



Self Service User Guide



Version 4(R12)

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NOTE: Reserved Modules have been included in several locations where current information is not available. You will be notified of updates and provided materials replacing these notices as soon as the information becomes available.

Self Service 'My Biz'

Module 1, Chapter 1

Before You Begin

Introduction

The Self Service Employee 'My Biz' module provides employees the ability to access their Defense Civilian Personnel Data System (DCPDS) employment-related information. The following pages provide a brief overview of 'My Biz'.

Contents

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Accessing ‘My Biz’

To access ‘My Biz’, you must log into the DCPDS Portal. For specific DCPDS Portal information, contact your Human Resources Office (HRO).

The screenshot shows the DCPDS Portal homepage. At the top is a blue banner with the DCPDS logo on the left and 'DCPDS PORTAL' in the center. On the right of the banner are logos for 'MY BIZ' and 'MY WORKPLACE'. Below the banner is a navigation menu with several sections:

- News and Information**: Last updated Jun 21, 2011 18:00 CDT. Includes an announcement about the new DCPDS Portal and a downtime notice for DoDEA users.
- Smart Card Access**: Includes options for returning users (Login), first-time users (Register), and password resets (Reset).
- Reporting Problems**: Provides contact information for personnel data concerns and technical issues.
- Authorized Non-Smart Card (Non-CAC) Access**: Includes login and register options for non-smart card users.
- Component Help Desk Information**: Provides a contact list for help desk issues.

At the bottom of the page, there are links for [Privacy Act](#), [Accessibility](#), [Privacy and Security Policy](#), and [CPMS Information](#).

Figure 1



After successfully accessing your region via the DCPDS Portal, the ‘My Biz’ home page displays. Selecting the ‘My Biz’ link will open the ‘Functions’ menu of available tasks.



Figure 2

Note: When navigating within ‘My Biz’, you must utilize appropriate icons, buttons and links to navigate through the screens. The ‘Back’ button **must not be used** while navigating within ‘My Biz’.

Navigating in ‘My Biz’

Let’s take a look at the features of this page. The page displays three columns: ‘Responsibilities’, ‘Functions’, and ‘Favorites’.

The left column displays your ‘Responsibility’;



Figure 3

The column in the middle displays the available ‘Functions’:



Figure 4

My Information – provides view of employment-related information.

Update My Information – allows you to update specific personal information.

Employment Verification – allows you to provide employment information to financial organizations

Performance Appraisal Application (PAA) – allows you access to PAA Application.

The column on the right displays ‘Favorite’ websites.

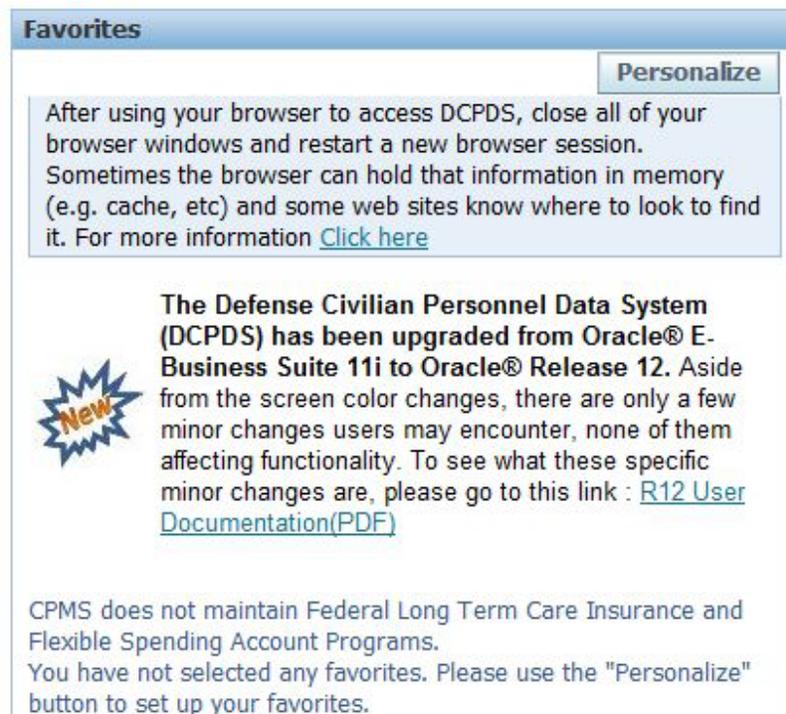


Figure 5

Accessing and Creating Favorites in ‘My Biz’

Before You Begin

Module 1, ‘My Biz’ Page 4



'Favorites' allows you quick access to commonly-used websites. To access a web site from your list of favorites, right click on the link you want to open and select 'Open in New Window'.

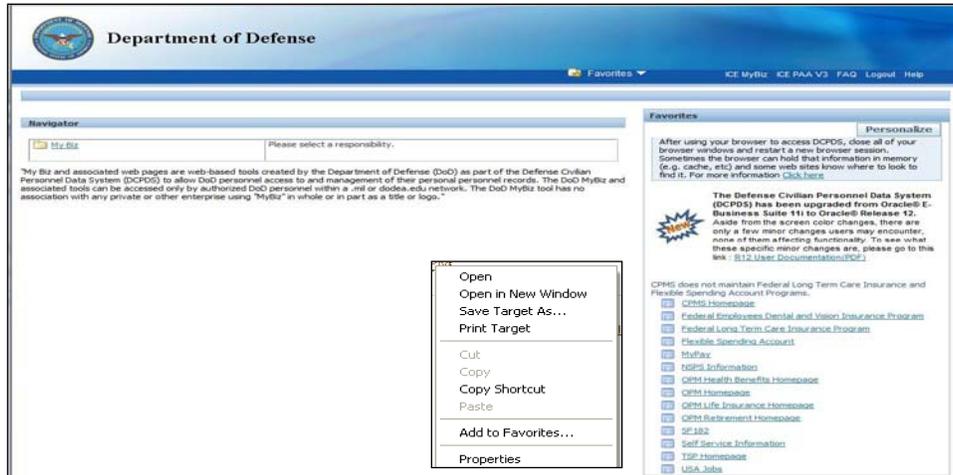


Figure 6



To return to the application, select the “X” to close the window.



Figure 7



Select the  button to make changes to your 'Favorites'.

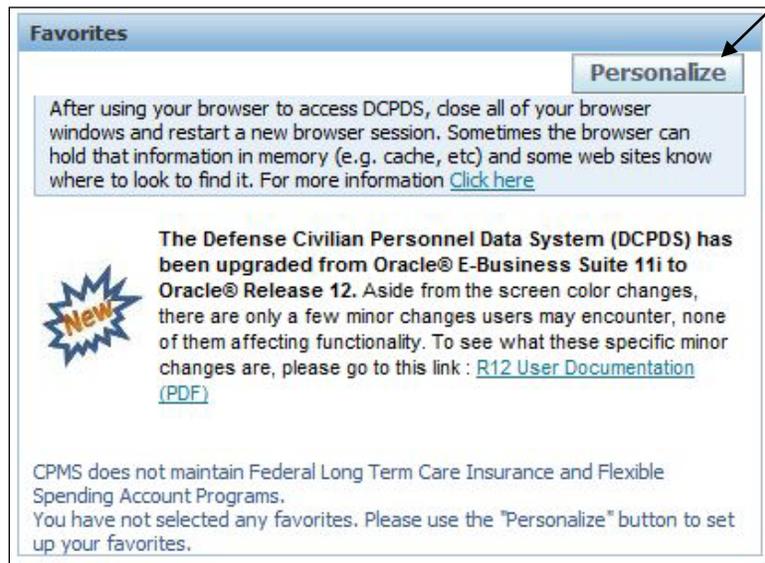


Figure 8



To add a 'favorite' website, select the **Personalize** button.

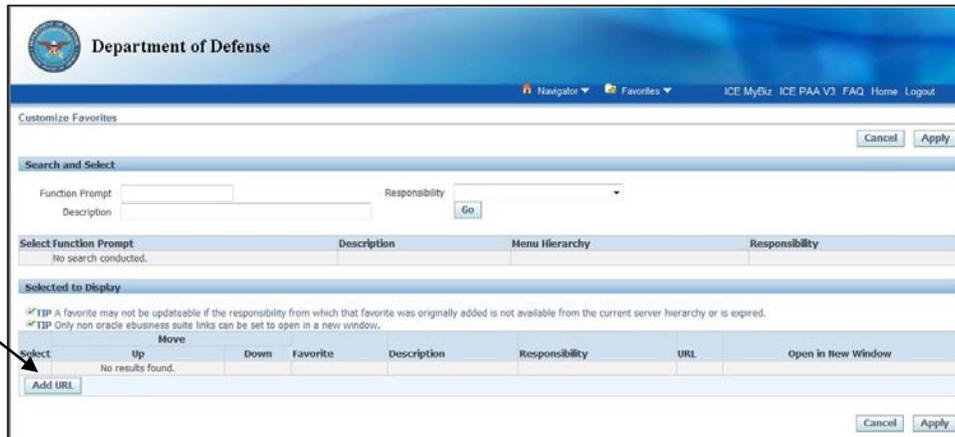


Figure 9

Type the name of the web site you want displayed on your homepage; then, type the URL information and select the **Apply** button. In this example, 'OPM' website will be added to the favorites list.



Figure 10

After applying the changes, the homepage displays with the new link under the 'Favorites' column. In this case, 'OPM' website was added to the favorites list.



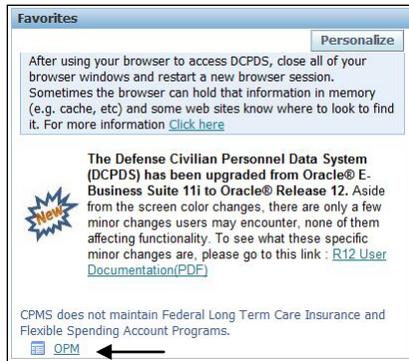


Figure 11

Note: To remove a 'favorite' from your list, select the web site by clicking in the check box under the 'Select' column, selecting the 'Remove' button and clicking 'Apply'.

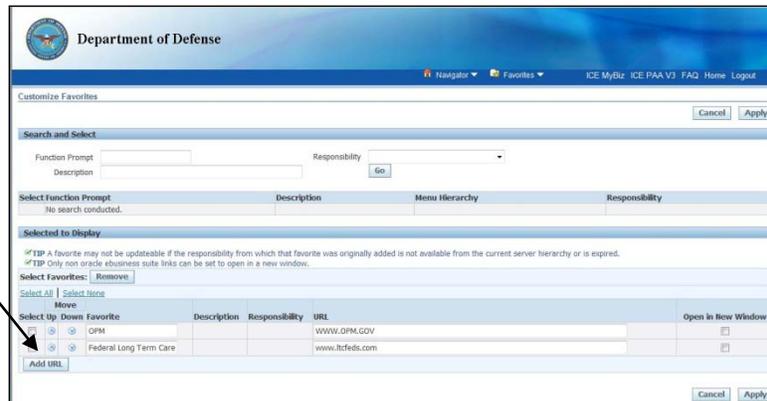


Figure 12

Interactive Customer Evaluation (ICE)

The [ICE MyBiz](#) link allows users to electronically review Component services/products.



Figure 13



Logging Out of 'My Biz'

To properly logout, select the [Logout](#) link at the top or bottom of page and exit your DCPDS Portal session.

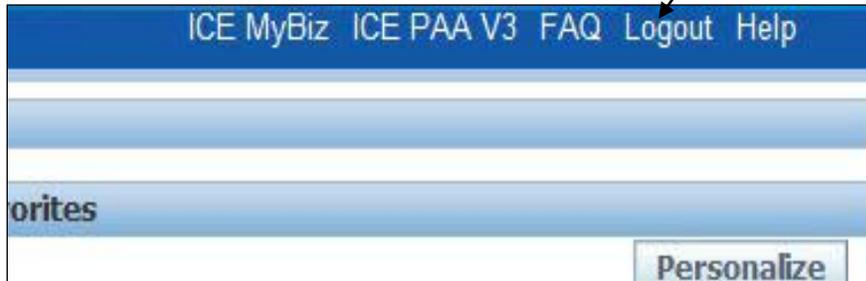


Figure 14



Self Service ‘MyBiz’ Module 1, Chapter 2 Accessing My Information

Introduction

The *Employee* ‘MyBiz’ module provides employees the ability to view their employment-related information. The following pages provide a brief overview of the ‘MyBiz, MyInformation’ functionality.

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Accessing 'My Information' - General Information

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'MyBiz',  [My Information](#) function to view your information.



Figure 1

The header displays a summary of your current position and a link to Emergency Contact information. This information is viewable from any tab selected.

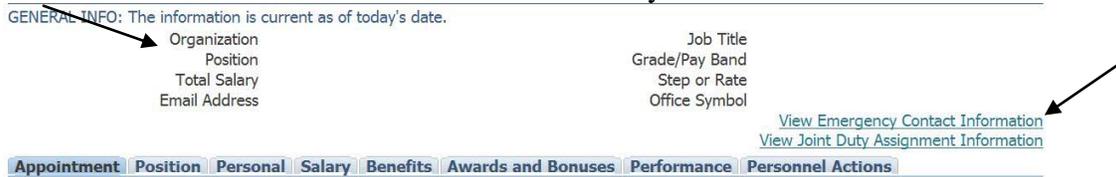


Figure 2

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select the



link to open the folder and view the additional data.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
	27-Mar-2011	Aircraft Mechanic (8852)	WS-10	02

Figure 3

Hide

Once you finish viewing the information, select  to close the folder.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
	27-Mar-2011	Aircraft Mechanic (8852)	WS-10	02
Work Schedule		F - Full-Time	Part-Time Hours Biweekly	
Pay Rate Determinant		0 - Regular Rate	WGI Due Date 23-Sep-2012	
WGI Pay Date		23-Sep-2012	LAST Equivalent Increase 27-Mar-2011	
Key Emergency Essential Empl		Not Assigned to Key Emergency Employee	Tenure 2 - Conditional - Tenure Group 2	
Position				
Annuitant Indicator		3 - Ret Enlisted	Date Arrived Personnel Office 20-Sep-2010	
Assignment HTE Start Date			Assignment HTE Date	
Leave Without Pay Start Date			Leave Without Pay End Date	
Sabbatical Start Date			Sabbatical End Date	
Email Address				

Figure 4



Information Tabs - The following is a list of the tabs with associated information.

Appointment Tab contains your current appointment information.

Appointment			
Appointment	Position	Personal	Salary
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.			
Details Effective Date		Job	Grade/Pay Band
27-Mar-2011		Aircraft Mechanic (8852)	WS-10
Work Schedule	F - Full Time	Part-Time Hours Biweekly	Step or Rate
Pay Rate Determinant	0 - Regular Rate	WGI Due Date	23-Sep-2012
WGI Pay Date	23-Sep-2012	Last Equivalent Increase	27-Mar-2011
Key Emergency Essential Empl	Not Assigned to Key Emergency Employee Position	Tenure	2 - Conditional - Tenure Group 2
Annuitant Indicator	3 - Ret Enlisted	Date Arrived Personnel Office	20-Sep-2010
Assignment NTE Start Date		Assignment NTE Date	
Leave Without Pay Start Date		Leave Without Pay End Date	
Sabbatical Start Date		Sabbatical End Date	
Email Address			

Figure 5

Position Tab contains your position information.

Position						
Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	Personnel Actions
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.						
Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
20-Sep-2010	ST203 AIRCRAFT MECHANIC SUPERVISOR	58 MAINTENANCE SQ (AF0JKV0)	WS-10	Aircraft Mechanic (8852)	WS-10	
Supervisory Status	2 - Supervisor or Manager		Work Schedule	F - Full-Time		
Part-Time Hours Biweekly	E - Exempt		Pay Basis	PH - Per Hour		
FLSA Category			Bargaining Unit Status	8888 - Ineligible for Inclusion in A Bargaining Unit		
Pay Table ID	W089 Oracle Federal Wage Grade Pay Table (FWA) No. W089		Position Sensitivity	Noncritical-Sensitive (NCS) National Security Risk		
Security Access	Access National Agency Check and Inquiries (ANACI)		PRP/SCI			
Payroll Office ID	DE		Supervisory Diff Eligibility			
Position Occupied	1 - Competitive Service		Language Required			
Drug Test	Agency Req Drug Test of Incumbent(Tier One)		Training Program ID	YY - Not Applicable		
Key Emergency Essential	Position Not Designated Emergency-Essential Or Key		Intelligence Position Ind	Non-Defense Civilian Intelligence Personnel System		
LEO Position Indicator	0 - No Applicable Program					

Figure 6



Personal Tab contains your specific personal information.

Details/As Of Effective Date		20-Sep-2010	
SCD Leave	21-May-1964	Social Security Number	
Date Of Birth	05 - I do not have a disability.	Gender	Female
Disability Code		Citizenship	1 - U.S. Citizen, includes U.S. Nationals
Date Last Promotion	1 - None	Agency Code Transfer From	N - No
Veterans Preference	P - Post-Vietnam-Era Veteran	Veterans Preference for RIF	
Appointment Type	2A - Competitive - Career-Conditional	Email Address	
Current Appointment Authority (Z)		Current Appointment Authority (L)	ZBA
SCD Civilian	20-Sep-2010	Previous Retirement Coverage	Never Covered
SCD Retirement	20-Sep-2010	SCD RIF	20-Sep-2010
Military Recall Status	Y - Not Applicable	Reserve Category	Not Applicable
Uniform Service Component	1 - Regular Persons Whose Continuous Svc Is Contemplated by Law	Date Retired Uniform Service	01-Jul-2010
Retirement Grade	3B	Uniform Service Designation	F - Air Force
Exception Retirement Pay Ind	1 - Not Required/Requested/Granted	Military Retirement Waiver Ind	2 - Waiver Not Required
Frozen Service	000000	Creditable Military Service	000000
Date Conversion Career Due	20-Sep-2013	Date Conversion Career Begins	20-Sep-2010
Date Recrnl Conversion Due		Date Recrnl Conversion Begins	
Date Prob/Trial Period Begins		Date VRA Conversion Due	
Ethnicity And Race	White	Date Prob/Trial Period Ends	
SCD Svc		SCD Special Retirement	

Figure 7

Salary Tab contains your pay related information.

Details Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
Hide 27-Mar-2011	31.90	0.00	31.90		31.90	14.16	USD
AQU		AQU Premium Pay Indicator		AQU Premium Pay Indicator		Retention Allowance Percentage	
Availability Pay		Retention Allowance		Supervisory Differential			

Figure 8

Benefits Tab contains your benefits related information.

Details	Start Date	Health Plan	Enrollment	Premium Conversion	
FEGLI	20-Sep-2010	Basic only			
Health Benefits	21-Nov-2010	Federal Employee Health Benefits Special Code (ZZ)	Enrollment Waived/Cancelled (Y)	Pre Tax	
Thrift Saving Plan	Start Date	Amount	Rate	Status	Status Date
Show	20-Sep-2010		3	A - Automatically Enrolled Participant (A)	20-Sep-2010
TSP Catch Up Contribution	Start Date	End Date	Catch Up Amount	No results found.	
Retirement Plan	Retirement Plan	FERS Coverage	K - FERS and FICA A - Automatically Covered By FERS		

Figure 9

Awards and Bonuses Tab displays your award and/or bonus information.

[Profile](#) [Disability](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) [Education](#) [Training](#) [Certifications/Licenses](#) **[Awards and Bonuses](#)**

This section captures your monetary and non-monetary awards. By adding non-monetary awards you are self-certifying the data you enter is valid. Human Resources may request you provide documentation for verification purposes. Only non-monetary awards can be added by employee.

TIPS:
 Updating awards is limited to the list provided within the list of values. All other awards must be added by your HR Office.
 Select the 'Add' button to add new Awards.
 To 'Delete' Self Certified Awards, first select the entry then select the Delete button. To correct a 'self certified' entry, select 'Delete' and re-enter the awards data under 'Add'. Awards marked as 'Verified' can only be updated by your HR office.

Awards and Bonuses

Select Object: [Delete](#) | [Add](#)

Select/Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
<input type="checkbox"/> Verified	13-Jun-2011	Performance Award	\$800		
<input type="checkbox"/> Verified	21-Sep-2010	Special Act or Service Award	\$700		

Figure 10

Performance Tab displays your performance appraisal information.

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) **[Performance](#)**

The following section displays detailed historical information through today's date.

Details	Appraisal Type	Rating of Record
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Transferred From Another Agency	X - Not Rated
Show	Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal - NSPS	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal - NSPS	4 - Exc Expec, Exc Full Succ, Excel, High-Succ, High Effec, S
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successfu
Show	Annual Appraisal	3 - Valued Perf. Acceptable. Fullv Succ. Pass. Sat. Successfu

Figure 11

Personnel Actions Tab displays your personnel notifications.

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#) **[Personnel Actions](#)**

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after viewing.

View NPAs [View Selected](#)

Select All | Select None

Select	Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	UI
<input type="checkbox"/>	25-Sep-2011	790	Realignment			20
<input type="checkbox"/>	13-Jun-2011	840	Individual Cash Award RB			14
<input type="checkbox"/>	21-Sep-2010	002	Correction	849	Individual Cash Award NRB	23
<input type="checkbox"/>	21-Sep-2010	849	Individual Cash Award NRB			21
<input type="checkbox"/>	23-May-2010	0912	Change in Position Number			21
<input type="checkbox"/>	23-May-2010	890	Misc Pay Adj			27
<input type="checkbox"/>	14-Feb-2010	130	Transfer			17

Figure 12



To view a Notification of Personnel Action (NPA), click in the box located in the 'Select' column and then select the 'View Selected' button.



Figure 13

Select 'Open'



Figure 14

The NPA displays.

NOTIFICATION OF PERSONNEL ACTION																				
1. Name (Last, First, Middle)				2. Social Security Number				3. Date of Birth				4. Effective Date 01-04-2009								
FIRST ACTION										SECOND ACTION										
5-A. Code		5-B. Nature of Action																		
893		Reg WRI																		
5-C. Code		5-D. Legal Authority																		
ZLM		10 U.S.C. SEC 2164																		
5-E. Code		5-F. Legal Authority																		
6-E. Code		6-F. Legal Authority																		
7. FROM: Position Title and Number POLICE OFFICER G426A -										15. TO: Position Title and Number POLICE OFFICER G426A -										
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary			13. Pay Basis									
AD		0083		07		04		\$58,345.00			PA									
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay					20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay			
\$49,199.00		\$9,146.00		\$58,345.00							\$53,379.00		\$12,331.00		\$65,710.00					
14. Name and Location of Position's Organization 60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC										22. Name and Location of Position's Organization A60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC										

Figure 15



Other Features

Home

To return to the homepage from **Update My Information** within ‘**My Biz**’, select the **Home** link.



Figure 16

After selecting the **Home** link, the ‘**My Biz**’ homepage displays.



Figure 17

Interactive Customer Evaluation (ICE)

The [ICE MyBiz](#) link allows users to electronically review Component services/products.



Figure 18

Logging Out of 'My Biz'

To properly logout, select the [Logout](#) link at the top or bottom of page and exit your DCPDS Portal session.

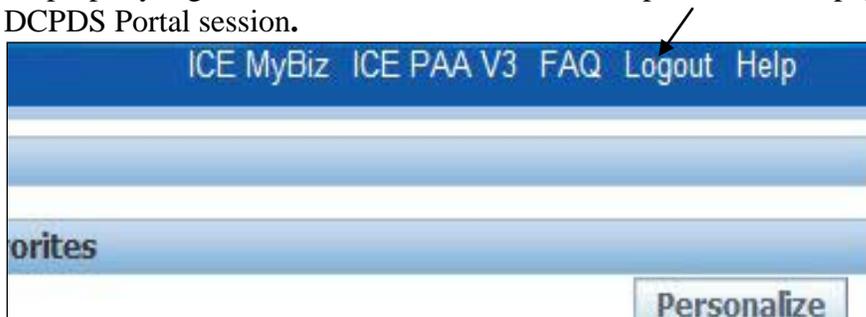


Figure 19

**Self Service ‘MyBiz’
Module 1, Chapter 3
Updating My Information**

Introduction

Self Service provides employees the ability to log into ‘MyBiz’ and update their personal information. The following pages provide a brief overview of this new functionality.

Contents

Topic	Page
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Profile Information	3
Disability Information	10
Language Information	12
Ethnicity and Race Information	19
Emergency Contact Information	22
Education Information	30
Training Information	37
Certification/Licenses Information	48
Awards and Bonuses Information	56



Update My Information

The  [Update My Information](#) function allows employees to update employee information.

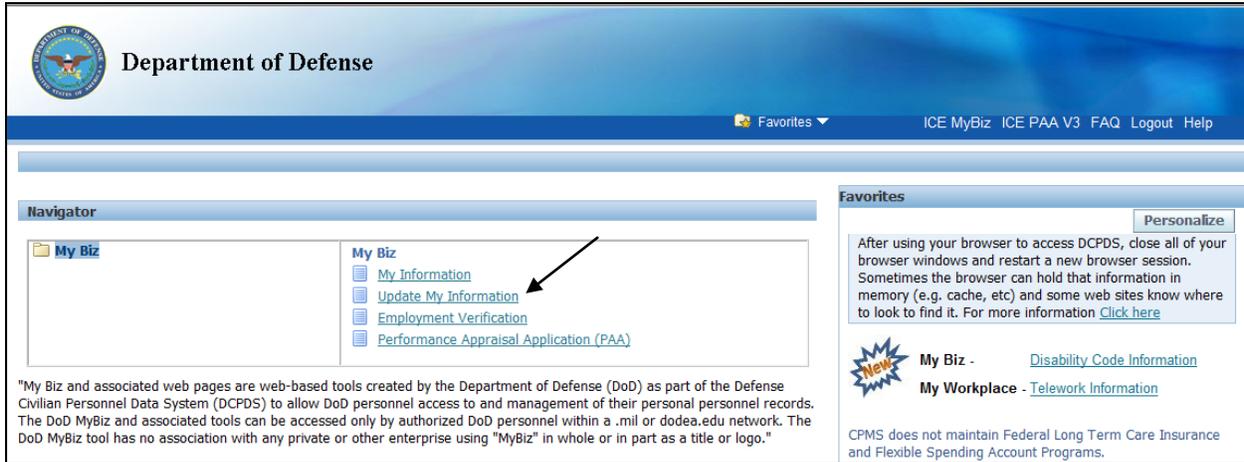


Figure 1

Privacy Act Statement

Before you can 'view, add and/or update' your personal information, you must  the 'Privacy Act Statement'.

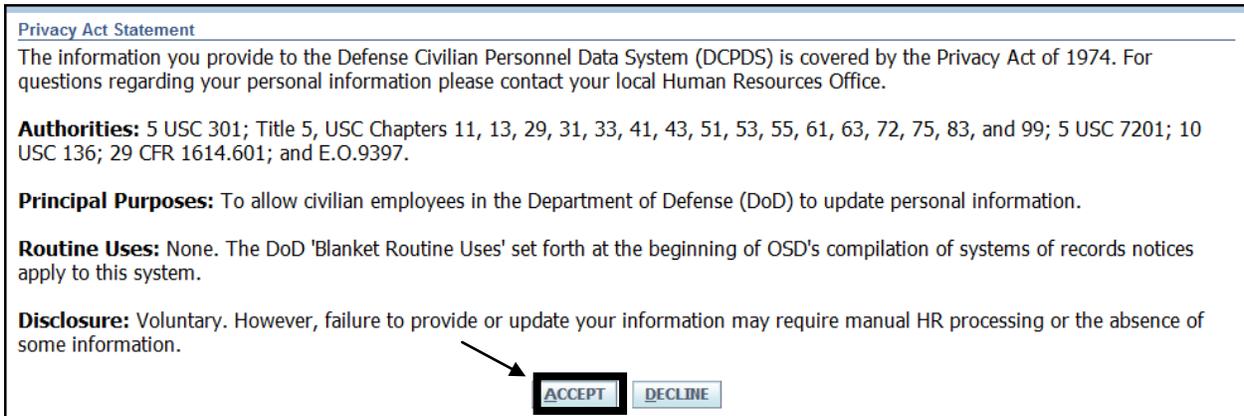


Figure 2



Tabs - The following is a list of the ‘Tabs’ with ‘associated’ information.

The General Information header includes your name and work email address.

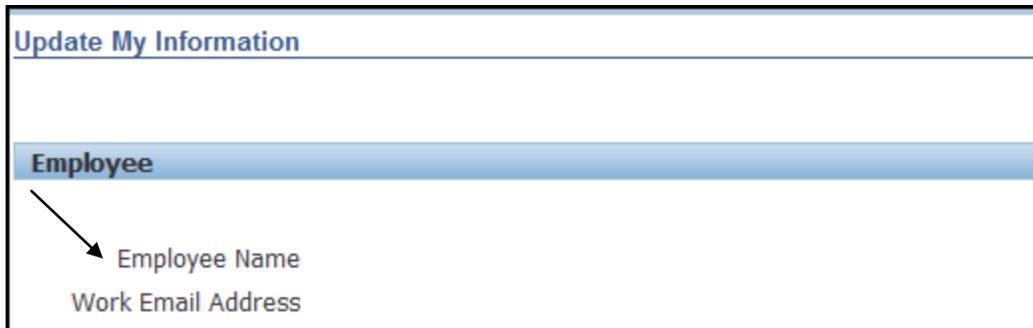


Figure 3

The Profile tab allows you to update/change work email address, phone numbers, and physical work address.

Work Email Address

To ‘Add/Update’ work email address, type the new email address and then select the  button. Email address is currently being used for the NSPS and/or Agency-unique Performance Appraisal notifications. In addition, work email addresses are being used to communicate personnel information directly to employees.

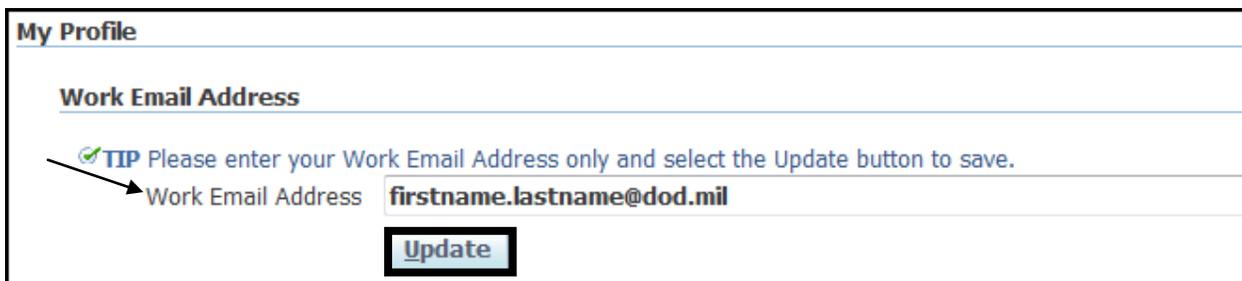


Figure 4

After selecting 'Update', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information or select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

Self Service Work information Confirmation Notice

Confirmation

Congratulations, your work information has been updated as of **29-Aug-2011**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

Figure 5

Phone Numbers

To 'add' a new phone number, select the  button.

Employee Phone Number

TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.



Type	Number	Delete
No data found		

Figure 6

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an '*'. Once you have selected a phone type, enter your phone number to include area code and dashes. Extensions may also be included. Example: 555-123-4567 Ext 123. Once you have finished entering your phone number, select the  button.

Figure 7

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

Figure 8

Edit a Phone Number

To 'update' an existing phone number, select the phone number link [555-123-4567 Ext 123](#).

Type	Number	Delete
Home	555-123-4567 Ext 123	

Figure 9

Change the phone number and select the  button.

Employee Phone Number

* Indicates required field

Employee

Employee Number: _____ Employee Name: _____
 Work Email Address: [firstname.lastname@dod.mil](#)

Phone Information

* Phone Type:

* Phone Number:

Figure 10

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

Self Service Work information Confirmation Notice

Confirmation

Congratulations _____, your work information has been updated as of **31-Aug-2011 10:49:05 CDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 11



Delete a Phone Number

To 'delete' a phone number, select the  button next to the number you want to delete.



Figure 12

A warning screen displays, select the  button to process the delete; or, if you want to cancel the delete, select the  button.

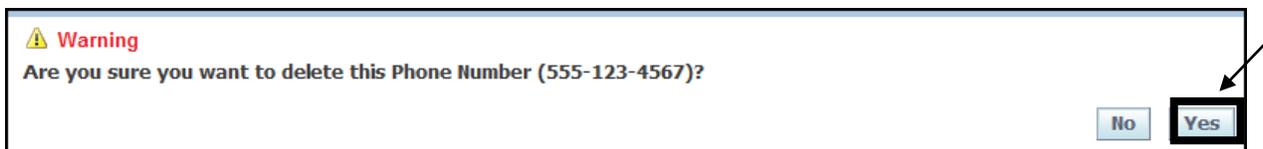


Figure 13

After selecting 'Yes', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.'

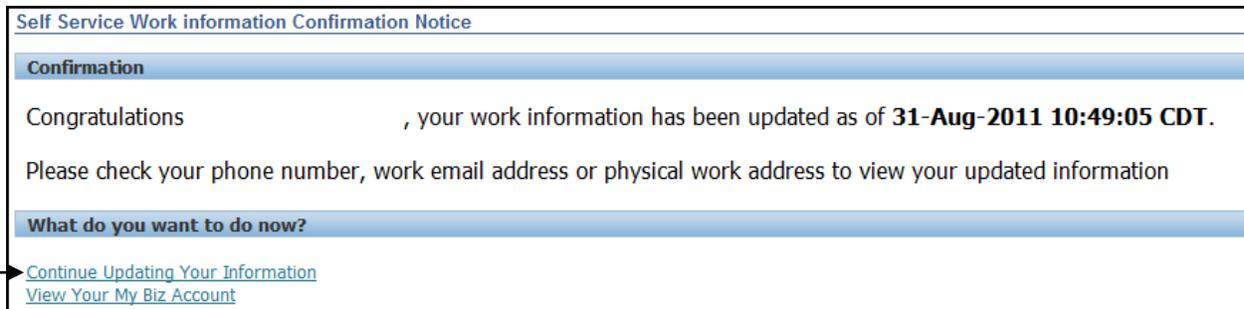


Figure 14

Physical Work Address

To 'add' a Physical Work Address, select the  button. Self Service only allows employees to 'add' make one Physical Work address update within a 24-hour period.

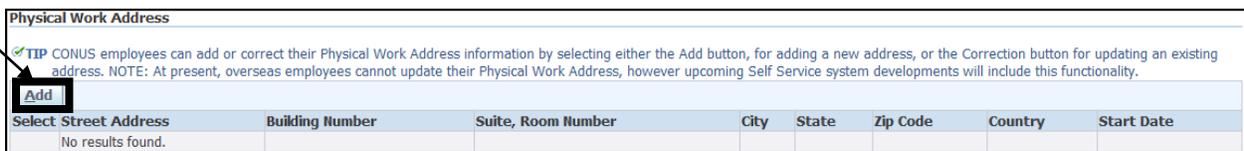
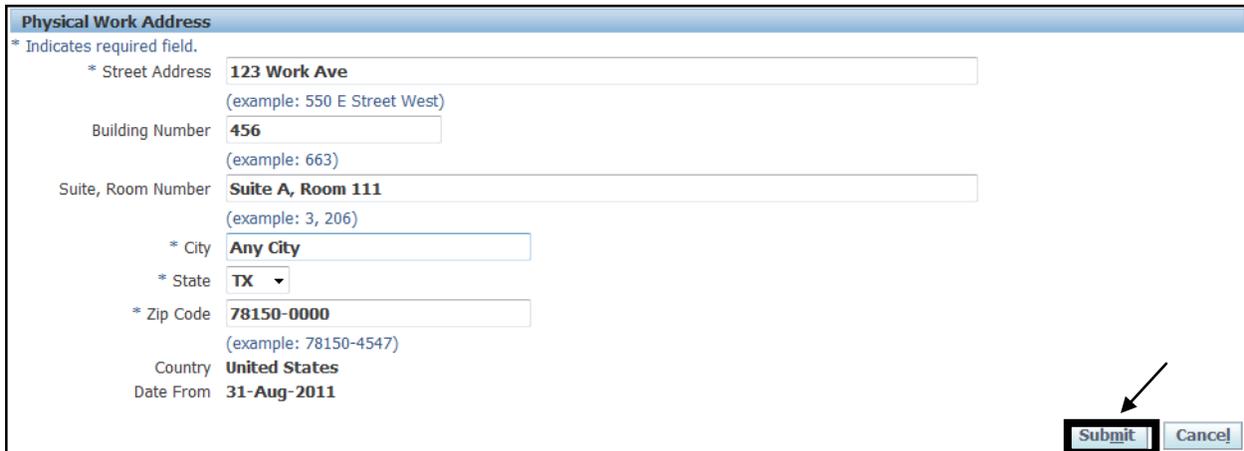


Figure 15

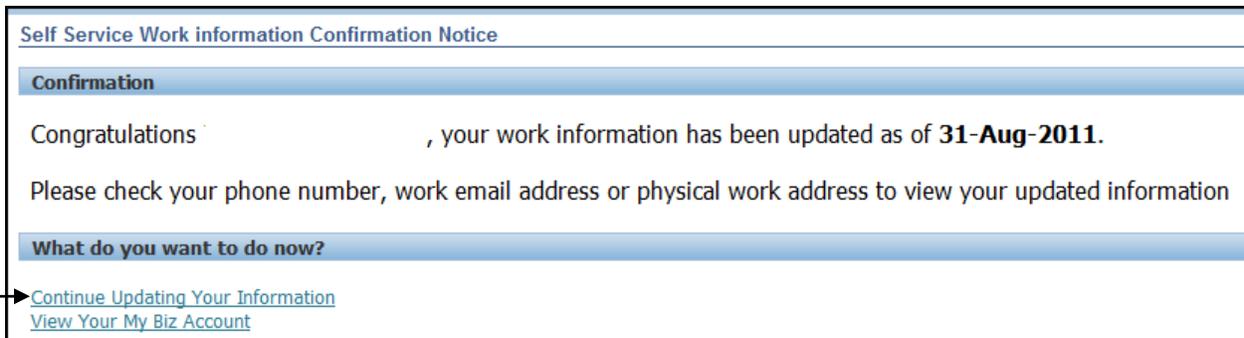
When adding a Physical Work Address, ‘Street Address, City, State, Zip Code’ are required fields and are noted with an *. Select the  button to save data.



Physical Work Address
 * Indicates required field.
 * Street Address
 (example: 550 E Street West)
 Building Number
 (example: 663)
 Suite, Room Number
 (example: 3, 206)
 * City
 * State
 * Zip Code
 (example: 78150-4547)
 Country **United States**
 Date From **31-Aug-2011**

Figure 16

After selecting ‘Submit’, a ‘Confirmation Notice’ displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in ‘MyBiz, My Information.’



Self Service Work information Confirmation Notice

Confirmation

Congratulations , your work information has been updated as of **31-Aug-2011**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 17

Edit Physical Work Address

To 'correct' a physical work address select the radio button next to the physical work address, then select the **Correction** button.

Physical Work Address

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address **Correction** Add

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
<input checked="" type="radio"/> 123 Work Ave	456	Suite A, Room 111	Any City	TX	78150-0000	United States	31-Aug-2011

Figure 18

Make the necessary changes to your physical work address, and then select the **Submit** button.

Physical Work Address

* Indicates required field.

* Street Address
(example: 550 E Street West)

Building Number
(example: 663)

Suite, Room Number
(example: 3, 206)

* City

* State

* Zip Code
(example: 78150-4547)

Country

Date From

Submit Cancel

Figure 19

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) to continue updating your work information. Select [View Your My Biz Account](#) to view your information in 'MyBiz, My Information.' Your changes have now been updated to your personnel record.

Physical Work Address

TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address **Correction** Add

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
<input checked="" type="radio"/> 123 Work Ave	456	Suite B, Room 111	Any City	TX	78150-0000	United States	31-Aug-2011

Figure 20



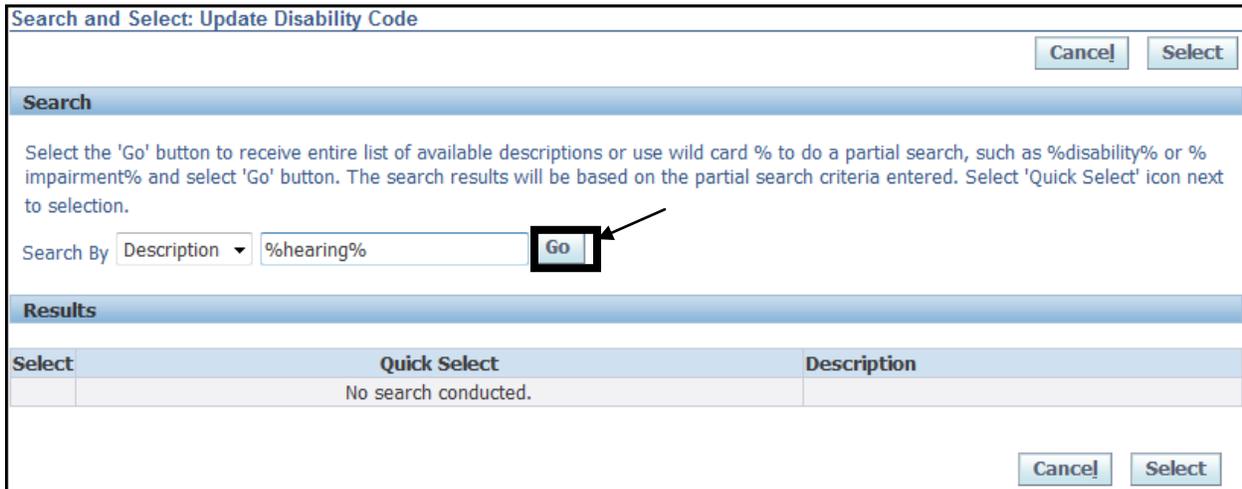
Disability tab contains employee's current disability code.

To **'update'** the disability code, select the magnifying glass  and select from the drop down list using the down arrow. Once you have selected the appropriate code, select the **Update** button.



Figure 21

The Search and Select: Update Disability Code window will open. In the blank box, next to Description, input your partial search criteria using the % as a wild card (ex., to search for a hearing related disability, input %hearing%), then click **Go**.



Select	Quick Select	Description
	No search conducted.	

Figure 22

Select the radio button next to the appropriate description and click **Select**.

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %disability% or %impairment% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.

Search By Description **Go**

Results

Select	Quick Select	Description
<input type="radio"/>		Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy.
<input checked="" type="radio"/>		Hearing impairment/hard of hearing

Cancel **Select**

Figure 23

Select **Update** to replace the existing Disability Code with the code identified in the Update Disability Code box.

Profile **Disability** Language Ethnicity and Race Emergency Contact Education Training Certification

Disability Code **I do not have a disability.**

Update Disability Code

Update

Figure 24

The updated disability code will be saved and will appear on the Disability Code line. Select another tab to navigate away from this page. **Caution!** Selecting 'Update' when the 'Update Disability Code' box is empty will remove the current Disability Code.

Profile **Disability** Language Ethnicity and Race Emergency Contact Education Training Certification

Disability Code **Hearing impairment/hard of hearing**

Update Disability Code

Update

Figure 25

Language tab contains the employee’s languages and ‘Consent to Share and Release Language Information’.

Profile **Disability** **Language** **Ethnicity and Race** **Emergency Contact** **Education** **Training** **Certifications/Licenses** **Awards and Bonuses**

TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

Add

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Work Source Experience	Evaluation Method	Start Date	End Date
No results found.									

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Figure 26

Employees can ‘update’ proficiencies in an existing language, ‘delete’ a language, or ‘add’ a new language to their ‘MyBiz’ record.

To ‘add’ a new language you must select the  button.

Profile **Disability** **Language** **Ethnicity and Race** **Emergency Contact** **Education** **Training** **Certifications/Licenses** **Awards and Bonuses**

TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

Add

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Work Source Experience	Evaluation Method	Start Date	End Date
No results found.									

Figure 27



Use the drop down menus to select the appropriate data for each data field. Once you have completed the fields for your new language, select the **Submit** button to save your language.

The screenshot shows a web form titled "Language Information" with the following fields and values:

- * Language Identifier: Spanish-American - QSA
- * Language Proficiency Level: Extremely Limited Knowledge
- Language Reading Proficiency: Elementary or Limited Knowledge
- Language Speaking Proficiency: Proficient
- Language Listening Proficiency: Proficient
- Language Writing Proficiency: Elementary or Limited Knowledge
- Language Proficiency Source: Home Environment - D0
- Language Work Experience: Other
- Language Evaluation Method: Self Appraisal/Certification
- Start date: 31-Aug-2011 14:33:57 CDT
- End Date: (empty field with a calendar icon and example text: (example: 21-Sep-2005))

At the bottom right, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a black box, and a black arrow points down to it from above.

Figure 28

After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the [Continue Updating Your Information](#) link. To view your information in 'MyBiz, My Information,' select the [View Your My Biz Account](#) link.

Self Service Language Capability Confirmation Notice

Confirmation

Congratulations _____, your language capability has been updated as of **31-Aug-2011 14:33:57 CDT.**

<ol style="list-style-type: none"> 1. Language 2. Language Proficiency Level 3. Language Reading Proficiency 4. Language Speaking Proficiency 5. Language Listening Proficiency 6. Language Writing Proficiency 7. Foreign Language Proficiency Source 8. Language Work Experience (Duty Type) 9. Language Evaluation Method 10. Language End Date 	<p>Spanish-American - QSA Extremely Limited Knowledge Elementary or Limited Knowledge Proficient Proficient Elementary or Limited Knowledge Home Environment - D0 Other Self Appraisal/Certification</p>
--	---

To print this page for your records, click on the print button below:

Print Confirmation

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 29

To 'update' an existing language you must select the radio button next to the language, then select the Update button.

[Profile](#) | [Disability](#) | [Language](#) | [Ethnicity and Race](#) | [Emergency Contact](#) | [Education](#) | [Training](#) | [Certifications/Licenses](#) | [Awards and Bonuses](#)
 TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.

<input type="radio"/> Select Language	Update	Delete	<input type="checkbox"/>	Add						
Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/> Spanish-American - QSA	Extremely Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	Other	Self Appraisal/Certification	31-Aug-2011	

Figure 30



Once all changes have been made, select the **Submit** button to save your changes.

Note: End-dated languages will display in My Biz, My Information, Personal Tab, Language information region. Do delete (purge from record) use the Delete function.

Language Information

Language Identifier: Spanish-American - QSA ⓘ

* Language Proficiency Level: Limited Knowledge ⓘ

Language Reading Proficiency: Elementary or Limited Knowledge ⓘ

Language Speaking Proficiency: Proficient ⓘ

Language Listening Proficiency: Proficient ⓘ

Language Writing Proficiency: Elementary or Limited Knowledge ⓘ

Language Proficiency Source: Home Environment - D0 ⓘ

Language Work Experience: Other ⓘ

Language Evaluation Method: Self Appraisal/Certification ⓘ

Start date: 31-Aug-2011 14:49:11 CDT

End Date: ⓘ
(example: 21-Sep-2005)

Submit **Cancel**

Figure 31

After selecting ‘Submit’, a ‘Confirmation’ page displays allowing you to ‘Print’ your information. To return to the ‘Language’ tab, select on the [Continue Updating Your Information](#) link. To view your information in ‘MyBiz, My Information,’ select the [View Your My Biz Account](#) link.

To **delete** an existing language you must select the radio button next to the language, then select the **Delete** button.

Note: Deleted languages will be purged from your record. Use the Update function to ‘End Date’ your language. End-dated languages will display in My Biz, My Information, Personal Tab, Language information region.

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/> Spanish-American - QSA	Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	Other	Self Appraisal/Certification	31-Aug-2011	

Figure 32



Once you select the 'delete' button, a notification will appear, select 'Yes' to delete or 'No' to return to the language screen.

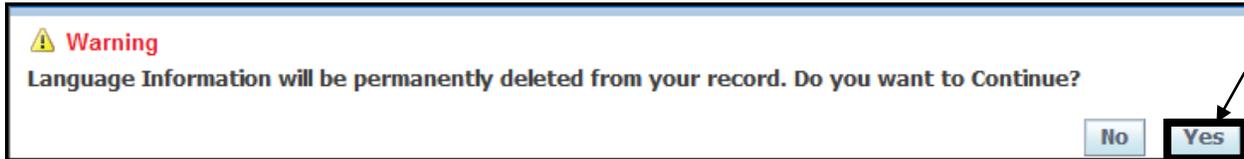


Figure 33

Retiring & Separating Employees Consent to Share & Release Language Information

The language information you provide in the 'Consent to Share and Release Language Information' section of the 'Language Information' tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information before retiring or separating because all language information in your personnel file will be made available if you chose 'Yes' to 'Consent to Share and Release Your Language Information'.

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/> Spanish-American -	Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - DO	Other	Self Appraisal/Certification	31-Aug-2011	

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Figure 34

1. Review the Consent to Share and Release Language Information section.

Notes:

- a. If a valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you also will receive a 'Consent to Share and Release Language Information' confirmation email if you 'Update' your information.
- b. You will not receive a confirmation email if you do not have a valid work email address in 'MyBiz' or if you add an email after you initially 'Updated' your Consent to Share and Release Language Information; however, when



you update your Consent to Share and Release Language Information, you will be given an opportunity to print the 'Confirmation page' for your records.

2. Use the drop down menu next to each consent statement to select either 'Yes' or 'No' if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

Note: In order to share your language information with other Federal Agencies, you must select 'Yes' to being for the Department of Defense to share this information.

3. Select the  button if you updated your consent information.

Select Language	Update	Delete	Add								
<input type="radio"/>	Spanish-American - QSA	Limited Knowledge	Elementary or Limited Knowledge	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - DO	Other	Self Appraisal/Certification	31-Aug-2011	

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.
 I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.



Figure 35

Note: You will not be contacted if you do not select 'Yes' in the Consent to Contact drop down fields.

4. After you select 'Update', a 'Confirmation' page will display allowing you to 'Print' your information. If you do not have a valid work e-mail address identified in the 'MyBiz', Update My Information, Profile, **Work Email Address** data field, select the  to print this page for your records. To return to the 'Language' tab, select the [Continue Updating Your Information](#) link. To view your information in 'MyBiz, My Information,' select the [View Your My Biz Account](#) link.

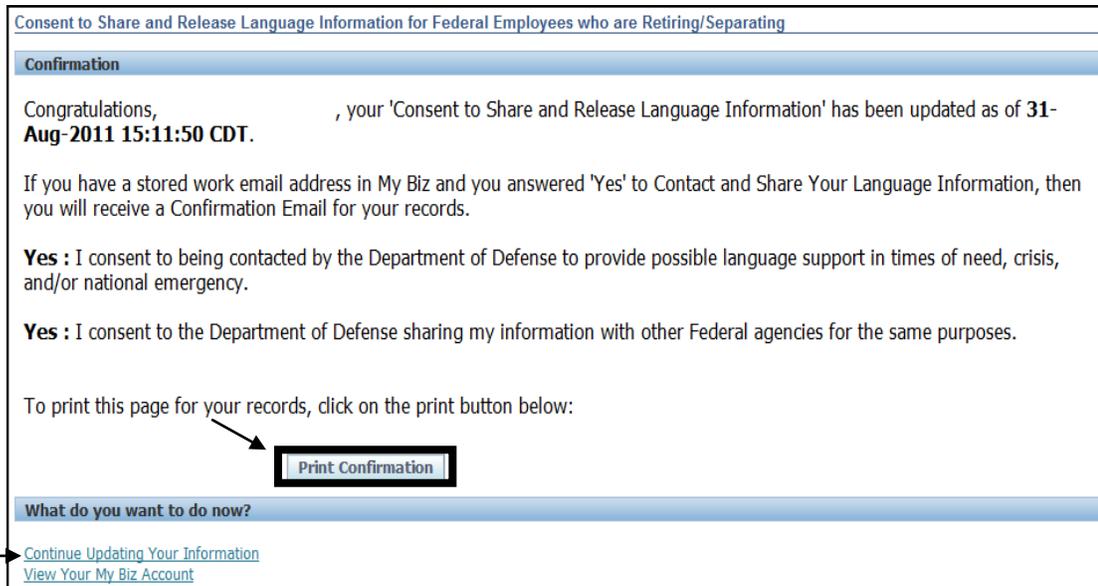


Figure 36

Note: If your valid work email address is in 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you will also receive a 'Consent to Share and Release Language Information' confirmation email.



Figure 37

Ethnicity and Race tab contains employee’s ethnicity and race.

Figure 38

To **‘update’** ethnicity and race, use the drop down menu to select either ‘Yes’ or ‘No’ to answer the ‘Are You Hispanic or Latino?’ question and to make appropriate selections next to each of the categories listed. Once you are ready to update, select the **Submit** button. The page will refresh and your changes will be saved.

To view the SF181 Privacy Act Statement, select **View Privacy Act Statement**.

Figure 39

To **‘print’** the SF181 form, select the **Print SF181** button.

The SF181 can either be **‘saved’** to your computer or can be opened and printed. To open the SF181 select the **Open** button.



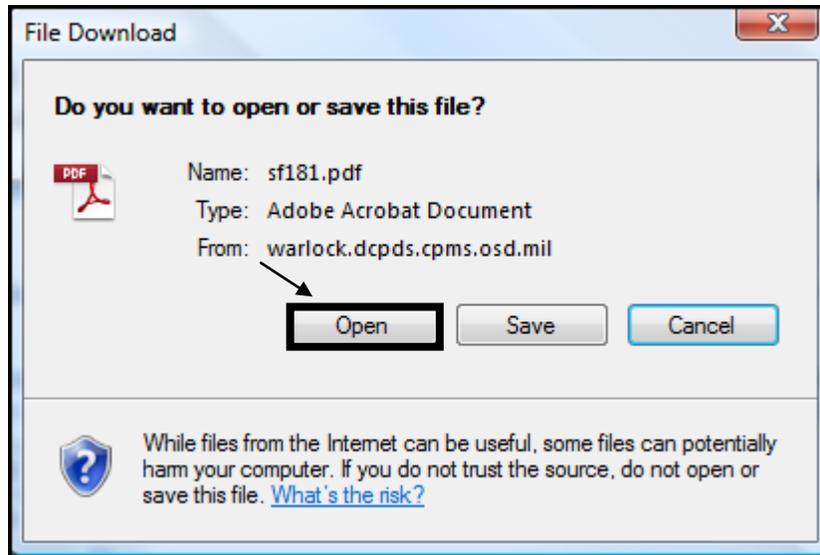


Figure 40

To print the SF181, select the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

Standard Form (SF) 181

U.S. Office of Personnel Management Guide to Personnel Data Standards		ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year)
Agency Use Only			
Privacy Act Statement			
<p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p> <p>Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.</p>			
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.			
<p>Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p>			
RACIAL CATEGORY (Check as many as apply)		DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native		A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American		A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White		A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	
Standard Form 181 Revised August 2005 Previous editions not usable 42 U.S.C. Section 2000e-16 NSN 7540-01-099-3446			

Figure 41



Emergency Contact tab contains employee's emergency contact information.

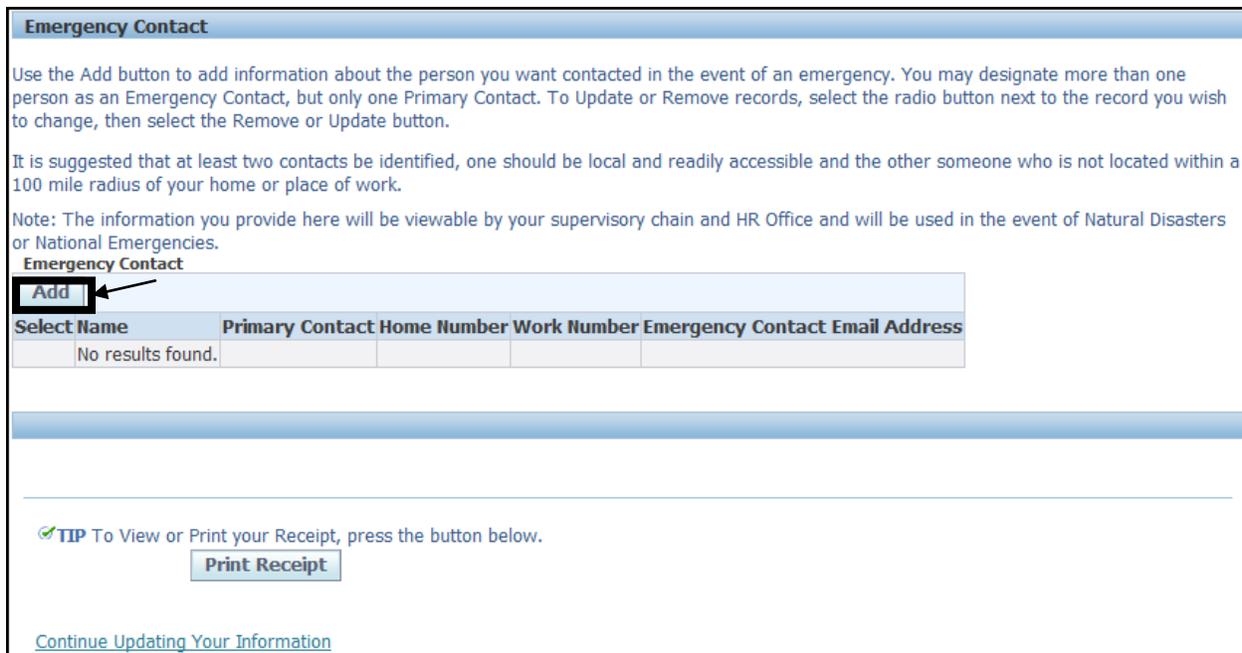
Select the **Emergency Contact** tab to 'add, change or remove' your emergency contact information.



Figure 42

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select **Add**.



The image shows the 'Emergency Contact' form. At the top, there is a blue header with the text 'Emergency Contact'. Below the header, there is a paragraph of instructions: 'Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.' Below this is another paragraph: 'It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.' A note follows: 'Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.' Below the note is the text 'Emergency Contact' and a blue button labeled 'Add' with an arrow pointing to it. Below the button is a table with the following columns: 'Select Name', 'Primary Contact', 'Home Number', 'Work Number', 'Emergency Contact', and 'Email Address'. The table contains one row with the text 'No results found.' Below the table is a blue horizontal bar. At the bottom of the form, there is a green checkmark icon followed by the text 'TIP To View or Print your Receipt, press the button below.' Below this text is a blue button labeled 'Print Receipt'. At the very bottom of the form, there is a blue link labeled 'Continue Updating Your Information'.

Figure 43

Complete the following: 'First Name', 'Middle Name', 'Last Name' and 'Email Address', Primary Contact, 'Residence Address' and 'Phone Number(s)' and select the **Next** button.

General Information

* First Name
Middle Name
* Last Name
Email Address
 Primary Contact

TIP Do not add any contacts that are under the age of 18.

Residence Address

TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	555-987-6543	

Figure 44

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

Update My Information: Review

TIP This Information is current as of today's date.

Employee Name
Business Group
Employee Number

Please review your changes. You must select the "Submit" button to save your changes.

Maintain Contact

Contact

Proposed	
Relationship Type	Emergency Contact
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@hotmail.com
Primary Contact	Yes
Relationship Began On	27-Sep-2011
Resides With Me	Yes

Phone

Proposed	
Home	555-987-6543

Figure 45



Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, select the radio button next to the contact's name, and then select the **Update** button.

Update My Information

✓TIP This Information is current as of today's date.
Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact **Update** Remove | Add

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	555-987-6543		FirstName@hotmail.com

✓TIP To View or Print your Receipt, press the button below.
Print Receipt

Figure 46

Make the necessary updates and select the **Next** button.

Emergency Contact : Update Cancel Next

✓TIP This Information is current as of today's date.
Employee Name

Use this page to provide emergency contact information.
* Indicates required field

General Information

* First Name
Middle Name
* Last Name
Email Address
 Primary Contact ⓘ

✓TIP Do not add any contacts that are under the age of 18.

Residence Address

✓TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.
 Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	555-987-6543	<input type="button" value="Delete"/>
Mobile	555-987-6544	<input type="button" value="Delete"/>

Cancel **Next**

Figure 47

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

Current		Proposed	
First Name	FirstName	FirstName	
Last Name	LastName	LastName	

Current		Proposed	
Home	555-987-6543	555-987-6543	
Mobile		555-987-6544	●

Figure 48

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the **Return to Overview** button.

Return to Overview

Figure 49

A 'Warning' page will be displayed if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page, select the **No** button.



Figure 50

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the **Remove** button.

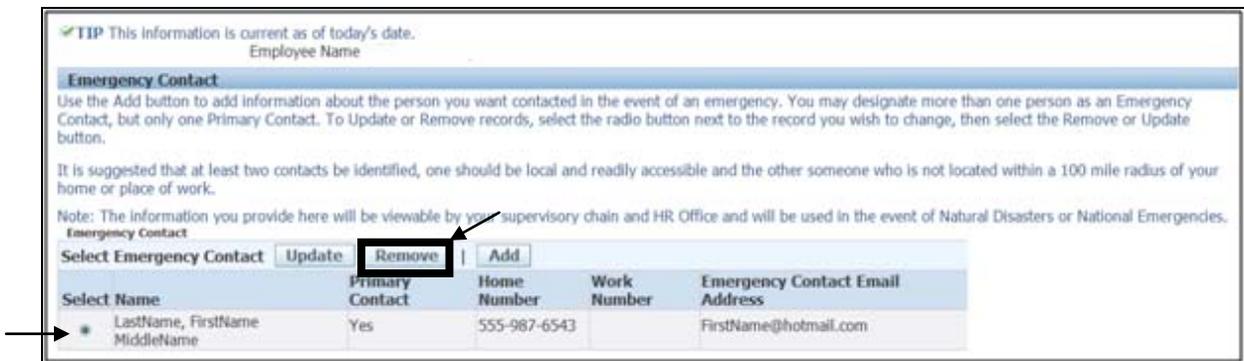


Figure 51

Once you have verified that you selected the correct person to remove, select the **Next** button to continue.



Figure 52

Select the **Submit** button to remove and save your change. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without removing your contact person, select the **Cancel** button.

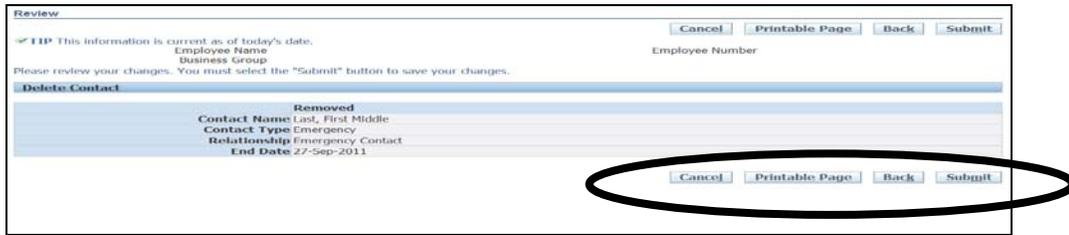


Figure 53

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.

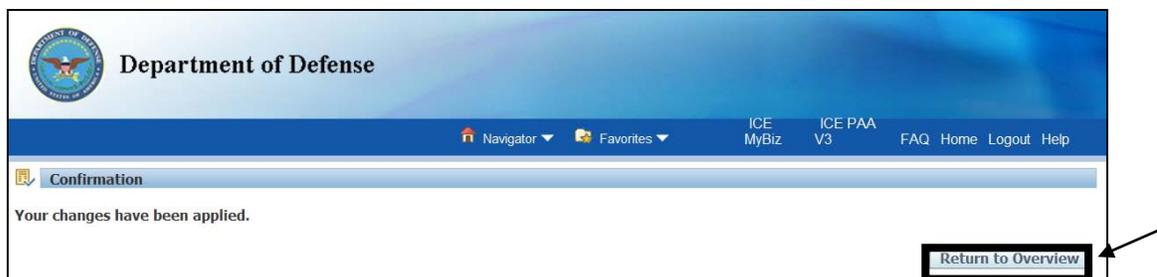


Figure 54

A 'Warning' page will display if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.

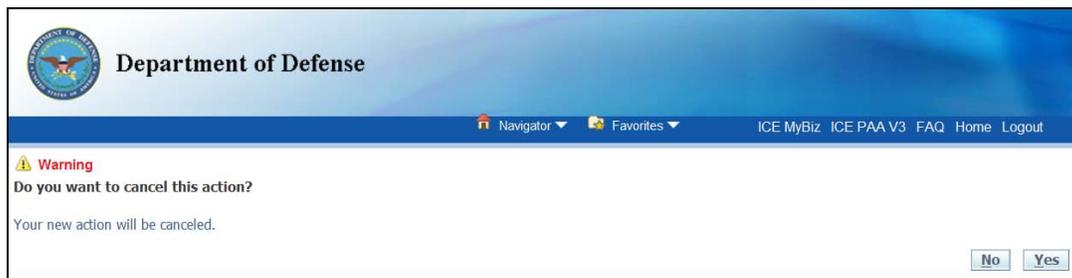


Figure 55

Printing Receipt

To print a receipt, select the **Print Receipt** button.

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact |

Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/>	Lastname, Firstname Middlename	No	555-987-3216		Middle.name@hotmail.com

TIP To View or Print your Receipt, press the button below.

Figure 56

The receipt can either be saved to your computer or can be opened and printed. To open the receipt, select the **Open** button.

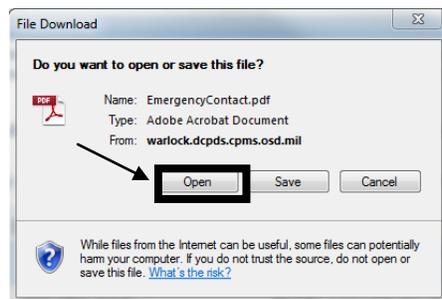


Figure 57

Printed Receipt

To print the 'Receipt' (**Figure 58**), select the printer icon  or select 'File> Print'. To exit this page, select 'File > Exit'.

"For Official Use Only - Privacy Act Sensitive Information"	
Employee Name	LAST, FIRST MIDDLE I
Employee Home Address:	123 A Street, AnyCity, AnyState 98701
Employee Email Address:	first.last@work.mil
Contact # 1	
Primary Contact	No
First Name	Firstname
Middle Name	Middlename
Last Name	Lastname
Email Address	Middle.name@hotmail.com
Phone	
Home	555-987-3216
Home Secondary	866-654-5467
Physical Address	
Address Line 1	5501 Ventana Hills Rd Nw
City	Albuquerque
State	NM
Zip Code	87114-5183
Country	US
<p>"Notice: FOR OFFICIAL USE ONLY - this transmission contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message."</p>	

Figure 58



Education tab contains employee’s education information.

Select the **Education** tab to ‘view, add or update’ your education information.

To view a list of applicable (*or available*) degrees and vocational certificates to use when adding Education Information, select the [degree or vocational certificate](#) link.

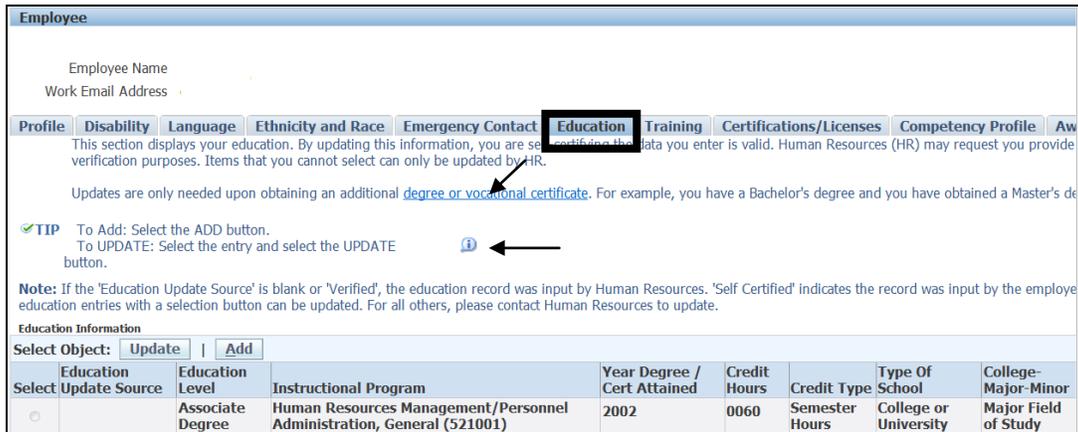


Figure 59

Adding Education Information

To ‘add’ education information, select the **Add** button.

Note: ‘Education Update Source’ will display with either ‘Verified’, or ‘Self Certified’ or be blank in the ‘Education Update Source’ data field column. You can only update education information with ‘Self Certified’. You cannot update education information with ‘verified’ and ‘no information’ since this information was previously entered and verified by Human Resources. Contact your Human Resources Office for questions relating to this information.

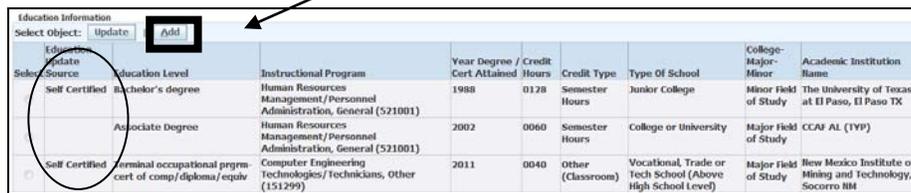
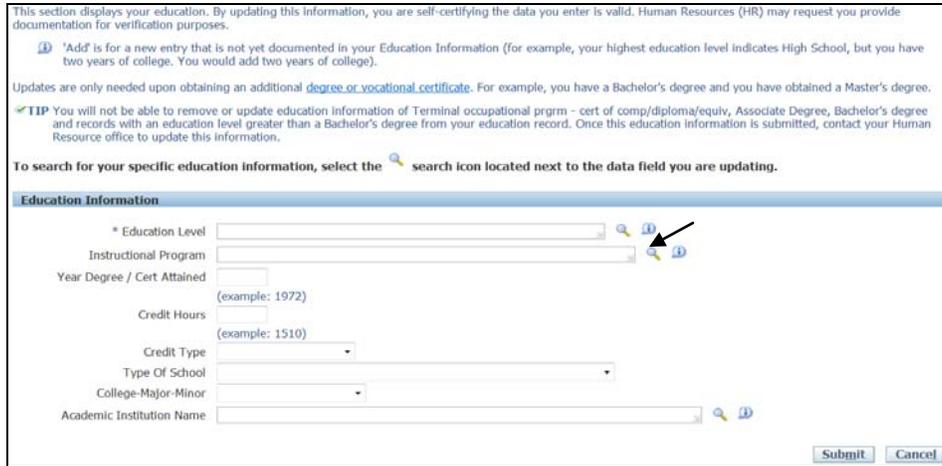


Figure 60

The ‘Add’ page displays. Enter information for your educational update below. For additional information on a specific data field, select the .



Note: To search for your specific education information, select the  magnifying glass located next to the data field you are updating.



This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.

 'Add' is for a new entry that is not yet documented in your Education Information (for example, your highest education level indicates High School, but you have two years of college. You would add two years of college).

Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

TIP You will not be able to remove or update education information of Terminal occupational prgm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the  search icon located next to the data field you are updating.

Education Information

* Education Level  

Instructional Program  

Year Degree / Cert Attained
(example: 1972)

Credit Hours
(example: 1510)

Credit Type

Type Of School

College-Major-Minor

Academic Institution Name  

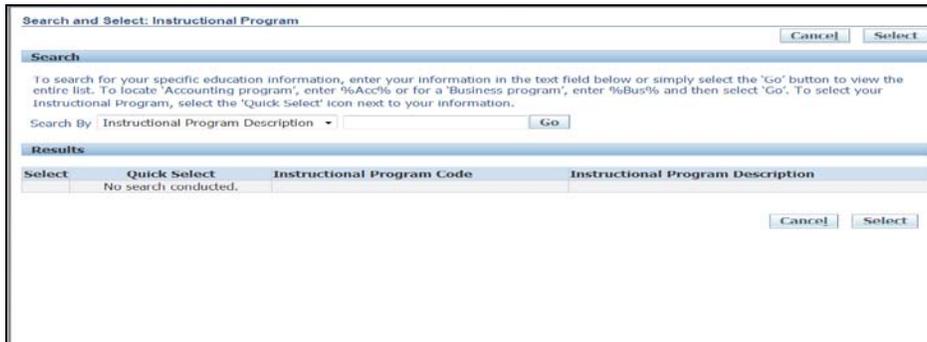
Figure 61

Note: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

Vocational/ Occupational Schools – certificate or diploma
Associates Degree

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if a record needs to be deleted.

To search for information for a specific data field, select the  . The following Search screen displays.



Search and Select: Instructional Program

Search

To search for your specific education information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Accounting program', enter %Acc% or for a 'Business program', enter %Bus% and then select 'Go'. To select your Instructional Program, select the 'Quick Select' icon next to your information.

Search By: Instructional Program Description

Results

Select	Quick Select	Instructional Program Code	Instructional Program Description
	No search conducted.		

Figure 62

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select'  icon next to your selection. To view more information, select the [Next 10](#) link (see **Figure 63**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Instruction Program and Academic Institution Name.

For 'Education Level' you may enter the beginning portion of the item name if known, such as %high%, assoc%, %college%, or %degree%. For 'Academic Institution' you may type the beginning portion of the item name if known, such as %TX% or %A&M% and select 'Go' or if search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

For 'Instructional Program' you may type the beginning portion of the item name if known, such as %Science%, %Law%, %Educ% and select 'Go' or %Not Applicable%.

Note: 'Not Applicable' is only used for 'Vocational/Occupational Schools – certificate or diploma received' and for LN/NAF employee entries.

Once information is located, select it by selecting the 'Quick Select'  icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

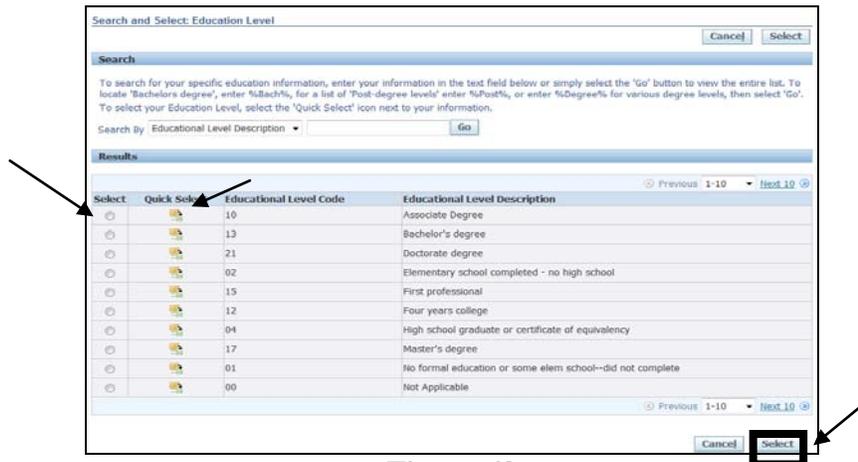


Figure 63

The selected information auto populates into the appropriate data field.

Note: If you select 'Vocational/ Occupational Schools - certificate or diploma received', 'Associate Degree', 'Select' and higher education levels, you must enter data in all the fields.

To search for your specific education information, select the  search icon located next to the data field you are updating.

Education Information

* Education Level:  

Instructional Program:  

Year Degree / Cert Attained: (example: 1972)

Credit Hours: (example: 1510)

Credit Type:

Type Of School:

College-Major-Minor:

Academic Institution Name:  

Figure 64

Once all the applicable information is entered, select the ‘Submit’ button.

To search for your specific education information, select the  search icon located next to the data field you are updating.

Education Information

* Education Level:  

Instructional Program:  

Year Degree / Cert Attained: (example: 1972)

Credit Hours: (example: 1510)

Credit Type:

Type Of School:

College-Major-Minor:

Academic Institution Name:  

Figure 65

Before education information is updated into the system, ‘Electronic Signatures’ must be completed. To Electronically Sign and verify Education information, select the ‘Process Transaction’ button.

*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

Figure 66



Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

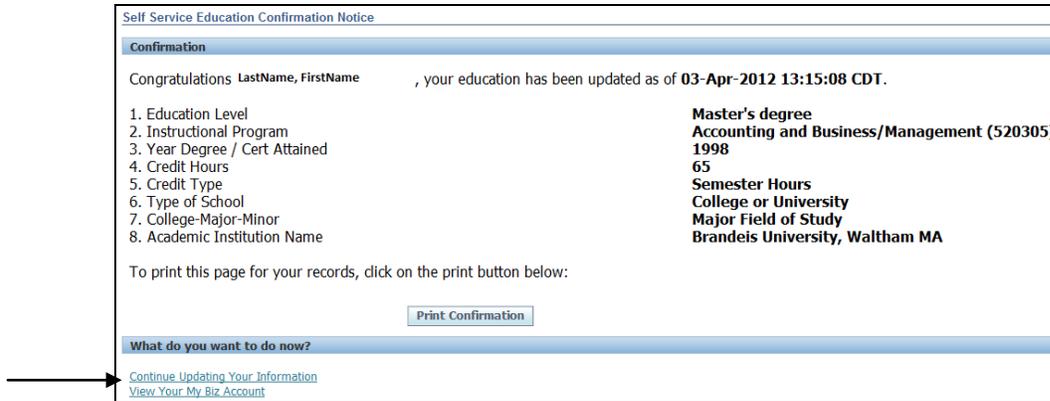


Figure 67

Updating Education Information

Education information 'added' via 'MyBiz', Update My Information will read 'Self Certified' in the Education Update Source column. 'Update' existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.

Select Object	Update	Select Source	Education Level	Instructional Program	Year Degree / Cert Attained	Cert Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
	Update	<input checked="" type="radio"/> Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College	Minor Field of Study	The University of Texas at El Paso, El Paso TX
	Update	<input type="radio"/>	Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or university	Major Field of Study	CCAF AL (TVP)
	Update	<input type="radio"/> Self Certified	Two years college	Security System Installation, Repair, and Inspection Technology/Technician (470110)	2011		Semester Hours	Junior College		
	Update	<input type="radio"/> Self Certified	Terminal occupational program of comp/diploma/equiv	Computer Engineering Technologies/Technicians, Other (151299)	2011	0040	Other (Classroom)	Vocational, Trade or Tech School (Above High School Level)	Major Field of Study	New Mexico Institute of Mining and Technology, Socorro NM

Figure 68

Note: Only 'Self Certified' entries that have an active radio button in 'Select' column are updateable. If entries are not updateable, the button in the select column will be grayed out. If you attempt to update one of those records, you will receive the warning shown in Figure 69.



Figure 69



The 'Update' page displays with existing information auto populating in the data fields (see **Figure 68**). For additional information on a specific data field, select the .

Note: You will not be able to update or delete the following 'Education Levels' from your personnel record once entered via 'MyBiz', Update My Information- Education':

Vocational/ Occupational Schools – certificate or diploma, Associate's Degree
 Bachelor's Degree, and all other educational levels higher than a Bachelor's Degree.

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if educational information needs to be deleted.

To search for information for a specific data field, select the  or update your information and then select the 'Submit' button.

Note: In this example, 'Credit Hours' and 'Credit Type' were updated.

Figure 70

Before education information is updated into the system, 'Electronic Signatures' must be completed. To 'Electronically Sign' and verify 'Education information', select the 'Process Transaction' button.



Figure 71



Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

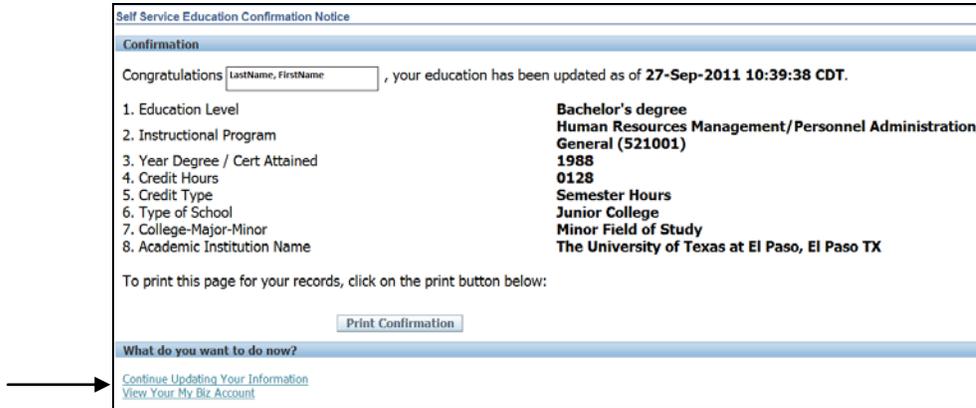


Figure 72

Updated 'Education Information' displays.

Select Object: <input type="button" value="Update"/> <input type="button" value="Add"/>		Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College	Minor Field of Study	The University of Texas at El Paso, El Paso TX	
<input type="radio"/>		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)	
<input type="radio"/>	Self Certified	Terminal occupational prgm-cert of comp/diploma/equiv	Computer Engineering Technologies/Technicians, Other (151299)	2011	0040	Other (Classroom)	Vocational, Trade or Tech School (Above High School Level)	Major Field of Study	New Mexico Institute of Mining and Technology, Socorro NM	

Figure 73



The **Training tab** contains employee’s training information.

Select the **Training** tab to add or delete your training information. The link takes you to the Training Information page (**Figure 74**).

The screenshot shows the 'Training' tab selected in a navigation bar. Below the tabs, there is a section titled 'Training Information' with instructions and a table. The table has columns for 'Select', 'Details', 'Trng Update Source', 'Trng Course Title', 'Trng Start Date', and 'Trng End Date'. One entry is visible with 'Self Certified' as the update source and 'ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS' as the course title.

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Self Certified	ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS	03-Aug-2010	05-Aug-2010

Figure 74

Adding Training Information. To add training information, select the **Add** button (**Figure 75**).

Note: The ‘Trng Update Source’ column will display with either ‘Verified’ or ‘Self Certified’ in the ‘Trng Update Source’ data field column. To update training information that is ‘Self Certified’ as noted by an active radio button, you must delete the entire entry and then “Add” the course data. You cannot update training information with ‘Verified’ since this information was previously entered and verified by Human Resources. In this view, note that the ‘Verified’ training course entry is grayed out and not updateable. Additionally, ‘Verified’ training will include only those courses that were satisfactorily completed. Contact your Human Resources Office for questions relating to this information.

The screenshot shows the 'Training Information' page with the 'Add' button highlighted. The table below shows three entries. The first entry is 'Self Certified' and is active. The other two entries are 'Verified' and are grayed out.

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input checked="" type="radio"/>	Show	Self Certified	ALL CAPS FOR COURSE TITLE	26-Sep-2011	30-Sep-2011
<input type="radio"/>	Show	Verified	ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS	03-Aug-2010	05-Aug-2010
<input type="radio"/>	Show	Verified	ACQ 450 (DAU) LEADING IN THE ACQUISITION ENVIRONMENT	27-Jul-2010	29-Jul-2010

Figure 75



The 'Add Training Information' page displays (**Figure 76**). Enter information for your training update below. For additional information on a specific data field, select the . In some instances, the  will reference the Office of Personnel Management (OPM) Standard Form (SF)-182 (Authorization, Agreement and Certification of Training), so a link has been provided to allow quick access to a blank SF-182.



Figure 76

Notes:

1. To search for your specific training information, select the magnifying glass  or  dropdown located next to the data field you are updating.
2. Enter start and end dates of training (dd-mon-yyyy) manually or use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. In instances where the training submitted includes a day beyond the 12th of the month, the system will display a format error.
 - Entry of **future dates** will **result in an error** message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).
3. If there are Training Costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.

* Indicates required field

* Course Title

* Training Start Date

* Training End Date

Training Details

* Training Duty Hours

* Training Non-Duty Hours

Acquisition School Source

* Training Sub Type Code

* Training Source Type Code

* Agency Type Code

* Training Delivery Type Code

* Priority Indicator

* Decision Source

* Training Purpose Type

Training Cost Details

* Tuition and Fees \$

* Books & Material Costs \$

* Training Travel Indicator

* Travel \$

* Per Diem \$

Other Details

Course Number Code

* Training Accreditation Indicator

* Training Credit

* Training Credit Type Code

Training Designation Type Code

Training Update Source **Self Certified**

Submit Cancel

Figure 77

To search for information for a specific data field, using the , the following Search screen displays (Figure 78)

Search and Select: Agency Type Code

Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results

Select	Quick Select	Agency Type Code	Agency Type Code Description
	No search conducted.		

Cancel Select

Figure 78

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the



[Next 10](#)

link (**Figure 77**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Acquisition School Source Description and Agency Type Code.

For ‘Acquisition School Source Description’ you may enter the beginning portion of the item name, if known or any word (to include location/state abbreviation) in the item name if known, such as %dau%, %college%, or %TX%. Similarly, for ‘Agency Type Code’ you may type the beginning or other portion of the item name/number, if known, such as %NSPS%, %OPM%, %Princeton%, %executive%, %historical% or %301% and select ‘Go’ (**Figure 78**). If search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

Once information is located, select it by selecting the ‘Quick Select’ icon or selecting the radio button in the ‘Select’ column and then selecting the ‘Select’ button.

Search and Select: Agency Type Code

Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results

Previous 1-10 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		07ACQ	DLA-Acquisition
<input type="radio"/>		07AFB	DLA-Accounting, Auditing, Budget & FinMgt
<input type="radio"/>		07AVN	DLA-Aviation
<input type="radio"/>		07BSM	DLA-Business Systems Modernization
<input type="radio"/>		07BUS	DLA-General Business
<input type="radio"/>		07CIP	DLA-Corporate Intern Program
<input type="radio"/>		07CMM	DLA-Commodities
<input type="radio"/>		07COM	DLA-Communications
<input type="radio"/>		07DAU	DLA-Defense Acquisition University

Figure 79



Search and Select: Agency Type Code Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description

Results

Previous 10 31-40 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		NSPKE	NSPS - iSuccess Web Based Training (Emp)
<input type="radio"/>		NSPLE	NSPS - Pay Pool Web Based Training (Emp)
<input type="radio"/>		NSPPA	NSPS - Change Management (Admin)
<input type="radio"/>		NSPPC	NSPS - Change Management (Counsel)
<input type="radio"/>		NSPPE	NSPS - Change Management (Emp)
<input type="radio"/>		NSPPH	NSPS - Change Management (HR)
<input type="radio"/>		NSPPS	NSPS - Change Management (Supv)
<input type="radio"/>		NSPPT	NSPS - Change Management (TrainTheTrainer)
<input type="radio"/>		NSPPX	NSPS - Change Management (Sr Exec)
<input type="radio"/>		NSPQA	NSPS - Communication (Admin)

Previous 10 31-40 Next 10

Figure 80

The selected information auto populates into the appropriate data field (**Figure 78**).

Add Training Information Submit Cancel

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already deployed in My file.

Employee

Employee Name: **Hahn, Mrs. Jacqueline D**
 Work Email Address: **jacqueline.puchot.1@us.af.mil**

Training Information

Training will be documented on a SF 102, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 102 is not available. To view an example of the SF 102 via the ORM website go to <https://www.orm.gov/items/60f802f112e8>. Tip: Right mouse click on link and select Open in New Window. In some instances, the List of Values provided below will have more than one definition for a code. Select the most appropriate definition.

* Indicates required field

* Course Title

* Training Start Date * Training End Date

Training Details

* Training Daily Hours * Training Non-Daily Hours

Acquisition School Source

* Training Sub Type Code

* Training Source Type Code

* Agency Type Code: **NSPS - Change Management (Emp)**

* Training Delivery Type Code

* Priority Indicator

* Decision Source

* Training Purpose Type

Training Cost Details

* Tuition and Fees \$

* Books & Material Costs \$

* Training Travel Indicator: **No**

* Travel \$

* Per Diem \$

Other Details

Course Number Code

* Training Credit: **00**

* Training Accreditation Indicator

* Training Credit Type Code: **04 - Not Applicable**

Training Designation Type Code

Training Update Source: **Self Certified**

Submit Cancel

Figure 81



Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 79**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 80**).

The screenshot shows a web-based form for training registration. At the top, it indicates that fields with an asterisk (*) are required. The form is divided into several sections: 'Training Details', 'Training Cost Details', and 'Other Details'. Fields include Course Title, Training Start/End Dates, Training Duty/Non-Duty Hours, Acquisition School Source, Training Sub Type Code, Training Source Type Code, Agency Type Code, Training Delivery Type Code, Priority Indicator, Decision Source, Training Purpose Type, Tuition and Fees, Books & Material Costs, Training Travel Indicator, Travel \$, Per Diem \$, Course Number Code, Training Accreditation Indicator, Training Credit, Training Credit Type Code, Training Designation Type Code, and Training Update Source. The 'Submit' and 'Cancel' buttons at the bottom right are circled in red.

Figure 82

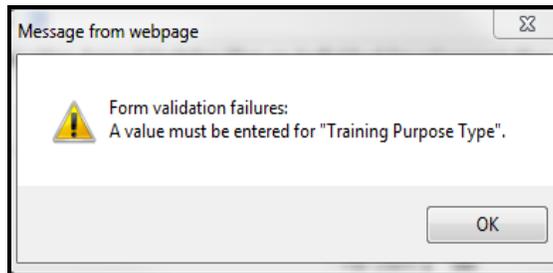


Figure 83

Before training information is updated into the system, an ‘Electronic Signature’ must be completed. To Electronically Sign and verify training information, select the ‘Process Transaction’ button (**Figure 84**).

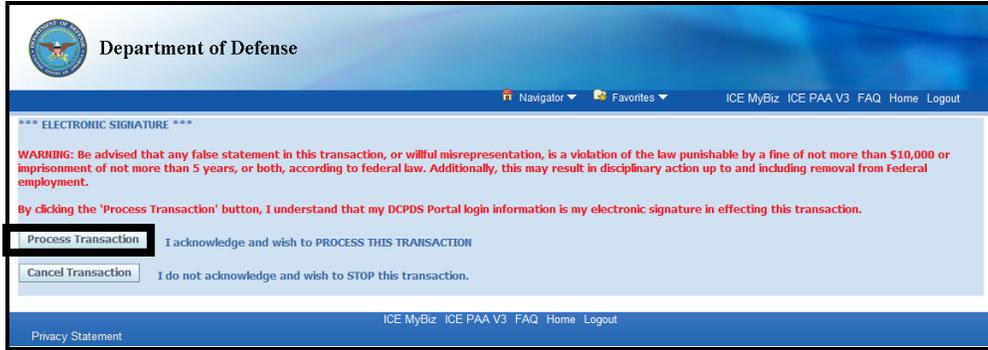


Figure 84

Once you select the 'Process Transaction' button, a 'Confirmation' page (Figure 82) displays allowing you to print your training information. Select the 'Continue Updating Your Information' link to continue adding training information.

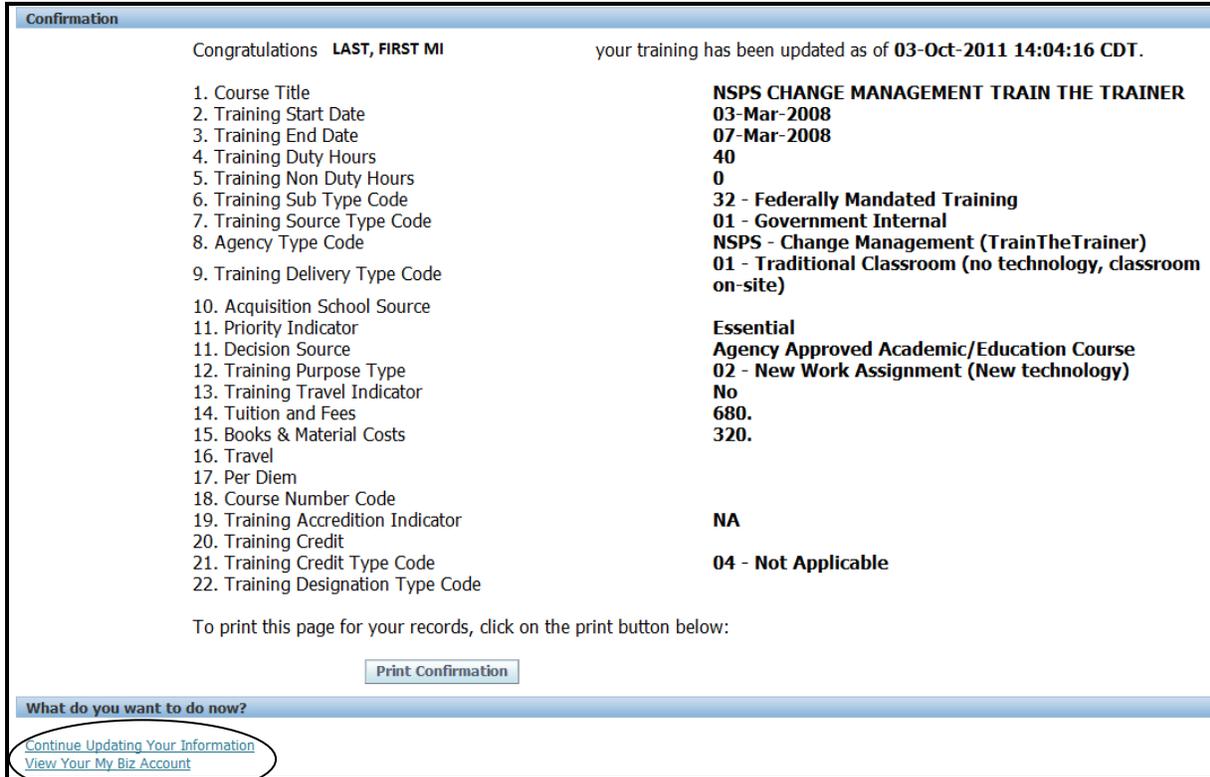


Figure 85



Select the 'View Your 'MyBiz' Account' if you would like to view all training entries. Once in this view (**Figure 86**), you are able to print a report and have the option of selecting the date range and sort criteria.

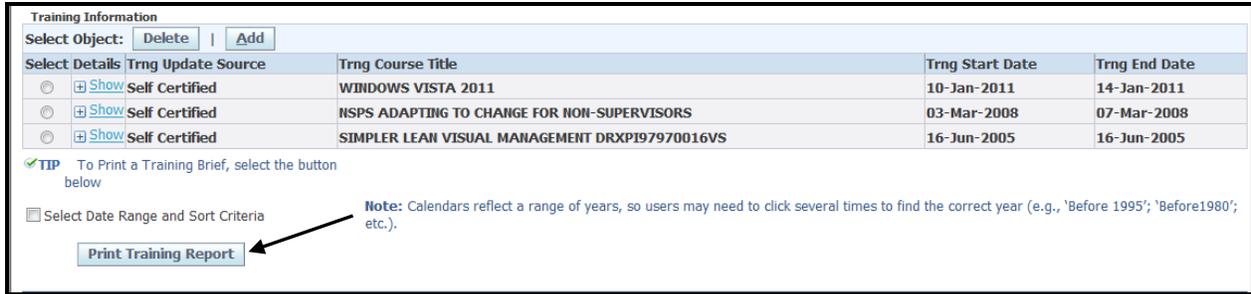


Figure 86

If you choose to select a date range/sort, you are prompted to provide necessary selections (**Figure 87**).



Figure 87

Once selections are made or you choose to print all, select 'Print Training Report' (**Figure 86**). You will receive a File Download prompt (**Figure 88**) with the options of opening and printing the file, or saving to your personal computer.

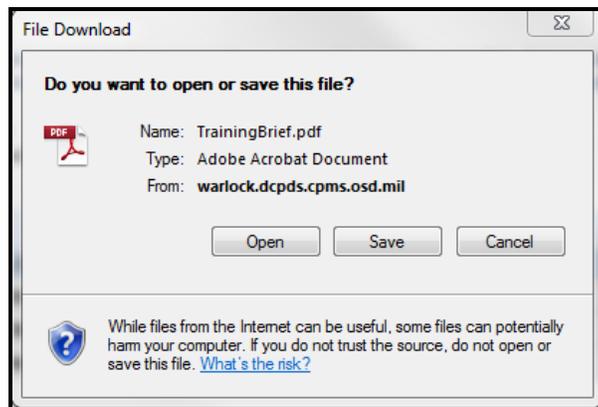


Figure 88

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 89**).

If there is more than one page, you will need to select the down arrow  to obtain the succeeding pages.

Completed Training History for									
TRNG START DATE	TRNG END DATE	COURSE TITLE	HOURS	TRNG DELIVERY	COURSE NUMBER	TRNG CREDIT	TRNG CREDIT TYPE	TRNG DESIGNATION	TRNG UPDATE SOURCE
10-JAN-2011	14-JAN-2011	WINDOWS VISTA 2011	40	01 - Traditional Classroom (no technology, classroom on-site)		00	04 - Not Applicable		Self Certified
03-MAR-2008	07-MAR-2008	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	4	03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,		00	04 - Not Applicable		Self Certified
16-JUN-2005	16-JUN-2005	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	8	01 - Traditional Classroom (no technology, classroom on-site)		00	04 - Not Applicable		Self Certified

Figure 89

Should you choose the save option in **Figure 88**, you will be prompted to select the location for the file (**Figure 90**).

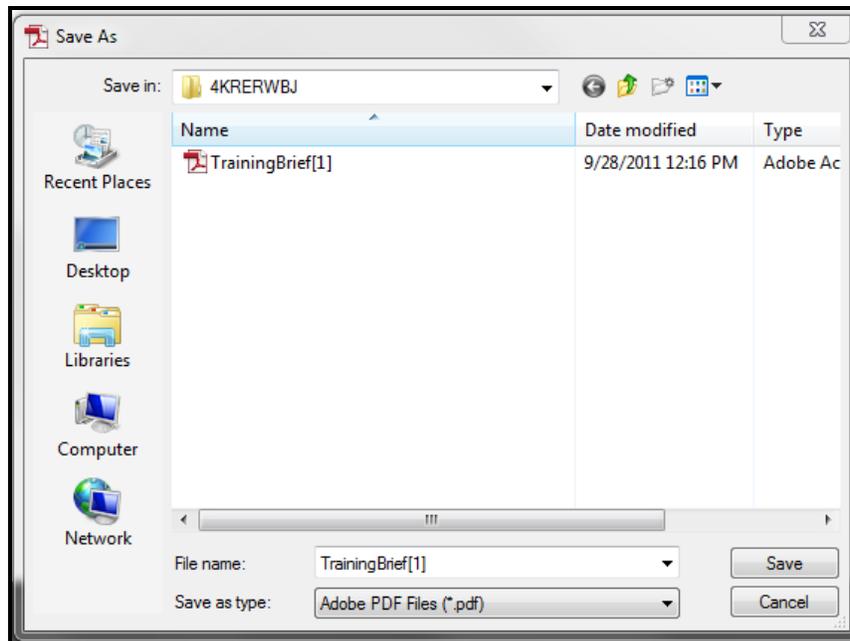


Figure 90

Deleting Training Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the **Delete** button (**Figure 91**).

The screenshot shows a web interface for managing training information. At the top, there are 'Delete' and 'Add' buttons. Below is a table with columns: 'Trng Update Source', 'Trng Course Title', 'Trng Start Date', and 'Trng End Date'. Three rows are visible, each with a radio button and a 'Show' link. The second row, 'NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS', has its radio button selected. Below the table, there is a 'TIP' section, a 'Select Date Range and Sort Criteria' section with date pickers and dropdowns, and a 'Print Training Report' button.

Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
Self Certified	WINDOWS VISTA 2011	10-Jan-2011	14-Jan-2011
<input checked="" type="radio"/> Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008
Self Certified	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005

Figure 91

You will receive a warning prompting another decision (**Figure 92**).

The screenshot shows a warning dialog box from the Department of Defense website. The header includes the Department of Defense logo and navigation links. The main content of the dialog is a warning message: 'Warning: Training Information will be permanently deleted from your record. Do you want to Continue?'. At the bottom right of the dialog are 'No' and 'Yes' buttons.

Figure 92



If you select 'No', you will be returned to the Training Information view (**Figure 92**).
If you select 'Yes', you will receive a notice confirming the deletion (**Figure 93**).

Confirmation

Congratulations **Last, First** your training has been deleted as of **DD-MON-YYYY HH:MM:SS**

1. Course Title	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS
2. Training Start Date	03-Mar-2008
3. Training End Date	07-Mar-2008
4. Training Duty Hours	04
5. Training Non Duty Hours	00
6. Training Sub Type Code	32 - Federally Mandated Training
7. Training Source Type Code	01 - Government Internal
8. Agency Type Code	NSPS - Change Management (Emp)
9. Training Delivery Type Code	03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,
10. Acquisition School Source	
11. Priority Indicator	Critical/Mandated
11. Decision Source	Mandated NOT Organization Annual Training Plan or Individual Development Plan
12. Training Purpose Type	04 - Future Staffing Needs
13. Training Travel Indicator	No
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	Not Applicable
20. Training Credit	
21. Training Credit Type Code	04 - Not Applicable
22. Training Designation Type Code	

To print this page for your records, click on the print button below:

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 93

The **Certifications/Licenses** tab contains employee's Certifications/Licenses information.

Select the **Certifications/Licenses** tab to add or delete your certifications/license information. The link takes you to the Certifications/Licenses page (**Figure 94**).



Figure 94

Adding Certification/Licenses Information. To add certification/licenses information, select the **Add** button (**Figure 95**).

Note: The 'Cert/Lic Update Source' column will display with either 'Verified' or 'Self Certified' in the 'Cert/Lic Update Source' data field column. To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.



Figure 95



The 'Add' page displays (**Figure 95**). Enter information for your certification/license update below. For additional information on a specific data field, select the .

Notes:

1. To search for your specific certification/license information, select the magnifying glass  or  dropdown located next to the data field you are updating.
2. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars **reflect a range of years, so users may need to select several times** to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).
3. If there are costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.

To search for information for a specific data field, using the , the following Search screen displays (**Figure 96**)



The screenshot shows a web-based search interface titled "Search and Select: Type of Certification/License". It features a search input field with a "Go" button and a "Quick Select" icon. Below the search field is a "Results" section containing a table with columns for "Select", "Quick Select", "Type of Certification/License Code", and "Type of Certification/License Description". The table currently displays "No search conducted." and has "Cancel" and "Select" buttons at the bottom right.

Figure 96

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 10](#) link. Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search and Select: Type of Certification/License Cancel Select

Search

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Cert% or %Nurse%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By: Type of Certification/License Description

Results

Select	Quick Select	Type of Certification/License Code	Type of Certification/License Description
<input type="radio"/>		1LG	Chief Mate Stm & Mtr - Great Lakes
<input type="radio"/>		1MC	Chief Mate Mtr Ltd Coast
<input type="radio"/>		1MO	Chief Mate Mtr Offshore & Oil
<input type="radio"/>		1MU	Chief Mate Mtr Unltd
<input type="radio"/>		1SC	Chief Mate Stm Ltd Coast
<input type="radio"/>		1SM	Chief Mate Stm & Mtr Unltd
<input type="radio"/>		1SO	Chief Mate Stm Offshore & Oil
<input type="radio"/>		1SU	Chief Mate Stm Unltd

Cancel Select

Figure 97

The selected information auto populates into the appropriate data field (Figure 98).

Information: This section captures your Certifications/Licenses . By adding this information you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Some information can only be updated by HR.

Employee

Employee Name
Work Email Address

Certifications/Licenses Information

* Indicates required field

* Type of Certification/License:

* Date Certification/License Issued:

Date Certification/License Expires:

* Initial/Renewal:

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in 'MyBiz' to ensure the training is on file BEFORE adding the certification/license.

* Training to Obtain a License?:

* Training to Obtain a Certification?:

Course Title:

Class Graduation Date:

Government Amount Paid:

Date Paid:

NOTE: Date Paid should be prior to date Certification/License Issued.

Funding Source:

Submit Cancel

Figure 98



If “Training to Obtain a License” or “Training to Obtain a Certification” is equal to “Yes” then you must select the training “Course Title”.

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in ‘My Biz’ to ensure the training is on file BEFORE adding the certification/license.

If training was received, select the  to list all the training you attended. Then select the appropriate training record to associate with the Certification/License.

Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 99**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 100**).

Add Certifications/Licenses – Other Occupational and Professional Information

Information: This section captures your Certifications/Licenses . By adding this information you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Some information can only be updated by HR.

Employee

Employee Name
Work Email Address

Certifications/Licenses Information

* Indicates required field

* Type of Certification/License: Chief Mate Mtr Unltd

* Date Certification/License Issued: 06-Dec-2007
(example: 28-Mar-2012)

Date Certification/License Expires: 06-Dec-2010
(example: 29-Mar-2012)

* Initial/Renewal: Initial Date Certification/License Expires

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in 'MyBiz' to ensure the training is on file BEFORE adding the certification/license.

* Training to Obtain a License?: Yes

* Training to Obtain a Certification?: No

Course Title: ACQ 451 (DAU) INTEGRATED ACQUIS

Class Graduation Date: 05-Aug-2010

Government Amount Paid: 00

Date Paid: NOTE: Date Paid should be prior to date Certification/License Issued.

Funding Source: Self - Employee

Figure 99

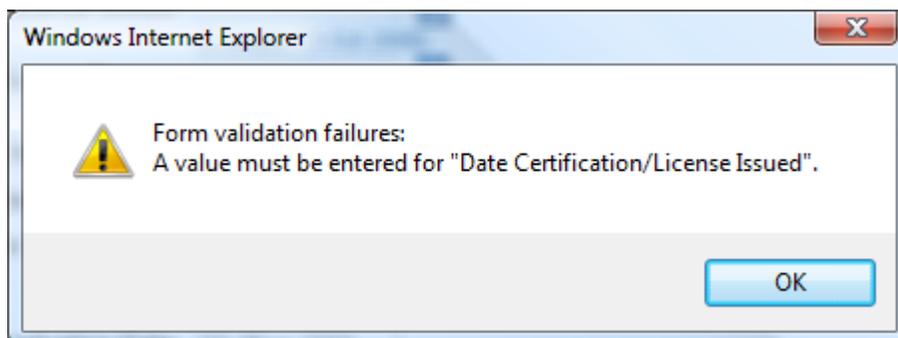


Figure 100

Before certifications/licenses information is updated into the system, an ‘Electronic Signature’ must be completed. To electronically sign and verify Certifications/Licenses information, select the ‘Process Transaction’ button (**Figure 101**). If you select ‘Cancel Transaction’, you will be returned to main page of Certifications/Licenses

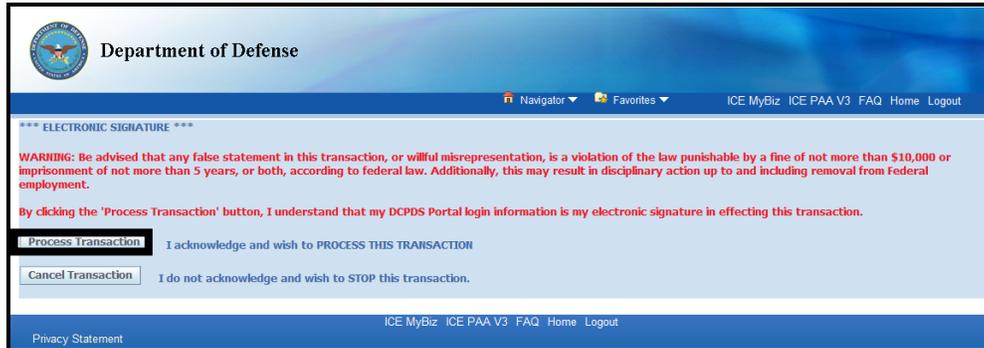


Figure 101

Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page (**Figure 102**) displays allowing you to print your certifications/licenses information. Select the ‘Continue Updating Your Information’ link to continue adding certifications/licenses information.

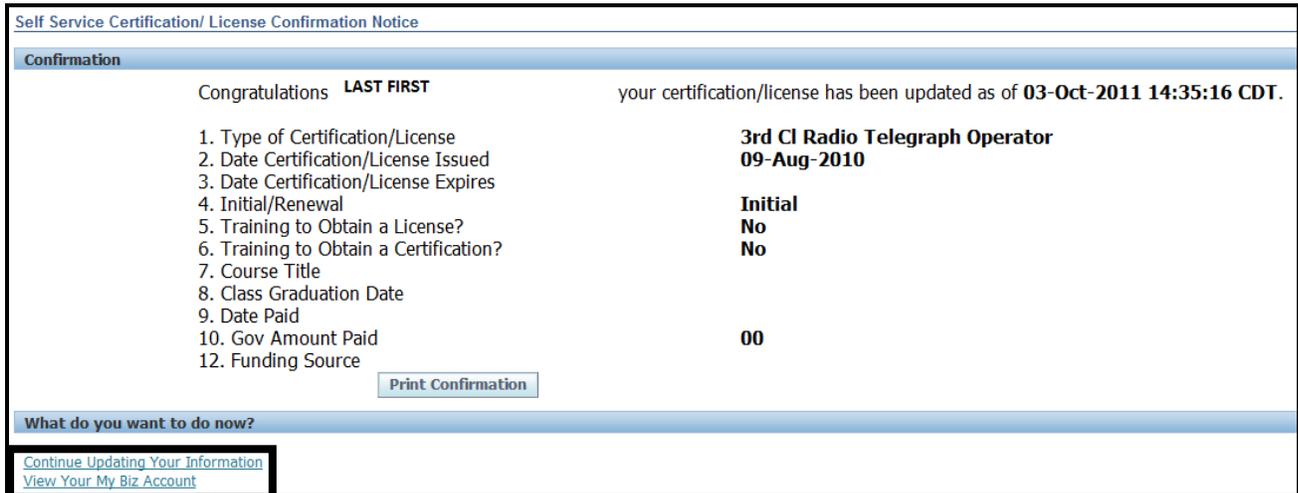


Figure 102

Select the ‘View Your ‘MyBiz’ Account’ if you would like to view all certifications/licenses entries.



Once in this view (**Figure 103**), you can select  to get more details on the certification/license. There is also a “Print Certifications/Licenses report.”

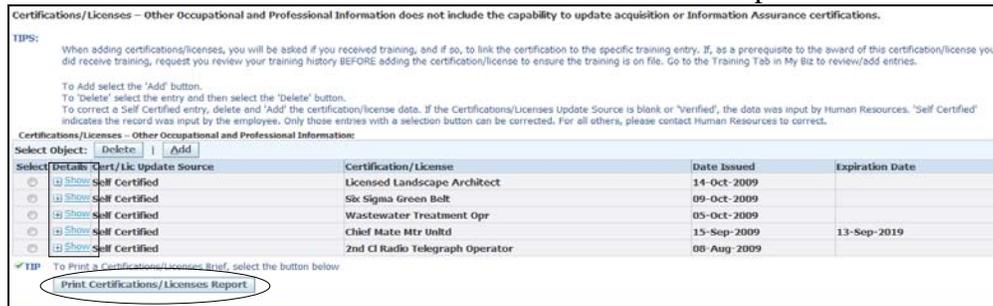


Figure 103

Once you select ‘Print Certifications/Licenses Report’ (**Figure 103**), you will receive a File Download prompt (**Figure 104**) with the options of opening and printing the file, or saving to your personal computer.

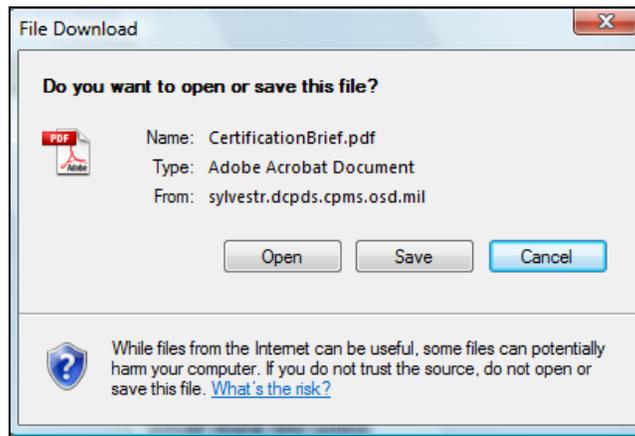


Figure 104

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 105**).

If the first screen is not the only available screen, you will be able to select the down arrow  to obtain the succeeding pages.

Certifications/Licenses for Hauptman, Blanch CPMS T		02-DEC-2009
TYPE of CERTIFICATION/LICENSE	DATE ISSUED	EXPIRATION DATE
Six Sigma Black Belt	08-NOV-2009	18-NOV-2008
Chief Mate Stm & Mtr - Great Lakes	08-NOV-2009	08-NOV-2008
Six Sigma Black Belt	02-NOV-2009	
Licensed Landscape Architect	30-OCT-2009	
Certified Defense Financial Manager	01-OCT-2009	02-OCT-2010
Project Management Professional <PMI>	28-SEP-2009	28-SEP-2010
Asbestos Inspector	02-FEB-2009	01-NOV-2012
Certified Cost Engineer <AACE>	17-NOV-2008	
Chief Mate Mtr Unltd	06-DEC-2007	05-DEC-2010
Chief Mate Mtr Unltd	06-DEC-2007	

Figure 105

Should you choose the save option, you will be prompted to select the location for the file.

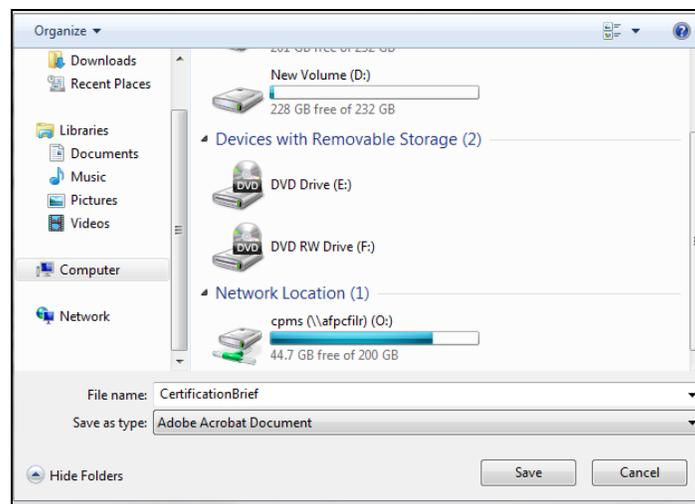


Figure 106

Deleting Certifications/Licenses Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the **Delete** button (**Figure 107**).



Figure 107

You will receive a warning prompting another decision (**Figure 108**).

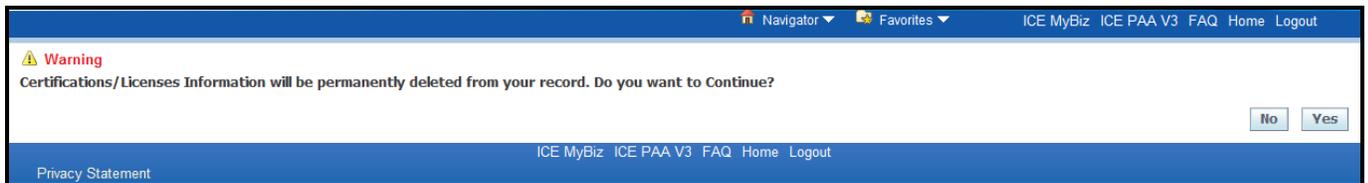


Figure 108

If you select 'No', you will be returned to the Certifications/Licenses Information view. If you select 'Yes', you will receive a confirmation notice for the deletion (**Figure 109**).

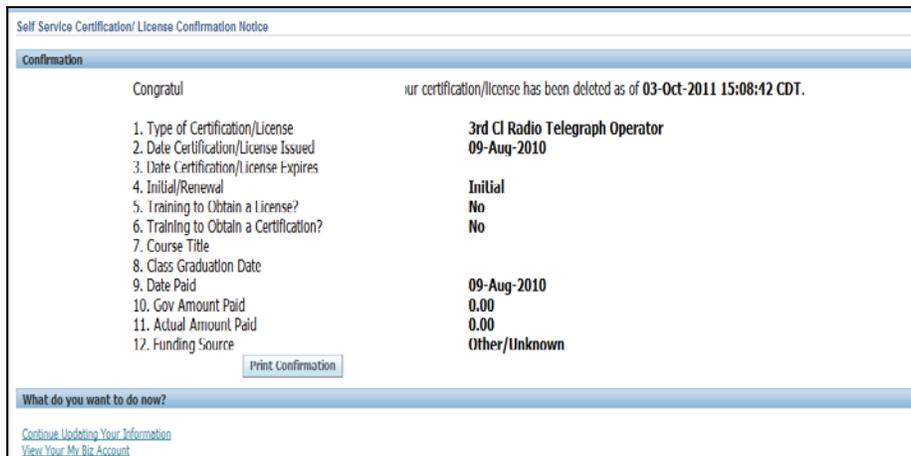


Figure 109



The **Awards and Bonuses tab** contains employee’s Awards and Bonuses information. Select the **Awards and Bonuses** tab to take you to the awards information. Please note that user can only add ‘non-monetary awards’. All monetary awards must be added by Human Resources (HR).

Select the link to **View/Make Awards Changes**. The link takes you to the Awards and Bonuses page (**Figure 110**).



Figure 110

Adding Awards Information. To add awards information, select the **Add** button (**Figure 111**).

Note: The ‘Award Update Source’ column will display with either ‘Verified’ or ‘Self Certified’. To correct a Self Certified entry, delete and 'Add' the Award data. If the Award Update Source is blank or 'Verified', the data was input by HR. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact HR to correct.

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
<input type="radio"/>	Verified	22-Sep-2010	Special Act or Service Award	\$3000		Department of the Army
<input type="radio"/>	Verified	20-Jul-2010	Superior Civilian Service Awd			Department of the Army
<input type="radio"/>	Verified	03-Jan-2010	NSPS Performance Bonus	\$2592		Department of the Army
<input type="radio"/>	Verified	03-Jan-2010	NSPS Performance Increase	\$3889		Department of the Army
<input type="radio"/>	Verified	11-Sep-2009	Special Act or Service Award	\$2500		Department of the Army
<input type="radio"/>	Verified	04-Jan-2009	NSPS Performance Increase	\$9040		Department of the Army

Figure 111

The ‘Add’ page displays (**Figure 112**). Enter information for your award update. For additional information on a specific data field, select the .

Notes:

4. To search for your specific Award Type and Award Agency information, select the magnifying glass located next to the data field you are updating.
5. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
 - **Note the date format and that hyphens are required.** If ‘03-02-2008’ is entered instead of ‘02-MAR-2008’, the date will be entered as 03-FEB-2008.



Entry of future dates will result in an error message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).

- Awards earned prior to current assignment start date may now be entered.
- Calendars **reflect a range of years, so users may need to select several times** to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).

Add Awards (Non Monetary) Information Submit

Information: This section captures your Awards . By adding non-monetary award you are self-certifying the data you enter is valid. Human Resources (HR) may provide documentation for verification purposes.

Tip: An AWARD addition will not be added if the 'Award Information' is an exact match to an award already displayed in MY Biz.

Employee

Employee Name
Work Email Address

Add Awards Information

* Indicates required field

* Date Award Earned

* Award Type

* Award Agency

Figure 112

To search for information for a specific data field, using the , the following Search screen displays (**Figure 113**)

Search and Select: Award Type Cancel Select

Search

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Award% or %Achievement%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By: Award Name Go

Results

Select	Quick Select	Award Name	Code
		No search conducted.	

Cancel Select

Figure 113

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 25](#) link (**Figure 114**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Award% or %Achievement%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By

Results

Select	Quick Select	Award Name	Code
<input type="radio"/>		AF Accounting & Finance Civ of Yr	1D
<input type="radio"/>		AF Acquisition Costing Civ of the Year	5U
<input type="radio"/>		AF Association Honor Citation	26
<input type="radio"/>		AF Author of the Year	5X
<input type="radio"/>		AF Civilian Achievement Award	9B
<input type="radio"/>		AF Civilian Award for Valor	V1
<input type="radio"/>		AF Contrib to Fin Mgmt & Compt	V2
<input type="radio"/>		AF Design Excellence Awd	V3
<input type="radio"/>		AF Distinguished EEO Awd of Yr	V4
<input type="radio"/>		AF Environ Awd for Individ Excellence	2W
<input type="radio"/>		AF Fin Mgmt & Compt of Yr	V5
<input type="radio"/>		AF Financial Analysis Civ of the Year	1W

Figure 114

The selected information populates into the appropriate data field (Figure 115).

Add Awards Information

* Indicates required field

* Date Award Earned

* Award Type

* Award Agency

Figure 115

Select or to either submit or cancel your award information.

Before the award information is updated into the system, an 'Electronic Signature' must be completed. To electronically sign and verify award information, select the 'Process Transaction' button (Figure 116).

*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION.

I do not acknowledge and wish to STOP this transaction.

Figure 116



Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 117**) displays allowing you to print your award information. Select the '*Continue Updating Your Information*' link to continue adding award information. If you select 'Cancel Transaction', you will be returned to main page of Awards and Bonuses Tab.

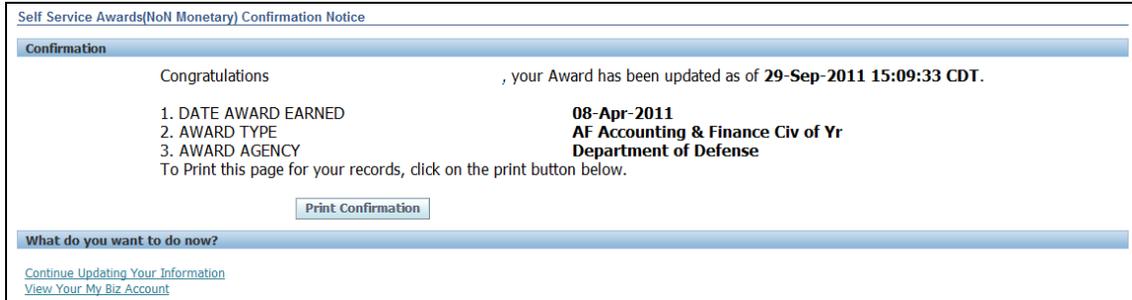


Figure 117

You also have a "Print Awards Information Report.

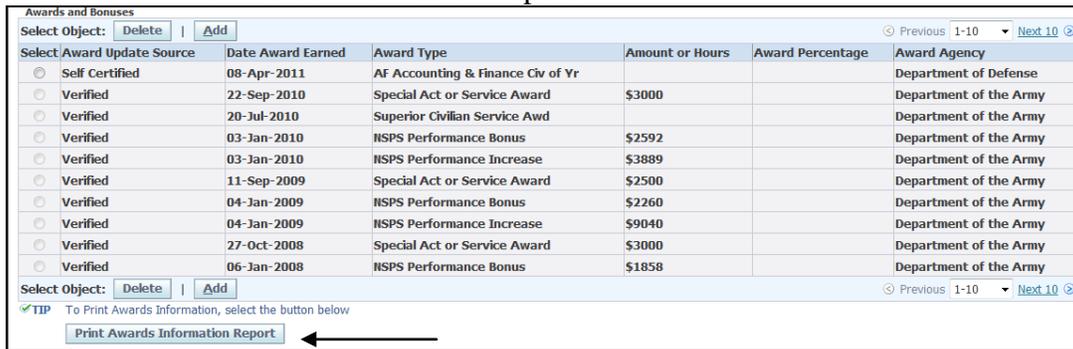


Figure 118

Once you select 'Print Awards Information Report' (**Figure 118**), you will receive a File Download prompt (**Figure 119**) with the options of opening and printing the file, or saving it to your personal computer.

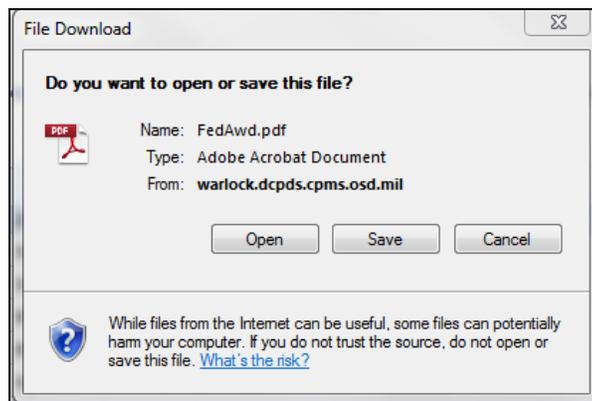
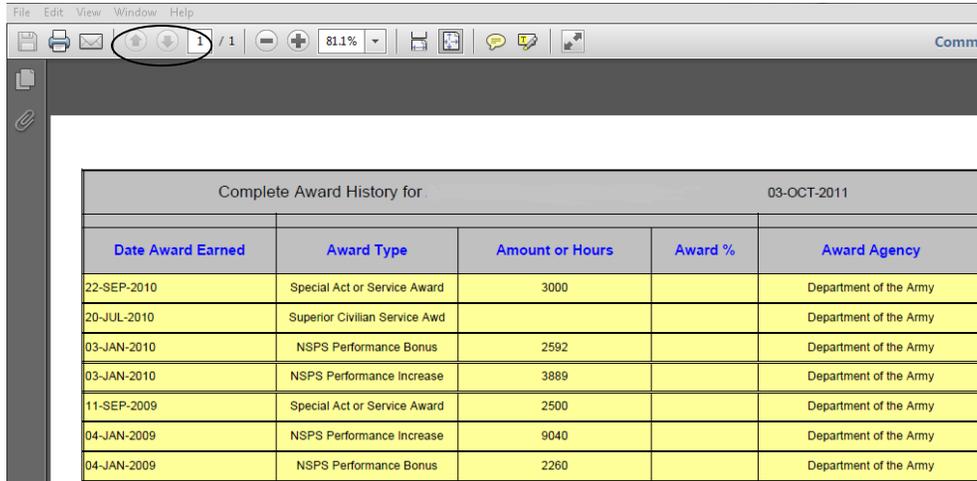


Figure 119

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 120**).

If the first screen is not the only page, you will be able to select the down arrow  to obtain the succeeding pages



Complete Award History for 03-OCT-2011				
Date Award Earned	Award Type	Amount or Hours	Award %	Award Agency
22-SEP-2010	Special Act or Service Award	3000		Department of the Army
20-JUL-2010	Superior Civilian Service Awd			Department of the Army
03-JAN-2010	NSPS Performance Bonus	2592		Department of the Army
03-JAN-2010	NSPS Performance Increase	3889		Department of the Army
11-SEP-2009	Special Act or Service Award	2500		Department of the Army
04-JAN-2009	NSPS Performance Increase	9040		Department of the Army
04-JAN-2009	NSPS Performance Bonus	2260		Department of the Army

Figure 120

Should you choose the save option in **Figure 119**, you will be prompted to select the location for the file (**Figure 121**).

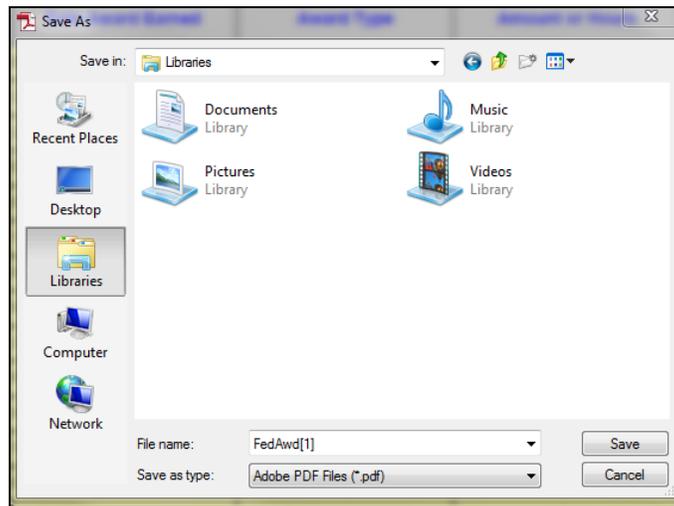


Figure 121

Deleting Awards Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate Award then select the **Delete** button (**Figure 122**).

The screenshot shows a web interface titled "Awards and Bonuses". At the top, there are "Select Object:" buttons for "Delete" and "Add". Below this is a table with the following columns: "Award Update Source", "Date Award Earned", "Award Type", "Amount or Hours", "Award Percentage", and "Award Agency". The first row is selected, with the "Self Certified" radio button checked. Below the table, there are "Select Object:" buttons for "Delete" and "Add", a tip, and a "Print Awards Information Report" button.

Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
<input checked="" type="radio"/> Self Certified	08-Apr-2011	AF Accounting & Finance Civ of Yr			Department of Defense
<input type="radio"/> Verified	22-Sep-2010	Special Act or Service Award	\$3000		Department of the Army
<input type="radio"/> Verified	20-Jul-2010	Superior Civilian Service Awd			Department of the Army
<input type="radio"/> Verified	03-Jan-2010	NSPS Performance Bonus	\$2592		Department of the Army
<input type="radio"/> Verified	03-Jan-2010	NSPS Performance Increase	\$3889		Department of the Army
<input type="radio"/> Verified	11-Sep-2009	Special Act or Service Award	\$2500		Department of the Army
<input type="radio"/> Verified	04-Jan-2009	NSPS Performance Bonus	\$2260		Department of the Army
<input type="radio"/> Verified	04-Jan-2009	NSPS Performance Increase	\$9040		Department of the Army
<input type="radio"/> Verified	27-Oct-2008	Special Act or Service Award	\$3000		Department of the Army
<input type="radio"/> Verified	06-Jan-2008	NSPS Performance Bonus	\$1858		Department of the Army

Figure 122

You will receive a warning prompting another decision (**Figure 123**). If you select 'No', you will be returned to the Awards Information view.



Figure 123

If you select 'Yes', you will receive a confirmation notice for the deletion (**Figure 124**).

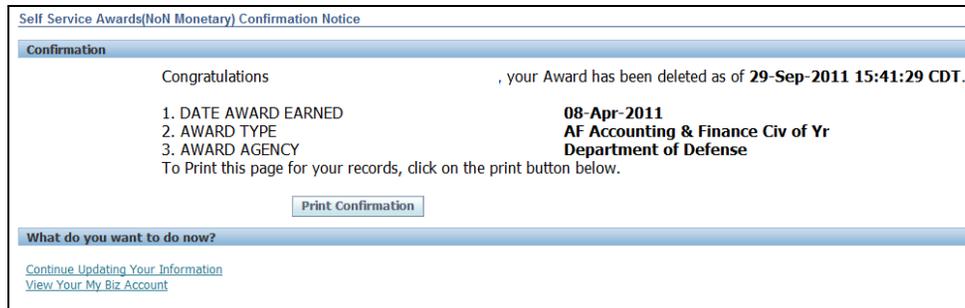


Figure 124

**Self Service ‘My Biz’
Module 1, Chapter 4
Employment Verification**

Introduction

Self Service provides APF and NAF employees the valuable functionality to request and send Employment Information to a ‘recipient’ (Lender, Bank, etc) directly from the data source, DCPDS. The information consists of employment only or employment and salary information. This functionality allows preview on screen, and is secure with a password protected attachment when sent via email. The recipient and employee both receive the password protected attachment, and only the employee receives the password under separate cover. The employee must provide the password to the recipient. There is no limit as to how many verifications an employee can submit. The following pages depict step by step guidance of this enhanced functionality.

Contents

Topic	Page
Accessing Employment Verification	2
Employment Verification	3
Employment Verification Acknowledge and Submit	4
Preview Screens for APF and NAF	6
Warning Screen	8
Confirmation Screen	8
Example Screen Shots	9
APF and NAF Employment Verification Documents	12



Accessing Employment Verification

Log into Self Service, My Biz and from the navigator screen, select *Employment Verification*. This function allows employees to select and send their employment or salary information via email to an external recipient.

Note: All screens are the same for APF and NAF except for the Employment and Salary Information selection. NAF salary information provides for Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total YTD.

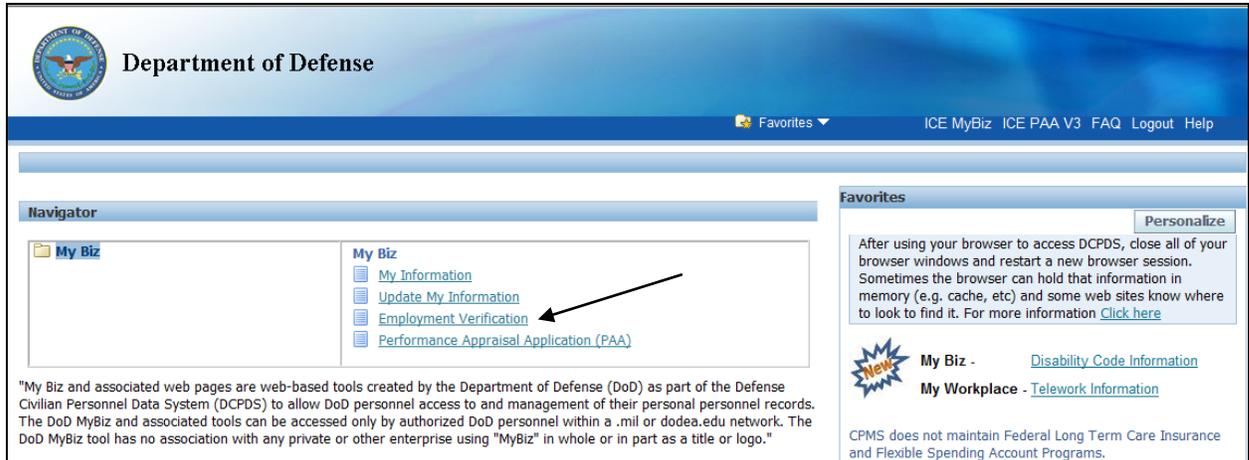


Figure 1

Privacy Act Statement

Before you can ‘view, add and/or update’ any personal information, you must *accept* the ‘Privacy Act Statement’.

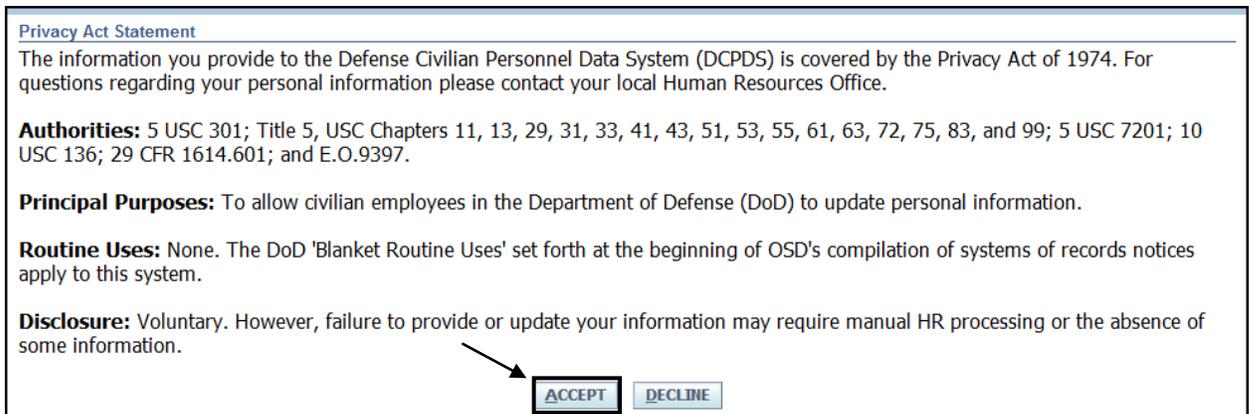


Figure 2



Employment Verification Page

There are three sections on the Employment Verification page;

1. *Employee Information*; provides important ‘need to know’ about the email requirements for this functionality
2. *Select Information to Send*; select either Employment Information or Employment and Salary Information. Definitions of each are in the box on the right labeled *Related Information*.
3. *Recipient Information*; the TO ‘recipient’ is used for the external email address of the bank or lender, etc. My Email is the employee email address where the password will be sent.

The *Note* below My Email explains the email process in detail.

The screenshot shows a web form titled "Employment Verification". At the top right are "Cancel" and "Continue" buttons. The form is divided into three main sections:

- Employee Information:** Contains fields for "Employee Name" and "Employee Number". Below these is a paragraph: "Employment Verification releases employment information and, optionally, salary information to an external organization or person, also known as 'Recipient'." An "Important!" note follows: "Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the 'My Email' field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail under My Biz>Update My Information>Profile Tab>Work E-mail Address."
- Select Information to Send:** A heading followed by the instruction "Select either Employment Information or Employment and Salary Information". There are two radio buttons: "Employment Information" (which is selected) and "Employment and Salary Information". To the right is a box titled "Related Information" containing two paragraphs: "Employment Information: Releases personal, assignment and period of service details." and "Employment and Salary Information: Releases personal, assignment, period of service and salary details."
- Recipient Information:** Contains two text input fields: "To" (with "user@host.domain" entered) and "My Email" (with "user@host.domain" entered). Below these is a "Note": "Your password-protected employment verification document will be sent to the recipient identified in the 'To' line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the 'My Email' field. For your protection, the e-mail containing the password will not be sent to the individual identified in the 'To' line. It is your responsibility to share the password with the intended recipient."

At the bottom right of the form are "Cancel" and "Continue" buttons. Several black arrows point to various elements: one to the "Employee Information" header, one to the "Select Information to Send" header, one to the "My Email" field, one to the "Continue" button at the bottom right, and one to the "Continue" button at the top right.

Figure 3

Select *continue* at the bottom right to preview the employment information and to move on to *Acknowledge and Submit*.

If *cancel* is selected, the request is aborted in its entirety and the navigator screen will display again (Figure.1).

Employment Verification – Acknowledge and Submit

There are three sections to the Employment Verification - Acknowledge and Submit page and four options;

1. *Employee Information*; identifies the employee by name and number
2. *Recipient Information*; shows the email addresses entered from the previous page, the Reference Number of the transaction and an information disclaimer.
3. *Preview*; Displays the employment information or salary information as selected from the previous page.

Figure 4

Four Options:

1. The *Print Receipt* button; (a new feature as of 11 March 2012) allows employees to print or save a PDF copy (see Figure 5 below) of their employment verification information by selecting the print receipt button as indicated above and displayed on the next page
2. *Cancel*; if selected, the request is aborted in its entirety and the navigator screen will display again (Figure 1)
3. *Back*; this button will take you to the previous page, Figure 3
4. *Acknowledge and Submit*; select to continue on with the request



The PDF copy the employee prints or saves is exactly the same as what the Recipient will receive, minus the email address on the “emailed to” line. See Figure 11 and 12.

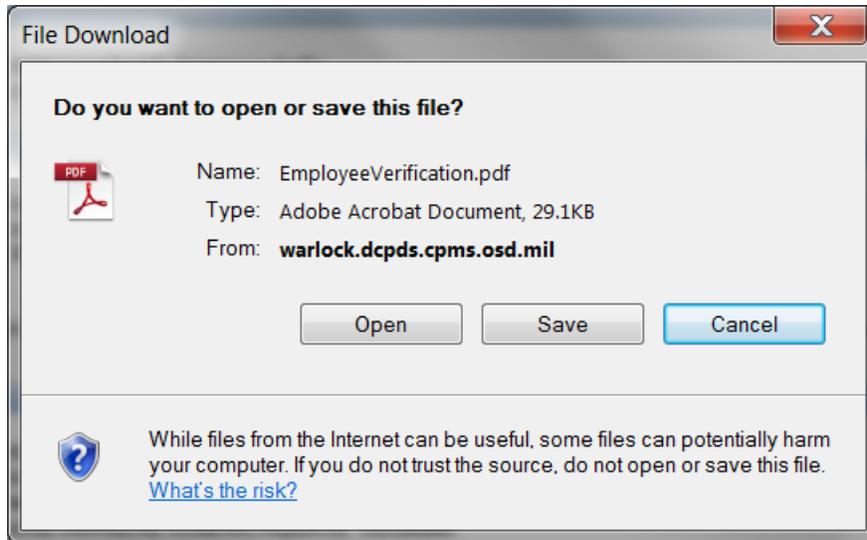


Figure 5

Preview Screens for APF and NAF:

Figures 6 and 7 below display the Preview screen for APF and NAF *Employment Information with Salary* respectively.

APF:

The screenshot displays a web interface for 'Employment Verification - Acknowledge and Submit'. It is divided into several sections: 'Employee Information', 'Recipient Information', and a 'Preview' section. The 'Preview' section contains a detailed list of employment data. At the bottom, there is a note and a set of navigation buttons. Two arrows point to the 'Preview' section header and the 'Total Pay YTD' field.

