Please note that the link expires within 15 minutes of sending this email.

Once you complete the password reset process, you are directed to the eOPF Login Page where you must use your new password to access eOPF.

If you did not initiate this change, please contact the helpdesk at 866-275-8518 or eopf_hd@telesishq.com for assistance.

The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. section 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers information belonging to another person in their folder, he/she should immediately contact the eOPF Help Desk (dial 866-275-8518 or email eopf_hd@telesishq.com) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.

Agency: TDE_QA51S]

The link will open a page similar to the one below which prompts for the eOPF ID:

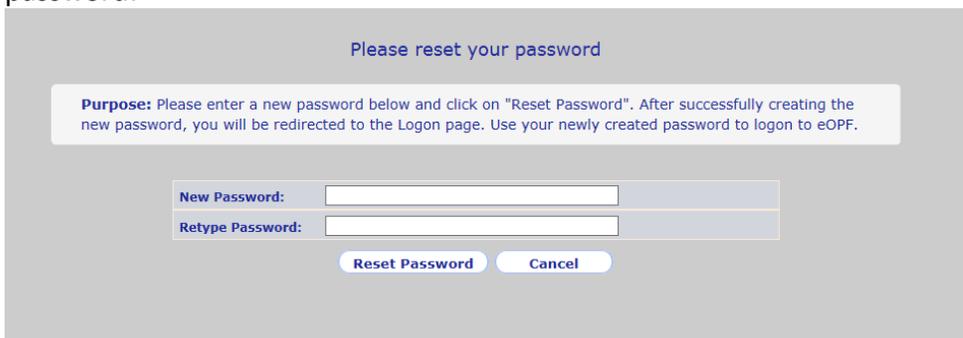


Reset your password

Note: The link provided in your password reset email expires within 15 minutes of submitting your password request. Please enter your eOPF ID.

eOPF ID:

Upon validating the eOPF ID, the user is prompted to create a new password:



Please reset your password

Purpose: Please enter a new password below and click on "Reset Password". After successfully creating the new password, you will be redirected to the Logon page. Use your newly created password to logon to eOPF.

New Password:

Retype Password:

3.4 CR #404 – Document Notification Content Change

For security purposes, the New Document and Transfer Activity Document Notification emails now include a general statement which includes the number of documents added to a user's eOPF instead of specific details about each document added. Also, references to the user's eOPF ID have been replaced with their eOPF Account Number.

An example notification email is below:

Agency: [QA502]
User ID: [135062] Name: [JONESL34, JANET] POID: [34001L]

5 document(s) have been added to your Electronic Official Personnel File (EOPF).

You can view this document by going to the eOPF Web site at "<https://eopf.agency.gov/>"

If you have questions or issues with any documents in your eOPF please contact the Customer Service Office at the following email address eopfhelpdesk@agency.gov.

3.5 CR #405 – Print & Password Letter Request Encryption

PRINT REQUESTS:

For increased security, print request output files are now encrypted and can only be accessed with a password the requesting user knows.

Example:

After generating a print request output file, the eOPF Print Service encrypts the output file using a combination of the requestor’s last name and print request ID as the file access password:

Requestor’s Last Name + Request ID

For instance, if Ricky **O’Brien** submitted a print request and the request ID is **430**, the document is encrypted using **O’brien430**. Note the ‘B’ is converted to lowercase. Only the first letter of the last name is capitalized for the password.

Employee Name	Request Id / Part Number	Requesting User	Request Date	Processed Date	Page Count	Folder Sides	Action
BECKL30, FRED	430 / 1	RICKY O'BRIEN	11/11/2015 11:57:59 AM	11/11/2015 11:58:52 AM	64	Temporary Permanent Performance Training Deleted	View Delete
BECKL30, FRED	430 / 2	RICKY O'BRIEN	11/11/2015 11:57:59 AM	11/11/2015 11:58:59 AM	54	Temporary Permanent Performance Training Deleted	View Delete
BECKL32, FRED	387 / 1	BILL WHITEL30	11/9/2015 11:56:07 AM	11/9/2015 11:56:13 AM	13	Temporary Permanent Performance Training Cancellation Retirement	View Delete

When an attempt is made to access the output file using a PDF viewer (Adobe Reader/Acrobat), the user is prompted for a password. To successfully access the output file, the user must enter **O’brien430** as the password in this example.



