DEPARTMENT OF DEFENSE

DCPAS

Defense Civilian Personnel Advisory Service

How to: Update Disability Status

DCPDS PORTAL

News and Information

Last updated Oct 23, 2011 15:00 CDT

DCPDS Portal Password Security Changes for Authorized Non-Smart Card (Non-CAC) Access. Non-CAC passwords must be reset every 60 days and thus comply with DoD Security Requirements by containing a minimum of 15 characters, 2 lowercase letters, 2 uppercase letters, 2 numbers and 2 special characters. Example of valid password: EMpg23!$ad1c321

DCPDS will allow Non-CAC users to reset their password 7 days prior to passwords officially expiring by simply entering the old password, and creating/confirming new password. Passwords not reset prior to officially expiring at 60 days must be reset using the DCPDS Portal password 'Reset' process located under the Authorized Non-Smart Card (Non-CAC)

Smart Card Access 🔒   Help

Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate.   [Login]

First time Smart Card user or need to make name changes? Register before logging in.   [Register]

Authorized Non-Smart Card (Non-CAC) Access   Help

Returning Non-Smart Card user (Non-CAC)? Use the username and password fields below to login.

Portal Username: _____

Portal Password: _____

[Login]

First time Non-Smart Card (Non-CAC) User? Before using the DCPDS system, you must first register.   [Register]

Password problems? You may go here if you have configured your account for automatic password resets.   [Reset]

Reporting Problems

For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

For technical problems (i.e., Smart Card issues, access problems, etc...) with the application, select the **Contact List** for your organization's computer support Help Desk.

Component Help Desk Information

If you are having problems accessing this site, please select Contact List to locate and directly contact your Component Help Desk.

For additional information, check out our Frequently Asked Questions (FAQ)!

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

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Defense Civilian Personnel Advisory Service (DCPAS) announces step-by-step instructions on how to update your Disability Code that is stored in DCPDS.

DCPDS PORTAL

DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

myBIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

myWORKPLACE
SELF SERVICE HR
MY PERSONAL INFORMATION

News and Information
Last updated Oct 23, 2011
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Non-CAC passwords must be reset every 60 days and thus comply with DoD Security Requirements by containing a minimum of 15 characters, 2 lowercase letters, 2 uppercase letters, 2 numbers and 2 special characters. Example of valid password: EMpg23!$ad1c321

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Authorized Non-Smart Card (Non-CAC) Access   Help

Returning Non-Smart Card user (Non-CAC)? Use the username and password fields below to login.

Portal Username: [   ]

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[Login]

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Step 1
Once you have entered, select **Login**.

Step 2
Select the **My Biz** responsibility.

Step 3
Select **Update My Information**.

Department of Defense

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

Step 4
Select the **ACCEPT** button to accept the Privacy Act statement.

Navigator ▼   Favorites ▼   ICE MyBiz   ICE PAA V3   FAQ Home Logout Help

Update My Information

Cancel

Employee

*** PRIVACY ACT STATEMENT***

Collection of the disability information is authorized by the Rehabilitation Act, as amended (29 U.S.C. 701, et seq.). Every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is know only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, with the exception of employees appointed under Schedule A, SECTION 213.3102(u) (Severe physical or mental disabilities). These employees will be requested to identify their disability status and if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment.

Employee Name **Last, First**
Work Email Address **first.last@Component.mil**

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

TIP: This section displays your current Disability description. If you do not wish to make any changes, select the 'Cancel' button. This will return you to 'My Biz'. To update your disability description, select the magnifying glass to access the Search window.

HELP: Select the 'Help' link on the top right-hand corner for more information about 'Updating Your Disability Record Process'.

Current Disability Status **Hearing impairment/hard of hearing**

Update Disability Status [   ] 🔍

Update

Step 5
Select the **Disability** Tab.

Department of Defense

Update My Information

Cancel

Employee

*** PRIVACY ACT STATEMENT***

Collection of the disability information is authorized by the Rehabilitation Act, as amended (29 U.S.C.701, et seq.). Every precaution will be taken to ensure that the information provided by each employee is kept to the strictest confidence and is known only to those individuals in the agency Personnel Office who obtain and record the information for entry into the agency's and OPM's personnel systems. You should also be aware that participation in the disability reporting system is entirely voluntary, with the exception of employees appointed under Schedule A, SECTION 213.3102(u) (Severe physical or mental disabilities). These employees will be requested to identify their disability status and if they decide to do so, their correct disability code will be obtained from medical documentation used to support their appointment.