Employee Information	
Employee Name	
Employee Number	

Recipient Information	
To	
My Email	
Reference Number	281757_20120402125325

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

Preview	
Information Current as of	02-Apr-2012
Employer	Defense Logistics Agency
Headquarters Address	DEFENSE SUPPLY CENTER COLUMBUS COMMANDER SMALL BUSINESS OFFICE CA DU
Duty Station	WHITEHALL / FRANKLIN / OHIO
Social Security Number (last 4-digits only)	
Employment Status	Active
Most Recent Start Date	31-Oct-2005
Original Hire Date	31-Oct-2005
Total Time With Employer	6 years 5 months 2 days
Job Title	PROCUREMENT TECHNICIAN
Rate Of Pay	Annually
Average Hours Per Pay Period	80
Total Pay	\$42,987.00
Total Pay YTD	\$40,187.98

Note: For further information, contact your Human Resources Office (HRO).
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Figure 6



NAF:

Employment Verification - Acknowledge and Submit

Print Receipt Cancel Back Acknowledge and Submit

Employee Information

Employee Name
Employee Number

Recipient Information

To
My Email
Reference Number: 306541_20120402122900

By selecting the 'ACKNOWLEDGE and SUBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the internet.

Preview

Information Current as of: 02-Apr-2012
Employer: U.S. Army Installation Management Command
Headquarters Address: MORALE WELFARE RECREATION FUND
GVM-PHYSICAL FITNESS/AQUATIC TRAINING

Duty Station: FORT BRAGG / CUMBERLAND / NORTH CAROLINA
Social Security Number (last 4-digits only): 8096
Employment Status: Active
Most Recent Start Date: 24-Jun-2006
Original Hire Date: 24-Jun-2006
Total Time With Employer: 5 years 9 months 9 days
Job Title: RECREATION ASSISTANT (FACILITIES OPERATOR)
Rate Of Pay: Hourly
Average Hours Per Pay Period: at least 80
Base Pay: \$13.17

Note: For further information, contact your Human Resources Office (HRO).
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Print Receipt Cancel Back Acknowledge and Submit

Figure 7

Note: NAF salary information provides for Average Hours Per Pay Period and Base Pay as opposed to APF Total Pay and Total YTD.

The PDF copy the employee prints or saves is exactly the same as what the Recipient will receive, minus the email address on the “emailed to” line. See Figure 11 and 12.

After printing or saving a copy, select *Acknowledge and Submit* (Figure 6 or 7), and read the *Warning* statement to ensure the email addresses are correct. Select *No* or *Yes*.

Warning Screen

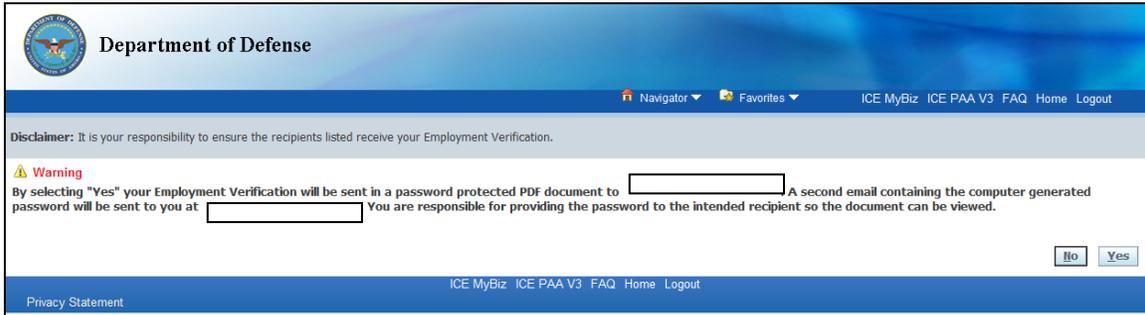


Figure 8

Selecting *No* will return the user back to the *Acknowledge and Submit* screen.
Selecting *Yes* will confirm the request.

Confirmation Screen

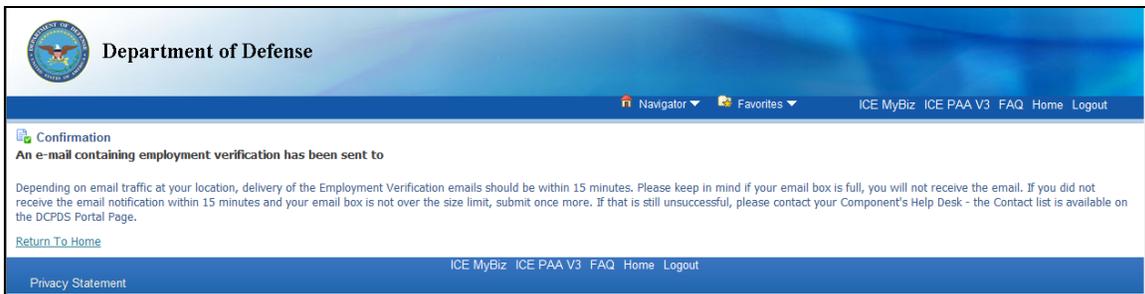


Figure 9

The request is complete.

Example Screen Shots:

1. Employment Verification Inbox Email:

  HR Employmen... Employment Verification for [redacted]	Mon 4/2/2012 1:05 PM 46 KB
 HR Employmen... Employment Verification 281757_20120402130444	Mon 4/2/2012 1:05 PM 18 KB

Figure 10

2. Employee Email - Employment Verification Password

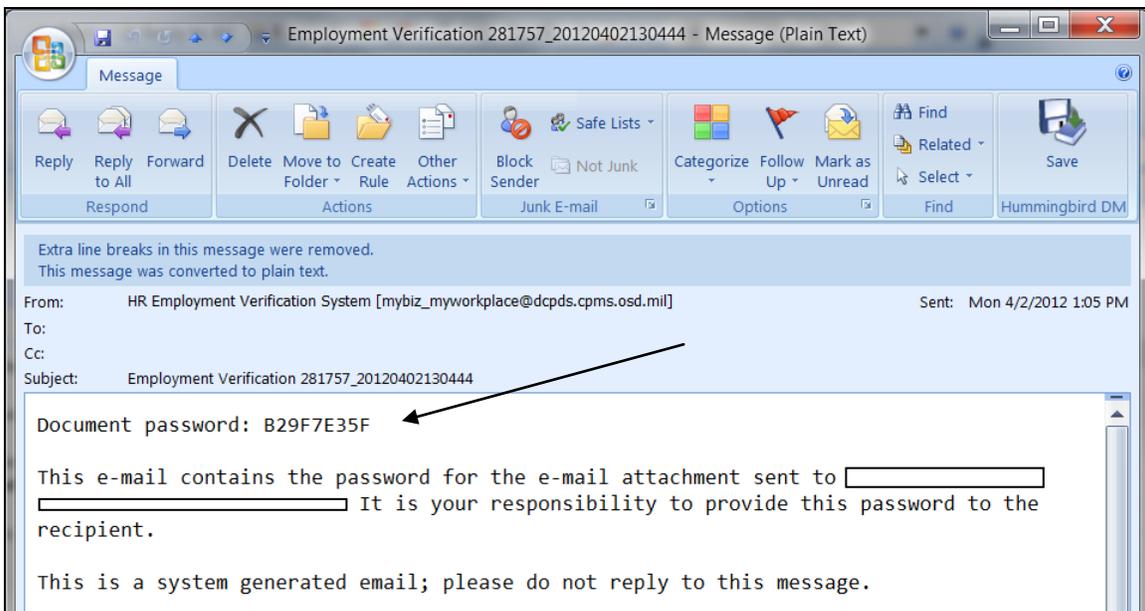


Figure 11

3. Recipient Email with password-protected attachment:

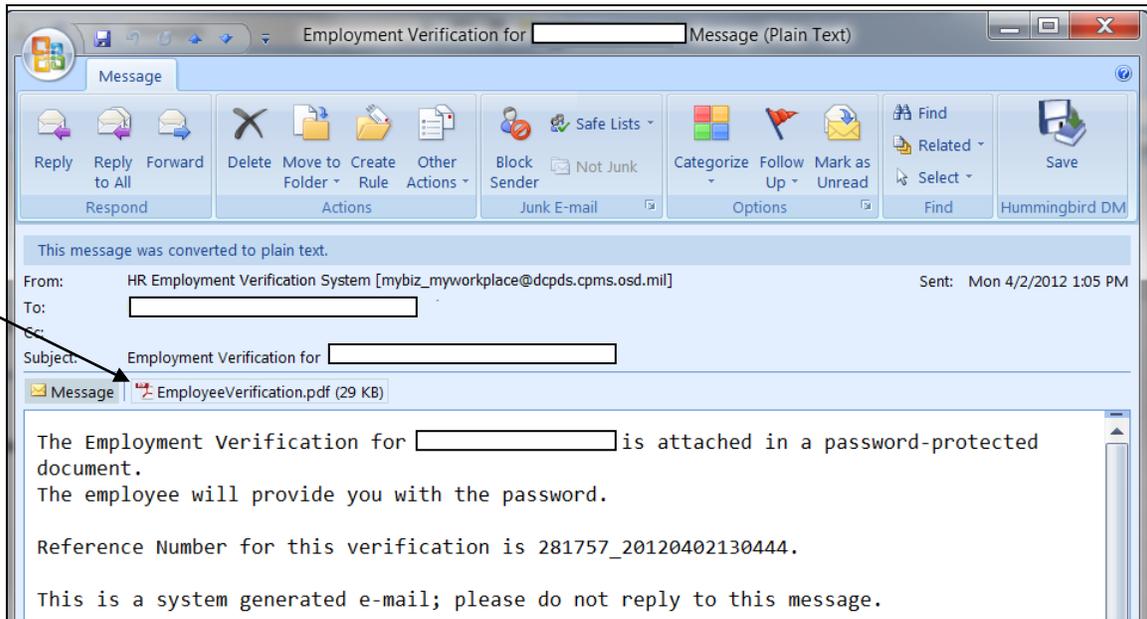


Figure 12

4. Recipient Email – opening employment verification attachment:

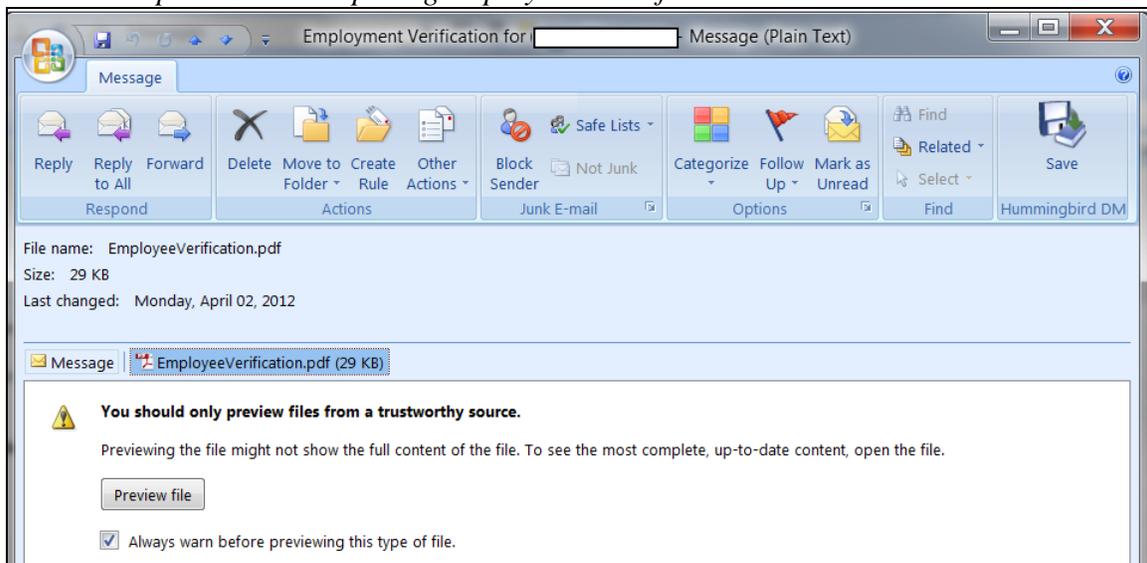


Figure 13

Select Preview File.

Updating My Information

Module 1, Chap 4 Page

10



Defense Civilian Personnel Advisory Service (DCPAS)
Enterprise HR Information Systems Directorate (EHRIS)
Systems, Testing, Training and Requirements Division

Password protected document.

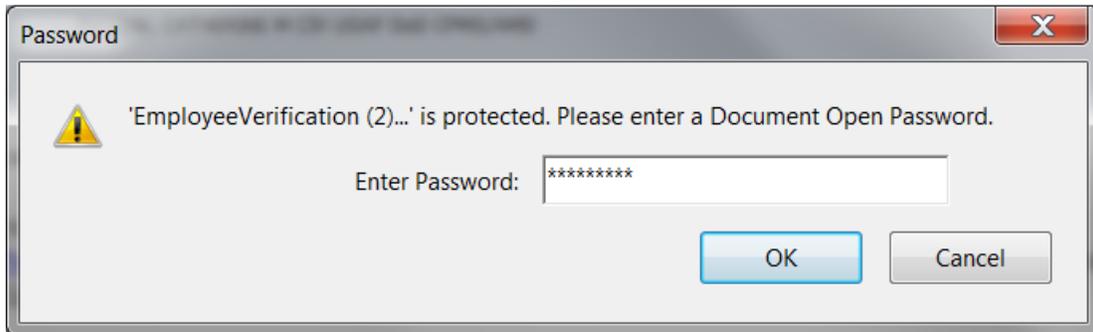


Figure 14

Remember: The password is sent to the employee in an email and the employee provides the password to the recipient.

APF Employment Verification document the Recipient receives:



Employment Verification

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

Employment and Salary Information

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 281757_20120402130444.

Employee Name:

Information Current as of: 02-Apr-2012

Employer: Defense Logistics Agency
Headquarters Address:
DEFENSE SUPPLY CENTER COLUMBUS
COMMANDER
SMALL BUSINESS OFFICE CA DU
Duty Station: WHITEHALL / FRANKLIN / OHIO

Social Security Number (last 4-digits only):

Employment Status: Active
Most Recent Start Date: 31-Oct-2005
Original Hire Date: 31-Oct-2005
Total Time With Employer: 6 years 5 months 2 days

Job Title: PROCUREMENT TECHNICIAN

Rate of Pay: Annually
Average hours Per Pay Period: 80
Total Pay: \$42,987.00
Total Pay YTD: \$40,187.98

Emailed To:

Figure 15



NAF Employment Verification document the Recipient receives:



Employment Verification

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

Employment and Salary Information

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 306541_20111216150028.

Employee Name:

Information Current as of: 16-Dec-2011

Employer: U.S. Army Installation Management Command
Headquarters Address:
MORALE WELFARE RECREATION FUND
GYM-PHYSICAL FITNESS/AQUATIC TRAINING
Duty Station: FORT BRAGG / CUMBERLAND / NORTH CAROLINA

Social Security Number (last 4-digits only):

Employment Status: Active
Most Recent Start Date: 24-Jun-2006
Original Hire Date: 24-Jun-2006
Total Time With Employer: 5 years 5 months 22 days

Job Title: RECREATION ASSISTANT (FACILITIES OPERATOR)

Rate of Pay: Hourly
Average hours Per Pay Period: at least 80
Base Pay: \$13.17

Emailed To:

Figure 16





Self Service My Workplace Module 4, Chapter 2 Accessing My Employee Information

Introduction

The *Manager* 'My Workplace' module provides managers with the ability to view their employee(s) employment-related information. The following pages provide a brief overview of the 'My Workplace, My Employee Information' functionality.

Contents

Topic	Page
Accessing 'My Workplace'	2
General Information	3
Show/Hide Information	4
Information Tabs	5
Appointment Tab Information	5
Position Tab Information	6
Personal Tab Information	6
Salary Tab Information	7
Awards and Bonuses Tab Information	8
Performance Tab Information	8
Personnel Actions Tab Information	9



Accessing 'My Workplace'

After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'My Workplace',  [My Employee Information](#) function to view your employees' information.



Figure 1

The screen displays all employees that are supervised by the top level manager. In this example, the 1st Level Supervisor supervises the employees listed below her name. To view information related to an employee, select the employee name.

[My Employee Information](#)

[View/Print all Employee Emergency Contact](#)
[View Joint Duty Assignment](#)

Appointment Position Personal Salary Awards and Bonuses Performance Personnel Actions Suspenses

Focus Name	Position	Organization	Grade/Pay Band	Assignment Job	Assignment Status	Assignment Start Date	Assi End
1 st Level Supv							
Empl Name	00000000.INSTRUCTOR.513549.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	01-Jul-2010	
Empl Name	00000000.INSTRUCTOR/WRITER.513551.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	29-Mar-2010	
Empl Name	00000000.INSTRUCTOR.513548.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	29-Aug-2007	
Empl Name	00000000.INSTRUCTOR/WRITER.505153.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	29-Mar-2010	
Empl Name	00000000.INSTRUCTOR.505131.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	15-Dec-2004	
Empl Name	00000000.PERSONNEL NCO.508786.NGAR.AGR	REGIONAL TNG SITE MAINT - MN NGARW7XTAA 01	MC-47		Active Assignment	01-Jul-2007	
Empl Name	00000000.INSTRUCTOR.505122.NGAR.AGR	REGIONAL TNG SITE MAINT - MN	MC-47		Active Assignment	29-Aug-2007	

Figure 2



Accessing ‘My Employee Information’ – General Information

The GENERAL INFO header not only displays the employee’s current position but in addition, allows you to view/print employees’ and subordinate supervisor’s employees’ emergency contact information’. This information is accessible from any tab selected. Select the View Emergency Contact Info and View Joint Duty Assignment Info links, to view available information.

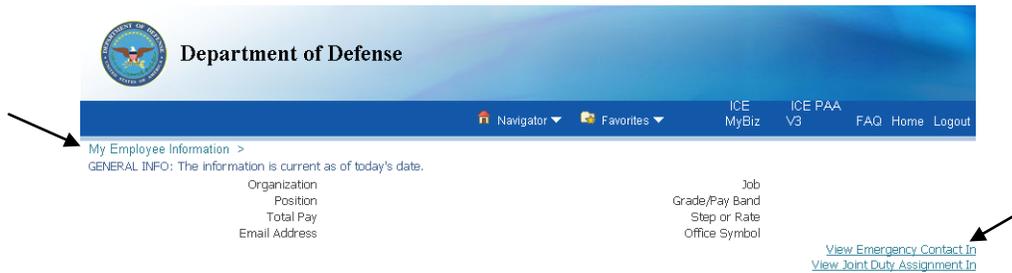


Figure 3

Make the appropriate selection when the ‘File Download’ window appears. For this example, the ‘Open’ button was selected.

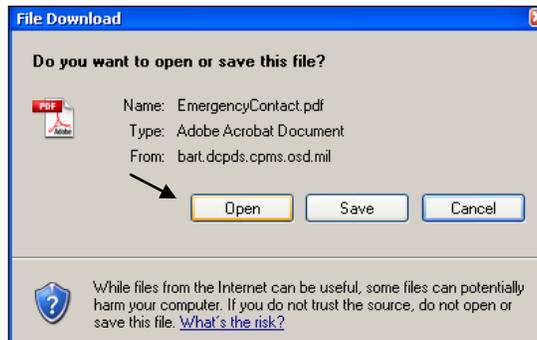


Figure 4

After selecting the ‘Open’ button, the ‘Emergency Contact: Receipt’ file displays with your employees’ and your subordinate supervisor’s employees’ emergency contact information.



Emergency Contact: Receipt

Contact Information

Manager Name: Supervisor Last Name, First Name

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	Employee 1
Employee Phone Numbers:	
Home	XXX-XXX-XXXX
Work	XXX-XXX-XXXX
Work Tertiary	XXX-XXX-XXXX
Employee Home Address:	STREET #, NAME, CITY, STATE, ZIP, COUNTRY
Employee Email Address:	Name@email.com
Contact # 1	
Primary Contact	Yes
First Name	First
Last Name	Last
Phone	
Home	XXX-XXX-XXXX
Physical Address	
Address Line 1	## Street Name
City	City
Country	Country
<p>"Notice: FOR OFFICIAL USE ONLY - this transmission contains material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message."</p>	

Figure 5

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select

 Show to open the folder and view the additional data.

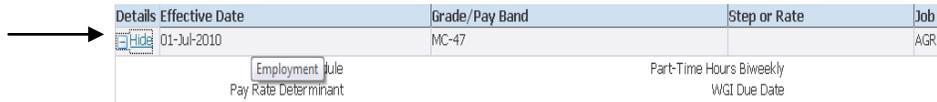
Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actions
Details Effective Date		Grade/Pay Band		Step or Rate		
 01-Jul-2010		MC-47				

Figure 6



Hide

Once you finish viewing the information, select  to close the folder.

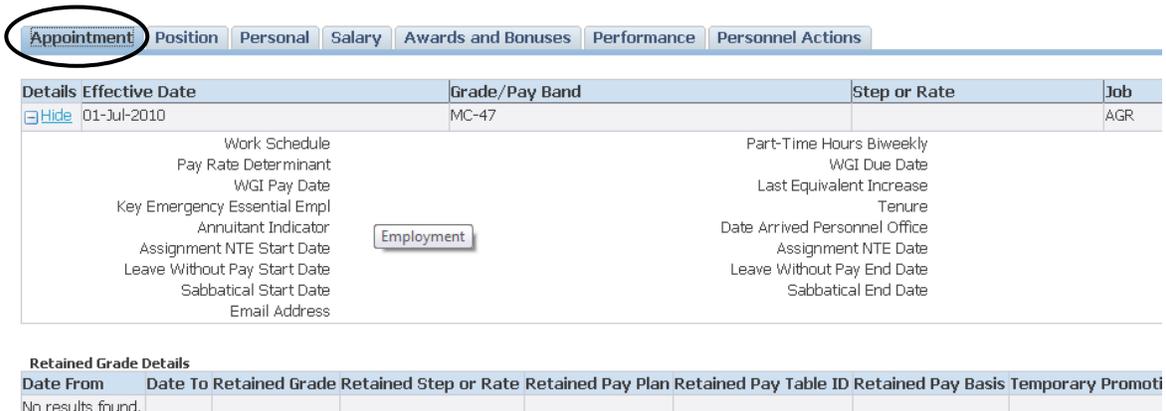


Details	Effective Date	Grade/Pay Band	Step or Rate	Job
	01-Jul-2010	MC-47	Part-Time Hours Biweekly WGI Due Date	AGR

Figure 7

Information Tabs - The following is a list of tabs with associated information.

Appointment Tab contains your employee's current appointment information.



Appointment | Position | Personal | Salary | Awards and Bonuses | Performance | Personnel Actions

Details	Effective Date	Grade/Pay Band	Step or Rate	Job
	01-Jul-2010	MC-47	Part-Time Hours Biweekly WGI Due Date	AGR

Work Schedule
Pay Rate Determinant
WGI Pay Date
Key Emergency Essential Empl
Annuitant Indicator
Assignment NTE Start Date
Leave Without Pay Start Date
Sabbatical Start Date
Email Address

Part-Time Hours Biweekly
WGI Due Date
Last Equivalent Increase
Tenure
Date Arrived Personnel Office
Assignment NTE Date
Leave Without Pay End Date
Sabbatical End Date

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promoti
No results found.							

Figure 8



Position Tab contains your employee's position information.

Appointment							Position		Personal		Salary		Awards and Bonuses		Performance		Personnel Actions		
Details	Effective Date	Position	Organization	Grade/Pay Band	Job	Target Grade	Offic	Sym											
	01-Jul-2010																		
Supervisory Status				Work Schedule															
Part-Time Hours Biweekly				Pay Basis															
FLSA Category				Bargaining Unit Status															
Pay Table ID				Position Sensitivity															
Security Access				PRP/SCI															
Payroll Office ID				Supervisory Diff Eligibility															
Position Occupied				Language Required															
Drug Test				Training Program ID															
Key Emergency Essential				Intelligence Position Ind															
LEO Position Indicator																			
Language Details																			
Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficie														
No results found.																			

Figure 9

Personal Tab contains your employee's specific personal information.

