

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**Bureau of Land Management**  
**Oregon State Office**  
**P.O. Box 2965**  
**Portland, OR 97208**

**In Reply Refer to:**  
 1400-900 (OR-953) P

November 19, 2002

EMS TRANSMISSION 11/22/2002  
 Instruction Memorandum No. OR-2003-018  
 Expires: 9/30/2004

To: All Employees  
 From: State Director  
 Subject: Using Employee Express

**Program Area:** Employee Use of Employee Express

**Purpose:** Reiterates the requirement for all Bureau of Land Management (BLM) Oregon/ Washington (OR/WA) employees to use EMPLOYEE EXPRESS for discretionary<sup>[1]</sup> payroll or personnel transactions.

**Policy/Action:** All employees need to use EMPLOYEE EXPRESS when making any payroll or personnel record changes that are allowed in the system for Department of the Interior employees.

The Department of the Interior is committed to empowering employees and helping human resources offices operate in an efficient manner. An employee can quickly and easily perform a variety of transactions, such as:

Initiate and change financial allotments
Health benefit open season changes (see Information Bulletins No. OR-2003-025 and 027)
Federal and state tax changes
Direct deposit changes for payroll checks
Home address changes
Savings bond enrollment and changes
Some TSP enrollments and changes (see Information Bulletins No. OR-2003-005 and 016)

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[1] Optional changes made at the request of the employee that do not require legal approval, review or authorization by a human resources or payroll official.

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Remember, EMPLOYEE EXPRESS can be accessed 24-hours a day, online at: <http://www.employeeexpress.gov>.

By telephone: (478) 757-3030  
 Toll Free: (800) 827-6254  
 TDD: (478) 757-3117

INTERnet: <http://www.employeeexpress.gov>  
 INTRAnet: <http://web.or.blm.gov/OR953>  
 Touch Screen Kiosk: 911 NE 11th Avenue, Portland, OR

**Timeframe:** Immediately.

**Background:** Effective January 1, 1999, all BLM OR/WA employees were instructed to use EMPLOYEE EXPRESS to make all discretionary payroll or personnel record changes. These instructions were published in Information Memorandum OR 99-008, Subject: Employee Express - transition period November 1 through December 31, 1998, Full Implementation January 1, 1999.

Enhancements have been made to EMPLOYEE EXPRESS that have greatly improved the functionality of the site. A few of the enhancements that have allowed employees manage personnel and payroll related information with more ease are:

PIN requests and changes via the web in one day or less
OPM (Office of Personnel Management) Knowledge Base
Optional E-mail confirmation of all transactions
Display of the effective date before end of transaction
New website design

Employee data is tightly controlled. EMPLOYEE EXPRESS uses the highest security possible. Internet browsers must have 128-bit encryption in order to use EMPLOYEE EXPRESS.

**Manual/Handbook Sections Affected:** None.

**Coordination:** N/A

**Contact:** Kelly Van Driesche, Human Resources Specialist (Information Systems), Oregon State Office, Branch of Human Resources. For questions regarding your information, you may contact your servicing human resources office or the Payroll Help Desk at (303) 969-7732 or (800) 662-4324 from home. For concerns or questions about the security of your browser, contact your IRM support staff.

**Districts with Unions** are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
 Kathy J. Eaton  
 Acting, Associate State Director

Authenticated by  
 Mary O'Leary  
 Management Assistant

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