



Self Service User Guide





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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'.

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Before You Begin



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).



Privacy Act | Accessibility | Privacy and Security Policy | CPMS Information

Figure 1

Before You Begin



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.

Navigator		
Navigator Image: Margin of the second seco	My Biz My Information Update My Information Employment Verification	

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';

Navigator	
My Biz	

Figure 3

Before You Begin



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.

		Personalize
After us browser Sometir (e.g. ca it. For n	ng your browser to access windows and restart a new les the browser can hold th che, etc) and some web site ore information <u>Click here</u>	DCPDS, close all of your v browser session. lat information in memory es know where to look to find
A MAR	The Defense Civilian P (DCPDS) has been upg Business Suite 11i to O from the screen color cha minor changes users ma affecting functionality. To minor changes are, pleas Documentation(PDF)	Personnel Data System raded from Oracle® E- racle® Release 12. Aside anges, there are only a few y encounter, none of them see what these specific se go to this link : <u>R12 User</u>
CPMS doo Flexible S You have	s not maintain Federal Lon pending Account Programs. not selected any favorites. set up your favorites.	g Term Care Insurance and Please use the "Personalize"

Figure 5

Accessing and Creating Favorites in 'My Biz'

Before You Begin



'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

Before You Begin





To return to the application, select the "X" to close the window.

Figure 7

Before You Begin



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



Figure 8

Before You Begin



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.

				💼 Navigator 👻	Favorites 🔻	ICE MyBiz ICE PAA V3	FAQ Home Logout
ustomize Favorites							
							Cancel Apply
Search and Select							
Function Prompt		8	esponsibility				
Description			GO				
elect Function Prompt		Description	1	Menu Hierarchy		Responsibility	
No search conducted.							
Selected to Display							
Selected to Display	able if the responsibility for te links can be set to oper	om which that favorite 1 in a new window.	was originally added	is not available from the	current server hiera	rchy or is expired.	
Selected to Display	able if the responsibility fri te links can be set to oper	om which that favoriti 1 in a new window.	was originally added	is not available from the	current server hiera	rchy or is expired.	
Selected to Display TIP A favorite may not be update TIP Only non-oracle ebusiness su Select Favorites: Remove Select All Select.None	able if the responsibility fri te links can be set to oper	om which that favorite i in a new window.	e was originally added	is not available from the	current server hiera	rchy or is expired.	
Selected to Display TIP A favorite may not be update TIP Only non oracle ebusiness su Select Favorites: Remove Lot All Select None Move Select UN Nown Favorite	able if the responsibility for te links can be set to oper Description	om which that favorite i in a new window.	e was originally added	is not available from the	current server hiera	rchy or is expired.	Open in New Window

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.

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

Before You Begin



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'.

			👖 Navigator 👻 🌆 Favorites 👻	ICE MyBiz ICE PAA V3 FAQ Home Logout
ustomize Favorites				
				Cancel Ap
Search and Select				
Function Prompt		Responsibility	-	
Description		6	Go	
elect Function Prompt	De	scription	Menu Hierarchy	Responsibility
No search conducted.				
Selected to Display	a responsibility from which th	at favorite was originally a	uldad is not available from the overant server hierarc	try on is avairad
THE A PROPERTY AND AND THE CONTRACTOR OF THE	the post to peep in a perior	indow.	uded is not available from the current server metal	ny or is expired.
TIP A favorite may not be updateable if th TIP Only non oracle ebusiness suite links of	an be set to open in a new v			
TIP A rayorite may not be updateable if th TIP Only non oracle ebusiness suite links of elect Favorites: Remove	an be set to open in a new v			
TIP A rayorite may not be updateable if th TIP Only non oracle ebusiness suite links o elect Flavorites: Remove elect All Select Hone Move	an be set to open in a new v			
TIP A ravorite may not be updateable if the TIP Only non oracle ebusiness suite links o slect Favorites: Remove lect All Select None Move elect Up Down Favorite	Description Responsi	bility URL		Open in New Win
TIP A Tavorite may not be updateable if the "TIP Only non-oracle obusiness suite links of elect Favorites: Remove elect All Select None Move elect Up Down Favorite @ @ OPM	Description Responsi	Hity URL WWW.OPM.GOV		Open in New Win

Figure 12

Interactive Customer Evaluation (ICE)



Figure 13

Before You Begin



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.

	ICE MyBiz	ICE PAA V3	FAQ Logout	Help
oritos				
Unices			Pers	onalize

Figure 14

Before You Begin



Self Service 'MyBiz' Module 1, Chapter 2 Accessing My Information

Introduction	The <i>Employee</i> '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', MyInformation 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.



Show/Hide Information

Show

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

 \bigcirc Show link to open the folder and view the additional data.

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



Hide

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

Details Effective Date	Job	Grade/Pay Band	Step or Rate
Hide 27-Mar-2011	Aircraft Mechanic (8852)	WS-10	02
Work Schedule Pay Rate Determinant WGI Pay Date Key Emergency Essential Empl	F - Full-Time D - Regular Rate 23-Sep-2012 Not Assigned to Key Emergency Employee MotHological State (September 1998)	Part-Time Hours Biweekly WGI Due Date Last Equivalent Increase Tenure	23-Sep-2012 27-Mar-2011 2 - Conditional - Tenure Group 2
Annuitant Indicator Accignment ATE Start Date Leave Without Pay Start Date Sabbatical Start Date Email Address	3 - Ret Enlisted	Date Arrived Personnel Office Assignment NTE Date Leave Without Pay End Date Sabbatical End Date	20-Sep-2010



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

Appointment Position Personal	Salary Benefits Awards and Bonuses	Performance	Personnel Action	15	
Information displayed in this section is base	d on changes to either the Position, Organizatio	in, Location, Grade	, Job or Assignment	Status.	
				③ Previous	1-1 - Next
Details Effective Date	Job	Grade/Pa	y Band	Step o	or Rate
Elide 27-Mar-2011	Aircraft Mechanic (8852)	WS-10		02	
Work Schedule Pay Rate Determinant	F - Full-Time 0 - Regular Rate	Part-T	ime Hours Biweekly WGI Due Date	23-Sep-2012	
WGI Pay Date Key Emergency Essential Empl	23-Sep-2012 Not Assigned to Key Emergency Employee Position	Last	Equivalent Increase Tenure	27-Mar-2011 2 - Conditional -	Tenure Group
Annuitant Indicator Assignment NTE Start Date Leave Without Pay Start Date Sabbatical Start Date Email Address	3 - Ret Enlisted	Date Arriv As Leave Wi	ed Personnel Office signment NTE Date Ithout Pay End Date Sabbatical End Date	20-Sep-2010	



Position Tab contains your position information.

Information displayed	in this section is base	d on changes to either the P	osition, Organization, Location,	Grade, Job or Assign	ment Status.				
Effective Details Date	Position Name		Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol		
<u>Hide</u> 20-Sep-2010	9T203.AIRCRAFT ME SUPERVISOR.	CHANIC	58 MAINTENANCE SO AFOJKVOJ	W5-10	Aircraft Mechanic (8852)	WS-10			
Part-	Supervisory Status Time Hours Biweekly FLSA Category	2 - Supervisor or Manag E - Exempt W089 Oracla Federal W	jer 200 Grado	Work Sche Pay Bargaining Unit S	edule F - Full-Tin Basis PH - Per He tatus 8888 - Inel Bargaining	F - Full-Time PH - Per Hour 8888 - Ineligible for Inclusion In A Bargaining Unit Noncritical-Sensitive (NCS) National Security Risk			
	Pay Table 10	Pay Table (FWA) No. W	089	Position Sensi	National Se				
	Security Access	Access National Agency Inquiries (ANACI)	Check and	PRF	/SCI				
	Payroll Office ID	DE		Supervisory Diff Eligi	bility				
	Position Occupied	1 - Competitive Service		Language Requ	uired				
	Drug Test	Agency Req Drug Test o Incumbent(Tier One)	of	Training Program	m ID YY - Not A	YY - Not Applicable			
Key	Emergency Essential	Position Not Designated Emergency-Essential Or	d 'Key	Intelligence Position	Ind Non-Defen Personnel	se Civilian System	Intelligence		
L	O Position Indicator	0 - No Applicable Progra	am			15020000			

Figure 6



The following section displays becaused histor	rical information through today's date.					
			O Previous 1-1 - Nex			
etails As Of Effective Date						
Hide 19-Sep-2011						
SCD Leave	20-Sep-2010	Social Security Number				
Date Of Birth	21-May-1964	Gender	Female			
Disability Code	05 - I do not have a disability.	Citizenship	1 - U.S. Citizen, includes U.S. Nationals			
Date Last Promotion		Agency Code Transfer From				
Veterans Preference	Veterans Preference 1 - None Veterans Preference for R					
Veterans Status	P - Post-Vietnam-Era Veteran	Email Address				
Appointment Type	2A - Competitive - Career- Conditional	Current Appointment Authority (1)	ZBA			
Current Appointment Authority (2)		Previous Retirement Coverage	Never Covered			
SCD Civilian	20-Sep-2010	SCD RIF	20-Sep-2010			
SCD Retirement	20-Sep-2010	Reserve Category	Not Applicable			
Military Recall Status	Y - Not Applicable	Date Retired Uniform Service	01-Jul-2010			
Uniform Service Component	1 - Regular-Persons Whose Continuous Svc Is Contemplated by	Uniform Service Designation	F - Air Force			
Retirement Grade	38	Military Retirement Waiver Ind	2 - Waiver Not Required			
Exception Retirement Pay Ind	1 - Not	Creditable Military Service	000000			
	Required/Requested/Granted					
Frozen Service	000000	Date Conversion Career Begins	20-Sep-2010			
Date Conversion Career Due	20-Sep-2013	Date Recmd Conversion Begins				
Date Recrud Conversion Due		Date VRA Conversion Due				
Date Prob/Trial Period Begins		Date Prob/Trial Period Ends				
Ethnicity And Race SCD SES	White	SCD Special Retirement				

Personal Tab contains your specific personal information.

Salary Tab contains your pay related information.

Appointment Positio	n Personal	Salary Delient	s Awarus and bonuses	Performance	Personner	ACUOIS	
The following section disp	lays detailed hist	orical information t	rough today's date.				
						Previous 1-1	- <u>Next 1</u> (
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
Ret Super	AUO Availability Pay ention Allowance risory Differential		AUO Provide AUO Provide AUO Provide AUO Provide AUO	emium Pay Indi emium Pay Indi Ilowance Percer	cator cator ntage		

Figure 8

Benefits Tab contains your benefits related information.

Appointment Positi	on Pers	onal Sa	lary Bene	fits Awards and Bonus	es Performance	Personnel Actions		
The following section dis	splays detai	led historic	al internation	through today's date.				
FEGLI				Start Date				
Basic only				20-Sep-2010				
Health Benefits								
							③ Previous 1-1	- Next 1 @
Details Start Date	Health P	lan			Enrollment	Premium Conversion		
+ Show 21-Nov-2010	Federal Employee Health Benefits			Special Code (ZZ)	cial Code (ZZ) Enrollment Waived/Cancelled (Y)		Pre Tax	
Thrift Saving Plan								
Details Start Date	A	nount	Rate	Status			Status	Date
Show 20-Sep-2010 Sep-2010 S			3	A - Automatically Enrolle	ed Participant (A)		20-Sep-	2010
TSP Catch Up Contribution								
Start Date				End Date	Catch U	p Amount		
No results found.								
Retirement Plan								
Retirement Plan				FERS Coverage				
K - FERS and FICA				A - Automatically Covered B	v FERS			

Figure 9



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

Profile Disability Language This section captures your monetary may request you provide documental	e Ethnicity and Rad and non-monetary awa tion for verification pur	ce Emergency Contact Educ ards. By adding non-monetary award poses. Only non-monetary awards o	ation Training C ds you are self-certifyin an be added by employ	Certifications/License g the data you enter is v ree.	Awards and Bonuses ralld. Human Resources (HR)
TIPS: Updating awards is limited t	o the list provided with	in the list of values. All other awards	s must be added by you	ar HR Office.	
Select the 'Add' button to ad	ld new Awards.				
Select the 'Add' button to ad To 'Delete' Self Certified Aw under 'Add'. Awards marked	id new Awards. ards, first select the ent d as 'Verified' can only b	by then select the Delete button. To be updated by your HR office.	correct a 'self certified'	entry, select 'Delete' and	f re-enter the awards data
Select the 'Add' button to ad To 'Delete' Self Certified Aw under 'Add'. Awards marked Awards and Bonuses	id new Awards. ards, first select the ent d as 'Verified' can only b	try then select the Delete button. To be updated by your HR office.	correct a 'self certified'	entry, select 'Delete' and	f re-enter the awards data
Select the 'Add' button to ad To 'Delete' Self Certified Aw under 'Add'. Awards marked Awards and Bonuses Select Object: Delete A	id new Awards. ards, first select the ent d as 'Verified' can only b dd	try then select the Delete button. To be updated by your HR office.	correct a 'self certified'	entry, select 'Delete' and	f re-enter the awards data
Select the 'Add' button to ac To 'Delete' Self Certified Aw under 'Add'. Awards market Awards and Bonuses Select Object: Delete A Select Award Update Source I	and new Awards. ards, first select the ent d as 'Verified' can only b dd Date Award Earned	by then select the Delete button. To be updated by your HR office.	correct a 'self certified'	entry, select 'Delete' and	re-enter the awards data
Select the 'Add' button to ad To 'Delete' Self Certified Aw under 'Add'. Awards marked Awards and Bonuses Select Object: Delete A Select Award Update Source Verified 1	Id new Awards. ards, first select the ent d as 'Verified' can only b dd Date Award Earned 13-Jun-2011	by then select the Delete button. To be updated by your HR office. Award Type Performance Award	correct a 'self certified' Amount or Hours \$800	entry, select 'Delete' and Award Percentage	re-enter the awards data

Figure 10

Performance Tab displays your performance appraisal information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following s	ection display	vs detailed his	torical info	ormation thro	ugh today's date.	
						\smile
Details Apprais	sal Type		R	ating of Re	cord	
<u>Show</u> Annual /	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
Show Transfer	red From An	other Agency	×	- Not Rated		
Show Annual /	Appraisal - N	SPS	3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
Eshow Annual Annual Annual Annual	Appraisal - N	SPS	3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
Show Annual A	Appraisal - N	SPS	4	- Exc Expec,	Exc Full Succ, Excel, High-	-Succ, High Effec, S
Show Annual A	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
Show Annual /	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
Show Annual A	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
E Show Annual Annual Annual	Appraisal		3	- Valued Per	f, Acceptable, Fully Succ, P	Pass, Sat, Successfu
I Show Annual /	Appraisal		3	- Valued Per	f. Acceptable. Fully Succ. P	Pass. Sat. Successfu
			Fie	mmo 11		

Figure 11

Personnel Actions Tab displays your personnel notifications.

