

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225**

In Reply Refer To:
1400-300 (HR-210)

May 7, 1999

EMS Transmission
Information Bulletin No. HR-99-084

To: All Human Resources Employees

From: Director, National Human Resources Management Center

Subject: Automated Human Resources Research Tools and Decision Support
Software User Survey

DD: 5/14/99

With the advent of the Internet as a human resource (HR) research tool and the decreasing monies for electronic research tools such as Personnet and CyberFEDS, all of us have wondered if we should rely on the Internet as our primary research tool, continue our subscriptions for these research tools, or purchase a Bureauwide subscription to get "the biggest bang for our buck." Obviously the companies that provide these research tools recognize our dilemma. They continue to increase the volume and type of information they provide and improve the ease and speed in which users can access relevant information.

The National Human Resources Management Center is currently analyzing the costs and benefits of the various automation tools available for use. As part of this effort, we need to know what kinds of information HR employees need to meet their research needs including the types of information needed, how frequently someone needs the information, and do we increase our effectiveness or our efficiency with these automated tools.

Please take a few minutes to complete the attached survey and forward it to Gail Colbert, HR-210, via electronic mail or fax to her attention 303-236-0475 no later than Friday, May 14, 1999.

Signed by:
Mark Whitesell
Acting Director

Authenticated
Darlene Robitaille
Secretary

1 Attachment

1 - Automated Human Resources Research Tools - Decision Making
Software User's Survey (5 pp)

Distribution

RS-150, BLM Library

HR-210

HR-200

**AUTOMATED HUMAN RESOURCES RESEARCH TOOLS -
DECISION SUPPORT SOFTWARE USER SURVEY**

Name (optional):

Position Title:

Series and Grade:

Org Code (optional):

1. Which of the following automated research applications/decision support software do you use? (Please check all that apply)

| | |
|--|--------------------------------------------|
| | Personnet Online |
| | Personnet on CD-ROM |
| | CyberFEDS |
| | OPM web site |
| | OPM HRCD |
| | DOI web site |
| | Chinnock |
| | Other personnel-related Internet resources |
| | None |
| | Other (please list) |

Please use this scale when answering questions two and three:

- 1 = Daily**
- 2 = Weekly**
- 3 = Monthly**
- 4 = Annually**
- 5 = Never**

2. How often do you use each of these automated applications?

| | |
|--|--------------------------------------------|
| | Personnet Online |
| | Personnet on CD-ROM |
| | CyberFEDS |
| | OPM web site |
| | OPM HRCD |
| | DOI web site |
| | Other personnel-related Internet resources |

3. Which of the following items do you use? (Please check all that apply - Include both electronic and printed material.)

| √ YES | HOW OFTEN | TITLE |
|----------------------|--------------|---------------------------------------|
| Laws and Regulations | | |
| | | CFR Titles 5, 20, 29, 38 and 42 |
| | | Civilian Personnel Law Manual |
| | | Personnel-Related Executive Orders |
| | | Federal Register |
| | | FPM Chapters |
| | | OPM Operating Manuals |
| | | Personnel-Related Public Laws |
| Pay and Benefits | | |
| | | Benefits Administration Letters |
| | | Compensation Policy Memoranda |
| | | Pay and Benefits Forms |
| | | Retirement and Insurance Publications |
| | | Wage and Salary Tables |

| | | |
|------------------------------|--|-----------------------------------------------------|
| Classification and Staffing | | |
| | | Classification Standards |
| | | Classifiers' Handbook |
| | | Departmental Supplements to Qualification Standards |
| | | Digest of Significant Classification Appeals |
| | | FES - Factor Evaluation System - How to Write PDs |
| | | FWS - Federal Wage System - How to Write PDs |
| | | Handbook of Occupational Groups and Series |
| | | Job Grading Standards |
| | | Job Qual System for Trades and Labor Occupations |
| | | Position Description Samples Library |
| | | Qualification Standards for GS Positions |
| | | Single-Agency Qualification Standards |
| | | Decision Support Software |
| MSPB | | |
| | | Appeals of Federal Administrative Decisions |
| | | Courts - Supreme, Appeals, Districts |
| | | Appeals of Federal Administrative Decisions |
| | | Federal Court Decisions |
| | | Merit System Principles |
| | | MSPB Decisions |
| Labor and Employee Relations | | |
| | | ER Forms and Tools |
| | | FLRA Office of GC Policy Memoranda |
| | | FLRA Regulations |
| | | FLRA, FSIP, ALJ and Related Court Decisions |

| | | |
|------------------------|--|--------------------------------------------------------------------|
| | | LR Forms and Tools |
| | | Negotiability Determinations of the FLRA |
| | | Significant Case Reports |
| | | Appeal of Arbitration Decisions |
| | | Appeals of Federal Administrative Decisions |
| | | Decision Support Software |
| Arbitrator Information | | |
| | | Arbitrators' Biographies |
| | | Arbitrators' Statistics |
| | | Federal and Public Sector Arbitration Awards |
| | | Federal Arbitration Awards |
| | | Federal Circuit Court of Appeals Decisions |
| | | Significant Private Sector Decisions |
| EEO | | |
| | | Decision Support Software |
| | | ADA and Rehabilitation Act Decisions |
| | | All EEOC Federal Sector Decisions |
| | | EEO Forms and Tools |
| | | EEO Management Directives and Bulletins |
| | | EEOC Notices |
| | | EEOC Regulations from CFR and Federal Register, Title 29 |
| Comptroller General | | |
| | | Civilian Personnel , Military, Procurement and Financial Decisions |
| | | Civilian Transportation, Travel, Relocation |

Please use this scale when answering questions four and five:

1 = Very much

2 = Somewhat

3 = Very little

4 = Not at all

4. Do you feel that using automated research tools' and/or decision making software makes you more *effective* in your position? _____

5. Do you feel that using automated research tools' and/or decision making software makes you more *efficient* in your position? _____

6. SPOs only. Does your state currently subscribe to a private research service such as Personnet or CyberFEDS. Yes No If yes, what is your annual investment?

7. Comments: