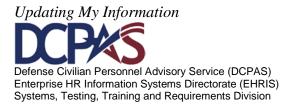
Self Service 'MyBiz' Module 1, Chapter 3 Updating My Information

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.

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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
🛅 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)	My Biz - Disability Code Information
Civilian Personnel Data System (D The DoD MyBiz and associated to	s are web-based tools created by the Department of Defense (DoD) as part of the Defense CPDS) to allow DoD personnel access to and management of their personal personnel records. ols 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."	My Workplace - <u>Telework Information</u> 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.

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		
Employee		
Employee Name		
Work Email Address		

Figure 3

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

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the **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			
Work Fmail Address			
work Email Address			
TIP Please enter your Work Email Address only and select the Update button to save.			
Work Email Address firstname.lastname@dod.mil			

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.'

Confirmation	
Congratulations	, your work information has been updated as of 29-Aug-2011 .
Please check your phone n	umber, work email address or physical work address to view your updated informatio
What do you want to do now	?
Continue Updating Your Informati View Your My Biz Account	ion
· · · · ·	ion Figure 5
Continue Updating Your Informati View Your My Biz Account	

Employee Phone Number			
TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.			
Add			
Type Number Delete			
No data found			
E' (

Figure 6

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an '*'. Once you have selected a phone type, enter your phone number to include area code <u>and</u> dashes. Extensions may also be included.

Example: 555-123-4567 Ext 123. Once you have finished entering your phone number, select the **Submit** button

button.



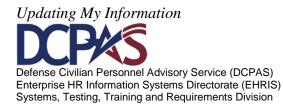
Employee Dhane Nun	abar					
Employee Phone Nun						
* Indicates required fie	ld				Submit	Cancel
Employee						
Employee Numl	ber		Employee Na	me		
	ess firstname.lastna	me@dod mil				
Work Email Addit	.ss mischanic.idscha	incedou.inii				
Phone Information						
		1				
* Phone Type	•					
* Phone Number					/	
	Home					
	Home Secondary				₩	
	Home Tertiary				Submit	Cancel
	Home Fax					-
	Mobile	PAA V3 FAQ	Home Logout	Help		
	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 Confirmation Notice
Confirmation
Congratulations , your work information has been updated as of 31-Aug-2011 10:45:46 CDT . Please check your phone number, work email address or physical work address to view your updated information
What do you want to do now?
Continue Updating Your Information View Your My Biz Account

Figure 8



Edit a Phone Number

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

Employee Phone Number	
IP To enter a new Type phone number, select the Add button. To update an existing phone number, select the a	stud number listed in the Number solume. To delate an existing phone
In P to enter a new type phone number, select the Add button. To update an existing phone number, select the a number, select the Trashcan next to the record.	ctual number listed in the Number column. To delete an existing phone
Add	
Type Number	Delete
Home 555-123-4567 Ext 123	Û
Figure 9	
Channel the share much mand a last the Submit	
Change the phone number and select the button.	
Employee Phone Number	
* 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	
	Submit 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 Confirmation	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	vork email address or physical work address to view your updated information	
What do you want to do now?		
Continue Updating Your Information View Your My Biz Account		
	Figure 11	

Figure 11



Delete a Phone Number

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

Employee Phone Numb	er	
	ype phone number, select the Add button. To update an existing phone r rashcan next to the record.	number, select the actual number listed in the Number column. To delete an existing phone
Add		
Туре	Number	Delete
Home	555-123-4567	Î –
	Figure	e 12
U	reen displays, select the Yes button 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 Informatic View Your My Biz Account	<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								
	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.								
Add									
Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	
	No results found.								

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

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 Confirmat	ion Notice
Confirmation	
Congratulations	, your work information has been updated as of 31-Aug-2011 .
Please check your phone number, v	vork email address or physical work address to view your updated information
What do you want to do now?	
Continue Updating Your Information View Your My Biz Account	

Figure 17



Edit Physical Work Address

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

	123 Work Ave	456	Suite A, Room 111	Any City	тх	78150-0000	United States	31-Aug-2011
elect	t Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
Select Address Correction Add								
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.								



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
	Submit Cancel

Figure 19

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

Continue Updating Your Information to continue updating your work information. Select View Your My Biz Account to view your information in 'MyBiz, My Information.' Your changes have now been updated to your personnel record.

Physica	Physical Work Address								
	TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.								
Select	Select Address Correction Add								
Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	
0	123 Work Ave	456	Suite B, Room 111	Any City	ТХ	78150-0000	United States	31-Aug-2011	





Disability tab contains employee's current disability code.

To 'update' the disability code, select the magnifying glass \bigcirc and select from the drop down

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

Profile	Disability	Langua	ge Ethnicity and	d Race Emerg	ency Contact	Education	Training	Certifications/Licenses	Awards and Bonuses
	Disability	Code I	do not have a disa	bility.					
								^	
Upd	late Disability	Code							
			Update						
			opuare						
									Cancel

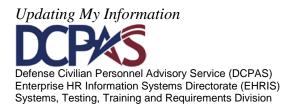
Figure 21

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 Select: Update Disability Code	
	Cance! Select
Search	
	riptions or use wild card % to do a partial search, such as %disability% or % be based on the partial search criteria entered. Select 'Quick Select' icon next GO
Results	
Select Quick Select	Description
No search conducted.	
	Cancel Select

Figure 22



0 1 4 41 11 1 44		next to the appropriate descr	•	1 1. 1	Select
Select the radio button	۲	next to the appropriate descr	ription	and click	00.00

Searc	h							
Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %disability% or % impairment% and select 'Go' button. The search results will be based on the partial search criteria entered. Select 'Quick Select' icon next to selection.								
Search	Search By Description - %hearing% Go							
Result	ts							
	Quick							
Select	Select	Description						
\odot		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						
		Cancel Select						

Figure 23

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

Profile	Disability	Language	Ethnicity and Race	Emergency Contact	Education	Training	Certificati
	Disability	Code I do n	ot have a disability.				
Update Disability Code							
		Upda	ate				

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	Certificat
	Disability	Code Hearin	ig impairment/hard o	f hearing			
Upd	ate Disability	Code					р т ц
		<u>U</u> pda	ate				

