



e-OPF Candidate Review Request Form

as of July 25, 2014

Use this document to collect and record information required when contacting the HR Service Center to request access to view a candidate's e-OPF. This form will not be submitted and should be used solely to facilitate the call to Agency Services.

To be completed by Interviewing Agency HR Office

Preferred Candidate's Current HR Office Representative who Approved Request:

Name:

Agency:

Preferred Candidate Information:

Name:

Personnel Number:

Position Number:

e-OPF Reviewer Information (HR Personnel):

Name:

Personnel Number:

Position Number:

Email Address:

Date Requested:

You may request e-OPF access by contacting the HR Service Center at 877.242.6007 and selecting option #1 for Agency Services. The action to provide access will be completed during the phone call.

This process requires overnight processing. Therefore, access will not be available until the following day and will be available for 2 business days.