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<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out OHCAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

Phone: 1.877.TSA.7990 (1.877.872.7990)
Fax: 1.877.TSA.7993 (1.877.872.7993)

OHCAccess Bulletin – 6/14/2016

For Distribution to All TSA Employees

Accessing eOPF on Non-Government Computers

As a result of the eOPF upgrade on March 26, 2016, all users must now access eOPF from a government computer. Access from non-government computers will be denied.

Separated employees will no longer have 60-90 days of eOPF access after separation. The new security enhancement will require that employees gather their files prior to separating from government service. Please note: Any information that is saved or transferred to a media device should be properly safeguarded (i.e., zipped, password protected, etc.) for security purposes.

If an eOPF document is unavailable prior to departure, the employee should contact the OHCAccess Shared Service Center to arrange delivery of this material. To request official documents, employees should fax a written request to 1-877-872-7993, or they can scan, encrypt, and email a request to Helpdesk@mailserver-hraccess.tsa.dhs.gov.

The request must contain the following information:

- Full name
- Last four digits of Social Security number (SSN)
- Signature and date signed
- Description of document(s) being requested
- Mailing address or email address, depending on how the employee wants to receive the document(s)

Please note that OHCAccess cannot mail document(s) to a post office (PO) box. In addition, if an employee chooses to have the documents emailed, all Personally Identifiable Information (PII) will be removed to protect the employee's privacy.

If you have any questions, please contact the OHCAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov. If you are an Executive, please contact the Executive Help Desk at 1-877-872-7991 or ESO@mailserver-hraccess.tsa.dhs.gov.