Appo	ointment	Position	Personal	Salary	Benefits	Awards and Bon	uses	Performance	Personnel Ac	tions
The availab	following se ble for viewir	ction displand	iys detailed p -appropriate	ersonnel inf d fund and l	ormation. No ocal national	te: For appropriated employees only tho	l employ se Perso	vees, only those nnel Notification	Personnel Notific is processed on o	ations p or after
viewin	g.									
View	NPAs VI	ew Select	ted							
Select	All Select	None								
Selec	t Effective	Date	First NOA	First NOA	Descriptio	n Second	NOA	Second NOA	Description	U
1000	25-Sep-20	11	790	Realignme	nt					20
[[00]]	13-Jun-20	11	840	Individual	Cash Award	RB				14
1000	21-Sep-20	10	002	Correction		849		Individual Cas	h Award NRB	23
[[]]]	21-Sep-20	10	849	Individual	Cash Award	NRB				21
	23-May-20	10	0912	Change in	Position Nun	ber				21
	23-May-20	10	890	Misc Pay A	dj					27
(22)	14-Feb-20	10	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.

		Арро	intment	Position	Personal	al Salary Benefits Awards and Bonuses Performa				mance	ance Personnel Actions			
		The f availabl	ollowing seo e for viewin	ction displang. For non	ys detailed pe -appropriated	ersonnel inf I fund and I	ormation. No ocal national	employees	ropriated emplo only those Pers	oyees, on sonnel No	ly those l otification	^D ersonnel Notif s processed on	fi cations or after	processed on 23 March 200
		View I	NPAs Vie	ew Select	ed									
/		Select	All Select	None										
	\smallsetminus	Select	Effective	Date	First NOA	First NOA	Descriptio	n	Second NOA	Seco	nd NOA	Description	U	pdate HR Co
	1		25-Sep-20	11	790	Realignme	nt						20	5-Sep-2011
			13-Jun-201	11	840	Individual	Cash Award	RB					14	4-Jun-2011

Figure 13

Select 'Open'



Figure 14

The NPA displays.

PM Supp.	V. 7/91 S. Offfice of Personnel Management PM Supp. 296-33, Subch. 4 NOTIFICATION OF PER					OF PER	RSONNEL ACTION							
1. Name (i	ast, First, I	Middle/					2. Social	Security Nu	mber 3	. Date o	of Birth	4. EM	ective Dat 01-04-20	e 009
FIRST	ACTION						SECON	D ACTI	ON					
893	8-8. Natur Reg WR	e of Action					6-A. Code	6-8. Natur	e of Action					
5-C. Code ZLM	5-D. Legal 10 U.S.(Authority C. SEC 2164					6-C. Code	6-D. Legal	Authority					
5-E. Code 5-F. Legal Authority					0-E. Code 0-F. Legal Authority									
7. FROM: POLICE	Position OFFICER	Title and Number					15. TO: POLICE G426A	Position Ti OFFICE	tle and Numb R	er				
8. Pay Plan	9.Occ. Code	10.Grade or Level 11.5	step or Rate	12. Total Sala	ey.	13.Pay Basis	16. Pay	17. Occ.	18.Grade or Leve	19.Step	or Rate 20). Total Sala	ry/Award	21. Pa
AD	0083	07	04	\$58,345	5.00	PA	Plan AD	Code 0083	07	05	5	\$65,710	0.00	Basis P/
12A. Basic Pay 129. Keexity Adj. 12C. Adj. Basic Pay 12D. Other Pay \$49,199.00 \$9,146.00 \$58,345.00				20A. Boo \$53,	o Pay 379.00	208. Locality / \$12,331.	міј. 00	20C. Adj. \$65,	Basie Pay 710.00	200. 0th	her Pay			
14. Name and Location of Position's Organization 60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE DPERATIONS DIVISION DPERATIONS RELIEFS MASHINGTON DC				22. Name A60D (PENT/ PENT/ OPER OPER WASH	and Location 5 DDA AGON FO AGON PO AGON PO ATIONS E ATIONS F	APF 94311 RCE PROTE DLICE DIREC DIVISION RELIEFS	Organiz 0 CTION TORA	AGENO	CY	-				

Figure 15



Other Features

Home

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

🕒 Favorites 🔻	ICE MyBiz	ICE PAA V3	FAQ Home Logout Help
		Figure 16	

After selecting the Home link, the 'My Biz' homepage displays.

D	epartment of Defense	
	😪 Favorites 🔻	ICE MyBiz ICE PAA V3 FAQ Logout Help
		Favorites
Navigator		Personalize
D My Biz	My Biz My Information Update My Information Employment Verification	After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information <u>Click here</u>
	Performance Appraisal Application (PAA)	DCPDS Timing Out "Idle" Notice!
"My Biz and associate the Defense Civilian I personal personnel ri personnel within a .r enterprise using "Myl	ed web pages are web-based tools created by the Department of Defense (DoD) as part of Personnel Data System (DCPDS) to allow DoD personnel access to and management of their acords. The DoD MyBiz and associated tools can be accessed only by authorized DoD ini or dode.a edu network. The DoD MyBiz tool has no association with any private or other Biz" in whole or in part as a title or logo."	DCPDS My Biz, MyWorkplace and Human Resources user connections that are inactive ("idle") for 60 minutes will automatically terminate.
	Figure 17	



Interactive Customer Evaluation (ICE)



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

	ICE MyBiz	ICE PAA V3	FAQ	Logout	Help
1 2					
orites				Dors	onalizo

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

Торіс	Page
Privacy Act Statement	2
Profile Information	3
Disability Information	10
Language Information	12
Ethnicity and Race Information	19
Emergency Contact Information	22
Education Information	30
Training Information	37
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Awards and Bonuses Information	56



the

Update My Information

The Update My Information function allows employees to update employee information.

Departme	ent of Defense	
	🔒 Favorites 🔻	ICE MyBiz ICE PAA V3 FAQ Logout Help
		Favorites
navigator		Personalize
C My Biz	My Biz My Information Update My Information Employment Verification	After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information <u>Click here</u>
"My Biz and associated web pages	Performance Appraisal Application (PAA) are web-based tools created by the Department of Defense (DoD) as part of the Defense	My Biz - Disability Code Information
Civilian Personnel Data System (D The DoD MyBiz and associated too DoD MyBiz tool has no association	CPDS) to allow DoD personnel access to and management of their personal personnel records. Is can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."	CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

Figure 1

Privacy Act Statement

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

Privacy Act Statement			
The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.			
Authorities: 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O.9397.			
Principal Purposes: To allow civilian employees in the Department of Defense (DoD) to update personal information.			
Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.			
Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.			
ACCEPT DECLINE			

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.

Update My Information	Jpdate My Information				
Employee					
\mathbf{N}					
Employee Name					
Work Empil Addross					
WORK Enfail 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 **Update** 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.

My Profile	My Profile			
Work Empil Addross				
WORK EIHall Address				
✓TIP Please enter your Wo	rk Email Address only and select the Update button to save.			
Work Email Address	firstname.lastname@dod.mil			
	Update			

Figure 4



After selecting 'Update', a 'Confirmation' page displays. Select <u>Continue Updating Your Information</u> to continue updating your work information or select <u>View Your My Biz Account</u> 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 r	number, work email address or physical work address to view your updated information
What do you want to do nov	N?
Continue Updating Your Informat	<u>tion</u>
	Figure 5
Phone Numbers	
To ' add ' a new phone	number, select the Add button.
Employee Phone Number	
TIP To enter a new Type phone number, number, select the Trashcan next to '	select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone the record.

Figure 6

Number

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 **Submit**

button.

lo data found



Module 1, Chap 3 Page 4

Delete

Employee Dhane Num	abar		
Employee Phone Nun	iber		
* Indicates required fie	ld		Submit Cancel
Employee			
Employee Num	ber	Employee Name	
Work Email Addre	ess firstname lastna		
Work Email Addre			
Phone Information			
* Phone Type	-		
* Phone Number			/
	Home		
	Home Secondary		×
	Home Tertiary		Submit Cancel
	Home Fax		oub <u>ili</u> te ouncei
	Mobile	PAA V3 FAQ Home Logout He	elp
	Other		
	Pager		
	Work		
	Work Secondary		
	Work Tertiary		
	Work Fax		

Figure 7

After selecting 'Submit', a 'Confirmation' page displays. Select <u>Continue Updating Your Information</u> to continue updating your work information. Select <u>View Your My Biz Account</u> to view your information in 'MyBiz, My Information.'

Self Service Work information Confirma	Self Service Work information Confirmation Notice			
Confirmation				
Congratulations Please check your phone number.	, your work information has been updated as of 31-Aug-2011 10:45:46 CDT .			
What do you want to do now?				
Continue Updating Your Information View Your My Biz Account				

Figure 8



Edit a Phone Number

To '**update**' an existing phone number, select the phone number link 555-123-4567 Ext 123.

Employee Phone Number	
Image: A set of the	isted in the Number column. To delete an existing phone
Add	
Type Number	Delete
Home 555-123-4567 Ext 123	Û
Figure 9	
Change the phone number and select the Submit button.	
* Indicates required field	Sub <u>m</u> it Cancel
Employee	
Employee Number Employee Name Work Email Address firstname.lastname@dod.mil	
Phone Information	
* Phone Type Home * Phone Number 555-123-4567	
	Sub <u>mit</u> Cancel

Figure 10

After selecting 'Submit', a 'Confirmation' page displays. Select

<u>Continue Updating Your Information</u> to continue updating your work information. Select <u>View Your My Biz Account</u> to view your information in 'MyBiz, My Information.'

Self Service Work information Confirmati	ion Notice
Confirmation	
Congratulations	, your work information has been updated as of 31-Aug-2011 10:49:05 CDT .
Please check your phone number, w	
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 is button next to the number you want to delete.

Employee Phone Numbe	5r	
✓TIP To enter a new T number, select th	ype phone number, select the Add button. To update an existing phone e Trashcan next to the record.	number, select the actual number listed in the Number column. To delete an existing phone
Add		
Туре	Number	Delete
Home	<u>555-123-4567</u>	Î 📕
	Figur	e 12
A warning sc cancel the del	reen displays, select the Yes butt lete, select the No button.	on to process the delete; or, if you want to
Are you sure yo	ou want to delete this Phone Number (555-123-	4567)?
		No Yes

Figure 13

After selecting 'Yes', a 'Confirmation' page displays. Select <u>Continue Updating Your Information</u> to continue updating your work information. Select <u>View Your My Biz Account</u> to view your information in 'MyBiz, My Information.'

Self Service Work information C	Confirmation Notice				
Confirmation					
Congratulations	, your work information has been updated as of 31-Aug-2011 10:49:05 CDT .				
Please check your phone nu	mber, work email address or physical work address to view your updated information				
What do you want to do now?	?				
Continue Updating Your Information	<u>n</u>				
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.

Physica	Physical Work Address									
	CONUS employees can add or corr	rect their Physical Work Address ir	nformation by selecting either the Add butto	on, for ad	ding a new a	ddress, or the Cor	rection button for	updating an existing		
a a	ddress. NOTE: At present, overse	eas employees cannot update their	r Physical Work Address, however upcomin	g Self Se	rvice system	developments will	include this functi	onality.		
Add	Add									
Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date		
	No results found.									



Figure 15

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

Physical Work Address		
* Indicates required field.		
* Street Address	123 Work Ave	
	(example: 550 E Street West)	
Building Number	456	
	(example: 663)	
Suite, Room Number	Suite A, Room 111	
	(example: 3, 206)	
* City	Any City	
* State	TX •	
* Zip Code	78150-0000	
	(example: 78150-4547)	
Country	United States	
Date From	31-Aug-2011	
	Sub <u>m</u> it Cancel	

Figure 16

After selecting 'Submit', a 'Confirmation Notice' displays. Select <u>Continue Updating Your Information</u> to continue updating your work information. Select <u>View Your My Biz Account</u> 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?					
<u>Continue Updating Your Information</u> <u>View Your My Biz Account</u>					

Figure 17



Edit Physical Work Address

.

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

Physica	Physical Work Address									
≪ттр с а	CTIP 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		
	123 Work Ave	456	Suite A, Room 111	Any City	тх	78150-0000	United States	31-Aug-2011		



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

Physical Work Address	
* Indicates required field.	
* Street Address	123 Work Ave
	(example: 550 E Street West)
Building Number	456
	(example: 663)
Suite, Room Number	Suite B, Room 111
	(example: 3, 206)
* City	Any City
* State	TX •
* Zip Code	78150-0000
	(example: 78150-4547)
Country	United States
Date From	31-Aug-2011
	Sub <u>mit</u> 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.

Physic	/hysical Work Address								
ØTIP (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	Select Address Correction Add								
Select	Select Street Address Building Number Suite, Room Number City State Zip Code Country Start Date								
O	123 Work Ave	456	Suite B, Room 111	Any City	тх	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 ⁴ and select from the drop down

list using the down arrow. Once you have selected the appropriate code, select the **Update** button.

Profile	Disability	Langu	Jage	Ethnicity and Race	Emergency Contact	Education	Training	Certifications/Licenses	Awards and Bonuses
	Disability	Code I	[do no	ot have a disability.					
								^	
Upo	late Disability	Code							
		Ē	Unda	to					
			opua						
									Cancel

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

Search and Se	elect: Update Disability Code	
		Cance! Select
Search		
Select the 'Go' impairment% to selection. Search By De	' button to receive entire list of available descriptions or use wild card % to and select 'Go' button. The search results will be based on the partial sear escription ▼ %hearing%	o do a partial search, such as %disability% or % rch criteria entered. Select 'Quick Select' icon next
Results		
Salact	Quick Salact	Description
Select	No search conducted.	beschption
		Cancel Select

Figure 22



Searc	h	
Select impair to sele Search	the 'Go' b ment% an ection. By Descr	utton to receive entire list of available descriptions or use wild card % to do a partial search, such as %disability% or % d select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next ription - %hearing%
Docul		
Resul	ts	
Resul	ts	
. L. I	Quick	
Select	Quick Select	Description
Select	Quick Select	Description Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy.
Select		Description Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy. Hearing impairment/hard of hearing
Select	Quick Select	Description Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy. Hearing impairment/hard of hearing

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	Certificati
	Disability	Code Idon	ot have a disability.				
Upd	ate Disability	Code Hearin	ng impairment/hard o	of hearing			
<u>U</u> pdate							

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 <u>empty</u> will remove the current Disability Code.