Employee Name   **Last, First**
Work Email Address   **first.last@Component.mil**

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

TIP: This section displays your current Disability description. If you do not wish to make any changes, select the 'Cancel' button. This will return you to 'My Biz'. To update your disability description, select the magnifying glass to access the Search window.

HELP: Select the 'Help' link on the top right-hand corner for more information about 'Updating Your Disability Record Process'.

Current Disability Status   **Hearing impairment/hard of hearing**

Update Disability Status   [   ] 🔍

Update

Step 6
Select the **Magnifying Glass** to access the Search Window.

Search and Select: Update Disability Status

Cancel   Select

Search

Options for searching: 1)To access a full list of disability descriptions, select the 'Go' button. Or 2)You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button. Or 3)Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status' data field. Select 'Update' to add your disability description into your record.

Search By Description ▾ [   ] Go

Results

Select	Quick Select	Description
	No search conducted.	

Cancel   Select

Step 7 There are three options for searching:
1)   To access a full list of disability descriptions, select the 'Go' button.
2)   You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button.
3) Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button., we selected the 'Go' button to view all of the disabilities.

Search and Select: Update Disability Status

Cancel   Select

Search

Options for searching: 1)To access a full list of disability descriptions, select the 'Go' button. Or 2)You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button. Or 3)Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status' data field. Select 'Update' to add your disability description into your record.

Search By Description ▼ [   ] Go

Results

◁ Previous 1-10 ▼ Next 10 ◁

Select	Quick Select	Description
◎	🖳	History of alcoholism
◎	🖳	Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.)
◎	🖳	Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)
◎	🖳	Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeably gross facial birthmarks
◎	🖳	Dwarfism
◎	🖳	Psychiatric disability
◎	🖳	Severe intellectual disability
◎	🖳	Cancer (present or past history)
◎	🖳	Kidney dysfunction (e.g., required dialysis)
◎	🖳	Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.)

Step 8
This screen shows the first 10 of the 33 disability descriptions.

Search and Select: Update Disability Status

Cancel | Select

Search

Options for searching: 1)To access a full list of disability descriptions, select the 'Go' button. Or 2)You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button. Or 3)Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status' data field. Select 'Update' to add your disability description into your record.

Search By [Description ▼] [   ] [Go]

Results

◁ Previous 10 | 11-20 ▼ | Next 10 ◯

Select	Quick Select	Description
◎	🖥	Diabetes
◎	🖥	Blood Diseases (e.g., sickle cell anemia, hemophilia)
◎	🖥	Epilepsy
◎	🖥	Cardiovascular/heart disease with or without restriction or limitation on activity; history of heart problems w/complete recovery
◎	🖥	Because of a brain,nerve/muscle impairment,incl palsy&cerebral palsy, complete loss of ability to move/use a part of body,two or more major parts
◎	🖥	Complete paralysis of one hand
◎	🖥	Partial paralysis (because of brain,nerve/muscle impairment, incl palsy&cerebral palsy, partial loss of ability to move/use part of body, two or more major body parts)
◎	🖥	Partial paralysis of one hand, arm, foot, leg, or any part thereof
◎	🖥	Morbid obesity
◎	🖥	HIV positive/AIDS

Step 9
This screen shows the second set of 10 of the 33 disability descriptions.

Cancel | Select

Search

Options for searching: 1)To access a full list of disability descriptions, select the 'Go' button. Or 2)You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button. Or 3)Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status' data field. Select 'Update' to add your disability description into your record.

Search By Description ▾ [   ] Go

Results

◁ Previous 10 21-30 ▾ Next 10 ⊕

Select	Quick Select	Description
◎	🖳	Non-paralytic orthopedic impairments, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body
◎	🖳	Spinal abnormalities (e.g., spina bifida, scoliosis)
◎	🖳	Mobility impairment (e.g., cerebral palsy, MS, MD, congenital hip defects, etc.)
◎	🖳	Missing extremities (missing one arm or leg, or more than one hand, arm, foot, or leg in any combination)
◎	🖳	Missing extremities (one hand or one foot)
◎	🖳	Visual impairments (e.g., tunnel or monocular vision or blind in one eye)
◎	🖳	Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)
◎	🖳	Total deafness in both ears (with or without understandable speech)
◎	🖳	Hearing impairment/hard of hearing
◎	🖳	Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy

Step 10
This screen shows the third set of 10 of the 33 disability descriptions.