Password format—the first character is capitalized and the other characters are lower case.

PASSWORD LETTER REQUESTS:

For increased security, password letter request output files are now encrypted and can only be accessed with a password the requesting user knows.

Example:

After generating a password request output file, the eOPF Print Service encrypts the output file using a combination of the requestor's last name and password letter request ID as the file access password:

Requestor's Last Name + Request ID

For instance, if Ricky **O'Brien** submitted a password letter request and the request ID is **114**, the document is encrypted using **O'brien114**. Note the 'B' is converted to lowercase. Only the first letter of the last name is capitalized for the password.

Request Id / Part Number	Requesting User	Requestor's Name	Request Search Criteria	Request Type	Delivery Type	Submission Type [Welcome/Reset]	Request Date	File Name	Processed Date	Selected	Action
114 1	A16-ADMIN	O'BRIEN, RICKY	SSN List 000-16-0001 000-16-0002 000-16-0003	Login Letters	All Users (PDF)	Welcome	12/21/2015 11:52:05 AM	PWDLetters\2457378 \Login_114_131186_1.pdf	12/21/2015 11:52:35 AM	<input type="checkbox"/>	View Delete

When an attempt is made to access the output file using a PDF viewer (Adobe Reader/Acrobat), the user is prompted for a password. To successfully access the output file, the user must enter **O'brien114** as the password in this example.



Password format—the first character is capitalized and the other characters are lower case.

3.6 CR #410 – Field Masking

Masking has been added to certain pages within eOPF. Masking allows the user to proactively hide and show Personal Identifying Information (PII) data within the eOPF application as needed. This protects the data from being seen by people that happen to be in a position to see the user’s computer monitor while the user is actively in the eOPF application.

Pages previously displaying PII information such as SSN, Date of Birth, or eOPF ID have been modified using one or more of the following methods:

- A) Certain pages that displayed sensitive information unnecessarily have had those items removed. For example, the Emergency Contact page no longer displays SSN:

Emergency Contact Information :

ENTRY OF THE FOLLOWING INFORMATION IS VOLUNTARY.

Disclosure Statement: Emergency Data is used to notify your designated individuals should you become ill or injured during work. It is available to your supervisor and Human Resource personnel and is only to be used for emergency situations. Only the employee is authorized to perform an update.

User Info:

Last Name:	HIGHTOPL16	First Name:	MARK	Initials:	MH
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Home Address:	141 HOME STREET	Last Updated:	1/1/2000
Address (cont):		Work Address:	<input type="text"/>
City:	HOME TOWN	Bldg Name/Location:	<input type="text"/>
State:	VA	City:	<input type="text"/>
Zip/Postal Code:	22222	State:	<input type="text"/>
Country:	UNITED STATES	Zip/Postal Code:	<input type="text"/>
		Country:	UNITED STATES <input type="button" value="v"/>

Notify First:		Notify Second:	
Last Name:	<input type="text"/>	Last Name:	<input type="text"/>
First Name:	<input type="text"/>	First Name:	<input type="text"/>
Relationship:	<input type="text"/>	Relationship:	<input type="text"/>

- B) Pages that allow users to enter data into a sensitive text field now mask the text when the cursor leaves that field. To view the text again temporarily, the user can mouse click into the text field. Also a “Show” hyperlink is provided that, when clicked, unmask the text until the user leaves the page or clicks the “Hide” hyperlink. Example:

Search Folders: (HR Specialist)