Profile	Disability	Language	Ethnicity and Race	Emergency Contact	Education	Training	Certi	ficat
	Disability	Code Hearir	ng impairment/hard o	f hearing				
Upd	Update Disability Code						*	٩
		<u>U</u> pda	ate					

Figure 25



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

Profile Disability	Language Et	hnicity and Race	Emergency Contac	t Education Tra	ining Certificatio	ons/Lice	nses Awards	s and Bonuses		
TIP You will only be a	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							ı must		
select it first. Sel	ect the DELETE bu	itton to permanently i	remove a language fro	m your record. Selec	t the ADD button to s	elf certify	/ additional langu	iages.	-	
Add										
	Proficiency	Reading	Speaking Proficional	Listening	Writing	Sourco	Work	Evaluation	Start	End
Select Language	Level	Fronciency	rionciency	riticiency	FIUNCIENCY	Source	Experience	Method	Date	Date
found.										
Consent to Share and	d Release Langu	age Information								
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 support in times of need, crisis, and/or national emergency. No v I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency. No v I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes. Update										

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 **Add** button.

Profile	e Disability	Language Et	hnicity and Race	Emergency Contact	Education Tra	ining Certificatio	ns/Licenses A	wards and Bonuses		
TIP Y	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 if first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.									
<u>A</u> dd					,		,			
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Work Source Experien	Evaluation ce Method	Start Date	End Date
	No results									

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.

Language Information	
* 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 - DO 🔹 🧾
Language Work Experience	Other 🦳
Language Evaluation Method	Self Appraisal/Certification 💷
Start date	31-Aug-2011 14:33:57 CDT
End Date	
	(example: 21-Sep-2005)
	Submit Cance!

Figure 28


After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the <u>Continue Updating Your Information</u> link. To view your information in 'MyBiz, My Information,' select the <u>View Your My Biz Account</u> link.



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 the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages. select it first Select Language Update Delete | Add roficiency Reading Speaking Listening Writing Work End Start Proficiency Select Language Level Proficiency Proficiency Proficiency Source Experience **Evaluation Method** Date Date Elementary or Spanish-American Elementary or Extremely Home 31-Proficient Proficient Self Other Limited Limited Appraisal/Certification Limited Environment Aug OSA Knowledg Knowledge Knowledge 2011 DO





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 - DO 🔹 🗊
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)
	Sub <u>m</u> it 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 <u>Continue Updating Your Information</u> link. To view your information in 'MyBiz, My Information,' select the <u>View Your My Biz Account</u> 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 Update Delete Add											
	Select	Language	Profic <mark>iency</mark> Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
_	•	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	





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

🕼 Warning		
Language Information will be permanently deleted from your record. Do you want to Continue?		
	No	Yes
Figure 33		

Figure 55

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	Select Language Update Delete Add											
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date	
0	Spanish- American -	Limited Knowledge	Elementary or Limited	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	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 as app	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 De times o volunte	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.											
	<u>U</u> pdate											

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

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

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 Update button if you updated your consent information.

Select	Select Language Update Delete Add													
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date			
\odot	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				
Consei	Consent to Share and Release Language Information													
The in If you as app The D times volunt	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. Update													

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 Print Confirmation 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.



Lonsent to Share and Release Lang	lage information for Federal Employees who are Retiring/Separating
Confirmation	
Congratulations, Aug-2011 15:11:50 CDT.	, your 'Consent to Share and Release Language Information' has been updated as of ${f 31}$ -
If you have a stored work emai you will receive a Confirmation	address in My Biz and you answered 'Yes' to Contact and Share Your Language Information, the Email for your records.
Yes : I consent to being contac and/or national emergency.	ted by the Department of Defense to provide possible language support in times of need, crisis,
Yes : I consent to the Departm	ent of Defense sharing my information with other Federal agencies for the same purposes.
To print this page for your reco	rds, click on the print button below:
What do you want to do now?	Print Confirmation
Continue Updating Your Information View Your My Biz Account	

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.

From: To:	mybiz_myworkplace@dcpds.cpms.osd.mil	Sent:	Wed 8/31/2011 3:22 PM
Cc			
Subject:	Consent to Share and Release Language Information		
Please [Greeting	Do Not Reply to this Email gs:		
You have the time or separ	e consented to being contacted after you retire or separate from Do e to review and ensure the accuracy of your language information be rate from the Department.	D. P. fore	≡ lease take you retire
TO Pevie	w, update, or change your information, log into your my Biz acto	unt.	•





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

Profile	Disability L	anguage	Ethnicit	ty and	Race	Emergency	Contact	Education	Training	Certifications/Licenses	Awards and Bonuses		
View	Privacy Act St	tatement											
Are You H	Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.)												
No	•												
Instructio	ns: Please select	the categor	y or cate	gories	with wh	iich you most (closely ider	tify. To select	a category,	click in the block next to the ap	propriate category (ies) and select "Yes" from the		
list of val	ues (LOV). When	all selection	is have b	een m	ade, clio	k the "Submit	' button to	save the chang	jes. To print	your SF181, submit your char	nges first then click on the "Print SF181" button.		
	American India	an or Alaska	Native	No	• 🗊								
			Asian	No	• 🗊								
	Black or	r African Am	erican	No	- 🗊								
Native	e Hawaiian or Oth	her Pacific Is	lander	No	- 🗊								
			White	Yes	- 🗊								
			[Subr	nit	Print SF181]						

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

I	During and And Charles and									
	Phyacy Act Statement									
	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.									
	This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the J. 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.									
	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.									
	Close Window									
	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.

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

Updating My Information

File Down	load
Do you	want to open or save this file?
PDF	Name: sf181.pdf
~	Type: Adobe Acrobat Document
	From: warlock.dcpds.cpms.osd.mil
	Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>
	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	ETI (Please read	HNICITY AND RACE IDEN the Privacy Act Statement and instructio	TIFICATION ns before completing form.)
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year)
Agency Use Only			
Privacy Act Statement			
Ethnicity and race information is reques the Office of Management and Budget's and Ethnicity. Providing this information of missing information, your employing a	ted under the 1997 Revision is voluntary a gency will atter	authority of 42 U.S.C. Section 2000 s to the Standards for the Classifica nd has no impact on your employme npt to identify your race and ethnicity	le-16 and in compliance with tion of Federal Data on Race ant status, but in the instance y by visual observation.
This information is used as necessary to is also used by the U. S. Office of Pe individuals for personnel research or s analytical studies in support of the functi studies.	plan for equa rsonnel Mana urvey respons on for which th	I employment opportunity throughou gement or employing agency main e and in the production of summa re records are collected and mainta	It the Federal government. I taining the records to locate any descriptive statistics and ined, or for related workforce
Social Security Number (SSN) is reques for the purpose of uniform, orderly admin to do so will have no effect on your emp used to obtain it.	ted under the istration of per loyment status	authority of Executive Order 9397, sonnel records. Providing this inform . If SSN is not provided, however, o	which requires SSN be user nation is voluntary and failure ther agency sources may be
Specific Instructions: The two questions be question 1, go to question 2.	low are designe	d to identify your ethnicity and race. Re	gardless of your answer to
Question 1. Are You Hispanic or Latino? Spanish culture or origin, regardless of race.) Yes No	(A person of Cu	ban, Mexican, Puerto Rican, South or C	entral American, or other
Question 2. Please select the racial categor box. Check as many as apply.	ry or categories	with which you most closely identify by p	lacing an "X" in the appropriate
RACIAL CATEGORY (Check as many as apply)		DEFINITION OF CATEG	ORY
American Indian or Alaska Native	A person ha (including C attachment.	ving origins in any of the original peop entral America), and who maintains	es of North and South America tribal affiliation or community
Asian	A person ha Asia, or the Japan, Korea	ving origins in any of the original peo Indian subcontinent including, for exa a, Malaysia, Pakistan, the Philippine Islar	oles of the Far East, Southeas Imple, Cambodia, China, India Inds, Thailand, and Vietnam.
Black or African American	A person ha	ring origins in any of the black racial grou	ups of Africa.
Native Hawaiian or Other Pacific Islander	A person have other Pacific	ring origins in any of the original peoples Islands.	of Hawaii, Guam, Samoa, or
White	A person have North Africa.	ring origins in any of the original peoples	of Europe, the Middle East, or
			Standard Form 181 Revised August 2005 Previous editions not usa
			42 U.S.C. Section 2000e-
			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.

Profile	Disability	Language	Ethnicity and Race	Emergency Contact	Education	Training
My Profik	9					

Figure 42

Adding Emergency Contact Information

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

Emergency Contact	
Use the Add button to add information abou person as an Emergency Contact, but only o to change, then select the Remove or Updat	It the person you want contacted in the event of an emergency. You may designate more than one one Primary Contact. To Update or Remove records, select the radio button next to the record you wish ite button.
It is suggested that at least two contacts be 100 mile radius of your home or place of we	e identified, one should be local and readily accessible and the other someone who is not located within a ork.
Note: The information you provide here will or National Emergencies. Emergency Contact	I be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters
Add	
Select Name Primary Contact	t Home Number Work Number Emergency Contact Email Address
No results found.	
TIP To View or Print your Receipt, pre	ess the button below.
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	n	
	* First Name	First
	Middle Name	Middle
	* Last Name	Last
	Email Address	First.Last@email.net
<i></i>		Primary Contact 💷
TIP Do not add a	any contacts that are unde	er the age of 18.
Residence Addres	S	
✓ TIP When you che receipt. Be ad EMPLOYEES (Ensure you fill ✓ Use my addre	eck the "Use my address for the vised if no address of record i on the rolls less than one mon i in the City, State and Zip Coc ess for this person.	is person" box, employee's address of record will populate on the Emergency Contact print s on file, the address will not populate on the Emergency Contact print receipt. NEW th) - uncheck the box "Use my address for this person" and input your contact's address in full. le fields.
Phone Numbers		
Туре	Number	Delete
Home 🔻	555-987-6543	
Add Another Roy	N	
		↓ ↓
		Cance! Ne <u>x</u> t

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.

	Concel Deintable Dage Dack Submit
TID This information is suggest as of to dayle date	Cancel Printable Page Back Submit
Employe Name	Employee Number
Business Group	
lease 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	
thone	
Proposed	
Home 555-987-6543	/
	¥
	Cancel Printable Page Back Submit

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.

Emp	ployee Name				
Emergency Contact					
Use the Add button to add infor Contact, but only one Primary C button.	mation about the person y ontact. To Update or Rem	ou want contacted ove records, select	in the event o the radio butt	f an emergency. You may designate m on next to the record you wish to chan	ore than one person as an Emergency ge, then select the Remove or Update
It is suggested that at least two home or place of work.	contacts be identified, one	should be local and	d readily acces	sible and the other someone who is n	ot located within a 100 mile radius of
Note: The information you prov	ide here will be viewable b	oy your supervisory	chain and HR	Office and will be used in the event of	Natural Disasters or National Emerge
Emergency Contact					
Emergency Contact Select Emergency Contact	Update Remove	Add			
Emergency Contact Select Emergency Contact Select Name	Update Remove Primary Contact	Add Home Number	Work Number	Emergency Contact Email Address	
Emergency Contact Select Emergency Contact Select Name LastName, FirstName MiddleName	Update Remove Primary Contact Yes	Add Home Number 555-987-6543	Work Number	Emergency Contact Email Address FirstName@hotmail.com	
Emergency Contact Select Emergency Contact Select Name LastName, FirstName MiddleName	Update Remove Primary Contact Yes	Add Home Number 555-987-6543	Work Number	Emergency Contact Email Address FirstName@hotmail.com	
Emergency Contact Select Emergency Contact Select Name LastName, FirstName MiddleName	Update Remove Primary Contact Yes	Add Home Number 555-987-6543	Work Number	Emergency Contact Email Address FirstName@hotmail.com	
Emergency Contact Select Emergency Contact Select Name LastName, FirstName MiddleName	Update Remove Primary Contact Yes	Add Home Number 555-987-6543	Work Number	Emergency Contact Email Address FirstName@hotmail.com	

Figure 46

Make the necessary updates and select the Next button.

ZTID This lof				Cance <u>i</u> Ne <u>x</u> t
TIP THIS IN	formation is current as of today's o	date.		
lse this name t	o provide emergency contact info	rmation		
Indicates req	uired field	induon.		
General Info	ormation			
	*	First Name	FirstName	
	Mi	iddle Name	MiddleName	
	*	Lact Namo	LastName	
	Em	sil Addross	EirctName@hotmail.com	
	Ellie	all Address	riisuvaine@nounaii.com	
TIP Do no	ot add any contacts that are u Address	under the a	Primary Contact Prima	mernancy Contact print receipt. Be advised if on
 TIP Do no Residence A TIP When addres the bo Use my 	ot add any contacts that are u Address you check the "Use my address for ss of record is on file, the address x "Use my address for this person y address for this person.	or this perso will not pop " and input	Primary Contact Primary Contact Primary Contact Primary Contact Primary Contact Print receipt. NEW EMPLO Your contact's address in full. Ensure you fill in the City, St	mergency Contact print receipt. Be advised if no YEES (on the rolls less than one month) - uncheck ste and Zip Code fields.
 ✓TIP Do no Residence A ✓TIP When addres the bo ✓ Use my Phone Numi 	ot add any contacts that are un Address you check the "Use my address for ss of record is on file, the address xor "Use my address for this person y address for this person. bers	or this person s will not pop n" and input	☑ Primary Contact ge of 18. a" box, employee's address of record will populate on the E ulate on the Emergency Contact print receipt. NEW EMPLO your contact's address in full. Ensure you fill in the City, St	mergency Contact print receipt. Be advised if no YEES (on the rolls less than one month) - uncheck ate and Zip Code fields.
 ✓ TIP Do no Residence A ✓ TIP When addres the bo ☑ Use my Phone Num Fype 	ot add any contacts that are u Address you check the "Use my address for ss of record is on file, the address xor "Use my address for this person y address for this person. bers Number	or this perso s will not pop n" and input	Primary Contact Primary Conta	mergency Contact print receipt. Be advised if no YEES (on the rolls less than one month) - uncheck ste and Zip Code fields.
✓TIP Do not Residence A ✓TIP When addres the bo ✓ Use my Phone Num Fype Home	Address you check the "Use my address for ss of record is on file, the address x "Use my address for this person y address for this person. bers Number 555-987-6543	or this perso will not pop n" and input	Primary Contact Primary Conta	mergency Contact print receipt. Be advised if no YEES (on the rolls less than one month) - uncheck ste and Zip Code fields.
✓TIP Do not Residence A ✓TIP When address the book of the bo	Address you check the "Use my address for ss of record is on file, the address w "Use my address for this person y address for this person. bers Number 555-987-6543 • 555-987-6544	or this perso s will not pop n" and input	Primary Contact Primary Conta	mergency Contact print receipt. Be advised if no YEES (on the rolls less than one month) - uncheck ate and Zip Code fields.

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.

Update My Information: Review	
	Cancel Printable Page Back Submit
TIP This information is current as of today's date. Employee Name Business Group Please review your changes. You must select the "Submit" button to save your changes.	Employee Number
Maintain Contact	
Contact	
Current	Proposed
First Name FirstName	FirstName
Last Name LastName	LastName
Phone	
Current	Proposed
Home 555-987-6543	555-987-6543
Mobile	555-987-6544 🥥
	Cancel Printable Page Back Submit

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.

Department of Defense							
	🏦 Navigator 🔻	🎯 Favorites 🔻	ICE MyBiz	ICE PAA V3	FAQ Home Logout	Help	
Confirmation							
Your changes have been applied.							_
					Return to Ov	erview	-

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.

	Empl	loyee Nam	he				
Emerr	gency Contact						
Use the Contact, button.	Add button to add inform but only one Primary Co	nation abo intact. To	out the person yo Update or Remo	want contacted ve records, select	in the event o the radio butb	an emergency. You may designate more on next to the record you wish to change,	than one person as an Emergency then select the Remove or Update
It is sug	gested that at least two o	ontacts be	identified, one s	hould be local and	d readily acces	sible and the other someone who is not lo	ocated within a 100 mile radius of yo
home or	place of work.						
Note: Th Emerge	r place of work. he information you provid ncy Contact	de here wi	II be viewable by	your supervisory	chain and HR	Office and will be used in the event of Na	bural Disasters or National Emergenc
home or Note: Th Emerge Select	r place of work. he information you provid ncy Contact Emergency Contact	de here wi Update	II be viewable by Remove	your supervisory	chain and HR	Office and will be used in the event of Na	tural Disasters or National Emergenc
home or Note: Th Emerge Select Select	r place of work. he information you provid ncy Contact Emergency Contact	de here wi Update	II be viewable by Remove Primary Contact	You supervisory	chain and HR Work Number	Office and will be used in the event of Na Emergency Contact Email Address	tural Disasters or National Emergenc

Figure 51

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

Remove Contact	Cancel Next
TIP This information is current as of today's date. Employee Name To remove this contact, select the next button. To cancel this action, select the cancel button. " Indicate: equired field	
Relationship Emergency Contact End Date 27-Sep-2011	
	Cancel Negt

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.

Review	
	Cancel Printable Page Back Submit
✓ 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.	
Delete Contact	
Removed	
Contact Name Last, First Middle	
Contact Type Emergency	
Relationship Emergency Contact	
End Date 27-5ep-2011	
	Cancel Printable Page Back Submit

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.

Department of Defense			ICE	ICE PAA				
	🗊 Navigator 🔻	😽 Favorites 🔻	MyBiz	V3	FAQ	Home	Logout	Help
Confirmation								
Your changes have been applied.								
					_			
						Retur	n to Ov	erview

Figure 54

A 'Warning' page will display if you selected <u>Cancel</u>. If you want to cancel and exit, select the <u>Ves</u> button. If you want to return to the previous page select the <u>No</u> button.

Department of Defense	📅 Navigator 🔻 🚱 Fa	avorites ▼ ICE MyBiz	ICE PAA V3 FAQ	Home Logout
Warning Do you want to cancel this action?				
Your new action will be canceled.				<u>N</u> o <u>Y</u> es

Figure 55



Printing Receipt

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

Emer	gency Contact					
Use the Contact button.	Add button to add information a , but only one Primary Contact. T	oout the person you o Update or Remov	u want contacted ve records, select	in the event of a the radio button	an emergency. You may designate more next to the record you wish to change,	than one person as an Emergency then select the Remove or Update
It is such home of	ggested that at least two contacts or place of work.	be identified, one sl	hould be local an	d readily accessi	ble and the other someone who is not lo	cated within a 100 mile radius of your
Note: 7 Emerg	he information you provide here ency Contact	will be viewable by	your supervisory	chain and HR C	ffice and will be used in the event of Nat	ural Disasters or National Emergencies.
Select	Emergency Contact Update	e Remove	Add			
Select	Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address	
۲	Lastname, Firstname Middlename	No	555-987-3216		Middle.name@hotmail.com	
≪TI	P To View or Print your Receipt, p Print Receipt	ress the button belo	DW.			

Figure 56

The receipt can either be saved to your computer or can be opened and printed. To open the receipt, select the pen 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'.

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	666-654-5467
Physical Address	
Address Line 1	5501 Ventana Hills Rd Nw
City	Albuquerque
State	NM
Zip Code	87114-5183
Country	US
"Notice: FOR OFFICIAL USE ONLY - this tran Privacy Act of 1974 and should be viewed on! know". If you are not the intended recipient, b distribution or use of the content of this infor	smission contains material covered b y by personnel having an official "nee e aware that any disclosure, copying nation is prohibited. If you have rece

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.

Employee								
Employee Name								
Work Email Address								
Profile Disability Language Eth This section displays your educatio verification purposes. Items that y	hnicity and Race Emergency Contact Ed ion. By updating this information, you are selected you cannot select can only be updated by HR.	ucation Training	Certificat is valid. H	ions/License uman Resourc	s Competence es (HR) may requ	y Profile Aw uest you provide		
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 de								
TIP To Add: Select the ADD button. To UPDATE: Select the entry and select the UPDATE button.								
Note: If the 'Education Update Source' is blank or 'Verified', the education record was input by Human Resources. 'Self Certified' indicates the record was input by the employe education entries with a selection button can be updated. For all others, please contact Human Resources to update.								
Education Information								
Select Object: Update Add								
Education Education Select Update Source Level I	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College- Major-Minor		
O Associate H Degree A	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study		

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.

Education Information								
Select Object: Up	fate Add	-						
Education pdate Selec Source	ducation Level	Instructional Program	Year Degree) Cert Attained	Credit	Credit Type	Type Of School	College- Major- Minor	Academic Institution Name
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
4	Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)
Self Certified	erminal occupational prgrm- 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 o Mining and Technology, Socorro NM

Figure 60

The 'Add' page displays. Enter information for your educational update below. For additional information on a specific data field, select the ⁽¹⁾.

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

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

This section displays your education. documentation for verification purpose	By updating this informations.	tion, you are self-certify	ing the data you enter is valid. H	luman Resources (HR) may	request you provide
Add is for a new entry that two years of college. You w	is not yet documented in ould add two years of col	your Education Inform llege).	ation (for example, your highest	t education level indicates H	igh School, but you have
Updates are only needed upon obtain	ning an additional degree	or vocational certificate	For example, you have a Bache	lor's degree and you have o	btained a Master's degree.
TIP You will not be able to remove and records with an education Resource office to update this To search for your specific education	e or update education inf level greater than a Bad Information. ation information, sele	ormation of Terminal or helor's degree from your ect the search icc	cupational prgrm - cert of comp education record. Once this ed n located next to the data f	o/diploma/equiv, Associate ucation information is subm ield you are updating.	Degree, Bachelor's degree litted, contact your Human
Education Information					
* Education Level			, Q		
Instructional Program				a 🗓	
Year Degree / Cert Attained					
Credit Hours	(example: 1972)				
Credit Type	(coumpies as a vy	-			
Type Of School					
College-Major-Minor					
Academic Institution Name				, Q D	
					Submit Cancel

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 \bigcirc . The following Search screen displays.

				Cancel Select
Search				
To search entire list Instruction	n for your specific education. To locate 'Accounting pro- onal Program, select the 'Q	on information, enter your information in ogram', enter %Acc% or for a 'Business juick Select' icon next to your information	the text field below or simply select th rogram', enter %Bus% and then sele	e 'Go' button to view the ct 'Go'. To select your
Search By	Instructional Program D	escription -	Go	
Results				
elect	Quick Select No search conducted.	Instructional Program Code	Instructional Program De	escription
				Cancel Select

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.

			Cancel Select
Search			
To sea locate ' To sele	rch for your spec Bachelors degree ct your Educatio	ific education information, enter you e', enter %Bach%, for a list of 'Post n Level, select the 'Quick Select' icon	ar information in the text field below or simply select the 'Go' button to view the entire list. To degree levels' enter %Posit%, or enter %Degree% for various degree levels, then select 'Go' n next to your information.
Search	By Educational	Level Description 🔹	Go
Result	s .		
		/	Previous 1-10 Previous 1-10
Select	Quick Sele	Educational Level Code	Educational Level Description
0	-	10	Associate Degree
0	-	13	Bachelor's degree
0	-	21	Doctorate degree
0	-	02	Elementary school completed - no high school
0	115	15	First professional
0	-	12	Four years college
0	115	04	High school graduate or certificate of equivalency
0	-	17	Master's degree
0		01	No formal education or some elem schooldid not complete
	-	00	Not Applicable
0			

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.

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

Updating Mv 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	Master's degree						
Instructional Program	Q_ B						
Year Degree / Cert Attained							
Credit Hours	(example: 1972) (example: 1510)						
Credit Type	·						
Type Of School	•						
College-Major-Minor	•						
Academic Institution Name							
	Sub <u>m</u> it Cancel						

Figure 64

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

To search for your specific educa	tion information, select the ${}^{ extsf{Q}}$ search icon located next to the data field you are updating.
Education Information	
* Education Level	Master's degree 🚽 🔍 🗊
Instructional Program	Accounting and Business/Management (520305) 🚽 🔍 🗊
Year Degree / Cert Attained	1998
	(example: 1972)
Credit Hours	65
	(example: 1510)
Credit Type	Semester Hours 🔹
Type Of School	College or University -
College-Major-Minor	Major Field of Study 👻
Academic Institution Name	Brandeis University, Waltham MA 🔄 🔍 🗊
	Submit Cancel

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.



Figure 66

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

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.

Confirmation	
Congratulations LastName, FirstName	r education has been updated as of 03-Apr-2012 13:15:08 CDT.
1. Education Level 2. Instructional Program 3. Year Degree / Cert Attained 4. Credit Hours 5. Credit Type 6. Type of School 7. College-Major-Minor 8. Academic Institution Name	Master's degree Accounting and Business/Management (52030 1998 65 Semester Hours College or University Major Field of Study Brandeis University, Waltham MA
To print this page for your records, click of	rint button below:
	Confirmation
What do you want to do now?	

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.

Educa	stion Information								
Selec	t Object Upo	late Add							
Selec	Educat Update t Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College- Major- Minor	Academic Institution
(Self Certified	liachelor'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
.0		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)
0	Self Certified	Two years college	Security System Installation, Repair, and Inspection Technology/Technician (470110)	2011		Semester Hours	Junior College		
0	Self Certified	Terminal occupational prgrm- 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 o Mining and Technology, Socorro IIM



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**.

Warning Either there are no Education records that can be updated by employee or you must first 'Select' an education before clicking 'Update'	
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 \triangleleft or update your information and then select the 'Submit' button.

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

-			
(ii) 'Add' is for a new entry that two years of college. You we	is not yet documented in your Education Information (for example, your uid add two years of college).	highest education level indicates High School, but you have	
dates are only needed upon obtain	ng an additional <u>degree or vocational certificate</u> . For example, you have	e a Bachelor's degree and you have obtained a Master's degree.	
TIP You will not be able to remove than a Bachelor's degree from	or update education information of Terminal occupational prgrm - cert o your education record. Once this education information is submitted, cor	of comp/diploma/equir, Associate Degree, Bachelor's degree and records with an education intact your Human Resource office to update this information.	level great
search for your specific educa	tion information, select the 🤍 search icon located next to the	e data field you are updating.	
ducation Information			
* Education Level	Terminal occupational programdid not complete	a m	
Instructional Program	Manufacturing Engineering Technology/Technician (150613)	u 🔍 🔟	
Year Degree / Cert Attained			
	(example: 1972)		
Credit Hours	0035		
Credit Type	Semester Hours		
Type Of School		-	
1 73/10 1011 10101 10101			
College-Major-Minor			
College-Major-Minor Academic Institution Name	-	J 🔍 🛄	
College-Major-Minor Academic Institution Name		2 Q. D	

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.





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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.

2011 10-39-38 CDT
anagement/Personnel Administratio

Figure 72

Updated 'Education Information' displays.

	Select	Select Object: Update Add										
\searrow	Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College- Major- Minor	Academic Institution Name		
	0	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		
3	0		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)		
		Self Certified	Terminal occupational prgrm- 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**).



Figure 74

Adding Training Information. To add training information, select the <u>Add</u> 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.

Tra	aining Information			
Sel	ect Object: Delete Add		O Previous	1-10 • <u>Next 10</u> >
Sel	lect Details Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
(Self Certified	ALL CAPS FOR COURSE TITLE	26-Sep-2011	30-Sep-2011
(Show Verified	ACQ 451 (DAU) INTEGRATED ACQUISITION FOR DECISION MAKERS	03-Aug-2010	05-Aug-2010
(ACQ 450 (DAU) LEADING IN THE ACQUISITION ENVIRONMENT	27-Jul-2010	29-Jul-2010





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 \square . In some

instances, the ⁽¹⁾ 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 Litie	
* 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	• j)
* Agency Type Code	u 🖉 🖉
* Training Delivery Type Code	• 1
* Priority Indicator	J D
* Decision Source	•
* Training Purpose Type	• ()
Training Cost Details	
* Tuition and Fees \$	00 ii Training Travel Indicator
* Books & Material Costs \$	00 1 - Travel \$ 00 1 -
	* Per Diem \$ 00 (1)
Other Details	
Course Number Code	I * Training Accreditation Indicator
* Training Credit	00 🗊 * Training Credit Type Code 04 - Not Applicable - 🗊
Training Designation Type Code	Training Update Source Self Certified
	Sub <u>mit</u> Cancel

Figure 77

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

Search To search for your specific training information, enter your information in the text field below or simply select the 'Go' button entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select Type Code, select the 'Quick Select' icon next to your information. Search By Agency Type Code Description Results Go Select Quick Select Agency Type Code No search conducted. Cancel	ic training information, enter your information in the text field below or simply select the 'Go' button to view the puter Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your inck Select' icon next to your information. Code Description Select Code Description Cod				Cance! Se
To search for your specific training information, enter your information in the text field below or simply select the 'Go' button entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To sel Type Code, select the 'Quick Select' icon next to your information. Search By Agency Type Code Description	ic training information, enter your information in the text field below or simply select the 'Go' button to view the puter Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your information. Code Description Go Agency Type Code Agency Type Code Cance] Select Select	Search			
Type Code, select the 'Quick Select' icon next to your information. Search By Agency Type Code Description	ick Select' icon next to your information. Code Description Code Description Code Description Conducted. Cancel Select Cancel Select	To searc entire lis	h for your specific training info t. To locate 'Computer Softwar	rmation, enter your information ir e Appl', enter %Comp%, for vari	n the text field below or simply select the 'Go' button to view t ous Computer software titles, then select 'Go'. To select your
Search By Agency Type Code Description Results Rect Quick Select Agency Type Code Agency Type Code Description No search conducted. Cancel	Code Description Go Select Agency Type Code Agency Type Code Agency Type Code Description Conducted. Cancel Select	Туре Со	de, select the 'Quick Select' ico	n next to your information.	
Quick Select Agency Type Code Agency Type Code Description No search conducted. Cancel	Agency Type Code Agency Type Code Description conducted. Cancel	Search B	Agency Type Code Description	on 🔻	Go
Results Relect Quick Select Agency Type Code Agency Type Code Description No search conducted. Cancel	Select Agency Type Code Agency Type Code Description Cancel Select	n k			
elect Quick Select Agency Type Code Agency Type Code Description No search conducted. Cancel	Select Agency Type Code Agency Type Code Description conducted. Cancel Select	Results			
No search conducted. Cancel	conducted. Cance! Select	elect	Quick Select	Agency Type Code	Agency Type Code Description
Cancel	Cance! Select		No search conducted.		
					Cancel Sele
					-

