

HOW TO DOCUMENT AUGMENTATION IN YOUR eOPF

A. Prior to Embarking Print your Travel Authorization

1. Login to E2.
2. Go to your Trips then navigate to show your Travel Authorization Summary
3. Under 'Other Actions' you can choose either printable authorization version to print or save as pdf.

The screenshot shows the E2 Solutions interface. At the top, there are tabs for 'MY E2' and 'MY APPROV.'. Below this is the 'Trip Dashboard' with a sub-tab for 'Authorization'. A list of links on the left includes 'Basic Information', 'Reservation', 'Site Details', 'Expenses', 'Accounting', 'Travel Policy', and 'Summary' (which is highlighted with a red circle). To the right of this list is a 'Step 7' section with a 'Traveler N' and a 'Per DO extend' button. Below the list is an 'Other Actions' section with links for 'Attachments', 'Printable Authorization', 'Compact Printable Authorization', and 'Documen'.

B. Get your Travel Authorization Endorsed:

1. Have a responsible authority (usually CO, XO, or OOD) sign and date your time of arrival/departure to/from the temporary duty station at the bottom of your TA. This can be either a digital or ink signature. Ink is usually expeditious.
2. Digitally scan/save the signed document file

The screenshot shows the 'E2 Travel Authorization' form. At the top, it says 'Thu Jun 08 09:20:44 CDT 2023'. Below this is a 'PRIVACY ACT NOTICE'. The form includes fields for 'Document Number', 'Trip Status', 'Authorization ID', and 'Type of Authorization'. It also includes a table for 'Authorized Itinerary' with columns for 'Arrive', 'Depart', 'Time', 'Location', 'Car', 'Hotel', 'Mode', and 'Notes'. The form is signed and dated at the bottom. A black box at the bottom right says 'Title/Signatures go here For Arrival/Departure from Temporary Duty Station'.

C. Upload your Endorsed Travel Authorization to your eOPF

1. Login to your eOPF

2. Click the 'TDY/Detail' Tab
3. Click the '+Add' button
4. Select the file of your endorsed Travel Authorization
5. Fill in the metadata:
 - a. Document date
 - i. can correspond to the last date of your TDY
 - b. Duty Type
 - i. TDY
 - c. Billet
 - i. Blank
 - d. Assignment Type
 - i. Sea Duty
 - e. Branch
 - i. Full name of ship
 - f. Position
 - i. Augmenting OOD
 - g. City/State
 - i. Where you traveled to meet the ship
 - h. Fleet
 - i. Select ship name from dropdown
6. All other inputs can be left blank

D. Submit for Approval

1. Hit Save
2. A ticket is generated and sent to the Assignment Coordinator's inbox
3. The Assignment Coordinator reviews your document and metadata for accuracy then validates it
4. Your 'Accepted' TDY Summary looks like this in your eOPF scrolling to the right

<div> <div>+ Add</div> <div>Export to PDF</div> <div>Export to Excel</div> </div>								
	Start Date ▼	End Date ▼	Assignment Type ▼	Branch ▼	Position ▼	City ▼	State ▼	Duty
▼ Status: Accepted								
	06/11/2023	06/20/2023	Sea Duty	NOAA Ship Ferdinand R. Hassler	Augmenting SWO	Norfolk	VA	TDY

<div> <div>+ Add</div> <div>Export to PDF</div> <div>Export to Excel</div> </div>								
▼	State ▼	Duty Type ▼	Billet ▼	Project Code ▼	Task Code ▼	Fleet ▼	TDY Order Number ▼	
	VA	TDY				Ferdinand Hassler		<div> <div>✓</div> <div>👁</div> <div>🗑</div> <div>✉</div> </div>

And like this to Personnel Boards (no scrolling)

6/11/2023	6/20/2023	Sea Duty	NOAA Ship Ferdinand R. Hassler	Norfolk, VA
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E. To Report an Issue

1. Scroll all the way to the right
2. Click the envelope icon
3. Provide the change request information.

<div><div>+ Add</div><div>Export to PDF</div><div>Export to Excel</div></div>														
▼	State	▼	Duty Type	▼	Billet	▼	Project Code	▼	Task Code	▼	Fleet	▼	TDY Order Number	▼
VA	TDY										Ferdinand Hassler		<div><div>✓</div><div>👁</div><div>🗑</div><div>✉</div></div>	

This will generate a ticket in the Assignment Coordinator's inbox to review and make corrections to your TDY report.