



DEPARTMENT OF DEFENSE  
**DCPAS**  
Defense Civilian Personnel Advisory Service

# MyBiz + USER GUIDE



<http://www.cpms.osd.mil/>

January 15, 2015

# MyBiz+ User Guide

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Use control button and mouse click (Ctrl + Click) to follow hyperlinked words leading to helpful screenshots or additional information. Use the keyboard shortcut Alt + Left Arrow to return to the jumping off point.

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# Introduction

## Purpose

The purpose of this user guide is to provide employees an introduction and overview of new MyBiz+ functionality and dynamic features.

*All data contained within this user guide is fictional and does not represent any real person, position or other record of any type.*

## Who should use the Guide?

DoD Appropriated Fund, Non-Appropriated Fund (NAF) and Local National (LN) employees

## Background

The Defense Civilian Personnel Service (DCPAS) and its technical development organization, Enterprise Human Resources Information Systems (EHRIS), championed the replacement of the legacy My Biz application to allow employees to manage personnel data more easily. MyBiz+ is part of the Defense Civilian Personnel Data System (DCPDS) and access to employee data is protected by authenticated login.

## About MyBiz+

Welcome to MyBiz+!

The initial release of **MyBiz+** is employee-focused and the application is based on the principle of simplicity: easy to access, easy to navigate, easy to understand, and more intuitive and interactive. It provides users at-a-glance information display, easy navigation flows, new tools and customizable views. Subsequent releases will include new manager and supervisor products and services; these next iterations will be built with the assistance of customer feedback.

Employees will benefit from:

- Multiple avenues of navigation within the MyBiz+ pages
- Customization of specific pages
- Capability to provide feedback on the functionality and features
- A well-organized display of personal information
- Capability to update, edit, and change specific HR data
- Ability to view pay, leave and benefit data
- Ability to view organization and position-related information
- Capability to self-certify education, certification, license, and training information
- Ability to track and manage career-related information
- Receive real-time, HR notifications

## Who to Call For Data Help?

For questions regarding your HR data in MyBiz+, please use your Agency established process for requesting HR assistance.

## Who to Call For System Help?

For questions regarding login or access to other DCPDS applications or DCPDS system functionality, please contact your Component Help Desk. The Component Help Desk contact list is located on the DCPDS Portal page at <https://compo.dcpds.cpms.osd.mil/>

*Use control button and mouse click (Ctrl + Click) to follow hyperlinked words leading to helpful screenshots or additional information. Use the keyboard shortcut Alt + Left Arrow to return to the jumping off point.*

# Accessing MyBiz+

## DCPDS Portal Page

All users must log in at the DCPDS Portal page. This is the authentication page which allows access if permitted. The DCPDS Portal page has a new, modern look and feel and is timed with the release of MyBiz+. The updated DCPDS Portal page retains the same features, tips and functionality as the former login screens.

To access MyBiz+, navigate to the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/> and follow your Component or Agency Smart Card/Common Access Card (CAC) and Non-Smart Card/Non-CAC access log in process.

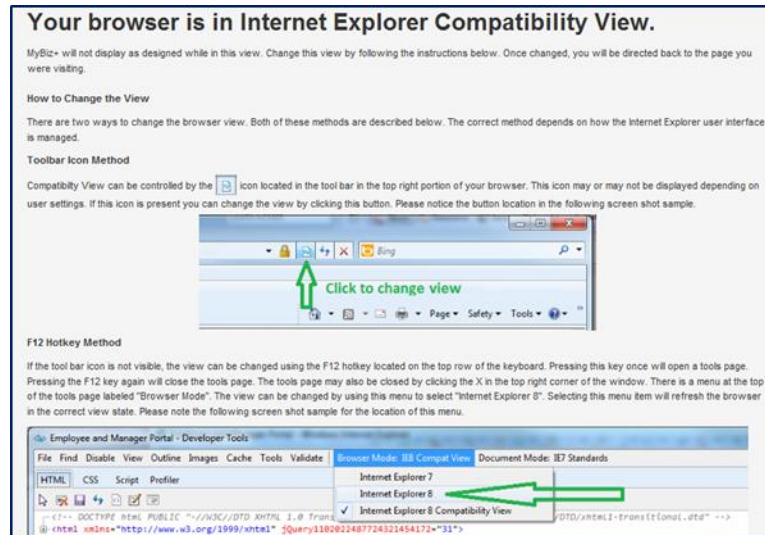
Upon login and acceptance of the Privacy Act Statement, DoD employee users are directed to the MyBiz+ homepage.

Military and External users are directed to the old My Biz responsibility page.



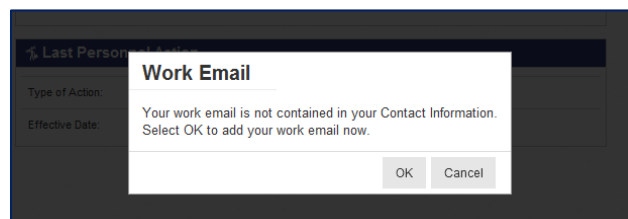
## Internet Explorer Compatibility Mode

If your browser is in Internet Explorer Compatibility mode, a notification will pop up. Follow the instructions in the notice. Changing the compatibility mode will refresh the browser to the correct viewing state.



## Update Work Email Address Pop-up

Upon accessing MyBiz+, a work email pop up will display for employees whose DCPDS records do not contain a work email address. Select OK to immediately update the Work Email address, or cancel to update at a later time.



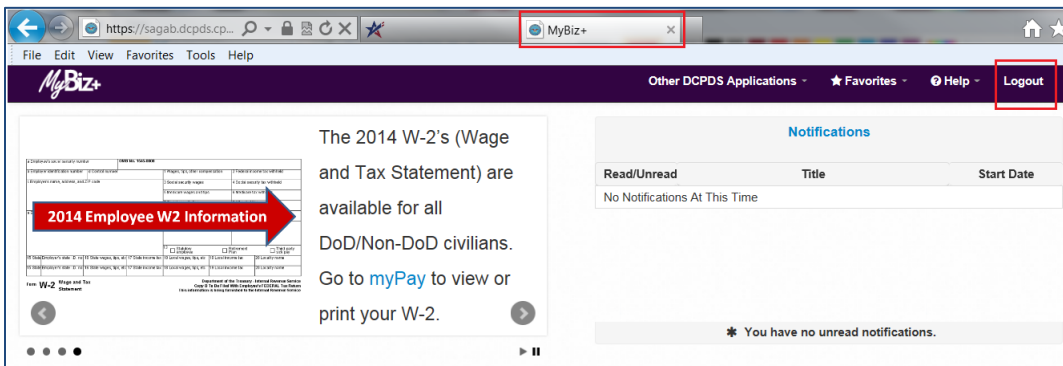
## MyBiz+ Log Out – a Two-Step Process

There are two (2) log out sessions – one for MyBiz+ and one for the DCPDS Portal (the authentication page).

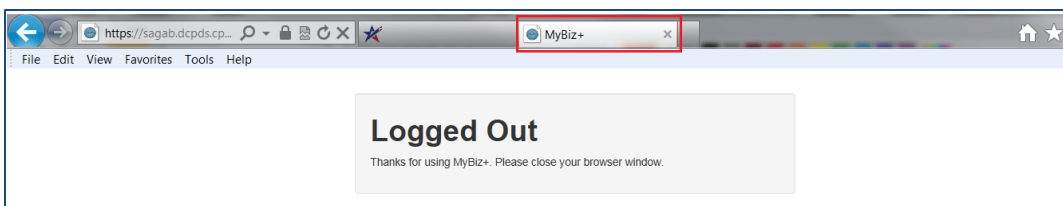
### MyBiz+

Begin the MyBiz+ logout process by using the *Logout* link on the upper right of the MyBiz+ homepage.

Hint: If MyBiz+ is left idle for too long and the Logout link becomes unresponsive, close the MyBiz+ browser tab on the address bar by clicking the X.



The *Logged Out* message appears with instruction to close the MyBiz+ tab on the address bar. Once you close the MyBiz+ tab, this action will return you to the DCPDS Portal page.



### DCPDS Portal

Select the *Logout* button to exit the DCPDS Portal session, and then select *Close* to complete the process.





# MyBiz+ Homepage Map

## Menu Bar, Slider, Notifications, Navigation Bar

The screenshot shows the MyBiz+ homepage interface. At the top, a dark purple menu bar (1) contains links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below the menu bar is a slider (2) with a message: 'MyBiz+ offers employees improved navigation and HR information in an easy to understand display! Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think...'. To the right of the slider is a 'Notifications' section (3) with a table header: 'Read/Unread', 'Title', 'Start Date'. The table content shows 'No Notifications At This Time'. Below the notifications is a message: '\* You have no unread notifications.'. The main content area (4) is divided into several sections: 'Key Services' (My Biz, Request Employment Verification, Civilian Career Report, Update Contact Information, Update Professional Development, Retrieve SF50), '\$ Leave' (Annual Leave Balance: 70.00, Sick Leave Balance: 202.00, Annual Leave Forfeit Balance: 153.00), '\$ Pay' (Gross Pay: 654.85, Net Pay: 392.91, Pay Period End Date: 01-Mar-2014), '\$ Insurance' (Health Insurance: Blue Cross and Blue Shield (10), Life Insurance: Basic only), 'Professional Development' (Education: Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011), Training: INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014), Certification/Licenses: No Certificates/Licenses Available), and '% Last Personnel Action' (Type of Action: Individual Time Off Award, Effective Date: 30-Nov-2014). At the bottom, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. The footer contains the text: 'Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts'.

**1** Menu Bar – Contains MyBiz+ logo link and provides link access to other systems, helpful resources and self-help documents. It is located under the address bar.

- *Other DCPDS Applications* - Allows access to other regions, applications.
- *Favorites* – Manage default website links by adding, or removing favorite website links. These will open in a new browser.
- *Help* - Includes training guides, provide feedback and Screen Reader mode for 508 users.
- [Log Out](#) - Log out of MyBiz+ and close the browser.

**2** Slider – provides good-to-know current information for all employees located in the upper left corner.

**3** Notifications – Displays up front notice of HR actions or updates to your record, or actions or interests all located in the upper right corner. Select the Notifications title to view all notifications on one page, utilize the scroll bar to view notifications, or select a specific notification.

4

Navigation Bar – The navigation bar exists on all pages within MyBiz+ and is located under the Slider and Notification areas. The bar displays the Home link on the left, and the Detail Page icons on the right. It allows for direct navigation to all Detail Pages from any location within MyBiz+ or return to the homepage.

## Provide Feedback, Views, Manage My Views, Detail Pages, Footer Information

The screenshot shows the MyBiz+ employee portal homepage. At the top left, there is a 'Provide Feedback' link (5). The main content area is divided into several sections: 'Key Services' (6), 'Pay' (6), 'Insurance' (6), 'Professional Development' (7), and 'Leave' (6). At the bottom, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports (8). The footer contains accessibility and contact information (9).

5

Provide Feedback – This link is available for the first 90 days after release of MyBiz+ and allows employees to submit design and functionality comments and suggestions on MyBiz+.

6

Views Area – The Views are located in the middle of the MyBiz+ homepage and the screenshot above depicts the default layout employees will see upon initial log in.

7

Manage My Views Link – This interactive tool allows employees to customize the Views area (#6) by moving the Views around (placement within the center area), adding a View, hiding a View or exchanging one View for another.

8

[Detail pages](#) – The color and icon defined tiles identifies the type of HR information contained within; and the tile colors and icons coordinate with the Views tab color and icon along with the mini-icons on the navigation bar.

9

Footer Information –

- Accessibility/Section 508 (From the Rehabilitation Act; Information Technology must be accessible and usable by as wide a range of people with disabilities as possible including people with visual disabilities (e.g., blindness, low vision and lack of color perception).

- Privacy and Security Policy; includes mandated IA information.
- System Help Desk Contacts; contains a list of the Component/Agency Defense Civilian Personnel Data System (DCPDS) help desk contact information.

# MyBiz+ Fundamentals; Views, Detail Pages, Colors and Icons

Throughout MyBiz+, the icons and associated colors are distinct throughout the MyBiz+ pages so users can quickly identify and move about with one mouse click.

## Views

The Views are located in the center of the homepage and can be customized by the employee. The homepage accommodates one (1) to six (6) Views, and each View contains specific information from within the [Detail Pages](#). Use the title link to access the corresponding Detail Page.

Some users such as Managers, Supervisors and HR will have the View *Other Responsibilities/Applications* (not shown) in place of the Professional Development View.

For example, the Leave, Pay and Insurance Views below (green tabs) are sections of information within the Pay, Leave and Benefits Detail Page (green tile with \$ icon).