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

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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 a	and Select: Agency	Type Code							
			Cance! Select						
Search	1								
To sear list. To the 'Qu 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								
Result	s		×						
Select	Quick Select	Agency Type Code	Agency Type Code Description						
\odot		07ACQ	DLA-Acquisition						
0		07AFB	DLA-Accounting, Auditing, Budget & FinMgt						
0	B	07AVN	DLA-Aviation						
0		07BSM	DLA-Business Systems Modernization						
0		07BUS	DLA-General Business						
0		07CIP	DLA-Corporate Intern Program						
0		07CMM	DLA-Commodities						
0		07COM	DLA-Communications						
0		07DAU	DLA-Defense Acquisition University						

Figure 79



March 2012

Search an	d Select: Agency T	ype Code						
						Cance	Se	elect
Search								
To search locate 'Co Select' ico	h for your specific tra omputer Software Ap on next to your inforr	ining informatio pl', enter %Con nation.	n, enter your informatic np%, for various Compu	on in the text field below or simply select the 'G iter software titles, then select 'Go'. To select y	o' button to view our Type Code,	the entire select the	e list. To 'Quick	0
Search By	Agency Type Code	Description 👻	NSPS%	Go				
Results								
							_	
						31-40	 Next 	<u>t 10</u>
Select	Quick Select	Agency Type	e Code	Agency Type Code Description				
0		NSPKE		NSPS - iSuccess Web Based Training (Emp)				
O		NSPLE		NSPS - Pay Pool Web Based Training (Emp)				
O		NSPPA		NSPS - Change Management (Admin)				
0		NSPPC	_	NSPS - Change Management (Counsel)				
0		NSPPE	>	NSPS - Change Management (Emp)				
0		NSPPH		NSPS - Change Management (HR)				
O		NSPPS		NSPS - Change Management (Supv)				
0		NSPPT		NSPS - Change Management (TrainTheTraine	er)			
0		NSPPX		NSPS - Change Management (Sr Exec)				
0		NSPQA		NSPS - Communication (Admin)				
						31-40	- Next	<u>t 10</u>

Figure 80

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



Figure 81

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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**).

* Indicates required field											
* Course Title	NSPS ADAPTING	TO CHANGE	For Non-Super'	VISIORS		(j)					
* Training Start Date	e 02-Mar-2008	i		* Tra	ining End Date	02-Mar-2008	🗐 🗊				
Training Details											
* Training Duty Hour	s 0 4 🕕			* Training N	Ion-Duty Hours	00 🧾					
Acquisition School Source					J 🔍 🗊	1					
* Training Sub Type Code	32 - Federally N	landated Tra	aining		• j)						
* Training Source Type Code	01 - Governmei	nt Internal					•	<u>(</u>)			
* Agency Type Code	NSPS - Change f	Management	(Emp)			J 🔍 🛛)				
* Training Delivery Type Code	03 - Technolog	y Based (Sof	tware tutorials,	CD ROM, Web-base	d, Interactive	e media,		-	D		
* Priority Indicator	Critical/Manda	ted 🔹	<u>i</u>								
* Decision Source	Mandated NOT	Organization	Annual Trainin	g Plan or Individual D	Development A	Plan		- <u>(</u>)		
* Training Purpose Type	04 - Future Sta	ffing Needs					-				
Training Cost Details											
* Tuition and Fees \$	00	<u>(</u>)		* Training T	ravel Indicator	No	-	D			
* Books & Material Costs \$	00	j)			* Travel \$	00	<u>,</u>				
					* Per Diem \$	00	<u>,</u>				
Other Details											
Course Number Code			(j)	* Training Accreditati	on Indicator		• ji				
* Training Credit 0) 🐊			* Training Credit	t Type Code 🛛	04 - Not Applica	able		- ji		
Training Designation Type Code			• <u>i</u>	Training Upd	date Source Si	elf Certified					
										\frown	\sim
										Submit	Cance
				T	igure	82				$\overline{}$	\leftarrow
				F	igure	04					
									52		
		Mes	ssage from	webpage					23		
			A For	m validation fa	illures:	"T		T			
			💻 A V	alue must be e	ntered for	i raining P	urpose	Type".			



OK

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**).



Department of Defense	🔒 Navigator 🗸	🔒 Favorites 🔻	ICE MyBiz ICE PAA V3 FAQ Home Logout					
*** ELECTRONIC SIGNATURE ***								
WARHING: 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 m	y electronic signature	e in effecting this transaction.					
Process Transaction I acknowledge and wish to PROCESS THIS TRANSACTION								
Cancel Transaction I do not acknowledge and wish to STOP this transaction.								
Privacy Statement ICE MyBiz ICE PAA	V3 FAQ Home	Logout						
	0.4							

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.

Confirmation		
	Congratulations LAST, FIRST MI	your training has been updated as of 03-Oct-2011 14:04:16 CDT.
	 Course Title Training Start Date Training End Date Training Duty Hours Training Non Duty Hours Training Sub Type Code Training Source Type Code Agency Type Code 	NSPS CHANGE MANAGEMENT TRAIN THE TRAINER 03-Mar-2008 07-Mar-2008 40 0 32 - Federally Mandated Training 01 - Government Internal NSPS - Change Management (TrainTheTrainer)
	9. Training Delivery Type Code	on-site)
	 Acquisition School Source Priority Indicator Decision Source Training Purpose Type Training Travel Indicator Tuition and Fees Books & Material Costs Travel Per Diem Course Number Code Training Accredition Indicator Training Credit Training Credit Type Code Training Designation Type Code 	Essential Agency Approved Academic/Education Course 02 - New Work Assignment (New technology) No 680. 320. NA NA 04 - Not Applicable
	To print this page for your records, click on the	print button below:
	Print Confirmation	princ bucon below.
What do you want	to do now?	
Continue Updating You View Your My Biz Acco	u <u>ur Information</u> pount	

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.

Training Inf	formation								
Select Obje	Select Object: Delete Add								
Select Deta	ails Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date					
	how Self Certified	WINDOWS VISTA 2011	10-Jan-2011	14-Jan-2011					
	how Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008					
	how Self Certified	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005					
TIP To Print a Training Brief, select the button below Image: Select Date Range and Sort Criteria Note: Calendars reflect a range of years, so users may need to click several times to find the correct year (e.g., 'Before 1995'; 'Before 1995'; 'Before tec.). Image: Print Training Report Image: Print Training Report									

Figure 86

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

≪TIP To Print a Training Brief below	, select the button				
Select Date Range and Sort C	riteria	Note: Ca etc.).	lendars reflect a range of years, :	so users may need	to click several times to find the correct year (e.g., 'Before 1995'; 'Before1980';
From Date			To Date		
	(example: 28-Sep-2011)			(example: 28-Sep-2011)	
Sort Item	Training Start Da	te 🔹	Sort Order	Descending 🝷	
Print Training Repor	t				

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.

File D	ownload
Do	you want to open or save this file?
POF	Name: TrainingBrief.pdf Type: Adobe Acrobat Document From: warlock.dcpds.cpms.osd.mil Open Save Cancel
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

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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 \checkmark 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**).

🔁 Save As					23
Save in:	4KRERWBJ		•	G 🤌 🖻 🛄 -	
(Pa)	Name	*		Date modified	Туре
Recent Places	TrainingBrief	[1]		9/28/2011 12:16 PM	Adobe Ac
Desktop					
Libraries					
Computer					
Network	•				Þ
INELWOIK	File name:	TrainingBrief[1]		•	Save
	Save as type:	Adobe PDF Files (*.pdf)		_	Cancel

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**).

Training Information Select Object: Delete <u>A</u> dd								
elect Details Trng Update Source Trng Course Title Trng Start Date Trng Start Date								
Show Self Certified	● Show Self Certified WINDOWS VISTA 2011 10-Jan-2011 14-Jan-2011							
● Eshow Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008					
Elf Certified	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005					
 To Print a Training Brief, select the button below Select Date Range and Sort Criteria Note: Calendars reflect a range of years, so users may need to click several times to find the correct year (e.g., 'Before 1995'; 'Befo								
From Date To Date (example: 28-Sep-2011) (example: 28-Sep-2011)								
Sort Item Training Start Date Sort Order Descending								
Print Training Report								

Figure 91

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

Department of Defense		
	🙃 Navigator 🔻 😽 Favorites 👻	ICE MyBiz ICE PAA V3 FAQ Home Logout
${}^{\rm A}$ Warning Training Information will be permanently deleted from your record. Do you want to	Continue?	
		No Yes
ICE MyBiz ICE F	AA V3 FAQ Home Logout	
Privacy Statement		

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		
l	Congratulations Last, First	your training has been deleted as of DD-MON-YYYY HH:MM:SS
	 Course Title Training Start Date Training End Date Training Duty Hours Training Non Duty Hours Training Sub Type Code Agency Type Code Agency Type Code Training Delivery Type Code Acquisition School Source Priority Indicator Decision Source Training Travel Indicator Training Travel Indicator Travel Travel Pre Diem Course Number Code Training Accredition Indicator 	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS 03-Mar-2008 07-Mar-2008 04 00 32 - Federally Mandated Training 01 - Government Internal NSPS - Change Management (Emp) 03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, Critical/Mandated Mandated NOT Organization Annual Training Plan or Individual Development Plan 04 - Future Staffing Needs No
	20. Training Credit 21. Training Credit Type Code	04 - Not Applicable
	22. Training Designation Type Code	
	To print this page for your records, click of	on the print button below:
	Print Confirmation	on
What do	you want to do now? Jpdating Your Information	
View Your	My Biz Account	
		71 00

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**).

Profile	e Disab	ility Language	Ethnicity and Race	Emergency Contact	Education Training	Certifications/Licenses	Competency Profile	Awards and B	onuses	
This sec	'his section displays your Certifications/Licenses. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification									
purpose	urposes. Items that you cannot select can only be updated by HR.									
Certific	Certifications/Licenses - Other Occupational and Professional Information does not include the capability to update acquisition or Information Assurance certifications.									
TIPS:										
	When	adding certifications/	licenses, you will be ask	ed if you received trainin	g, and if so, to link the co	ertification to the specific training	ng entry. If, as a prereqi	isite to the award	of this certification/license you	
	did rec	eive training, reques	t you review your trainin	ig history BEFORE adding	the certification/license	to ensure the training is on file	. Go to the Training Tab	in My Biz to reviev	v/add entries.	
	To Add	select the 'Add' but	ton.							
	To 'De	ete' select the entry	and then select the 'Del	ete' button.						
	To con	ect a Self Certified (entry, delete and 'Add' th	ne certification/license da	ta. If the Certifications/Li	censes Update Source is blank	or 'Verified', the data w	as input by Human	Resources. 'Self Certified'	
	indicat	es the record was in	put by the employee. On	ly those entries with a se	lection button can be co	rected. For all others, please (contact Human Resource	s to correct.		
Certific	Certifications/Licenses - Other Occupational and Professional Information:									
Select	select Object: Delete Add									
Select	ect Details Cert/Lic Update Source Certification/License Date Issued Expiration Date									
O	Bishow Self Certified Six Sigma Black Belt 10-Jun-2011									
0	<u>Show</u>	Self Certified		Certified Construct	ion Contract Administ	rator	10-Sep	-2010	09-Sep-2013	

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

Updating My Information DEFERSE Defense Civilian Personnel Advisory Service (DCPAS) Enterprise HR Information Systems Directorate (EHRIS) Systems, Testing, Training and Requirements Division
The 'Add' page displays (Figure 95). Enter information for your certification/license update

below. For additional information on a specific data field, select the $^{(1)}$.

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 the⁴, the following Search screen displays (**Figure 96**)

Search and Select: Type of Certification/License						
			Cance! Select			
Search	ı					
Enter a button. Search Result	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 Go					
Select	Quick Select	Type of Certification/License Code	Type of Certification/License Description			
	No search conducted.					
			Cance! Select			

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						
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 Certifica	tion/License Description 👻	Chief Mate%	Go	
	Results					
	0-1+	Quick Calcat	Town of Contification (1	inner Cada		Turn of Contification (Lineary Description
	Select	Quick Select	Type of Certification/1	icense code		Chief Mate Stm & Mtr - Great Lakes
	0	 	1MC			Chief Mate Mtr Ltd Coast
	0		1MO			Chief Mate Mtr Offshore & Oil
	¥.	¥	1MU			Chief Mate Mtr Unltd
	0		1SC			Chief Mate Stm Ltd Coast
	0		1SM			Chief Mate Stm & Mtr Unltd
	0		150			Chief Mate Stm Offshore & Oil
	0	.	1SU			Chief Mate Stm Unltd

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			
European Maria			
Employee Name Work Empli Address			
Work Email Address			
Certifications/Licenses Information			
* Indicates you used field			
* Type of Contification A isotoo	Chief Mate Mtr United		
Type of certification/Elcense			
* Date Certification/License Issued			
Date Certification & icense Evoires	(example: contract-2012)		
	(example: 20-Mar-2012)		
* Initial/Renewal	• 1		
NOTE: If, as a prerequisite to the award of this certification/license you of	lid 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?	• 1		
* Training to Obtain a Certification?	• 🗊		
Course Title			
Class Graduation Date			
Covernment Amount Baid			
Guvernment Ambunt ratio			
Date Paid			
NUTE: Da	te Paid should be prior to date Certification/License Issued.		
Funding Source	• 124		
	Submit Cancel		

Figure 98

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

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 \checkmark 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				
	Sub <u>m</u> it Cancel			
Information: This section captures your Certifications/Licenses . By adding this i	nformation 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 Unitd 🔄 🔍 🗓			
* Date Certification/License Issued	06-Dec-2007			
	(example: 20-Mar-2012)			
Date Certification/License Expires	06-Dec-2010			
* Initial/Renewal	Initial Initial In			
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 ACQUISI 🔍 💷			
Class Graduation Date	05-Aug-2010			
Government Amount Paid	00 🔟			
Date Paid				
NOTE: Da	te Paid should be prior to date Certification/License Issued.			
Funding Source	Self - Employee 🔹 🗸 🕕			
	Submit Cancel			

Figure 99



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

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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

Depar	rtment of Defense					
		f	Navigator 🔻 🕒	🖥 Favorites 🔻	ICE MyBiz ICE PAA V3	FAQ Home Logout
*** ELECTRONIC SIGNAT	URE ***					
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.						
Process Transaction	Tacknowledge and wish to PRO	TESS THIS TRANSACTION	mation is my ei	ectronic signatur	e in enecung this transaction	
Cancel Transaction	I do not acknowledge and wish to	STOP this transaction.				
Privacy Statement		ICE MyBiz ICE PAA V3 I	FAQ Home Log	jout		

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.

Self Service Certification/ License Confirmation Notice	
Confirmation	
Congratulations LAST FIRST	your certification/license has been updated as of 03-Oct-2011 14:35:16 CDT.
 Type of Certification/License Date Certification/License Issued Date Certification/License Expires Initial/Renewal Training to Obtain a License? Training to Obtain a Certification? Course Title Class Graduation Date Date Paid 	3rd Cl Radio Telegraph Operator 09-Aug-2010 Initial No No
10. Gov Amount Paid 12. Funding Source Print Confirmation	00
What do you want to do now?	
Continue Updating Your Information View Your My Biz Account	

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.

Certifications/Licenses - Ot	ther Occupational and Pro	ofessional Information does not include the capability to upda	te acquisition or Information Assuran	ce certifications.
TIPS: When adding certific did receive training,	ations/licenses, you will be request you review your tra	asked if you received training, and if so, to link the certification to the ining history BEFORE adding the certification/license to ensure the trai	specific training entry. If, as a prerequisite ining is on file. Go to the Training Tab in My	to the award of this certification/license yo Biz to review/add entries.
To Add select the 'A To 'Delete' select the To correct a Self Ce indicates the record	dd' button. = entry and then select the ' tofied entry, delete and 'Ade was input by the employee.	Delete [®] button. d' the certification/license data. If the Certifications/Licenses Update Sc Only those entrires with a selection button can be corrected. For all of	ource is blank or 'Verified', the dota was in hers, please contact Human Resources to c	but by Human Resources. 'Self Certified'
Certifications/Licenses - Othe	r Occupational and Professio	nal Information:		
Select Object: Delete	Add	Contification () icourse	Date Issued	Inclustion Posts
() Show Solf Contified	A A A A A A A A A A A A A A A A A A A	Licensed Landscane Architect	14-0ct-2009	Expiration Date
G G Show Self Certifier	d	Six Signa Green Belt	09-0ct-2009	
(i) Show self Certifier	d	Wastewater Treatment Opr	05-0ct-2009	
B Show Self Certifier	d	Chief Mate Mtr Unitd	15-Sep-2009	13-Sep-2019
C E Show Self Certified	d	2nd Cl Radio Telegraph Operator	08-Aug-2009	
TIP To Print a Certification		button below		
Print Certification	/Licenses Report			
- THE CST DIREMONT	(

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.

File Down	load 📃 🔀			
Do you want to open or save this file?				
POF	Name: CertificationBrief.pdf Type: Adobe Acrobat Document From: sylvestr.dcpds.cpms.osd.mil Open Save Cancel			
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>			

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.



CertificationBrief[1],pdf - Adobe Reader				
File Edit View Document T	Tools Window Help			
	/1 💿 🖲 68.2% - 🔛 🔛 Find -			
	Certifications/Licenses for Hauptman, Blanch CPMS T	02-DEC	-2009	
	TYPE of CERTIFICATION/LICENSE	DATE ISSUED	EXPIRATION DATE	
s	šix Sigma Black Belt	08-NOV-2009	18-NOV-2008	
	hief Mate Stm & Mtr - Great Lakes	08-NOV-2009	08-NOV-2008	
s s	3ix Sigma Black Belt	02-NOV-2009		
u i i i i i i i i i i i i i i i i i i i	Joensed Landscape Architect	30-OCT-2009		
	Certified Defense Financial Manager	01-OCT-2009	02-OCT-2010	
P	Project Management Professional <pmi></pmi>	28-SEP-2009	28-SEP-2010	
A	sbestos Inspector	02-FEB-2009	01-NOV-2012	
c	Pertified Cost Engineer <aace></aace>	17-NOV-2008		
c	hief Mate Mtr Unitd	06-DEC-2007	05-DEC-2010	
c	Chief Mate Mtr Unitd	06-DEC-2007		
			,	

Figure 105

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

Organize 🔻			(?)
i Downloads 🗐 Recent Places	New Volume (D:)		*
🕞 Libraries 🖹 Documents	Devices with Removable Storage (2)		- 11
J Music	DVD Drive (E:)		
Videos	E DVD RW Drive (F:)		E
12	 Network Location (1) 		-11
🗣 Network	cpms (\\afpcfilr) (O:) 44.7 GB free of 200 GB		-
File name:	CertificationBrief		•
Save as type:	Adobe Acrobat Document		•
Alide Folders	Save	Cancel	i.

Figure 106



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

Certific	Certifications/Licenses - Other Occupational and Professional Information:					
Select	Object: Delete Add					
Select	Details Cert/Lic Update Source	Certification/License	Date Issued	Expiration Date		
0	<u>Show</u> Self Certified	Six Sigma Black Belt	10-Jun-2011			
0	<u>Show</u> Self Certified	Certified Construction Contract Administrator	10-Sep-2010	09-Sep-2013		
(\circ)	<u>Show</u> Self Certified	3rd Cl Radio Telegraph Operator	09-Aug-2010			
0	<u>Show</u> Self Certified	2nd Cl Radio Telegraph Operator	07-Aug-2009			
ЯЛЪ	Image: Certifications/Licenses Brief, select the button below Print Certifications/Licenses Report					

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).

Self Service Certification/ License Confirmation Notice	
Confirmation	
Congratul	ur certification/license has been deleted as of 03-Oct-2011 15:08:42 CDT.
1. Type of Certification/License 2. Date Certification/License Issued 3. Date Certification/License Expires	3rd Cl Radio Telegraph Operator 09-Aug-2010
4. Initial/Renewal	Initial
Training to Obtain a License?	No
6. Training to Obtain a Certification?	No
7. Course Trate 9. Class Graduation Date	
9. Date Paid	<u>09-Aug-2010</u>
10. Gov Amount Paid	0.00
11. Actual Amount Paid	0.00
12. Funding Source	Other/Unknown
Print Confirmation	
What do you want to do now?	
Continue Updating Your Information View Your My Biz Account	

Figure 109

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

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).

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	Personnel Actions		
The following section displays detailed historical information through today's date. Awards Information View/Make Awards Cha								View/Make Awards Changes	
Bonus Details									
Effective Date				Bonus Type	3	Bonus Amount		Expiration Date	
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.

Awar	ds and Bonuses					
Selec	t Object: Delete Add)				
Selec	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
0	Verified	22-Sep-2010	Special Act or Service Award	\$3000		Department of the Army
0	Verified	20-Jul-2010	Superior Civilian Service Awd			Department of the Army
0	Verified	03-Jan-2010	NSPS Performance Bonus	\$2592		Department of the Army
\bigcirc	Verified	03-Jan-2010	NSPS Performance Increase	\$3889		Department of the Army
0	Verified	11-Sep-2009	Special Act or Service Award	\$2500		Department of the Army
0	Verified	04-Jan-2009	NSPS Performance Increase	\$9040		Department of the Army



The 'Add' page displays (**Figure 112**). Enter information for your award update. For additional information on a specific data field, select the ^①.

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.

Updating My Information



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 <u>prior</u> 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 yo you provide documentation for verifica	uur Awards . By adding non-monetary a ation purposes.	ward you are self-certifying the data you enter is valid. Human Resources (HR) ma
Tip: An AWARD addition will not be	added if the 'Award Information' is an ex	xact match to an award already displayed in MY Biz.
Employee		
Employee Employee Name		
Employee Employee Name Work Email Address		
Employee Employee Name Work Email Address Add Awards Information		
Employee Employee Name Work Email Address Add Awards Information * Indicates required field		
Employee Employee Name Work Email Address Add Awards Information * Indicates required field	∗ Date Award Earned	
Employee Employee Name Work Email Address Add Awards Information * Indicates required field	* Date Award Earned * Award Type	
Employee Employee Name Work Email Address Add Awards Information * Indicates required field	* Date Award Earned * Award Type	

Figure 112

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

Search and Select:	Award Type		
			Cance! Select
Search			
Enter a value in the the "go" button. Sel Search By Award N	text field. You can use the wild card (%) ect the 'Quick Select' icon next to your sel ame	to conduct partial searches, such as %Aw. ection. Go	ard% or %Achievement%. Select
Results			
Select	Quick Select	Award Name	Code
	No search conducted.		
			Cance! 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 ③ 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.

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

Enter a v	alue in the text field.	You can use the wild card (%) to conduct partial searches, such as %Award% or %Achievemen	t%. Select the	"go" butt	on. Sele
Search B	Award Name	Go			
Search b					
Results					
		/	S Previous 1	-25 -	Next 2
Select	Quick Select	Award Name			Code
0	n 🔁 📕	AF Accounting & Finance Civ of Yr			1D
0	<u>_</u>	AF Acquisition Costing Civ of the Year			5U
0	B	AF Association Honor Citation			26
0	B	AF Author of the Year			5X
0	P	AF Civilian Achievement Award			9B
0	B	AF Civilian Award for Valor			V1
0	B	AF Contrb to Fin Mgmt & Compt			V2
0	B	AF Design Excellence Awd			V3
0	.	AF Distinguished EEO Awd of Yr			V4
0	B	AF Eviron Awd for Individ Excellence			2W
0		AF Fin Mgmt & Compt of Yr			V5
-	-	AC Cinemaial Applying City of the Vers			1347

Figure 114

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



Submit or **Cancel** 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**).



Figure 116

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

Select

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.

Self Service Awards	(NoN Monetary) Confirmation Notice	
Confirmation		
	Congratulations	, your Award has been updated as of 29-Sep-2011 15:09:33 CDT.
	1. DATE AWARD EARNED 2. AWARD TYPE 3. AWARD AGENCY To Print this page for your records, c Print Confirmation	08-Apr-2011 AF Accounting & Finance Civ of Yr Department of Defense dick on the print button below.
What do you want	t to do now?	
Continue Updating Yo View Your My Biz Acc	<u>our Information</u> count	

Figure 117

You also have a "Print Awards Information Report.

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
\bigcirc	Self Certified	08-Apr-2011	AF Accounting & Finance Civ of Yr			Department of Defense
	Verified	22-Sep-2010	Special Act or Service Award	\$3000		Department of the Army
	Verified	20-Jul-2010	Superior Civilian Service Awd			Department of the Army
	Verified	03-Jan-2010	NSPS Performance Bonus	\$2592		Department of the Army
	Verified	03-Jan-2010	NSPS Performance Increase	\$3889		Department of the Army
	Verified	11-Sep-2009	Special Act or Service Award	\$2500		Department of the Army
	Verified	04-Jan-2009	NSPS Performance Bonus	\$2260		Department of the Army
	Verified	04-Jan-2009	NSPS Performance Increase	\$9040		Department of the Army
	Verified	27-Oct-2008	Special Act or Service Award	\$3000		Department of the Army
	Verified	06-Jan-2008	NSPS Performance Bonus	\$1858		Department of the Army
Select	Object: Delete Ad	d				
TIP	To Print Awards Information	, select the button below				

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.



Updating My Information
Defense Civilian Personnel Advisory Service (DCPAS)
Enterprise HR Information Systems Directorate (EHRIS)

Systems, Testing, Training and Requirements Division

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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

	ew Window Help				
) 🕀 🚯 🕶 🛛 📇 💽	🖻 💀 🛃		Comme
	Comple	te Award History for			03-OCT-2011
	Date Award Earned	Award Type	Amount or Hours	Award %	Award Agency
2	22-SEP-2010	Special Act or Service Award	3000		Department of the Army
2	20-JUL-2010	Superior Civilian Service Awd			Department of the Army
C	03-JAN-2010	NSPS Performance Bonus	2592		Department of the Army
C	03-JAN-2010	NSPS Performance Increase	3889		Department of the Army
1	11-SEP-2009	Special Act or Service Award	2500		Department of the Army
C	04-JAN-2009	NSPS Performance Increase	9040		Department of the Army
C	04-JAN-2009	NSPS Performance Bonus	2260		Department of the Army
		Image: Complete Date Award Earned 22-SEP-2010 20-JUL-2010 03-JAN-2010 11-SEP-2009 04-JAN-2009 04-JAN-2009	dit View Window Help Image: Complete Award History for Image: Complete Award Earned Award Type 22-SEP-2010 Special Act or Service Award 20-JUL-2010 Superior Civilian Service Award 03-JAN-2010 NSPS Performance Bonus 03-JAN-2010 NSPS Performance Increase 11-SEP-2009 NSPS Performance Increase 04-JAN-2009 NSPS Performance Bonus	Complete Award History for Date Award Earned Award Type Amount or Hours 22-SEP-2010 Special Act or Service Award 3000 20-JUL-2010 Superior Civilian Service Award 3000 20-JUL-2010 Superior Civilian Service Award 3000 03-JAN-2010 NSPS Performance Bonus 2592 03-JAN-2010 NSPS Performance Increase 3889 11-SEP-2009 Special Act or Service Award 2500 04-JAN-2009 NSPS Performance Bonus 2250 04-JAN-2009 NSPS Performance Bonus 2260	Complete Award History for Date Award Earned Award Type Amount or Hours Award % 22-SEP-2010 Special Act or Service Award 3000 20-JUL-2010 Superior Civilian Service Award 3000 20-JUL-2010 Superior Civilian Service Award 3000 20-JUL-2010 Superior Civilian Service Award 3000 03-JAN-2010 NSPS Performance Bonus 2592 0 0 11-SEP-2009 Special Act or Service Award 2500 0 0 04-JAN-2009 NSPS Performance Bonus 2260 0 0



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).

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

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.

No Yes
Award will be permanently deleted from your record. Do you want to Continue?
A Warning

Figure 123

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

Self Service Award	s(NoN Monetary) Confirmation Notice	
Confirmation		
	Congratulations	, your Award has been deleted as of 29-Sep-2011 15:41:29 CDT.
	1. DATE AWARD EARNED 2. AWARD TYPE 3. AWARD AGENCY To Print this page for your records, click Print Confirmation	08-Apr-2011 AF Accounting & Finance Civ of Yr Department of Defense on the print button below.
What do you wan	t to do now?	
Continue Updating Y View Your My Biz Ad	our Information count	

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

Торіс	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

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

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.