Figure 25



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

	e Disability	Language	Ethnicity and Race	Emergency Contact	Education	Fraining Ce	ertifications/Lice	nses Awar	ds and Bonuses		
	ou will only be	able to update a	language or its inform	ation if the evaluation n remove a language from	nethod is Self App	raisal/Certifica	tion. To UPDATE	he information	contained in a langu	iage area, y	ou must
Add											
Select	Language	Proficiency Level	Reading Proficiency		Listening Proficiency	Writing Proficien	cy Source	Work Experience	Evaluation Method	Start Date	End Date
	No results found.										
Conser	it to Share ai	nd Release Lan	guage Information								
If you	have self-certif				r retirement from t			uage Informati	on tab), please read	l and mark t	he block i
approp The D times	priate. You will epartment of D of need, crisis,	fied or formally te not be contacted efense and other and/or national o	ested language informa if you do not mark the Federal agencies have emergency. The Depart	tion stored in your emp	loyee record (see importance on criti ther Federal agence	My Biz, My Inf ical foreign lar cies may want	ormation, My Lang nguage skills and r to contact you in	egional expertis the future to de	se to meet emerging) requiremer	its during
appro The D times	priate. You will epartment of D of need, crisis, eer your servic	fied or formally te not be contacted efense and other and/or national o es or to offer you	ested language informa if you do not mark the Federal agencies have emergency. The Depart potential employment	tion stored in your emp blocks. e placed a high level of i tment of Defense and o	loyee record (see importance on criti ther Federal ageno age of your langua	My Biz, My Inf ical foreign lar cies may want age proficiency	ormation, My Lang nguage skills and r to contact you in r and/or regional e	egional expertis the future to de expertise.	e to meet emerging termine if you would) requiremer d be willing t	its during
appro The D times	priate. You will epartment of D of need, crisis, eer your servic	fied or formally te not be contacted efense and other and/or national es or to offer you consent to being	ested language informa if you do not mark the Federal agencies have emergency. The Depart potential employment g contacted by the Depa	tion stored in your emp blocks. e placed a high level of i tment of Defense and o that would take advant	loyee record (see importance on criti ther Federal agend age of your langua rovide possible lan	My Biz, My Inf ical foreign lar cies may want age proficiency nguage suppor	ormation, My Lang nguage skills and r to contact you in v and/or regional e t in times of need,	egional expertis the future to de expertise. crisis, and/or r	e to meet emerging termine if you would) requiremer d be willing t	its during
appro The D times	priate. You will epartment of D of need, crisis,	fied or formally te not be contacted efense and other and/or national o	ested language informa if you do not mark the Federal agencies have emergency. The Depart	tion stored in your emp blocks. e placed a high level of i tment of Defense and o	loyee record (see importance on criti ther Federal agence	My Biz, My Inf ical foreign lar cies may want	ormation, My Lang nguage skills and r to contact you in	egional expertis the future to de	se to meet emerging) requireme	n

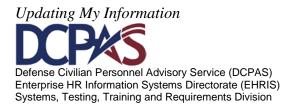
Figure 26

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	Disability	Language Et	hnicity and Race	Emergency Contac	t Education Tr	aining Certification	ons/Licens	ses 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										
sele	select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages.										
	-										
Add											
Select La		Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency		Vork xperience	Evaluation Method	Start Date	End Date

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.

Self Service Language Capability Confirmation Notice	
Confirmation	
Congratulations , your land	guage capability has been updated as of 31-Aug -
 Language Language Proficiency Level Language Reading Proficiency Language Speaking Proficiency Language Listening Proficiency Language Writing Proficiency Foreign Language Proficiency Source Language Work Experience (Duty Type) Language Evaluation Method Language End Date 	Spanish-American - QSA Extremely Limited Knowledge Elementary or Limited Knowledge Proficient Proficient Elementary or Limited Knowledge Home Environment - D0 Other Self Appraisal/Certification
To print this page for your records, click on the Print Confirmation	print button below:
What do you want to do now?	
Continue Updating Your Information View Your My Biz Account	
	20

Figure 29

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

select the

Update button.

Profile	e Disability	Language Eth	nicity and Race	Emergency Cor	ntact Educat	ion Training Co	ertifications/Lice	nses Awar	ds and Bonuses		
	TIP You will only be able to update a language or its information if the evaluation method is Self Appraisal/Certification. To UPDATE the information contained in a language area, you must										
	select it first. Select the DELETE button to permanently remove a language from your record. Select the ADD button to self certify additional languages. Select Language Update Delete Add										
Select	Language U		<u>A</u> dd								
Select	Language	Proficiency Level	Reading Proficiency			Writing Proficiency		Work Experience	Evaluation Method	Start Date	End Date
	Spanish- American -	Extremely Limited	Elementary or Limited	Proficient	Proficient	Elementary or Limited	Home Environment -	Other	Self Appraisal/Certification	31- Aua-	





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

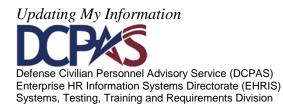
After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select on the <u>Continue Updating Your Information</u> link. To view your information in 'MyBiz, My Information,' select the <u>View Your My Biz Account</u> link.

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.

	Writing		Work		Start	End
Select Language Level Proficiency Proficiency F	Proficiency	Source	Experience	Evaluation Method		Date
American - Knowledge Limited	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.

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

Retiring & Separating Employees Consent to Share & Release Language Information

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

Select	Language Up	date Delete	e <u>A</u> dd								
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
	Spanish- American -	Limited Knowledge	Elementary or Limited	Proficient	Proficient	Elementary or Limited Knowledge	Home Environment - D0	Other	Self Appraisal/Certification	31- Aug- 2011	
Consen	Consent to Share and Release Language Information										
The in	The information you provide in this section will only be used upon your separation or retirement from the Federal Service.										
			sted language informa ed if you do not mark		our employee rec	cord (see My Biz, My I	information, My Lar	guage Informa	tion tab), please read and n	nark the b	olock
times	of need, crisis, a	nd/or national e	mergency. The Depar	rtment of Defens	e and other Fede		nt to contact you in	the future to o	tise to meet emerging requi letermine if you would be w		luring
	·										
	Yes - Ic	onsent to being	contacted by the Dep	artment of Defe	nse to provide po	ssible language supp	ort in times of need	l, crisis, and/or	national emergency.		
	Yes - Ic	onsent to the De	partment of Defense	sharing my info	rmation with oth	er Federal agencies fo	or the same purpos	es.			
	<u> </u>	<u>I</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	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
\bigcirc	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	
onser	it to Share and	Release Land	uage Information								
				المحتول والمحتولة الم	loval of importan	and an antipal factor of	المحمد والتاو ومحمد وم				
times	of need, crisis, a	nd/or national e		rtment of Defens	se and other Fed		int to contact you ir	the future to o	tise to meet emerging requi determine if you would be w		during
times	of need, crisis, a eer your services	nd/or national e or to offer you	mergency. The Depa potential employmen	rtment of Defens t that would take	se and other Fed e advantage of yo	eral agencies may wa our language proficien	nt to contact you ir icy and/or regional	the future to o expertise.			during

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 <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.



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 ema you will receive a Confirmation	il address in My Biz and you answered 'Yes' to Contact and Share Your Language Information, then I Email for your records.
Yes : I consent to being conta and/or national emergency.	cted by the Department of Defense to provide possible language support in times of need, crisis,
Yes : I consent to the Departm	nent of Defense sharing my information with other Federal agencies for the same purposes.
To print this page for your reco	ords, click on the print button below:
	Print Confirmation

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:	mybiz_myworkplace@dcpds.cpms.osd.mil	Sent:	Wed 8/31/2011 3:22 PM
To:			
Cc			
Subject:	Consent to Share and Release Language Information		
Please I Greeting Thank yo You have the time or sepan	Do Not Reply to this Email	efore	
			-