Appointment							Position		Personal		Salary		Awards and Bonuses		Performance		Personnel Actions	
Details	Effective Date																	
	01-Jul-2010																	
SCD Leave				Date Last Promotion														
Agency Code Transfer From				Veterans Preference														
Veterans Preference for RIF				Veterans Status														
Appointment Type				Reserve Category														
Current Appointment Authority (1)				Current Appointment Authority (2)														
Previous Retirement Coverage				SCD Civilian														
SCD RIF				SCD Retirement														
SCD Special Retirement				SCD SES														
Military Recall Status				Date Retired Uniform Service														
Uniform Service Component				Uniform Service Designation														
Retirement Grade				Military Retirement Waiver Ind														
Exception Retirement Pay Ind				Creditable Military Service														
Frozen Service				Date Conversion Career Begins														
Date Conversion Career Due				Date Recmd Conversion Begins														
Date Recmd Conversion Due				Date VRA Conversion Due														
Date Prob/Trial Period Begins				Date Prob/Trial Period Ends														
Service Obligation																		
Service Obligation	Start Date	End Date																

Figure 10



In addition, you can View Employee Education Information, View Employee Training Information, View Certifications/Licenses Information, and Update/View Tele-work Eligibility Information.

Service Obligation	Start Date	End Date
No results found.		

Education Information	View Employee Education Information
Training Information	View Employee Training Information
Certifications/License Information	View Certifications/Licenses Information
Telework Eligibility Information	Update/View Telework Eligibility Information

Figure 11

Salary Tab contains your employee's pay-related information.

Department of Defense

My Employee Information >
GENERAL INFO: The information is current as of today's date.

Organization	Job
Position	Grade/Pay Band
Total Pay	Step or Rate
Email Address	Office Symbol

[View Emergency Contact](#)
[View Joint Duty](#)

Appointment | Position | Personnel | **Salary** | Awards and Bonuses | Performance | Personnel Actions

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage

Supplemental Earnings
(Select a supplemental earning from the list)

Figure 12



Awards and Bonuses Tab displays your employee's award and bonus information.

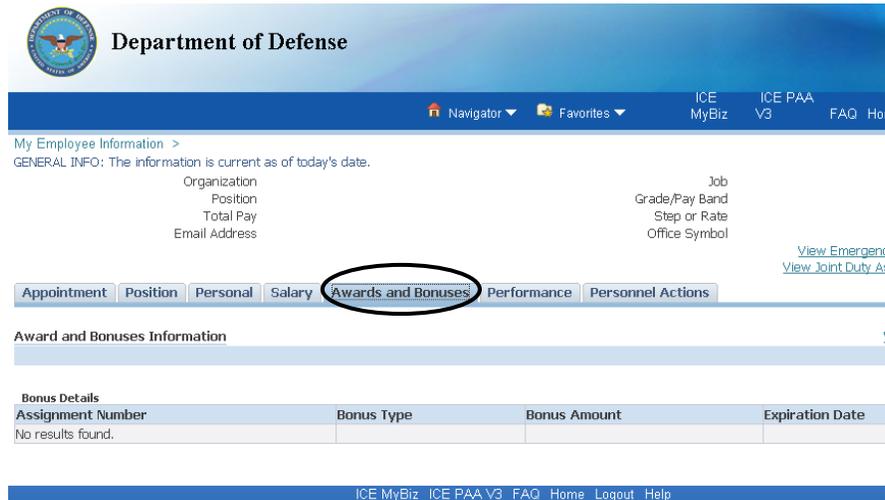


Figure 13

Performance Tab displays your employee's performance appraisal information.

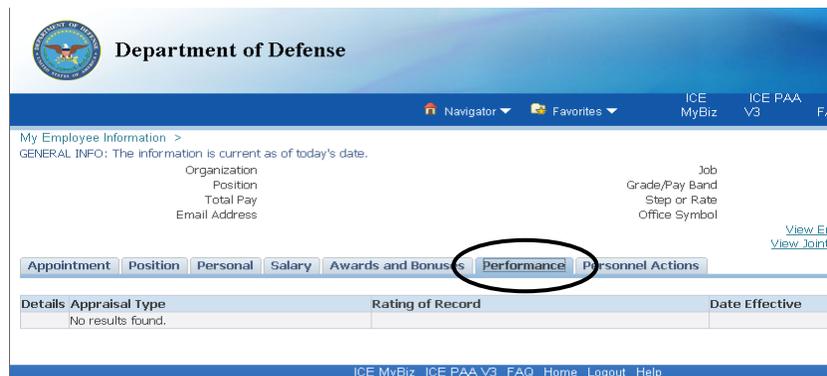


Figure 14



Personnel Actions Tab displays your employee's personnel action information.

Department of Defense

My Employee Information >
GENERAL INFO: The information is current as of today's date.

Organization	Job
Position	Grade/Pay Band
Total Pay	Step or Rate
Email Address	Office Symbol

[View Emergency](#)
[View Joint Duty](#)

Appointment | Position | Personal | Salary | Awards and Bonuses | Performance | **Personnel Actions**

Select Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description	Update HR Con
No results found.					

ICE MyBiz ICE PAA V3 FAQ Home Logout Help

Figure 15



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Location in Self Service	Self Service Data Element	Description of data element.
Header	Organization	A description of the organization to which the employee is assigned.
Header	Position	The name of the position that the employee is assigned to.
Header	Total Salary	The amount of "adjusted basic pay" plus any AUO, availability pay, retention allowance, or supervisory differential after taking into account all pay caps that may be applicable.
Header	EMAIL Address	Employee work email address.
Header	Job Title	The actual descriptive title of the position.
Header	Grade	Grade indicates the specific grade or level of the position.
Header	Step or Rate	The specific step, which is an incremental rate of salary within a grade, level, class, rank, or pay band. For Nonappropriated Fund employees: Applies only to NAF FWS positions. Describes the pay intervals within the grade of the position.
Header	Office Symbol	If applicable, this symbol identifies the specific office of the employee.
Appointment	Detail Effective Date	Effective Date Detail Begins.
Appointment	Work Schedule	The most common are: FULL-TIME - A basic workweek for most full-time employees is normally 40 hours of scheduled work extending over no more than six of seven consecutive days. There are variations to the 40 hour workweek for employees whose tours cannot be regularly scheduled or involve standby time. Some organizations provide their employees with the option of flexible or compressed work schedules as well; PART-TIME - A part-time tour of duty means regularly scheduled work from 16 to 32 hours per week; INTERMITTENT - An intermittent work schedule requires employees to work on an irregular basis for which there is no prearranged tour of duty.
Appointment	Part-Time Hours Biweekly	Number of part time hours scheduled to work in a two week period.

Appointment	Pay Rate Determinant	The special regulatory factors, if any that have been included in the determination of the employee's basic salary, i.e., more common codes such as 0-Regular Rate; 6-Special Rate; A-Retained Grade; K-Retained Pay.
Appointment	WGI Due Date	Date With in grade is due.
Appointment	WGI Pay Date	Date With in grade is paid.
Appointment	Last Equivalent Increase	Date of last equivalent increase. Not applicable to NSPS covered employees.
Appointment	Key Emergency Essential Empl	Key Employee: Incumbent of a CONUS position that cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skills required by the wartime mission. Emergency-Essential (E-E) Employee: Incumbent of an overseas position or who would be sent overseas during a crisis situation; position ensures success of combat operations or supports essential combat systems after a mobilization.
Appointment	Tenure	The retention group in which an employee is placed based on the type of appointment when there is a Reduction-In-Force (RIF), i.e., 0 = temporary, 2 = career conditional, 1 = career for NSPS 0=Modified Temporary; 1=Career (all perm Employees, including those on initial probationary period); III=Modified Term employees (indefinite, non-status, non-temporary).
Appointment	Annuitant Indicator	The retirement system of a Retired Federal Employee whose annuity continues after he/she is reemployed by the federal Government, e.g., 1 - Reemployed CSRS annuitant, 2 - Retired Uniformed Service Officer, 3 - Retired Uniform Service Enlisted.
Appointment	Date Arrived Personnel Office	Date employee moved to current servicing Personnel Office.
Appointment	Assignment NTE Start Date	Effective Date of most recent temporary action, e.g., Temporary Promotion, Temporary Reassignment, Temporary Appointment.
Appointment	Assignment NTE Date	Not to Exceed date of most recent temporary action, e.g., Temporary Promotion, Temporary Reassignment, Temporary Appointment.

Appointment	Leave Without Pay Start Date	Date leave without pay (LWOP)
Appointment	Leave Without Pay End Date	Date leave without pay expires (not-to-exceed date).
Appointment	Sabbatical Start Date	Date Sabbatical is effective.
Appointment	Sabbatical End Date	Date Sabbatical expires (Not To Exceed Date).
Appointment	EMAIL Address	Employee work email address.
Appointment	Retained Grade From Date	Date retained grade begins.
Appointment	Retained Grade To Date	Date retained grade ends.
Appointment	Retained Grade	The grade an employee retains when moving to a position in a covered pay schedule which is lower in grade than the one held just prior to demotion that occurred as a results of reduction-in-force (RIF), a reclassification, or a management decision as described in 5 CFR 536.103 (B).
Appointment	Retained Step or Rate	The pay rate step an employee retains when moving to a position in a covered pay schedule that is lower in grade than the position held immediately before a demotion that came about because of a reduction-in-force (RIF), a reclassification, or a management decision as described in 5 CFR 536.301 (B).
Appointment	Retained Pay Plan	The pay plan an employee retains when moving to a position in a covered pay scheduled that is lower in grade that the position held immediately prior to a demotion that resulted from a reduction-in-force (RIF), a reclassification, or a management decision as described in 5 CFR 536.103(B).
Appointment	Retained Pay Table Id	Pay table that contains retained pay salary.
Appointment	Retained Pay Basis	The pay basis an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that results from a reduction-in-force (RIF), reclassification or management decision.
Appointment	Temporary Promotion Step	The specific step an employee retains, which represents a salary within a grade, level, class, rank, or pay band.
Position	Detail Effective Date	Effective Date Detail Begins.
Position	Target Grade	Full performance level of a career ladder or developmental position, e.g., GS-5/6/9/11, GS-11 is the target grade.

Position	Supervisory Status	The nature of managerial, supervisory or non-supervisory responsibility assigned to an employee's position.
Position	Work Schedule	The most common are: FULL-TIME - A basic workweek for most full-time employees is normally 40 hours of scheduled work extending over no more than six of seven consecutive days. There are variations to the 40 hour workweek for employees whose tours cannot be regularly scheduled or involve standby time. Some organizations provide their employees with the option of flexible or compressed work schedules as well; PART-TIME - A part-time tour of duty means regularly scheduled work from 16 to 32 hours per week; INTERMITTENT - An intermittent work schedule requires employees to work on an irregular basis for which there is no prearranged tour of duty.
Position	Part-Time Hours Biweekly	Number of part time hours scheduled to work in a two week period.
Position	Pay Basis	Specifies whether pay is per hour, per annum, biweekly, per diem, per month, fee basis, without Compensation.
Position	FLSA Category	The status of the Federal civilian employee under the Authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213), i.e., NONEXEMPT (Position covered by the minimum wage and overtime provisions of the Act) or EXEMPT (Position not covered by the minimum wage and overtime provision of the Act).
Position	Bargaining Unit Status	A code representing the specific bargaining unit an employee is a member of. This is the last four digits of the code assigned in the Office of Employee and Labor Management Relations – Labor Agreement Information Retrieval System (OLMR-LAIRS) publication called “Union Recognition in the Federal Government”.
Position	Pay Table ID	A code to indicate the pay table in which an employee's pay is calculated.

Position	Position Sensivity	<p>There are three types of sensitivity designations:</p> <ol style="list-style-type: none"> 1. Critical Sensitive; 2. Non-critical Sensitive; 3. Non-sensitive. <p>Position sensitivity determines the type of security investigation required before individuals can be assigned to sensitive positions and granted the applicable clearance level, e.g., SECRET, TOP SECRET. Security investigations for sensitive positions often take up to a year to complete and are quite costly. Therefore, it is important that only positions which truly meet the criteria of sensitive be designated as such.</p>
Position	Security Access	The degree or level of security access granted to an individual.
Position	PRP/SCI	Personnel Reliability Program/Sensitive Compartmented Information used to identify position subject to their program, e.g., nuclear access.
Position	Payroll Office Id	3. Non-sensitive.
Position	Supervisory Diff Eligibility	<p>Position sensitivity determines the type of security investigation required before individuals can be assigned to sensitive positions and granted the applicable clearance level, e.g., SECRET, TOP SECRET. Security investigations for sensitive positions often take up to a year to complete and are quite costly. Therefore, it is important that only positions which truly meet the criteria of sensitive be designated as such.</p>
Position	Position Occupied	A code to designate if employee's position is in the Competitive Service, Excepted Service or the Senior Executive Service.
Position	Language Required	A code to designate if one language or multiple languages is required for performance of duties of the position.
Position	Drug Test	Code to designate if a drug test is required for position, e.g., 1 = No Drug Test Required, 2 = Agency Required Drug Test of Incumbent.
Position	Training Program Id	The Code indicating which training program the position or employee is associated with.

Position	Key Emergency Essential (Posn)	Key Employee: Incumbent of a CONUS position that cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skills required by the wartime mission.
Position	Intelligence Position Ind	An indicator of whether or not this is an intelligence position, i.e., 1 = Non-CIPMS position, 2 = CIPMS position.
Position	LEO Position Indicator	Law Enforcement Officer designator.
Position	Language Identifier	
Position	Language Proficiency Level	Level of proficiency. Updateable by employee.
Position	Language Reading Proficiency Level	Reading Level of proficiency. Updateable by employee.
Position	Language Speaking Proficiency Level	Speaking Level proficiency. Updateable by employee.
Position	Language Listening Proficiency Level	
Position	Language Writing Proficiency Level	Writing Level proficiency. Updateable by employee.
Personal	Detail Effective Date	Effective Date Detail Begins.
Personal	SCD Leave	Service Computation Date is the date from which creditable service is derived for a leave accrual.
Personal	Social Security Number	The identification number assigned by the Social Security Administration to the employee.
Personal	Date of Birth	The date an individual was born.
Personal	Gender	An indicator of an employee's sex (M = Male, F = Female).
Personal	Race or National Origin	Race or national origin of employee.
Personal	Handicap	An individual's physical or mental disability or a history of such a disability. Information defaults from Handicap Code input/updateable by employee on My Biz, My Information screen.
Personal	Citizenship	An indicator of whether or not an employee is a citizen of the United State of America, i.e., 1 = U.S. Citizen, 5 = Local National Employee, 8 = Non-U.S. Citizen.
Personal	Date Last Promoted	The effective date of an employee's last promotion.
Personal	Agency Code Transfer From	A code to designate the Federal Government agency with whom an employee was previously employed.

Personal	Veterans Preference	The employee's category of entitlement to preference in the Federal Service based on active military service that terminated honorably.
Personal	Veterans Preference for RIF	The employee's category of entitlement to preference for Reduction In Force purposes.
Personal	Veterans Status	An indicator of whether an employee serviced in the active military, e.g., X = Not a Veteran; V = Veteran - Vietnam Era.
Personal	EMAIL Address	Employee work email address.
Personal	Appointment Type	The nature of the employee's current appointment, e.g., 1A = competitive career; 2A = competitive career conditional.
Personal	Current Appointment Auth (1)	A Code which identifies the specific legal authority used to create or change a civilian personnel record. Codes are established by OPM, DOD, or Component/Agency. NOA1 contains the primary nature of action code for the personnel action.
Personal	Current Appointment Auth (2)	Current appointment authority (2) is normally blank, except if a second legal authority were necessary.
Personal	Previous Retirement Coverage	An indicator of whether the employee has, at the time of most recent appointment to the Federal Service, previously been covered by the Civil Service Retirement System (CSRS) or Federal Employee's Retirement System (FERS).
Personal	SCD Civilian	Service Computation Date Civilian – all creditable civilian service time.
Personal	SCD RIF	Service Computation Date RIF the date from which an employee's length of service is derived for reduction-in-force (RIF) purposes. (NOTE: For Air Force Nonappropriated Fund employees SCD RIF is the same as the service computation date for Business Based Actions.)

Personal	SCD Retirement	Service Computation Date Retirement is the date from which the period of Federal Service creditable is derived for annuity computation purposes. NOTE: For AF NAF employees this date is the effective date of retirement enrollment; it does not consider other creditable time, e.g., SSN earnings, sick leave balances at time of retirement.
Personal	Reserve Category	A code to identify the reserve category for employees subject to military recall.
Personal	Military Recall Status	Identifies those certain employees that have been removed from military recall status, pending removal from military recall status, or have been recalled or mobilized.
Personal	Date Retired Uniform Service	Date employee retired from military service.
Personal	Uniform Service Component	Code designating the Military Service Component of the Branch of Service from which an employee retired, e.g., Tech, Reserve, National Guard.
Personal	Uniform Service Designation	The branch of military in which employee retired from military service, i.e., A = Army, M = Marine Corps, N = Navy, F = Air Force, P = Coast Guard, etc.
Personal	Retirement Grade	Military grade at which employee retired from military service.
Personal	Military Retirement Waiver Ind	Whether a waiver was granted to the 180 day waiting period was granted.
Personal	Exception Retirement Pay Ind	Whether an exception was granted to reduction in military retirement pay under 5 USC 5532B.
Personal	Creditable Military Service	The total number of years and months of military service (computed at the time of appointment) that are creditable for annual leave accrual purposes.
Personal	Frozen Service	The total years (01-99) and months (01-12) of civilian and military service, creditable for calculation of the Service Computation Date (Leave), at the time the employee first became covered by FICA and CSRS (Retirement Plan codes C and E) or by FERS and FICA (Retirement Plan codes K, L, M and N).
Personal	Date Conversion Career Begin	The beginning date of the service requirement counting towards conversion to career appointment.

Personal	Date Conversion Career Due	The ending date of the waiting period. A NPA will be automatically generated effective the next day after the due date informing the employee that his tenure group has changed to career.
Personal	Date Recmd Conversion Begins	The beginning date of appointment for less than a three year requirement for permanent conversion. Generally involves excepted service positions.
Personal	Date Recmd Conversion Due	The suspense date after completing the 1 or 2 year requirement for conversion to permanent tenure.
Personal	Date VRA Conversion Due	Date Conversion to Career Conditional from Veterans Readjustment Appointment due.
Personal	Date Prob/Trial Period Begins	Date probationary period begins. For appropriated employees, probationary period is served only once upon initial appointment unless there has been a break in service greater than 3 years.
Personal	Date Prob/Trial Period Ends	Date probationary period expires
Personal	Ethnicity and Race	The ethnicity of an employee. Employees of mixed racial and/or national origin should be identified by the category or categories with which they most closely associate themselves. Information defaults from Race National Origin input/updateable by employee on My Biz, My Information screen.
Personal	SCD Special Retirement	Service performed under an approved special retirement position that is creditable under special retirement.
Personal	SCD SES	Service computation date for those in the Senior Executive Service.
Personal	Service Obligation	
Personal	Service Obligation Start Date	
Personal	Service Obligation End Date	

		Description of attendance level of education, i.e., No formal education or some elementary school - did not complete, elementary school completed - did not graduate, some high school, high school graduate or certificate equivalency, Terminal occupational program - did not complete, Terminal occupational program-cert of comp/diploma/equiv, occupational, some college, 1-4 years of college, Associates Degree, Bachelor's Degree, Post -Bachelor's First Professional, Post-first-professional, Master's Degree, Post-Master's, Sixth-year degree, Post-sixth year degree, Doctorate Degree, Post-Doctorate.
Personal	Education Level	
Personal	Education Instructional Program	
Personal	Education Year Degree/Cert Attained	Year degree was attained.
Personal	Education Academic Institution Name	
Personal	Language Identifier	
Personal	Start Date	
Personal	End Date	
Personal	Proficiency Level	
Personal	Reading Proficiency	Reading proficiency of a language.
Personal	Speaking Proficiency	Speaking proficiency of a language.
Personal	Listening Proficiency	Listening proficiency of a language.
Personal	Writing Proficiency	Writing proficiency of a language.
Salary	Detail Effective Date	Effective Date Detail Begins.
Salary	Basic Pay	Basic Salary Rate.
Salary	Locality Pay	Amount of locality pay.
Salary	Adjusted Basic Pay	Pay combining Basic and Locality pay.
Salary	Other Pay	Includes Premium Pay, Supervisory Differential, Retention Allowance, Availability Pay, Staffing Differential and AUO.
Salary	Total Pay	Adjusted Basic Pay plus Other Pay.
Salary	Locality Percentage	The percentage rate of geographic adjustment paid to an employee (OPM locality adjustment).
Salary	Currency	Type of money, e.g., dollar, euro, yen.
Salary	Supplemental Earnings	
Salary	Start Date	
Salary	End Date	
Salary	Assignment #	
Salary	Category	
Salary	Earnings Type	
Salary	Allowance Type	

Salary	Daily Rate/Location	
Benefits	Detail Effective Date	Effective Date Detail Begins.
Benefits	FEGLI Election	The employee's coverage or non-coverage under the Federal Employee's Group Life Insurance (FEGLI) program.
Benefits	FEGLI Start Date	Calendar date last change to FEGLI occurred.
Benefits	Health Benefits Start Date	
Benefits	Health Plan	The Federal Employees Health Benefit (FEHB) Plan Carrier in which an employee is enrolled.
Benefits	Health Plan Enrollment	
Benefits	Health Plan Premium Conversion	
Benefits	TSP Start Date	
Benefits	TSP Amount	
Benefits	TSP Rate	
Benefits	TSP Status	
Benefits	TSP Status Date	
Benefits	TSP Catch Up Contribution Start Date	
Benefits	TSP Catch Up Contribution End Date	
Benefits	TSP Catch Up Amount	
Benefits	Retirement Plan Start Date	
Benefits	Retirement Plan	The civilian retirement system(s) to which deductions from the employee's pay are credited.
Benefits	FERS Coverage	An indicator of how an employee came to be covered under the Federal Employee' Retirement System (FERS).
Awards and Bonuses	Award Earned Date	
Awards and Bonuses	Award Type	The name and/or type of award or bonus an employee is given.
Awards and Bonuses	Award Amunt of Hours	The dollar amount or number of hours of the award or bonus (rounded to the nearest dollar). If it is a group award, this is the dollar given to the individual, not to the group.
Awards and Bonuses	Award Percentage	The percentage of Basic Salary to be used for calculating the award amount, e.g., 10%.
Awards and Bonuses	Award Agency	
Awards and Bonuses	Bonus Effective Date	Date bonus is effective.

		Recruitment Bonus: An agency may pay a recruitment bonus of up to 25 percent of the annual rate of basic pay to a newly appointed employee, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position. Relocation Bonus: An agency may pay a relocation bonus of up to 25 percent of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position.
Awards and Bonuses	Bonus Type	
Awards and Bonuses	Bonus Amount	Dollar value of bonus
Awards and Bonuses	Bonus Expiration Date	
Performance	Appraisal Start Date	Start date of latest appraisal.
Performance	Appraisal Type	Type of appraisal: annual or special.
Performance	Appraisal Rating of Record	
Performance	Appraisal Date Effective	Effective Date of appraisal.
Personnel Actions	Personnel Action Effective Date	Date personnel action was effective.
Personnel Actions	Personnel First Action	Natural of action code of personnel action. Example 702 for promotion.
Personnel Actions	Personnel First Action Description	Description of personnel action. Example Promotion.
Personnel Actions	Personnel Second Action	Second personnel action, used only when processing multiple personnel actions. Example 292 - Return to Duty with a 721 - Reassignment action.
Personnel Actions	Personnel Second Action Description	Second personnel action description.
Personnel Actions	Personnel Action Approval Date	Date personnel action was processed.