DEPARTMENT OF DEFENSE

Defense Civilian Personnel Advisory Service

Update Ethnicity and Race Identification (ERI) Codes thru My Biz



DCPDS PORTAL



News and Information Last updated Apr 02, 2012 15:00 CDT

My Workplace Changes

A new functionality has been added to 'My Workplace'. As of 25 March 2012, a new menu item 'Civ-Fill-Request-Status' will show managers the status of any recruit-fill actions.

(Recruit-fill actions include appointments, conversions to appointment, changes to lower grade, reassignments, or promotions.) You will be able to see a description of the current status of that action.

Self Service Users

The Office of Personnel Management issued a new Self-Identification of Disability form 256 in July 2010. The form changed the codes associated with

Smart Card Access 🚇

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

Register

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 <u>Contact List</u> for your organization's computer support Help Desk.

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

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:



First time Non-Smart Card (Non-CAC) User? Before

using the DCPDS system, you must first register.

Password problems? You may go here if you have



Reset

Component Help Desk Information

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

For additional information, check out our <u>Frequently Asked Questions</u> (FAQ)!



Select 'Login' at the Portal page

Windows Security
Select a Certificate
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Last, First MI Issuer: DOD EMAIL CA-24 Valid From: 2/18/2010 to 2/18/2013
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		link at either the top or bottom of the page to properly logout and exit their DCPDS Portal session. CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs. DCPAS Homepage Federal Employees Dental and Vision Insurance Program Federal Long Term Care Insurance Program Federal Long Term Care Insurance Program Federal Long Term Care Insurance Program NSPS Information OPM Health Benefits Homepage OPM Homepage OPM Life Insurance Homepage



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Principal Purposes: To allow civilian employees in the Department of	f Defense (DoD) to u	update per	rsonal inf	formation.		
Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the bapply to this system.	beginning of OSD's	compilatio	on of syst	tems of reco	rds noti	ces

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

ACCEPT DECLINE

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If you select the 'View Privacy Act Statement', the screenshot on the next slide appears



Privacy 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 U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

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



Select 'Close Window' once you have read the Privacy Act Statement

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The Race Identification Codes are defined on the following screen

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



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When the disability has been updated, 'Information Updated' will be in the upper left-hand corner



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Select 'Show' under 'Details' to review the data

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Date Recmd Conversion Due	Date VRA Conversion Due	
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Ethnicity And Race Asian	SCD Special Retirement	
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Based on the change to 'Ethnicity and Race', it is now 'Asian' 15