Search and Select: Update Disability Status

<div align="right">

Cancel   Select

</div>

Search

Options for searching: 1)To access a full list of disability descriptions, select the 'Go' button. Or 2)You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button. Or 3)Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status' data field. Select 'Update' to add your disability description into your record.

Search By Description ▾ [   ] Go

Results

		⊙ Previous 10 31-33 of 33 ▾ Next ⊙
Select	**Quick Select**	**Description**
○	🖼️	I have a disability, but it is not listed on this form
○	🖼️	I do not have a disability
○	🖼️	I do not wish to identify my disability status. (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.)

<div align="right">

Cancel   Select

</div>

Step 11
This screen shows the last 3 disability descriptions.

Search and Select: Update Disability Status

Cancel   Select

Search

Options for searching: 1)To access a full list of disability descriptions, select the 'Go' button. Or 2)You may narrow the search by entering part of disability description (Example "speech") and selecting the 'Go' button. Or 3)Entering the wild card % before and after a disability description word (Example %paralysis%) and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status' data field. Select 'Update' to add your disability description into your record.

Search By [Description ▾] [_____] [Go]

Results

⊘ Previous [1-10 ▾] Next 10 ⊙

Select	Quick Select	Description
○	🗒	History of alcoholism
○	🗒	Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia, etc.)
○	🗒	Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)
○	🗒	Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeably gross facial birthmarks
○	🗒	Dwarfism
○	🗒	Psychiatric disability
○	🗒	Severe intellectual disability
◉	🗒	Cancer (present or past history)
○	🗒	Kidney dysfunction (e.g., required dialysis)
○	🗒	Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.)

⊘ Previous [1-10 ▾] Next 10 ⊙

Cancel   Select

Step 12
When you have selected the radio button that defines your disability, select **Select**.

Update My Information

Cancel

Employee

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Employee Name   **Last, First**
Work Email Address   **first.last@Component.mil**

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

TIP: This section displays your current Disability description. If you do not wish to make any changes, select the 'Cancel' button. This will return you to 'My Biz'. To update your disability description, select the magnifying glass to access the Search window.

HELP: Select the 'Help' link on the top right-hand corner for more information about 'Updating Your Disability Record Process'.

Current Disability Status   **Hearing impairment/hard of hearing**

Update Disability Status   **Cancer (present or past history)**   🔍

Update

Cancel

Privacy Statement

Step 13
The newly-selected Disability Status is in the block '**Update Disability Status**'. To make it permanent, select **Update**.

🏠 Navigator ▼   ⭐ Favorites ▼   ICE   ICE PAA
                                          MyBiz   V3   FAQ Home Logout Help

ⓘ **Information**
   Updated

Update My Information

Cancel

Employee

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Employee Name   **Last, First**
Work Email Address   **first.last@Component.mil**

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

TIP: This section displays your current Disability description. If you do not wish to make any changes, select the 'Cancel' button. This will return you to 'My Biz'. To update your disability description, select the magnifying glass to access the Search window.

HELP: Select the 'Help' link on the top right-hand corner for more information about 'Updating Your Disability Record Process'.

Current Disability Status   **Cancer (present or past history)**

Update Disability Status   [   ] 🔍

Step 14
The status that was in the **Update Disability Status** is now the **Current Disability Status**.

Update My Information

Cancel

Employee

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Employee Name **Last, First**

Work Email Address **first.last@Component.mil**

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

TIP: This section displays your current Disability description. If you do not wish to make any changes, select the 'Cancel' button. This will return you to 'My Biz'. To update your disability description, select the magnifying glass to access the Search window.

HELP: Select the 'Help' link on the top right-hand corner for more information about 'Updating Your Disability Record Process'.

Current Disability Status **Cancer (present or past history)**

Update Disability Status [   ] 🔍

[**Update**]

Cancel

ICE MyBiz ICE PAA V3 FAQ Home Logout Help

Privacy Statement

Step 15
To return to the home screen, select **Cancel** at either the upper-right or lower-right corner of the screen.

Department of Defense

Navigator

My Biz
My Workplace

My Biz
- My Information
- Update My Information
- Employment Verification
- Performance Appraisal Application (PAA)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Favorites

Personalize

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 Click here

My Biz -   Disability Code Information
My Workplace - Telework Information

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.
- CPMS Homepage
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- MyPay
- Self Service Information
- USAJOBS
- OPM
- DCO
- Federal Employees Dental and Vision Insurance Program
- NSPS Information
- OPM Health Benefits Homepage
- OPM Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- SF182

Step 16
You will be returned to the Home Screen of My Biz.