Figure 37



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

			_								
Profile	Disability	Language	Ethnici	ty and	l Race	Emergency Cont	act Education	Training	Certifications/Licenses	Awards and Bonuses	
View	Privacy Act	Statement									
Are Veu I	lienanie or Lat	inol (A parcon	of Cuba	o Movi	con Du	arta Disan, Cauth ar	Control American	or Coopich o	ultura ar arigin, ragardlaga of	57.00 \	
Are You H	ispanic or La	ino? (A person	1 of Cuba	n, mex	can, Pu	erto Rican, South or	Central American,	or spanish c	ulture or origin, regardless of	race.)	
No	•										
Instruction	ns: Please sel	ect the catego	ry or cate	gories	with w	hich you most closely	identify. To select	a category,	click in the block next to the a	ppropriate category (ies) an	d select "Yes" from the
list of valu	ues (LOV). Wł	nen all selection	ns have b	een m	ade, cli	ck the "Submit" butto	n to save the chan	ges. To print	your SF181, submit your cha	nges first then click on the "I	Print SF181" button.
	American Ir	ndian or Alaska	a Native	No	- 💷						
			Asian	No	- 🗊						
	Blac	k or African An	nerican	No	- 🗊						
Native	Hawaiian or	Other Pacific I	slander	No	- 🕕						
			White	Yes	- 🗊						
				Sub	nit	Print SF181					
				Jub	me	PTIIL 31101					

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 Priva

View Privacy Act Statement

I	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					
	Figure 39					
,	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 Download
Do you want to open or save this file?
Name: sf181.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. What's the risk?

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		HNICITY AND RACE IDEN the Privacy Act Statement and instructio	
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year)
Agency Use Only			
Privacy Act Statement			
Ethnicity and race information is request the Office of Management and Budget's and Ethnicity. Providing this information of missing information, your employing a	1997 Revision is voluntary a	s to the Standards for the Classifica nd has no impact on your employme	tion of Federal Data on Race ent status, but in the instance
This information is used as necessary to is also used by the U. S. Office of Pe individuals for personnel research or a analytical studies in support of the funct studies.	ersonnel Mana survey respons	gement or employing agency main a and in the production of summa	aining the records to locate any descriptive statistics and
Social Security Number (SSN) is reque: for the purpose of uniform, orderly admir to do so will have no effect on your emp used to obtain it.	nistration of per	sonnel records. Providing this inform	nation is voluntary and failure
Specific Instructions: The two questions be question 1, go to question 2.	elow are designe	d to identify your ethnicity and race. Reg	ardless of your answer to
Question 1. Are You Hispanic or Latino? Spanish culture or origin, regardless of race. Yes No		iban, Mexican, Puerto Rican, South or C	entral American, or other
Question 2. Please select the racial catego box. Check as many as apply.	ry or categories	with which you most closely identify by p	acing an "X" in the appropriate
RACIAL CATEGORY (Check as many as apply)		DEFINITION OF CATEG	ORY
American Indian or Alaska Native		ving origins in any of the original peop central America), and who maintains	
🗖 Asian	Asia, or the	wing origins in any of the original peop Indian subcontinent including, for exa a, Malaysia, Pakistan, the Philippine Islar	mple, Cambodia, China, India,
Black or African American	A person ha	ving origins in any of the black racial grou	ups of Africa.
Native Hawaiian or Other Pacific Islander	A person har other Pacific	ving origins in any of the original peoples Islands.	of Hawaii, Guam, Samoa, or
Uhite	A person ha North Africa.	ving origins in any of the original peoples	of Europe, the Middle East, or
			Standard Form 181 Revised August 2005 Previous editions not usab
			42 U.S.C. Section 2000e-1
			NSN 7540-01-099-3445

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 Profile	e					

Figure 42

Adding Emergency Contact Information

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

Emergency Contact						
	Contact, but only o	ne Primary Cont				may designate more than one button next to the record you wish
It is suggested that at lea 100 mile radius of your h			should be local a	and readily acce	ssible and the other	someone who is not located within a
Note: The information yo or National Emergencies. Emergency Contact		be viewable by	your supervisor	y chain and HR	Office and will be us	ed in the event of Natural Disasters
Add						
Select Name	Primary Contact	Home Number	Work Number	r Emergency Co	ontact Email Addr	ess
No results found.						
⊘TIP To View or Prin P	nt your Receipt, pre rint Receipt	ss the button be	low.			
Continue Updating You	ur 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	1								
	* First Name	First							
	Middle Name	Middle							
	* Last Name	Last							
	Email Address	First.Last@emai	.net						
		Primary Cont	act 💷						
✓TIP Do not add an	y contacts that are unde	er the age of 18	i.						
Residence Address									
receipt. Be advis EMPLOYEES (on	k the "Use my address for th sed if no address of record i 1 the rolls less than one mon n the City, State and Zip Cod s for this person.	s on file, the addr th) - uncheck the	ess will n	iot popula	te on the Eme	rgency Contact	print recei	ipt. NEW	
Phone Numbers									
Type N	umber	Delete							
Home 🔻 5	555-987-6543	Î							
Add Another Row									
									¥
								Cancel	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.

Update My Information: Review	
	Cancel Printable Page Back Submit
TIP This information is current as of today's date.	
Employee Name	Employee Number
Business Group	
Please review your changes. You must select the "Submit" button to save your chan	ges.
Maintain Contact	
Contact	
contact	
Proposed	
Relationship Type Emergency Contact	
First Name FirstName	
Middle Name MiddleName	
Last Name LastName	
Email Address FirstName@hotmail.com	
Primary Contact Yes	
Relationship Began On 27-Sep-2011	
Resides With Me Yes	
Phone	
Proposed	
Home 555-987-6543	
	Cancel Printable Page Back Submit
	cancei Hintable Fage Dack Sabinte

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.

TIP	This information is current as					
	Employe	ee Name				
Emer	rgency Contact					
	t, but only one Primary Contac				f an emergency. You may designate mon on next to the record you wish to chan	
	ggested that at least two conta or place of work.	acts be identified, one	e should be local and	d readily acces	sible and the other someone who is no	t located within a 100 mile radius of
Note: T		ere will the viewable	by your supervisory	chain and HR	Office and will be used in the event of	Natural Disasters or National Emerge
	ency Contact					
Emerge		date Remove	Add			
Emerge Select		Primary Contact	Add Home Number	Work Number	Emergency Contact Email Address	
Emerge Select	t Emergency Contact Up	Primary	Home			
Select Select	t Emergency Contact Up t Name LastName, FirstName	Primary Contact	Home Number		Address	
Select Select	t Emergency Contact Up t Name LastName, FirstName	Primary Contact	Home Number		Address	
Select Select	t Emergency Contact Up t Name LastName, FirstName	Primary Contact	Home Number		Address	
Select Select	t Emergency Contact Up t Name LastName, FirstName	Primary Contact	Home Number		Address	

Figure 46

Make the necessary updates and select the Next button.