Search Clear Back

PO ID: [] Org Code: [] Activity Code: [] Employee ID: Employee44 [x] Hide

SSN #: [.....] Show NOA Code 1: [] NOA Code 2: []

Last Name: [] First Name: [] Name Search: [] Query Package: Standard [v]

Include Empty Folders Merged Folder(s) Only

- C) Pages that display sensitive information for the user to view now mask either the entire value or most of the value (ex. SSN will display last 4 digits). To view the text again temporarily, the user can hover their mouse over the masked value to see the unmasked value. Example:

eOPF - Folder View :

Reason: Employment Verification 2 [v] View: View without watermark [v]

Show All Docs Cancel

38 folder(s) returned.

SSN	Last Name	First Name	Latest Eff. Date	PO ID	Org Code	Activity Code	Folder Status	Op
<u>000-16-8888</u>	ADMINL16	AGENCY16	10/25/2015	1601L	O	A	ACTIVE	[]
<u>***-**_0003</u>	BECKL16	FRED	11/30/2015	1601L	O1B	A	ACTIVE	[]
<u>***-**_0011</u>	BROWNL16	LEROY	02/08/2004	1601L	O1I	A	TRANSFER CONFIRMED	[]
<u>***-**_1011</u>	BROWNL16	LEROY	12/17/2015	1601L	O1	A	ACTIVE	[]
<u>***-**_0034</u>	BROWNL16	TAMMY	06/03/2012	1601L	O4G2	A	ACTIVE	[]

3.7 CR #412 – Report Encryption

Report request output files generated remain available for seven days allowing the user repeated access. In addition, a user may elect to save the output file locally to their workstation. The output files are currently unencrypted and anyone with physical access to the output files can access them. Adding encryption forces anyone attempting to open the output file to know the password to decrypt and display the output file contents. Note that a report request may generate a PDF file or a CSV file as output. The PDF file can be directly encrypted and password protected. The CSV file requires the file to be converted to an encrypted Zip file.

Example:

After generating a report request output file, the eOPF Reports Service encrypts the output file using a combination of the requestor's last name and report request ID as the output file access password:

Requestor's Last Name + Request ID

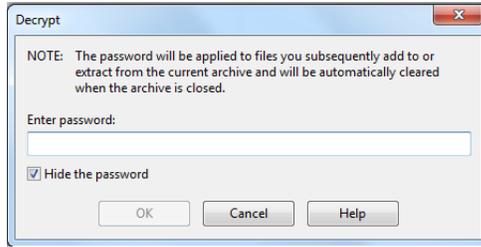
For instance, if Ricky **O'Brien** submitted a report and the request ID is **2161**, the document is encrypted using **O'brien2161**. Note the 'B' is converted to lowercase. Only the first letter of the last name is capitalized for the password.

Request Id	Requesting User	Report Name	Search Criteria	Request Date	Processed Date	Action
2162	ABBOT DOE1	Documents - Modifications	date modified between 1/1/2001 and 12/21/2015 filter by folder status: filter by modifier's ssn: 000-16-8888 order by: activity	12/21/2015 11:31:41 AM	12/21/2015 11:41:39 AM	  
2161	RICKY O'BRIEN	Documents - Created by HR Specialist	owner's ssn: 000-16-0011 filter by folder status: order by: create date	12/18/2015 10:20:59 AM	12/18/2015 10:21:44 AM	  

- PDF Output:** When an attempt is made to access the PDF output file, the PDF Viewer (Adobe Reader/Acrobat) prompts the user for a password. To successfully access the output file, the user must enter O'brien2161 as the password in this example.



- CSV Output:** CSV output files are compressed into an encrypted '.zip' file. When an attempt is made to access the zip file, depending on the Zip Application the eOPF user has on their workstation, a window like the one shown below appears when trying to unzip the report output as a CSV file. The user must enter **O'brien2161** as the password in this example.



- **Password format**—the first character is capitalized and the other characters are lower case.