



# Request to Amend Electronic Official Personnel Folder (eOPF)

Employee Name (Last, First, MI)

EIN (Employee Identification Number)

**Instructions:** You must provide this amendment request to your District or Area Human Resources office for fulfillment. For your request to be processed, you must clearly identify the record in question, the change desired, and the reason(s) for the change (*relevance, accuracy, timeliness, or completeness*). **Headquarters employees** should direct requests to:

**CORPORATE PERSONNEL MANAGEMENT**  
475 L'ENFANT PLAZA SW, RM 1831  
WASHINGTON DC 20260-4261

a) Identify the record you wish changed (*attach the document(s) you wish to add or specify the document(s)*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Describe the change desired:

\_\_\_\_\_  
\_\_\_\_\_

c) Indicate the reasons for the change:  Relevancy  Accuracy  Timeliness  Completeness

In accordance with Handbook AS-353, *Guide to Privacy, the Freedom of Information Act and Records Management*, Section 3-4, your eOPF custodian will either: (1) inquire to obtain more information needed to determine whether amendment is appropriate, amend the information as necessary, and notify you about the revised record; or (2) deny your request for changes in whole or in part, provide the reasons for denial, and notify you of your opportunity to appeal the decision.

**Privacy Act Statement:** Your information will be used to process your request. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

**Instructions to Human Resources:** Retain or destroy this form as described in the table below.

	Approved	Denied
Add	Send document to be scanned into eOPF. Hold request in pending file. Destroy request after verifying that document was added.	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.
Amend	Print document, amend, and send amended document to be scanned into eOPF. Hold request in pending file. After verifying that document was added, delete original document and destroy request.	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.
Delete	Delete document and destroy request.	Notify employee including appeal rights per Handbook AS-353 Section 3-4. Retain request form and notification for 2 years.