The screenshot displays the MyBiz+ homepage with several sections:

- Home** header with a "Provide Feedback" link.
- Key Services** section with links: My Biz, Request Employment Verification, Civilian Career Report, Update Contact Information, Update Professional Development, and Retrieve SF50.
- Pay, Leave and Benefits** section (green tabs):
  - \$ Pay** table:

|                      |             |
|----------------------|-------------|
| Gross Pay:           | 654.85      |
| Net Pay:             | 392.91      |
| Pay Period End Date: | 01-Mar-2014 |
  - \$ Insurance** table:

|                   |                                 |
|-------------------|---------------------------------|
| Health Insurance: | Blue Cross and Blue Shield (10) |
| Life Insurance:   | Basic only                      |
  - \$ Leave** table:

|   |        |
|---|--------|
| Annual Leave Balance:                       | 70.00  |
| Sick Leave Balance:                         | 202.00 |
| Annual Leave Forfeit Balance (Use or Lose): | 153.00 |
- Professional Development** section (yellow tab) with a "Manage My Views" link in the top right corner. It includes:
  - Education:** Pharmaceutical Marketing and Management (5/2011), Bachelor's degree - (2011)
  - Training:** INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)
  - Certification/Licenses:** No Certificates/Licenses Available
- Last Personnel Action** section (dark blue tab) with:
  - Type of Action:** Individual Time Off Award
  - Effective Date:** 30-Nov-2014
- Detail Pages** section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports.

## Manage My Views Link

Customize the Views by using the interactive tool link, *Manage My Views* located on the right side. Click on the orange *Tip* for a quick reference. For more information about managing the views, see the Manage My Views user guide under Help.

## Key Services and Other Responsibilities/Applications

### What You Need to Know

- There are two (2) Views that do not have a corresponding Detail Page; Key Services and Other Responsibilities/Applications.
- The Key Services View contains quick access links to the most popular products and services; it does not contain personal information.
- The Key Services View defaults on the MyBiz+ homepage for all new employees and accounts.

- The Other Responsibilities/Applications View is applicable to employees who have additional accesses or responsibilities within DCPDS. This View offers quick access links to these workspaces.
- The Other Responsibilities/Applications View defaults on the MyBiz+ homepage only if it is applicable to the employee.

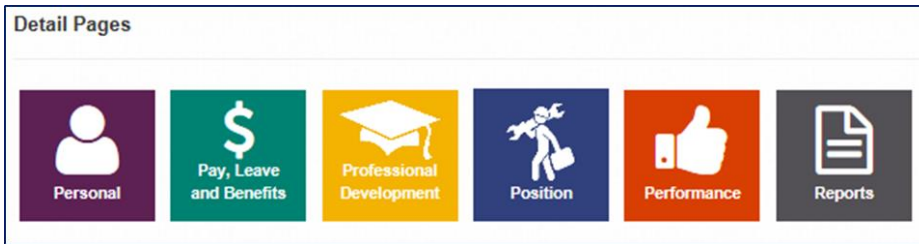


## Key Services Links

- My Biz or My Workplace - a link to the legacy application that allows employees, managers and supervisors (includes NAF and Local National) to view employee information and applications (such as the PAA) that has not yet transitioned into MyBiz+. Once all information is transitioned, this link will be eliminated.
- [Request Employment Verification](#) – the link to submit a request for employment verification
- [Civilian Career Report](#) – the direct link to the new, interactive and customizable report which pulls together employee career information into one easy-to-read report
- Update Contact Information – Add or make changes to Work Email and Address, Phone, and Emergency Contacts
- [Update Professional Development](#) – quick access to update Education, Training and Certifications/Licenses
- [Retrieve SF50](#) – a quick access link to the SF50 section in both the Personal and Position Detail Pages. Retrieve SF50 is a two step process.

## Detail Pages

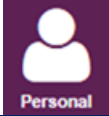




The Detail Pages are identified as six colored tiles with icons and the associated name. Within the Detail Pages, there are sections of information which contain pertinent HR information.




## Colors and Icons

The table below provides the details about each colored tile, the icon and associated name, what the underlying information is and how the information is displayed in Mybiz+. Use control + click on each icon in the table for more information.

