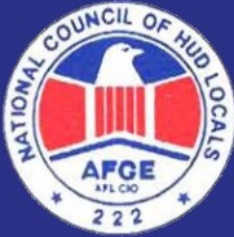


AFGE Council 222

From: AFGE Council 222
Sent: Tuesday, February 18, 2025 8:19 AM
Subject: Comprehensive Instructions to Gather and Secure Your Essential Documents



National Council of HUD Locals - Council 222

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES AFFILIATED WITH AFL-CIO
WE ARE COMPRISED OF HUD LOCALS THROUGHOUT THE U.S.

<https://afgecouncil222.com>

February 18, 2025

Comprehensive Instructions to Gather and Secure Your Essential Documents

Dear Members,

As your President, I want to ensure that you are prepared for any potential changes in our workplace. In light of recent developments and the possibility of a Reduction in Force (RIF), it is crucial that you take immediate action to secure important documents and information. This proactive approach will help protect your rights and interests as federal employees.

Please follow these comprehensive instructions to gather and secure essential documents:

Essential Documents to Secure

1. Electronic Official Personnel Folder (eOPF)

- Go to <https://eopf.opm.gov/hud>
- Create a username and password (verify with PIV card)
- Download all documents:
 - a. Click "Show All Docs" on the "My eOPF" tab
 - b. Select "Check All" and "Print Single Sided"
 - c. Wait for processing (may take a few hours)
 - d. Download the encrypted file and note the password (Lastname# format)

2. Employee Personnel Page (EPP)

- Access via <https://www.nfc.usda.gov/EPPS/index.aspx?ReturnUrl=%2fEPPS%2fepmain.aspx>
- Download recent paystubs, W-2s, and leave balance statements

3. InCompass

- Access via inCompass+ or HUD@Work
- Download last 2-3 FINAL performance evaluations

4. Additional Important Documents

- Mid-year and annual reviews
- Feedback on substantive work
- Records related to EPPES and progress

- Any written communications regarding potential termination
- Copies of agency contracts (e.g., student loan repayment agreements)
- Personal files stored on work computer

Account Access and Information

1. Ensure access to:
 - TSP account
 - Flexible spending account (if applicable)
2. Update account recovery information:
 - Change login/recovery email to a personal email for all relevant government accounts

Union Contact Information

Keep readily available:

- local union contact for your president
- local union contact for your steward
- council email address

Additional Steps

1. Confirm possession of HUD laptop
2. Forward any termination-related documents to personal email
3. Send performance records to personal email
4. Secure usernames/passwords for relevant government sites
5. Print or save copies of all downloaded documents to a personal device

Remember, it's always a good practice to maintain both digital and hard copies of your personnel documents. Taking these steps now will ensure you have all the necessary information at your fingertips, should the need arise.

Stay vigilant and united. We will continue to fight for your rights and keep you informed of any developments.

In solidarity,

Antonio F. Gaines

President, AFGE National Council 222

AFGE Officers List: <https://afgecouncil222.com/aboutus.htm>

Check out our website: <https://www.afgecouncil222.com>

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