			Cancel Next
	ormation is current as of today's date. Employee Name o provide emergency contact informat uired field	on.	Cancej Megr
General Info	ormation		
	* First	Name FirstName	
	Middle	Name MiddleName	
	* Last	Name LastName	
	Email A	ddress FirstName@hotmail.com	
Residence A		-	nency Contact nrint receipt. Be advised if no
Residence A TIP When addres the bo	Address you check the "Use my address for thi ss of record is on file, the address will		(on the rolls less than one month) - uncheck
Residence A TIP When addres the bo	vddress you check the "Use my address for thi ss of record is on file, the address will x "Use my address for this person" an address for this person.	r the age of 18. s person" box, employee's address of record will populate on the Emergency Contact print receipt. NEW EMPLOYEES	(on the rolls less than one month) - uncheck
Residence A ≪TIP When addres the bo ☑ Use my	vddress you check the "Use my address for thi ss of record is on file, the address will x "Use my address for this person" an address for this person.	r the age of 18. s person" box, employee's address of record will populate on the Emergency Contact print receipt. NEW EMPLOYEES	(on the rolls less than one month) - uncheck
Residence A TIP When address the bo Use my Phone Numl	Address you check the "Use my address for thi so of record is on file, the address will w "Use my address for this person" an address for this person.	r the age of 18. s person" box, employee's address of record will populate on the Emerg- not populate on the Emergency Contact print receipt. NEW EMPLOYEES d input your contact's address in full. Ensure you fill in the City, State ar	(on the rolls less than one month) - uncheck
Residence A TIP When addres the bo Use my Phone Numl Type	Address you check the "Use my address for thi so of record is on file, the address will we my address for this person" an address for this person. bers Number	r the age of 18. s person" box, employee's address of record will populate on the Emerg- not populate on the Emergency Contact print receipt. NEW EMPLOYEES d input your contact's address in full. Ensure you fill in the City, State ar	(on the rolls less than one month) - uncheck

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.

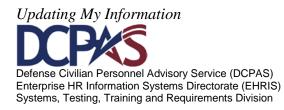
Update My Information: Review	
TIP This information is current as of today's date. Employee Name Business Group Please review your changes. You must select the "Submit"	Cancel Printable Page Back Subm Employee Number
Maintain Contact	
Contact	
Current	Proposed
First Name FirstNam	FirstName
Last Name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

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			ICE	ICE PAA			
	🏛 Navigator 🤝	🚱 Favorites 🔻	MyBiz	V3	FAQ Home Logout	Help	
Confirmation							
Your changes have been applied.							
					Return to Ov	verview	-

Figure 49



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

	This information is current Emplo	oyee Nan					
Emery	gency Contact						
						an emergency. You may designate more on next to the record you wish to change,	
	gested that at least two co r place of work.	ontacts be	identified, one s	hould be local and	d readily acces	sible and the other someone who is not le	ocated within a 100 mile radius of yo
nome or							
Note: Ti	he information you provid mcy Contact	le here wi	II be viewable by	your supervisory	chain and HR	Office and will be used in the event of Na	tural Disasters or National Emergenc
Note: Ti Emerge	ency Contact	le here wi Update	III be viewable by Remove	your supervisory	chain and HR	Office and will be used in the event of Na	itural Disasters or National Emergenc
Note: Ti Emerge	Emergency Contact				work	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. Indicates required field Name Last, First Middle	
Relationship Emergency Contact End Date 27-Sep-2011	
	Cancel Next

Figure 52



March 2012

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



Figure 53

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

ê Naciona e		ICE	ICE PAA			
Navigator	Favorites V	MyBiz	V3	FAQ Ho	me Logout	t Help
				Re	turn to Ov	verview
	n Navigator ◄	n Navigator 🔻 😪 Favorites 🔻	în Navigator ▼ 🕏 Favorites ▼ MyBiz	în Navigator ▼ 🕏 Favorites ▼ MyBiz V3	n în Navigator ▼ 🗣 Favorites ▼ MyBiz V3 FAQ Hor	ÎCE ICE PAA În Navigator ▼ 🗟 Favorites ▼ MyBiz V3 FAQ Home Logou Return to Ot

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	n Navigator 🔻 🕞 Favorites 🖛	ICE MyBiz ICE PAA V3 FAQ Home Logout
Warning	n Navigator 🔻 😫 Favorites 🔻	ICE MyBiz ICE PAA V3 FAQ Home Logout
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					
	, but only one Primary Contact. T				an emergency. You may designate more a next to the record you wish to change, i	
	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
	he information you provide here ency Contact	will be viewable by	your supervisory	chain and HR C	Office and will be used in the event of Nat	ural Disasters or National Emergencies.
Select	Emergency Contact Updat	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 or Print Receipt	ress the button bel	ow.			

Figure 56

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



Figure 57



Printed Receipt

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

For Olicial Cse Only - Fliva	cy Act Sensitive Information "
Employee Name	LAST, FIRST MIDDLE I
Employee Home Address:	123 A Street, AnyCity, AnyState 98701
Employee Email Address:	first.last@work.mil
Contact # 1	
Primary Contact	No
First Name	
Middle Name	Middlename
Last Name	
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	
State	
Zip Code	
Country	US

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.

Emple	oyee							
W Profil ≪TIF	This section displ verification purpo Updates are only To Add: Select t	anguage Et ays your educat ses. Items that needed upon of he ADD button.	thinicity and Race Emergency Contact tion. By updating this information, you are se you cannot select can only be updated by HR. btaining an additional <u>degree or vocational cer</u> d select the UPDATE		er is valid. H	luman Resourc	es (HR) may re	ncy Profile An quest you provid ained a Master's c
educat	tion entries with a se		blank or 'Verified', the education record was ir can be updated. For all others, please contact h			d' indicates the	record was inp	out by the employ
	ion Information							
Select	Object: Update	e <u>A</u> dd						
	Education	Education		Year Degree /	Credit		Type Of	College-
Select	Update Source	Level	Instructional Program	Cert Attained	Hours	Credit Type	School	Major-Minor

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.

	tion Information	date Add	\checkmark						
Seleq	Education ypdate Source	ducation Level	Instructional Program	Year Degree /		Credit Type	Type Of School	College- Major- Minor	Academic Institution Name
1	Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College		The University of Texas at El Paso, El Paso TX
1		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	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 ^Q magnifying glass located next to the data field you are updating.

This section displays your education, documentation for verification purpose		ying the data you enter is valid. Human Resources (HR) may request you provide
	is not yet documented in your Education Informould add two years of college).	nation (for example, your highest education level indicates High School, but you have
Updates are only needed upon obtain	ing an additional degree or vocational certificat	e. For example, you have a Bachelor's degree and you have obtained a Master's degree.
	I level greater than a Bachelor's degree from yo information.	occupational prgrm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree ir education record. Once this education information is submitted, contact your Human on located next to the data field you are updating.
Education Information		
* Education Level		
Instructional Program		Q Q B
Year Degree / Cert Attained		
Credit Hours	(example: 1972) (example: 1510)	
Credit Type	•	
Type Of School		
College-Major-Minor		
Academic Institution Name		a 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					
entire list	. To locate 'Accounting pr	n information, enter your information ir ogram', enter %Acc% or for a 'Business wick Select' icon next to your information	program', enter %Bus% and	ly select the 'Go' button to v d then select 'Go'. To select	view the your
Search By	Instructional Program D	escription -	Go		
Results					
elect	Quick Select No search conducted.	Instructional Program Code	Instructional Pr	ogram Description	
				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 <u>Next 10</u> 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.

			Cance] Select
Search			
locate 'I To sele	lachelors degre it your Educatio	cific education information, enter you e', enter %Bach%, for a list of 'Post n Level, select the 'Quick Select' icon Level Description •	ur information in the text field below or simply select the 'Go' button to view the entire list. To degree levels' enter %Dradh, or enter %Degree% for various degree levels, then select 'Go' n root to your information.
Results			
		/	③ Previous 1-10 - Next 10
Select	Quick Sele	Educational Level Code	Educational Level Description
O	-	10	Associate Degree
0	-	13	Bachelor's degree
0	-	21	Doctorate degree
0	1	02	Elementary school completed - no high school
0	-	15	First professional
0		12	Four years college
0		04	High school graduate or certificate of equivalency
0	100	17	Master's degree
0		01	No formal education or some elem schooldid not complete
0		00	Not Applicable
			© Previous 1-10 • Next 10
			© Previous 1-10 • Next 10

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 educat	tion information, select the ${}^{ extsf{A}}$ search icon located next to the data field you are updating.
Education Information	
* Education Level	Master's degree
Instructional Program	
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	ion information, select the ${}^{ extsf{A}}$ 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 🔄 🔍 🗓
	Sub <u>m</u> it 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.

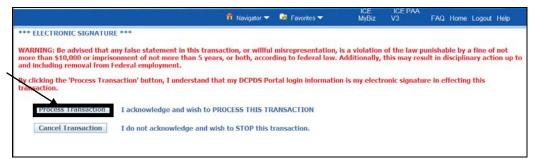


Figure 66

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	our 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 on th	print button below:
Pr	at Confirmation
What do you want to do now?	

Figure 67

Updating Education Information

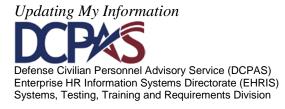
Education information 'added' via 'MyBiz', Update My Information will read 'Self Certified' in the Education Update Source column. '*Update*' existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.

	tion Information	ate Add							
Selec	Educati Update t Source	Education Level	Instructional Program	Year Degree / Cert Attained		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		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		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)		New Mexico Institute of Mining and Technology, Socorro NM



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 \bigcirc or update your information and then select the 'Submit' button.

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

its second displays your education.	By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.
	is not yet documented in your Education Information (for example, your highest education level indicates High School, but you have suld add two years of college).
dates are only needed upon obtain	ing an additional degree or vocational contificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.
	or update education information of Terminal occupational program - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level great your education record. Once this education information is submitted, contact your Human Resource office to update this information.
search for your specific educa	tion information, select the ${}^{\mathbb{Q}}$ search icon located next to the data field you are updating.
ducation Information	
* Education Level	Terminal occupational programdid not complete 🚽 🔍 💭
Instructional Program	Manufacturing Engineering Technology/Technician (150613) 🚽 🔍 🚇
Year Degree / Cert Attained	
	(example: 1972) 0035
Year Degree / Cert Attained	(example: 1972)
Year Degree / Cert Attained Credit Hours	(example: 1972) 0035 (example: 1510)
Year Degree / Cert Attained Credit Hours Credit Type	(example: 1972) (example: 1510) Cementer Hours

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.

een updated as of 27-Sep-2011 10:39:38 CDT. Bachelor's degree Human Resources Management/Personnel Administration General (521001) 1988 0128 Semester Hours Junior College Minor Field of Study
Human Resources Management/Personnel Administratio General (521001) 1988 0128 Semester Hours Junior College
General (521001) 1988 0128 Semester Hours Junior College
1988 0128 Semester Hours Junior College
Semester Hours Junior College
Junior College
Minor Field of Study
The University of Texas at El Paso, El Paso TX
The University of Texas at El Paso, El Paso TA
w:

Figure 72

Updated 'Education Information' displays.

	Select Object: Upd	late <u>A</u> dd							
	Education Update Select Source	Education Level	Instructional Program	Year Degree / Cert Attained		Credit Type	Type Of School		Academic Institution Name
	Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College		The University of Texas at El Paso, El Paso TX
X	0	Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)
		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)	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**).

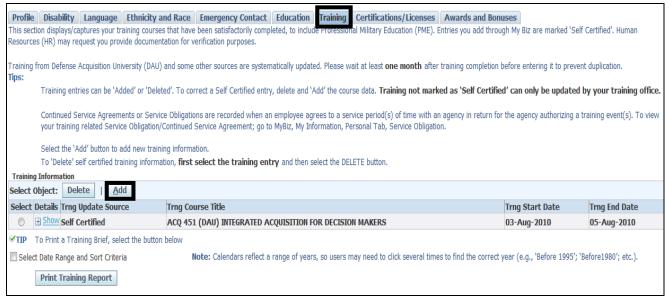


Figure 74

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

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

Select Object: Delete Add		© Previous	1-10 • <u>Next 10</u> >
Select 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 10^{10} . 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.

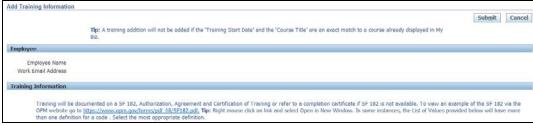


Figure 76

Notes:

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



* Indicates required field	
* Course Title	
* Training Start Date	e Training End Date
Training Details	
* Training Duty Hours	s * Training Non-Duty Hours
Acquisition School Source	
* Training Sub Type Code	
* Training Source Type Code	- D
* Agency Type Code	s 📃 🖌 🖉
* Training Delivery Type Code	• 0
* Priority Indicator	• D
* Decision Source	
* Training Purpose Type	
Training Cost Details	
* Tuition and Fees \$	00 (i) Training Travel Indicator No (i)
* Books & Material Costs \$	00 1 Travel \$ 00 1
	* Per Diem \$ 00 🕕
Other Details	
Course Number Code	* Training Accreditation Indicator
* Training Credit	00 (j) * Training Credit Type Code 04 - Not Applicable - (j)
Training Designation Type Code	
	Sub <u>m</u> it Cance

Figure 77

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

our specific training information, enter your information in the text field below or simply select the 'Go' button to view the cate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your ct the 'Quick Select' icon next to your information. Icy Type Code Description ▼ Go Quick Select Agency Type Code Agency Type Code Description O search conducted. Agency Type Code Agency Type Code Description		Select: Agency Type Code		Cancel	Select
cate ¹ Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your ct the 'Quick Select' icon next to your information. Icy Type Code Description ▼ Go Quick Select Agency Type Code Agency Type Code Description	Search				
ct the 'Quick Select' icon next to your information. icy Type Code Description Go Quick Select Agency Type Code Agency Type Code Description					
Code Description Go Quick Select Agency Type Code Agency Type Code Agency Type Code				ous computer software titles, then select 'Go'. To select yo	our
Quick Select Agency Type Code Agency Type Code Agency Type Code					
	Search By	Agency Type Code Descriptio	n 🔻	GO	
	Results				
	Select	Quick Select	Agency Type Code	Agency Type Code Description	
		No search conducted.	<i></i>		
	Results Select		Agency Type Code	Agency Type Code Description	
				Cance <u>i</u> S	elect
Cancel Select					
Cance! Select					
Cance! Select					

Figure 78

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

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

<u>Next 10</u> 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 ar	nd Select: Agency	Type Code	
			Cance] Select
Search			
list. To lo the 'Quic	cate 'Computer Soft k Select' icon next to	ware Appl', enter %Comp%, for v o your information.	armation in the text field below or simply select the 'Go' button to view the entire various Computer software titles, then select 'Go'. To select your Type Code, select
Search B	Agency Type Code	e Description 🔻	60
Results			¥
			ⓒ Previous 1-10 ▼ <u>Next 10</u>
Select	Quick Select	Agency Type Code	Agency Type Code Description
\bigcirc	B	07ACQ	DLA-Acquisition
\odot		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	B	07DAU	DLA-Defense Acquisition University

Figure 79



March 2012

			Cance! Sele
Search			
locate 'Co		ppl', enter %Comp%, for various	formation in the text field below or simply select the 'Go' button to view the entire list. To s computer software titles, then select 'Go'. To select your Type Code, select the 'Quick
Search By	Agency Type Code	e Description 👻 NSPS%	Go
Results			
elect	Quick Select	Agency Type Code	Agency Type Code Description
0	 	NSPKE	NSPS - iSuccess Web Based Training (Emp)
0		NSPLE	NSPS - Pay Pool Web Based Training (Emp)
0		NSPLE NSPPA	NSPS - Pay Pool Web Based Training (Emp) NSPS - Change Management (Admin)
0		NSPPA	NSPS - Change Management (Admin)
0		NSPPA NSPPC	NSPS - Change Management (Admin) NSPS - Change Management (Counsel)
© ©		NSPPA NSPPC NSPPE	NSPS - Change Management (Admin) NSPS - Change Management (Counsel) NSPS - Change Management (Emp)
© © ©		NSPPA NSPPC NSPPE NSPPH	NSPS - Change Management (Admin) NSPS - Change Management (Counsel) NSPS - Change Management (Emp) NSPS - Change Management (HR)
		NSPPA NSPPC NSPPE NSPPH NSPPS	NSPS - Change Management (Admin) NSPS - Change Management (Counsel) NSPS - Change Management (Emp) NSPS - Change Management (HR) NSPS - Change Management (Supv)

Figure 80

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

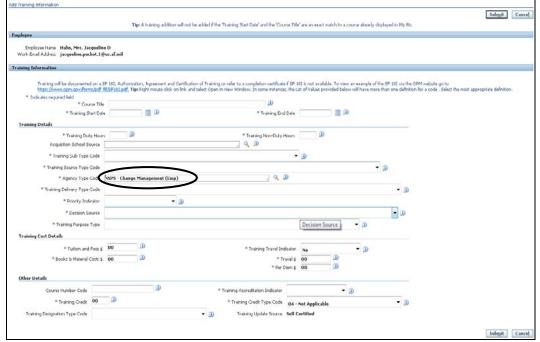


Figure 81

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

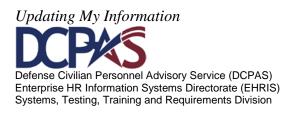
Once all the applicable information is entered, select the 'Submit' or 'Cancel' button (**Figure 79**). If you choose to 'Submit' but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 80**).

* Indicates required field	
* Course Title	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISIORS
* Training Start Da	ie 02-Mar-2008 🗍 🗊 * Training End Date 02-Mar-2008 🗐 🗊
Training Details	
* Training Duty Hou	* 04 🗊 * Training Non-Duty Hours 00 🗊
Acquisition School Source	
* Training Sub Type Cod	32 - Federally Mandated Training
* Training Source Type Cod	01 - Government Internal
* Agency Type Cod	NSPS - Change Management (Emp) 🚽 🔍 🗊
* Training Delivery Type Cod	03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, 🔹 🗊
* Priority Indicato	Critical/Mandated 🔹 🗊
* Decision Source	Mandated NDT Organization Annual Training Plan or Individual Development Plan 🔹 🗊
* Training Purpose Typ	04 - Future Staffing Needs 🔹 🗊
Training Cost Details	
* Tuition and Fees \$	00 * Training Travel Indicator No •
* Books & Material Costs \$	00 🗊 * Travel \$ 00 🗊
Other Details	* Per Diem \$ 00 1
Course Number Code	Training Accreditation Indicator T
* Training Credit	
Training Designation Type Code	 Training Update Source Self Certified
	Submit Cancel
	Figure 82
	Massara from webpage
	Message from webpage
	Form validation failures: A value must be entered for "Training Purpose Type".

Figure 83

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			
	- Hungalor		ICE MYDIZ ICE I AK VO TAKE Home Eugen			
*** ELECTRONIC SIGNATURE ***						
WARIUIG: Be advised that any fake 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 log	jin 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.						
	A V3 FAQ Home	Locout				
Privacy Statement	W VS TAQ 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 Training Delivery 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) 01 - Traditional Classroom (no technology, classroom on-site)
10. Acquisition School Source 11. Priority Indicator 11. Decision Source 12. Training Purpose Type 13. Training Travel Indicator 14. Tuition and Fees 15. Books & Material Costs 16. Travel 17. Per Diem 18. Course Number Code	Essential Agency Approved Academic/Education Course 02 - New Work Assignment (New technology) No 680. 320.
19. Training Accredition Indicator 20. Training Credit	NA
21. Training Credit Type Code 22. Training Designation Type Code	04 - Not Applicable
To print this page for your records, click on the print Confirmation	print button below:
What do you want to do now?	
Continue Updating Your Information View Your My Biz Account	
	igure 85

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 Information Select Object: Delete Add					
	etails Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date	
H H	Show Self Certified	WINDOWS VISTA 2011	10-Jan-2011	14-Jan-2011	
	Show Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008	
E E E E E	Show Self Certified	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005	
beld Select	o Print a Training Brief, select the bow Date Range and Sort Criteria Print Training Report	Note: Calendars reflect a range of years, so users may need to click sever etc.).	ral times to find the correct year (e.g., `	'Before 1995'; 'Before198	

Figure 86

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



Figure 87

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

File	e Downle	Dad 🛛 🕅 🕅	J
	Do you	want to open or save this file?	
	PDF	Name: TrainingBrief.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>	

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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 to obtain the succeeding pages.

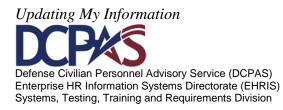
	Co	ompleted Training H	listory f	or				<u>. </u>	
TRNG START DATE	TRNG END DATE	COURSE TITLE	HOURS	TRNG DELIVERY	COURSE NUMBER	TRNG CREDIT	TRNG CREDIT TYPE	TRNG DESIGNATION	TRNG UPDATE SOURCE
10-JAN-2011	14-JAN-2011	WINDOWS VISTA 2011	40	01 - Traditional Classroom (no technology, classroom on-site)		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 🤌 🖻 🛄 -	
C	Name	*		Date modified	Туре
Recent Places	🔁 TrainingBrief	[1]		9/28/2011 12:16 PM	Adobe Ac
Desktop					
Libraries					
Computer					
Network	•	m			+
	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 Add				
Select Details Trng Update Source	Select Details Trng Update Source Trng Course Title			
Show Self Certified	WINDOWS VISTA 2011	10-Jan-2011	14-Jan-2011	
● E Show Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008	
E Show Self 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 (example: 28-Sep	-2011) To Date (example: 28-5ep-2011)			

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
A Warning Training Information will be permanently deleted from your record. Do y	you want to Continue?	
		No Yes
	IyBiz ICE PAA 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**).

