

Personnel Employee Bulletin

April 1, 2009

Tools to Manage Your Career

DLA employees have access to one of the largest collections of automated Human Resources applications available in the Federal government. If you are unfamiliar with these tools and the information they provide, please take some time to check them out. The DLA Human Resources website is the best place to start. It is located at <http://www.hr.dla.mil>; the tab near the top of the home page titled "Automated Tools" will point you in the right direction. Most of the applications are accessed from the Automated Tools page and include links to the information you need to get started. Below is a summary of what is available by subject area:

- Benefits Information: The **Employee Benefits Information System (EBIS)** includes health and life insurance info; personal retirement estimates; tools to calculate potential Thrift Savings Plan (TSP) earnings; and the capability to change TSP withholdings, make open season elections, and make life event health benefits changes.
- Applying for other DLA jobs: DLA merit promotion vacancies are filled through the **Automated Staffing Program (ASP)**. The Human Resources website will assist you with searching for job openings and receiving job opening email notifications. Build your resume in ASP now so you're ready to submit an application when that desired job opens.
- Personnel system data: For personnel system data, including positions held, salary, and personnel action history, there are two systems to investigate – the **Electronic Official Personnel Folder (EOPF)** and **MyBiz**; both provide extensive information about your career. **If you converted to NSPS, MyBiz is a necessity as performance standards and appraisals will be administered through the Performance Appraisal Application linked to MyBiz. Supervisors have a companion tool to MyBiz called MyWorkplace.**
- Payroll related information: Find current and prior leave and earnings statements, as well as tax documents (W-2 forms), and make changes to tax withholding, allotments, and your mailing address by utilizing **MyPay**, a site operated by the Defense Finance and Accounting Service (DFAS).
- Position Descriptions: DLA maintains a position description (PD) library called **PDQNet**. It allows you to search by a number of fields to locate your PD or find samples of others.
- Manage your training and development activities: The DLA **Learning Management System (LMS)** is a complete resource for individual development plans, required training, and training history. It is available through eWorkplace, but information about the system and its use can be found on the Automated Tools page at <http://www.hr.dla.mil>.

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 Wednesday of each month.