Departm	ent of Defense		
		Favorites V	ICE MIYBIZ ICE PAA V3 FAQ Logout Help
Navigator			Favorites
navigator			Personalize
🎦 My Biz	My Biz My Information Update My Information Employment Verification (a) the function		After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information <u>Click here</u>
"My Biz and associated web pag Civilian Personnel Data System (The DoD MyBiz and associated t DoD MyBiz tool has no associated	es are web-based tools created by the Department of Defense (DoD) as part (DCPDS) to allow DoD personnel access to and management of their persona ools can be accessed only by authorized DoD personnel within a .mil or dode on with any private or other enterprise using "MyBiz" in whole or in part as a	t of the Defense al personnel records. va.edu network. The title or logo."	My Biz - Disability Code Information My Workplace - Telework Information CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.



Privacy Act Statement

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

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O.9397.

Principal Purposes: To allow civilian employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

ACCEPT DECLINE



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

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.

Employment Verification	←	
		Cance! <u>C</u> ontinu
Employee Information		
Employe Employee Employment Verification releases Important! Prior to completing the Employm incorrect, enter or overwrite the	ee Name Number s employment information and, optionally, salary informatio ent Verification request, ensure a valid e-mail address is lis e-mail displayed. You can also update your work e-mail un	in to an external organization or person, also known as "Recipient". ited in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank der My Biz>Update My Information>Profile Tab>Work E-mail Address.
Select Information to Send		
Select either Employment Inform	ation or Employment and Salary Information	Related Information
Employment Informat Employment and Sala	tion rry Information	Employment Information: Releases personal, assignment and period of service details. Employment and Salary Information: Releases personal, assignment, period of service and salary details.
Recipient Information		
* To * My Email	uar@host.domain uar@host.domain Note:Your password-protected employment verification de be sent to you based on the e-mail address you identified i individual identified in the "To" line. It is your responsibility	scument will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the to share the password with the intended recipient.
		Cancel Contin

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.

	Print Receipt Cancel Back Acknowledge
Employee Information	
Employee Name Employee Number	
Recipient Information	
To My Email Reference Number 2	281757_20120402125325
By selecting the 'ACKNOWLEDGE and SUBM internet.	ATT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addr
Preview	
Information Current as of Employer Headquarters Address S	12-Apr-2012 Defense Logistics Agency DEFENSE SUPPLY CENTER COLUMBUS COMMANDER SMALL BUSINESS OFFICE CA DU WITTEMALL / ERANKLIN / ONTO
Social Security Number (last 4-digits only) Employment Status # Most Recent Start Date 3 Original Hire Date 3 Total Time With Employer 6 Job Title With Semployer 6 Rate Of Pay A Average Hours Per Pay Period 8 Total Pay e	Active S1-Oct-2005 S1-Oct-2005 Syears 5 months 2 days PROCUREMENT TECHNICIAN Annually 80 80 82,2987.00
Totaliay a	\$40,187.98
Total Pay YTD \$	
Total Pay YTD \$	r Human Resources Office (HRO).

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

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

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:

ation Employee Name Employee Number ation To My Email Reference Number	281757_20120402125325
ation Employee Name Employee Number ation To My Email Reference Number	281757_20120402125325
Employee Name Employee Number ation To My Email Reference Number	281757_20120402125325
ation To My Email Reference Number	281757_20120402125325
To My Email Reference Number	281757_20120402125325
By colocting the MCKNOW/EDCE and SUE	
internet.	IBMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email address
Information Current as of Employer Headquarters Address	02-Apr-2012 Defense Logistics Agency DEFENSE SUPPLY CENTER COLUMBUS COMMANDER SMALL BUSINESS OFFICE CA DU
Duty Station isocial Security Number (last 4-digits only) Employment Status Most Recent Start Date Original Hire Date Total Time With Employer Job Title Rate Of Pay Average Hours Per Pay Period Total Pay YTD	WHITEHALL / FRANKLIN / OHIO Active 31-Oct-2005 31-Oct-2005 6 years 5 months 2 days PROCUREMENT TECHNICIAN Annually 80 80 \$42,987.00 \$40,187.98
Note: For further information, contact yo	vour Human Resources Office (HRO).
By selecting 'Cancel', Employment Verific	cation email will not be sent to the recipients.
	Information Current as of Employer Headquarters Address Outy Station Social Security Number (last 4-digits only) Employment Status Most Recent Start Date Original Hire Date Original Hire Date Total Time With Employer Average Hours Per Pay Pend Average Hours Per Pay Pend Total Pay YTD Note: For further information, contact y By selecting 'Cancel', Employment Verifi



NAF:

mployment 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 SU internet.	BMIT' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the
Preview	
Information Current as of Employer Headquarters Address	02-Apr-2012 U.S. Army Installation Management Command MORALE WELFARE RECREATION FUND GYM-PHYSICAL FITNESS/AQUATIC TRAINING
Duty Station Social Security Number (last 4-digits only) Employment Status Most Recent Start Date Original Hire Date Total Time With Employer Job Title Rate OF Pay Average Hours Per Pay Period Base Pay	FORT BRAGG / CUMBERLAND / NORTH CAROLINA 8006 Active 24-Jun-2006 24-Jun-2006 5 years 9 months 9 days RECREATION ASSISTANT (FACILITIES OPERATOR) Hourly at least 80 \$13.17
Note: For further information, contact y	our Human Resources Office (HRO).
By selecting 'Cancel', Employment Verifi	cation email will not be sent to the recipients. Print Receipt Cance! Back Acknowledge and Submit

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

Department of Defense
🛱 Navigator 🔻 🔽 Favorites 🔻 ICE MyBiz ICE PAA V3 FAQ. Home Logout
Disclaimer: It is your responsibility to ensure the recipients listed receive your Employment Verification.
Warning By selecting "Ves" your Employment Verification will be sent in a password protected PDF document to A second email containing the computer generated password will be sent to you at You are responsible for providing the password to the intended recipient so the document can be viewed.
No Yes
ICE MyBiz ICE PAA V3 FAQ. Home Logout Privacy Statement

Figure 8

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

Confirmation Screen

Department of Defense			
	🗊 Navigator 🔻	🌛 Favorites 🔻	ICE MyBiz ICE PAA V3 FAQ Home Logout
Confirmation An e-mail containing employment verification has been sent to			
Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minute receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If the the DCPDS Portal Page.	es. Please keep in at is still unsucces	mind if your email box sful, please contact you	is full, you will not receive the email. If you did not r Component's Help Desk - the Contact list is available on
Return To Home			
ICE MyBiz ICE PAA V3 FAQ	Home Logout		
Privacy Statement			

Figure 9

The request is complete.



Example Screen Shots:

1. Employment Verification Inbox Email:

🖂 🕘 HR Employmen Employment Verification for	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

	 Employment Verification 	on 281757_201204021304	144 - Message (Plain Text)		_ D X
Message					0
Reply Reply Forward to All	Delete Move to Create Other Folder * Rule Actions *	Block Not Junk Sender	Categorize Follow Mark as v Up v Unread	 A Find A Related ▼ A Select ▼ 	Save
Extra line breaks in this m This message was conver From: HR Employm	- nessage were removed. rted to plain text. nent Verification System [mybiz_mywo	rkplace@dcpds.cpms.osd.mi	0	Sent: Mo	n 4/2/2012 1:05 PM
Cc: Subject: Employment	t Verification 281757_20120402130444		-		
Document passwo	ord: B29F7E35F				
This e-mail con recipient.	ntains the password fo	r the e-mail atta r responsibility	achment sent to to provide this pa	assword to	the
This is a syste	em generated email; pl	ease do not reply	/ to this message.		

Figure 11





3. Recipient Email with password-protected attachment:

4. Recipient Email – opening employment verification attachment:

	 Employment Verificati 	on for	• Message (Plain Text)	
Message				0
Reply Reply Forward to All	Delete Move to Create Other Folder * Rule Actions *	Block Not Junk Sender	Categorize v Up v Unread	A Find A Related → A Select → Save
Respond	Actions	Junk E-mail 🛛 🖻	Options 🕞	Find Hummingbird DM
Size: 29 KB Last changed: Monday, A	pril 02, 2012 eeVerification.pdf (29 KB)			
You should on	ly preview files from a trustworthy se	ource.		
Previewing the f	ile might not show the full content of th	he file. To see the most cor	nplete, up-to-date content, ope	n the file.
Preview file				
Always warr	before previewing this type of file.			

Figure 13

Select Preview File.

Updating My Information 10 DEFERSE Defense Civilian Personnel Advisory Service (DCPAS) Enterprise HR Information Systems Directorate (EHRIS) Systems, Testing, Training and Requirements Division

Password protected document.

Password	X
'EmployeeVerification (2)' is p Enter Pas	protected. Please enter a Document Open Password.
	OK Cancel

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

Updating My Information 12 Defense Civilian Personnel Advisory Service (DCPAS) Enterprise HR Information Systems Directorate (EHRIS) Systems, Testing, Training and Requirements Division

NAF Employment Verification document the Recipient receives:

SUPERIOR OF MALE	Employment Verification
This document contains responsible and legall national, state or pr	personally identifiable information. As the recipient of this information, you are y accountable for safeguarding this product in accordance with any applicable ovincial, 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 informa Income Verification; F	tion is provided in response to your request for an Employment and teference Number: 306541_20111216150028.
Employee Name:	
Information Current	as of: 16-Dec-2011
Employer: U.S. Army Headquarters Addre MORALE WELFAJ GYM-PHYSICAL F Duty Station: FORT	Installation Management Command ss: RE RECREATION FUND TITNESS/AQUATIC TRAINING BRAGG / CUMBERLAND / NORTH CAROLINA
Social Security Numb	per (last 4-digits only):
Employment Status: Most Recent Start Da Original Hire Date: 2 Total Time With Emp	Active ite: 24-Jun-2006 24-Jun-2006 ployer: 5 years 5 months 22 days
Job Title: RECREAT	ION ASSISTANT (FACILITIES OPERATOR)
Rate of Pay: Hourly Average hours Per Pa Base Pay: \$13.17	ay Period: at least 80
Emailed To:	

Figure 16

Updating My Information 13 Defense Civilian Personnel Advisory Service (DCPAS) Enterprise HR Information Systems Directorate (EHRIS) Systems, Testing, Training and Requirements Division

Updating My Information 14 DEFENSE Defense Civilian Personnel Advisory Service (DCPAS) Enterprise HR Information Systems Directorate (EHRIS) Systems, Testing, Training and Requirements Division

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

Торіс	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 Employee Information



Module 4, My Workplace

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.



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 II	nformation									
							2	/iew/	Print all Employ View	ee Emergency C Joint Duty Assign	ontact) nment)
	Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actic	ns	Suspenses		
	\$										
Ν							Grade/Pay		Assignment	Assignment	Assi
	Focus Name	Pr	sition			Organization	Band	Job	Status	Start Date	End
Supervisor	1 st Le	vel Supv									
	Empl Nar	ne	000000.INST	RUCTOR.5	i13549.NGAR.AGR	REGIONAL TNG SI MAINT - MN NGARW7XTAA 01	ITE MC-47		Active Assignment	01-Jul-2010	
	Empl Nam	1 e 00	000000.INST	RUCTORA	WRITER.513551.NGAR.AGR	REGIONAL TNG SI MAINT - MN NGARW7XTAA 01	ITE MC-47		Active Assignment	29-Mar-2010	
	Empl Nam	e 00	000000.INST	RUCTOR.5	13548.NGAR.AGR	REGIONAL TNG SI MAINT - MN NGARW7XTAA 01	ITE MC-47		Active Assignment	29-Aug-2007	
	Empl Nam	e 00	000000.INST	RUCTORA	WRITER.505153.NGAR.AGR	REGIONAL TNG SI MAINT - MN NGARW7XTAA 01	ITE MC-47		Active Assignment	29-Mar-2010	
	Empl Nam	e 00	000000.INST	RUCTOR.5	05131.NGAR.AGR	REGIONAL TNG SI MAINT - MN NGARW7XTAA 01	ITE MC-47		Active Assignment	15-Dec-2004	
	Empl Nam	e 00	000000.PERS	SONNEL NO	0.508786.NGAR.AGR	REGIONAL TNG SI MAINT - MN NGARW7XTAA 01	ITE MC-47		Active Assignment	01-Jul-2007	
	Empl Nam	e ⁰⁰	000000.INST	RUCTOR.5	i05122.NGAR.AGR	REGIONAL TNG SI MAINT - MN	ITE MC-47		Active Assignment	29-Aug-2007	

Figure 2

Accessing My Employee Information

Module 4, My Workplace





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.





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.

Accessing My Employee Information



Module 4, My Workplace

Emergency Contact: Receipt

Contact Information

Manager Name: Supervisor Last Name, First Name

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, COUNTR
Employee Email Address:	Name@email.com
Contact # 1	
Primary Contact	Yes
First Name	First
Last Name	Last
Phone	
Home	2000-2000-20000
Physical Address	111 Oc. 1 1
Address Line 1	## Street Name
City	City
Country	Country
"Notice: FOR OFFICIAL USE ONLY - this tran Privacy Act of 1974 and should be viewed on know". If you are not the intended recipient, distribution or use of the content of this infor	smission contains material covered by the y by personnel having an official "need to be aware that any disclosure, copying, mation is prohibited. If you have received
	andiately by amail and delate the original

Figure 5

Show/Hide Information

Show

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

E Show to open the folder and view the additional data.

	Appointment	Position	Personal	Salary	Awards and Bonuses	Performance	Personnel Actio	ns
$\overline{\}$	Details Effectiv	e Date			Grade/Pay Band		Ste	ep or Rate
4		010			MC-47			



Accessing My Employee Information

Module 4, My Workplace



Hide

No results found.

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

Details Effective Date	Grade/Pay Band	Step or Rate	Job
Hide 01-Jul-2010	MC-47		AGR
Employment Jule		Part-Time Hours Biweekly	
Pay Rate Determinant		WGI Due Date	
	Figure 7		

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

Appointment Tab contains your employee's current appointment information.

etails	Effective Date		Grade/Pay Band		Step or Rate	Jo
<u>Hide</u>	01-Jul-2010		MC-47			AG
	Work Schedule			Part-Time Hou	rs Biweekly	
	Pay Rate Determinant			WG	I Due Date	
	WGI Pay Date			Last Equivalei	nt Increase	
	Key Emergency Essential Empl				Tenure	
	Annuitant Indicator	Employme	ant	Date Arrived Perso	innel Office	
	Assignment NTE Start Date	Employme	ent	Assignmen	it NTE Date	
	Leave Without Pay Start Date			Leave Without Pa	iy End Date	
	Sabbatical Start Date			Sabbatica	al End Date	
	Email Address					

Figure 8

Accessing My Employee Information



Module 4, My Workplace

Appoi	ntmert Posi	tion Personal Salary	Awards and Bonuses	Performance Personnel	Actions		
Details	Effective Date	Position	Organizat	ion	Grade/Pay Band	Tarı Job Gra	get Offic de Sym
Hide	01-Jul-2010						
		Supervisory Status			Work Schedule		
	Part-1	Fime Hours Biweekly			Pay Basis		
		FLSA Category		Barg	aining Unit Status		
		Pay Table ID		F	Position Sensitivity		
		Security Access			PRP/SCI		
	Payroll Office ID Supervisory Diff Eligibility						
		Position Occupied		La	anguage Required		
		Drug Test		Tr	aining Program ID		
	Key I LE	Emergency Essential EO Position Indicator		Intelli	gence Position Ind		
Langua	ige Details						
Langua	ige Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficien	cy W	riting Proficie/
No resu	Its found.						