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 Training Source Type Code Agency Type Code 	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)
9. Training Delivery Type Code	03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,
10. Acquisition School Source 11. Priority Indicator	Critical/Mandated Mandated NOT Organization Annual Training Plan or
 Decision Source Training Purpose Type Training Travel Indicator Tuition and Fees Books & Material Costs Travel Per Diem Course Number Code 	Individual Development Plan 04 - Future Staffing Needs No
19. Training Accredition Indicator 20. Training Credit	Not Applicable
21. Training Credit Type Code 22. Training Designation Type Code	04 - Not Applicable
To print this page for your records, dick Print Confirmati	
What do you want to do now? Continue Updating Your Information View Your My Biz Account	

Figure 93



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

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

Profi	e Disability Language Ethnicity and Race I	Emergency Contact Education Training	Certifications/Licenses	Competency Profile Awards an	d Bonuses	
	This 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					
purpos	es. Items that you cannot select can only be updated by H	HR.				
Certifi	cations/Licenses – Other Occupational and Profes	sional Information does not include the ca	pability to update acquisitio	n or Information Assurance certifi	cations.	
TIPS:						
	When adding certifications/licenses, you will be asked	d if you received training, and if so, to link the c	ertification to the specific training	ng entry. If, as a prerequisite to the awa	ard of this certification/license you	
	did receive training, request you review your training	history BEFORE adding the certification/license	to ensure the training is on file	. Go to the Training Tab in My Biz to rev	view/add entries.	
ĺ	To Add select the 'Add' button.					
	To 'Delete' select the entry and then select the 'Delete'	e' hutton				
	To correct a Self Certified entry, delete and 'Add' the		icenses Update Source is blank	or 'Verified', the data was input by Hur	nan Resources. 'Self Certified'	
	indicates the record was input by the employee. Only	those entries with a selection button can be co	rrected. For all others, please o	contact Human Resources to correct.		
Certif	Certifications/Licenses - Other Occupational and Professional Information:					
Selec	t Object: Delete Add					
Selec	t Details Cert/Lic Update Source	Certification/License		Date Issued	Expiration Date	
O	Show Self Certified	Six Sigma Black Belt		10-Jun-2011		
0	Show Self Certified	Certified Construction Contract Administ		10-Sep-2010		

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.

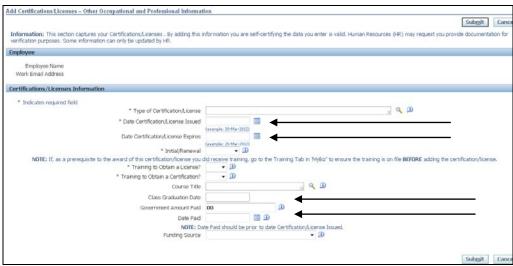


Figure 95

Updating My Information 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 \square .

Notes:

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

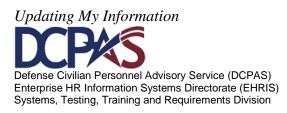
To search for information for a specific data field, using the \bigcirc , the following Search screen displays (**Figure 96**)

Search	and Select: Type of Ce	ertification/License	Cance! Select
Search	1		
button.	Select the 'Quick Select By Type of Certification	' icon next to your selection.	al searches, such as %Cert% or %Nurse%. Select the "go" 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 v	value in the text fiel	ld. You can use the wild card	I (%) to conduct partial s	earches, such as	s %Cert% or %Nurse%. Select the "go" button. Select the 'Quick Select' icor
next to y	our selection.				
Search B	y Type of Certifica	ation/License Description 👻	Chief Mate%	Go	
Results					
Select	Quick Select	Type of Certification/L	icense Code		Type of Certification/License Description
0		1LG			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	1	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 in verification purposes. Some information can only be updated by HR.	nformation you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for
Employee	
Employee Name	
Work Email Address	
Certifications/Licenses Information	
* Indicates required field	
	Chief Mate Mtr Unitd
* Date Certification/License Issued	
	(example: 20-Mar-2012)
Date Certification/License Expires	
* Initial/Renewal	(example: 20-Mar-2012)
* Training to Obtain a License?	
* Training to Obtain a Certification?	
Course Title	
Class Graduation Date	
Date Paid	
	te Paid should be prior to date Certification/License Issued.
Funding Source	•
	Sub <u>mit</u> 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".

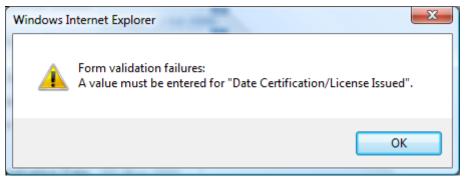
NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in 'My Biz' to ensure the training is on file BEFORE adding the certification/license.

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 Informat	ion
	Submit Cancel
Information: This section captures your Certifications/Licenses . By adding this in	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 (example: 20-Mar-2012)
* Initial/Renewal	
	did receive training, go to the Training Tab in 'MyBiz' to ensure the training is on file BEFORE adding the certification/license.
2	
* 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

Depart	ment of Defense	7				
			🛱 Navigator 🔻	🗟 Favorites 🔽	ICE MyBiz ICE PAA V3 FAQ Ho	me Logout
*** ELECTRONIC SIGNATU	RE ***					
imprisonment of not more employment.		ng to federal law. Additio	nally, this may result	t in disciplinary actio	nishable by a fine of not more than \$1 n up to and including removal from Fec re in effecting this transaction.	
Process Transaction	I acknowledge and wish to PRO	· · · ·		,	,	
Cancel Transaction	I do not acknowledge and wish t	to STOP this transaction.				
			PAA V3 FAQ Home	Logout		
Privacy Statement				Logoui		

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 Certificatio	n/ 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 I 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 **Bin** to get more details on the certification/license. There is also a "Print Certifications/Licenses report.

12				Biz to review/add entries.
To		'Delete' button. d' he certification/license data. If the Certifications/Licenses Update Sc . Only those entries with a selection button can be corrected. For all ott		
	ns/Licenses - Other Occupational and Profession	onal Information:		
	ect: Delete Add alls Gert/Lic Update Source	Certification/License	Date Issued	Expiration Date
	how Self Certified	Licensed Landscape Architect	14-Oct-2009	coprocessor proce
0 05	how self Certified	Six Sigma Green Belt	09-0ct-2009	
0 95	how self Certified	Wastewater Treatment Opr	05-Oct-2009	
0 85	how self Certified	Chief Mate Mtr Unitd	15-Sep-2009	13-Sep-2019
0 (B \$1	how Self Certified	2nd Cl Radio Telegraph Operator	08-Aug-2009	

Figure 103

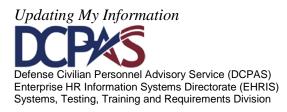
Once you select 'Print Certifications/Licenses Report' (**Figure 103**), you will receive a File Download prompt (**Figure 104**) with the options of opening and printing the file, or saving to your personal computer.

File Down	load
Do you	u want to open or save this file?
POF	Name: CertificationBrief,pdf Type: Adobe Acrobat Document From: sylvestr.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. What's the risk?

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.



