

Personnel Employee Bulletin

November 21, 2007

Human Resource Systems - Upcoming Changes

Two heavily used human resources systems (EOPF and EBIS) will be undergoing substantial upgrades in the next sixty days.

DLA ELECTRONIC OFFICIAL PERSONNEL FOLDER (EOPF)

The Office of Personnel Management (OPM) has adopted EOPF as part of the Federal Enterprise Human Resources Initiative (EHRI) and is deploying the system throughout the Federal government. This change will place DLA on the Federal version, aligning us directly with changing OPM policy related to document processing, transfer, and security.

Most of the basic EOPF functionality will remain the same. Below are the three changes that you will see in the OPM version:

- 1. New Login Procedures** - The Social Security Number (SSN) is replaced as the login identifier by a new ten character field consisting of the first initial of first name; first four characters of last name; and five random numbers. After deployment, the system will assign a new identifier the first time a user logs in with their current log in information. In addition, employees will be asked to select and answer security questions that will be used in the password reset process.
- 2. Elimination of 'Career Brief'** - The OPM version does not have a 'Career Brief'. The DoD 'MyBiz' application now provides this functionality. See the next Personnel Employee Bulletin on December 5, 2007, for more information about MyBiz.
- 3. A New Look plus Additional Options for Formatting Display** – Although DLA employees who use the current EOPF will easily recognize the functions of the OPM version, the screen background will change and there are new options for formatting the display of personnel documents.

EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS)

The major change affecting EBIS will make it much less cumbersome to access the application without compromising security. The new version removes the first login screen, called the 'Point of Entry (POE)'. The single remaining login allows for employees to create a new login identifier in place of the Social Security Number (SSN). After deployment of the change, EBIS will allow one entry with the current login information, asking employees to create a unique login identifier of seven to ten characters and a new 'strong' password. The password will then expire every 60 days in accordance with security policy. From that point on, EBIS functionality will remain as before. Additional information on deployment dates for EOPF and EBIS will be available on the DLA Human Resources website (<http://www.hr.dla.mil>) as the information is available. Click on the Automated Tools button at the top of the page.

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin will be published on the first and third Wednesday of each month.