Position Tab contains your employee's position information.

Figure 9

Personal Tab contains your employee's specific personal information.

tment Position Personal Salar	y Awards and Bonuses Performance Personnel Actions
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



End Date

Start Date

Accessing My Employee Information

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

Module 4, My Workplace

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		
Service Obligation	Start Date	End Date
No results found.		
Education Information		View Employee Education Infor
Training Information		View Employee Tr
Certifications/License Information		View Certifications/Licenses Infor
Telework Eligibility Information		Update/View Telework Eligibility Infor
	D' 11	



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

Department of De	fense					
		🏦 Navigator 👻	🗟 Favorites 🔻	ICE MyBiz	ICE PAA V3	FAQ I
My Employee Information > GENERAL INFO: The information is current as of Organization Position Total Pay Email Address	today's date.		Gr	Job ade/Pay Band Step or Rate Office Symbol	Viev View Ju	/ Emerge
Appointment Position Personal Sala	ary wards and	Bonuses Perform	mance Personne	Actions		
Details Effective Date Basic Pay L	ocality Pay A	djusted Basic Pay	Other Pay	Total Pay	Locality Pe	rcentaç
Supplemental Earnings (Select a supplemental earning	g from the list)					

Figure 12

Accessing My Employee Information



Module 4, My Workplace

	🔒 Navigator 🔻	🗟 Favorites 🔻	ICE MyBiz	ICE PAA V3	FAQ Ho
x Employee Information >					
ENERAL 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		
				Viev	<u>N Emergen</u>
				VIEW J	oint Duty A
Appointment Position Personal Salary Awar	ds and Bonuses Perfo	rmance Perso	nnel Actions		
ward and Bonuses Information					
Bonus Details					
ssignment Number Boni	is Type	Bonus Amount		Expiratio	n Date
o results found.					

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

Figure 13

Performance Tab displays your employee's performance appraisal information.

Department of	Defense		
	🏦 Navigator	👻 🕞 Favorites 👻	ICE ICE PAA MyBiz V3 FA0
My Employee Information > GENERAL INFO: The Information is current	as of today's date.		
Organization		Cr-	Job Doce Row Rower
Total Pay		Gio	Sten or Rate
Email Address		c	Office Symbol
		\frown	<u>View Em</u> <u>View Joint D</u>
Appointment Position Personal	Salary Awards and Bonusis Pe	rformance Personne	I Actions
Details Appraisal Type	Rating of Record		Date Effective
No results found.			
	ICE MyBiz ICE PAA V3	FAQ Home Logout H	lein



Accessing My Employee Information



Module 4, My Workplace

Department of Defense ICE MyBiz My Employee Information > GENERAL INFO: The information is current as of today's date. Job Grade/Pay Band Step or Rate Office Symbol Organization Position Total Pay Email Address View Emerge View Joint Duty Personnel Actions Appointment Position Personal Salary Awards and Bonuses Performa Select Effective Date First NDA First NDA Description Second NOA Second NDA De Update HR Con scription No results found. E MyBiz ICE PAA V3 FAQ. Home. Logout. Help

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

Figure 15

Accessing My Employee Information



Module 4, My Workplace
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Accessing My Employee Information



Module 4, My Workplace

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Location in	Self Service	
Self Service	Data Element	Description of data element.
		A description of the organization to which the
Header	Organization	employee is assigned.
		The name of the position that the employee is
Header	Position	assigned to.
		The amount of "adjusted basic pay" plus any
		AUO, availability pay, retention allowance, or
		supervisory differential after taking into account
Header	Total Salary	all pay caps that may be applicable.
Header	EMAIL Address	Employee work email address.
Header	Job Title	The actual descriptive title of the position.
		Grade indicates the specific grade or level of the
Header	Grade	position.
		The specific step, which is and incremental rate
		of salary within a grade, level, class, rank, or pay
		band. For Nonappropriated Fund employees:
		Applies only to NAF FWS positions. Describes
Header	Step or Rate	the pay intervals within the grade of the position.
		If applicable, this symbol identifies the specific
Header	Office Symbol	office of the employee.
Appointment	Detail Effective Date	Effective Date Detail Begins.
		The most common area FULL TIME A basis
		The most common are. FULL-TIME - A basic
		workweek for most full-time employees is
		normally 40 nours of scheduled work extending
		over no more than six of seven consecutive days.
		I here 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
Appointment	Work Schedule	prearranged tour of duty.
		Number of part time hours scheduled to work in a
Appointment	Part-Time Hours Biweekly	two week period.

		The special regulatory factors, if any that have
		been included in the determination of the
		emplovee's basic salary, i.e., more common
		codes such as 0-Regular Rate: 6-Special Rate: A-
Appointment	Pay Rate Determinant	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.
		Date of last equivalent increase. Not applicable to
Appointment	Last Equivalent Increase	NSPS covered employees.
		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	Key Emergency Essential Empl	
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.
		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
Appointment	Annuitant Indicator	Service Enlisted.
A	Data Arrival Development Off	Date employee moved to current servicing
Appointment	Date Arrived Personnel Office	Personnel Uttice.
		Ellective Date of most recent temporary action,
Appointment	Accignment NTE Stort Data	e.g., remporary Promotion, remporary
Appointment	Assignment NTE Start Date	Net to Evoced data of most recent temperary
		not to Exceed date of most recent temporary
A		action, e.g., Temporary Promotion, Temporary
Appointment	Assignment NIE Date	Reassignment, Temporary Appointment.

Appointment	Leave Without Pay Start Date	Date leave without pay (LWOP)
		Date leave without pay expires (not-to-exceed
Appointment	Leave Without Pay End Date	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.
		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
Appointment	Retained Grade	decision as described in 5 CFR 536.103 (B).
		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
Appointment	Retained Step or Rate	described in 5 CFR 536.301 (B).
		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
Appointment	Retained Pay Plan	536.103(B).
Appointment	Retained Pay Table Id	Pay table that contains retained pay salary.
		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
Appointment	Retained Pay Basis	decision.
		The specific step an employee retains, which
		represents a salary within a grade, level, class,
Appointment	Temporary Promotion Step	rank, or pay band.
Position	Detail Effective Date	Effective Date Detail Begins.
		Full performance level of a career ladder or
		developmental position, e.g., GS-5/6/9/11, GS-11
Position	Target Grade	is the target grade.

		The nature of managerial, supervisory or non-
		supervisory responsibility assigned to an
Position	Supervisory Status	employee's position.
		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
Position	Work Schedule	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.
Desition	Bergeining Linit 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
Position	Bargaining Unit Status	A code to indicate the pay table in which an
Position	Pay Table ID	employee's pay is calculated.

		 There are three types of sensitivity designations: 1. Critical Sensitive; 2. Non-critical Sensitive; 3. Non-sensitive. 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.
Position	Position Sensivity	The degree or level of ecourity access granted to
Position	Security Access	an individual.
Position	PRP/SCI	Personnel Reliability Program/Sensitive Compartmented Information used to identify position subject to their program, e.g., nuclear
Position	Pavroll Office Id	3. Non-sensitive.
		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
Position	Supervisory Diff Eligibility	sensitive be designated as such.
Position	Position Occupied	A code to designate if employee's position is in the Competitive Service, Excepted Service or the Senior Executive Service. A code to designate if one language or multiple
		languages is required for performance of duties of
Position	Language Required	the position.
Position	Drug Test	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.

		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
Position	Key Emergency Essential (Posn)	wartime mission.
		An indicator of whether or not this is an
		intelligence position, i.e., 1 = Non-CIPMS
Position	Intelligence Position Ind	position. $2 = CIPMS$ position.
Position	LEO Position Indicator	Law Enforcement Officer designator.
Position	Language Identifier	Ŭ
Position	Language Proficiency Level	Level of proficiency. Updateable by employee.
		Reading Level of proficiency. Updateable by
Position	Language Reading Proficiency Level	emplovee.
		Speaking Level proficiency. Updateable by
Position	Language Speaking Proficiency Level	emplovee.
Position	Languate Listening Proficiecny Level	
		Writing Level proficiency. Updateable by
Position	Language Writing Proficiency Level	emplovee.
Personal	Detail Effective Date	Effective Date Detail Begins.
		Service Computation Date is the date from which
Personal	SCD Leave	creditable service is derived for a leave accrual.
		The identification number assigned by the Social
Personal	Social Security Number	Security Administration to the employee.
Personal	Date of Birth	The date an individual was born.
		An indicator of an employee's sex (M = Male, F =
Personal	Gender	Female).
Personal	Race or National Origin	Race or national origin of employee.
		An individual's physical or mental disability or a
		history of such a disability. Information defaults
		from Handicap Code input/updateable by
Personal	Handicap	employee on My Biz, My Information screen.
		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 =
Personal	Citizenship	Non-U.S. Citizen.
	· · · · · · · · · · · · · · · · · · ·	The effective date of an employee's last
Personal	Date Last Promoted	promotion.
		A code to designate the Federal Government
		agency with whom an employee was previously
Personal	Agency Code Transfer From	employed.

		The employee's category of entitlement to
		preference in the Federal Service based on active
Personal	Veterans Preference	military service that terminated honorably.
		The employee's category of entitlement to
Personal	Veterans Preference for RIF	preference for Reduction In Force purposes.
		An indicator of whether an employee serviced in
		the active military, e.g., X = Not a Veteran; V =
Personal	Veterans Status	Veteran - Vietnam Era.
Personal	EMAIL Address	Employee work email address.
		The nature of the employee's current
		appointment, e.g., 1A = competitive career; 2A =
Personal	Appointment Type	competitive career conditional.
		A Code which identifies the coostic level with with
		A Code which identifies the specific legal authority
		used to create or change a civilian personnel
		Component/Agency, NOA1 contains the primary
Dereenel	Current Anneintment Auth (1)	component/Agency. NOAT contains the primary
Personal		Current epocietment outbority (2) is permelly
		black except if a second legal authority ware
Doroonol	Current Appointment Auth (2)	
reisonai		necessary.
		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
Personal	Previous Retirement Coverage	Employee's Retirement System (EERS)
i ersonal	Trevious Nethernerit Coverage	Service Computation Date Civilian – all creditable
Personal	SCD Civilian	civilian service time
		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
Personal	SCD RIF	date for Business Based Actions.)

		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
Personal	SCD Retirement	retirement.
		A code to identify the reserve category for
Personal	Reserve Category	employees subject to military recall.
		Identifies those certain employees that have been
		removed from military recall status, pending
		removal from military recall status, or have been
Personal	Military Recall Status	recalled or mobilized
Personal	Date Retired Uniform Service	Date employee retired from military service
		Code designating the Military Service Component
		of the Branch of Service from which an employee
Porconal	Uniform Sorvice Component	retired e.g. Tech Poserve National Guard
Feisonai	Official Service Component	The branch of military in which employee retired
		from military acruice i.e. A – Army M – Marine
		Corpo N. Nouv E. Air Force D. Coost Cuard
Demonstral	Uniform Comise Desirection	Corps, $N = Navy$, $F = Air Force$, $P = Coast Guard,$
Personal	Uniform Service Designation	etc.
D		military grade at which employee retired from
Personal	Retirement Grade	military service.
D		whether a waiver was granted to the 180 day
Personal	Military Retirement Walver Ind	waiting period was granted.
D		whether an exception was granted to reduction in
Personal	Exception Retirement Pay Ind	military retirement pay under 5 USC 5532B.
		The total number of years and months of military
		service (computed at the time of appointment)
		that are creditable for annual leave accrual
Personal	Creditable Military Service	purposes.
		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
Personal	Frozen Service	(Retirement Plan codes K, L, M and N).
		The beginning date of the service requirement
		counting towards conversion to career
Personal	Date Conversion Career Begin	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.
		The suspense date after completing the 1 or 2
		year requirement for conversion to permanent
Personal	Date Recmd Conversion Due	tenure.
		Date Conversion to Career Conditional from
Personal	Date VRA Conversion Due	Veterans Readjustment Appointment due.
		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
Personal	Date Prob/Trial Period Begins	years.
Personal	Date Prob/Trial Period Ends	Date probationary period expires
		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
Personal	Ethnicity and Race	Information screen.
		Service performed under an approved special
		retirement position that is creditable under special
Personal	SCD Special Retirment	retirement.
		Service computation date for those in the Senior
Personal	SCD SES	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-
Personal	Education Level	Doctorate.
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.
		Includes Premium Pay, Supervisory Differential,
		Retention Allowance, Availability Pay, Staffing
Salary	Other Pay	Differential and AUO.
Salary	Total Pay	Adjusted Basic Pay plus Other Pay.
		The percentage rate of geographic adjustment
Salary	Locality Percentage	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.
		The employee's coverage or non-coverage under
		the Federal Employee's Group Life Insurance
Benefits	FEGLI Election	(FEGLI) program.
Benefits	FEGLI Start Date	Calendar date last change to FEGLI occurred.
Benefits	Health Benefits Start Date	
		The Federal Employees Health Benefit (FEHB)
Benefits	Health Plan	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	
		The civilian retirement system(s) to which
Benefits	Retirement Plan	deductions from the employee's pay are credited.
		An indicator of how an employee came to be
		covered under the Federal Employee' Retirement
Benefits	FERS Coverage	System (FERS).
Awards and Bonuses	Award Earned Date	
		The name and/or type of award or bonus an
Awards and Bonuses	Award Type	employee is given.
		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
Awards and Bonuses	Award Amunt of Hours	individual, not to the group.
		The percentage of Basic Salary to be used for
Awards and Bonuses	Award Percentage	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
Awards and Bonuses	Bonus Type	filling the position.
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.
Dereannel Actions	Demonsel Second Action	Second personnel action, used only when processing multiple personnel actions. Example 292 - Return to Duty with a 721 - Reassignment
Personnel Actions	Personnel Second Action Description	AUTOR.
Personnel Actions	Personnel Second Action Description	Date personnel action was processed
Personnel Actions	Personnal Action Approval Date	Date personnel action was processed.