Edit View Docume	nt Tools Window Help		
	/1 🖲 🖲 68.2% - 📑 🔛 Find -		
i l			
	Certifications/Licenses for Hauptman, Blanch CPMS T	02-DE0	0-2009
	TYPE of CERTIFICATION/LICENSE	DATE ISSUED	EXPIRATION DATE
	Six Sigma Black Belt	08-NOV-2009	18-NOV-2008
	Chief Mate Stm & Mtr - Great Lakes	08-NOV-2009	08-NOV-2008
	Six Sigma Black Belt	02-NOV-2009	
	Licensed Landscape Architect	30-OCT-2009	
	Certified Defense Financial Manager	01-OCT-2009	02-OCT-2010
	Project Management Professional <pmi></pmi>	28-SEP-2009	28-SEP-2010
	Asbestos Inspector	02-FEB-2009	01-NOV-2012
	Certified Cost Engineer <aace></aace>	17-NOV-2008	
	Chief Mate Mtr Unltd	06-DEC-2007	05-DEC-2010
	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 🔻			9
🚺 Downloads 🖳 Recent Places	New Volume (D:)		*
Libraries Documents	Devices with Removable Storage (2)		- [
J Music	DVD Drive (E:)		
Videos	E DVD RW Drive (F:)		
	 Network Location (1) 		- 1
👊 Network	cpms (\\afpcfilr) (O:) 44.7 GB free of 200 GB		4
File name:	CertificationBrief		•
Save as type:	Adobe Acrobat Document		•
Aide Folders	Save	Cancel	

Figure 106



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

lect	Details Cert/Lic Update Source	Certification/License	Date Issued	Expiration Date
D	Show Self Certified	Six Sigma Black Belt	10-Jun-2011	
Ð	<u>Show</u> Self Certified	Certified Construction Contract Administrator	10-Sep-2010	09-Sep-2013
•)	<u>Show</u> Self Certified	3rd Cl Radio Telegraph Operator	09-Aug-2010	
0	Show Self Certified	2nd Cl Radio Telegraph Operator	07-Aug-2009	

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 Not	lce	
Confirmation		
Congratul	ur certificat	Ion/license has been deleted as of 03-Oct-2011 15:08:12 CDT.
1. Type of Certification/ 2. Date Certification/Lice 3. Date Certification/Lice	ense Issued	3rd Cl Radio Telegraph Operator 09-Aug-2010
4. Initial/Renewal	cioc espires	Initial
5. Training to Obtain a I		No
6. Training to Obtain a 7. Course Title	Certification?	No
8. Class Graduation Date	e.	
9. Date Paid	c.	09-Aug-2010
10. Gov Amount Paid		0.00
11. Actual Amount Paid	1	0.00
12. Funding Source		Other/Unknown
P	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 displa Awards Information	ys detailed historical info	ormation thro	ugh today's date.				View/Make Awards Changes
Bonus Details		D		D		Further Data	
Effective Date		Bonus Type		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.

	ds and Bonuses					
Select	t Object: Delete Add					
Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
	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 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 \bigcirc 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.).

	Information	
		Submit
Information: This section captures yo you provide documentation for verifica	ur Awards . By adding non-monetary award you are self-certifying th tion purposes.	e data you enter is valid. Human Resources (HR) ma
1	added if the 'Award Information' is an exact match to an award alread	dy displayed in MY Biz.
Employee		
Employee Name Work Email Address		
Work Email Address		
Work Email Address Add Awards Information	* Date Award Earned	
Work Email Address Add Awards Information		
Work Email Address Add Awards Information	* Date Award Earned * Award Type * Award Agency	

Figure 112

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

Search and Select:	Award Type		
			Cance! Select
Search			
	text field. You can use the wild card (%) lect the 'Quick Select' icon next to your se	to conduct partial searches, such as %Aw	ard% or %Achievement%. Select
Search By Award M		Go	
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.

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

Updating My Information

the 'Quic	k Select' icon next to	You can use the wild card (%) to conduct partial searches, such as %Award% or %Achievement%. Select the "g your selection.	o button. Sele
Search B	Award Name 👻	Go	
Results			
		© Previous 1-25	i • Next 2
Select	Quick Select	Award Name	Code
0		AF Accounting & Finance Civ of Yr	1D
0		AF Acquisition Costing Civ of the Year	5U
0	.	AF Association Honor Citation	26
0	<u></u>	AF Author of the Year	5X
0	<u></u>	AF Civilian Achievement Award	9B
0		AF Civilian Award for Valor	V1
0		AF Contrb to Fin Mgmt & Compt	V2
0		AF Design Excellence Awd	V3
0		AF Distinguished EEO Awd of Yr	V4
0		AF Eviron Awd for Individ Excellence	2W
0	P	AF Fin Mgmt & Compt of Yr	V5
0		AF Financial Analysis Civ of the Year	1W

Figure 114

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

dicates required field		
	✤ Date Award Earned	08-Арг-2009
	∗ Award Type	AF Accounting & Finance Civ of Yr
	★ Award Agencγ	Agency for International Development
		-

Select **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**).

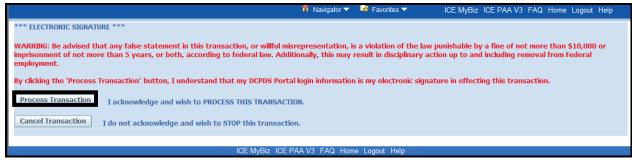


Figure 116

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

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 Award	Is(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, click Print Confirmation	08-Apr-2011 AF Accounting & Finance Civ of Yr Department of Defense on the print button below.
What do you wan	<u>/our Information</u>	
View Your My Biz A	ccount	

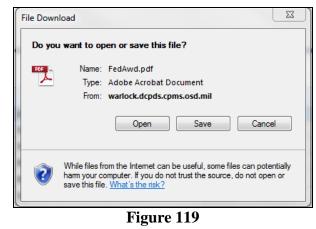
Figure 117

You also have a "Print Awards Information Report.

elect	t 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
elect	t Object: Delete A	dd				
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
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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

File Edit	View Window Help						
₿€	🖶 🖂 💽 1 / 1 🗢 🕂 🛍 1% 🗸 📇 🔛 🔗 🦻 🛃 Comme						
0							
	Complete Award History for				03-OCT-2011		
	Date Award Earned	Award Type	Amount or Hours	Award %	Award Agency		
	22-SEP-2010	Special Act or Service Award	3000		Department of the Army		
	20-JUL-2010	Superior Civilian Service Awd			Department of the Army		
	03-JAN-2010	NSPS Performance Bonus	2592		Department of the Army		
	03-JAN-2010	NSPS Performance Increase	3889		Department of the Army		
	11-SEP-2009	Special Act or Service Award	2500		Department of the Army		
	04-JAN-2009	NSPS Performance Increase	9040		Department of the Army		
	04-JAN-2009	NSPS Performance Bonus	2260		Department of the Army		
		T !	120				



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



Figure 121



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

elect	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
elect	Object: Delete A	dd				

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.



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

	ds(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, cli Print Confirmation	08-Apr-2011 AF Accounting & Finance Civ of Yr Department of Defense ick on the print button below.
What do you wa	nt to do now?	
Continue Updating View Your My Biz A		

Figure 124

