

Personnel Employee Bulletin

October 07, 2009

UPDATING EMERGENCY CONTACT DATA

If something unfortunate were to happen to you while at work or TDY, would your supervisor know whom to contact in case of an emergency?

In the Electronic Official Personnel Folder (EOPF), there is an emergency contact data screen where you can list two people – a Primary and an Alternate person to contact in case of an emergency. The contact names, addresses, and telephone numbers can be listed, and the telephone number fields are large enough to hold international numbers. The emergency data would be used to notify the person(s) of your choice should you become ill or injured during work. This information is available to your supervisor and Human Resources personnel for use only in an emergency.

If your data hasn't already been input or if you need to change/update your contact information, there is a button titled "Emergency Data" on the left hand side of the EOPF page. The contact screen shows the date of the last time you updated your contact information and only you are allowed to add or change your contacts. You will find the EOPF website under the "Automated Tools" tab on the DLA Human Resources website: <http://www.hr.dla.mil>.

You are encouraged to also update your emergency contact information in "MyBiz." This is a web-based application within the Defense Civilian Personnel Data System (DCPDS) in which you can access your personnel data and update your personal information to include your emergency contacts. You will find the "MyBiz" link under the "Automated Tools" tab on the DLA Human Resources website: <http://www.hr.dla.mil>. Again, the emergency contact data you input into "MyBiz" is available to your supervisor and Human Resources personnel for use only in an emergency.

For additional information, please contact your servicing DLA Human Resources Center, <http://www.hr.dla.mil/cntctus.htm>.

The Personnel Employee Bulletin is published on the first Wednesday of each month.