Table 1 Detail Pages Colors and Icons

| Detail Page Name  | Tile Color | What's Inside  | How information is Displayed in MyBiz+  |
|---|------------|--|---|
| <br>Personal                 | Purple     | Includes Contact Information, Appointment, Retained Grade Details, Disability, Ethnicity and Race, Language Information, Veteran Information, and Service Computation Data Information sections and SF50 Personnel Action History. | Accordion Format or Carousel Format   |
| <br>Pay, Leave and Benefits  | Green      | Includes Pay Information, Pay Detail, Leave, Retirement, Insurance and Awards sections.  | Pay, Leave, Retirement, and Insurance sections are available as a View.                             |
| <br>Professional Development | Yellow     | Displays Education, Training and Certifications/Licenses sections.   | These sections are available as a View option   |
| <br>Position                 | Blue       | Includes Appointment, Position, Position Additional Information, Language Details, Position Tracking and SF50 Personnel Action History sections.   | Last Personnel Action is available as a View.<br><br>All other sections are in the Accordion format |
| <br>Performance              | Orange     | Includes Active Appraisals (NG and DCIPS only) and Completed Appraisals sections   | This page is available as a View with view only information   |

|   |            |  |   |
|---|------------|--|---|
| <p>Reports</p>  <p>Reports</p> | <p>Tan</p> | <p>Employee Reports:<br/>Civilian Career Report, Awards Information,<br/>Certifications and Licenses, Emergency Contact, Joint<br/>Duty Assignment, Training</p> | <p>All reports are available from<br/>this detail page, or they are<br/>accessible directly from the<br/>associated detail page as a<br/>link</p> |
|---|------------|--|---|






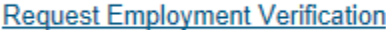

## MyBiz+ Buttons, Related Help, and Icons




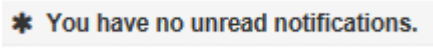
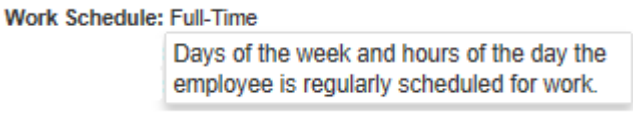
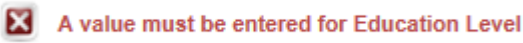


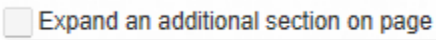




Standard action buttons are used throughout MyBiz+. They are: Add, Cancel, Continue, Delete, Edit, Next, Preview Report, Previous, Print, Remove All, Return, Return to Homepage, Search, Select All, Update, View/Print.

Related help is found within the MyBiz+ pages and identified as *Important!*, *Related Information*, *Notes*, orange colored *TIPs*, *Note*, and *Instructions*.

The referenced images and icons below are used as examples to illustrate the context description.

Table 2 Provides images of icons and symbols used throughout MyBiz+ and the description

| Images and Icons  | Context Description   |
|---|---|
|    | <p>MyBiz+ Logo.<br/>Located on all pages within MyBiz+; select to the MyBiz+ logo on the menu bar to return home.</p>   |
|   | <p>Miniature Icons.<br/>The icons are located on the right side of the navigation bar and each icon has a hover over identifying the Detail Page name. The icons are on every MyBiz+ so you can move quickly to other pages. In order as shown on the right, they are: Home, Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports.</p> |
|  | <p>Navigation bar.<br/>The navigation bar appears on every page in MyBiz+. The left side identifies the Detail Page, with the associated bar color. The miniature icons on the right side of the navigation bar are on every page within MyBiz+. The mini icons allow quick access to other sections of MyBiz+ pages.</p>   |
|  | <p>Linked Text or Labels.<br/>Blue underlined text, such as a title or label indicates there are underlying pages or documents. When clicking on the highlighted link, you will be taken to where that information exists.</p>  |
|  | <p>Linked Titles or Labels.<br/>White underlined text, such as in a View title, when clicked takes you to where the detailed information exists.</p>  |
|   |   |

|   |   |
|---|---|
|    | <p>Drop Down Arrows.<br/>Small drop down or side arrows (in red circle) indicate a list of values or additional information. Arrows require one mouse click to open and close.</p>        |
|    | <p>The Star icon indicates a highlighted interest.</p>  |
|    | <p>Slide Play Indicators.<br/>Standard play/function indicators for slides include, rewind, forward, play and pause. The three dots indicate the number of slides.</p>                    |
|    | <p>A Notice.<br/>The asterisk star indicates a message notification.</p>  |
|    | <p>Hover Overs.<br/>Roll the mouse over a label and a hover over definition or explanation appears. Hover overs are used extensively throughout MyBiz+.</p>                               |
|    | <p>Error.<br/>A red X with red text indicates a value is missing or an error has occurred.</p>  |
|    | <p>Information.<br/>An orange 'TIP' is used when there is useful information pertaining to the topic.</p>   |
|  | <p>Page Indicators.<br/>For multiple pages of information, standard direction indicators are used:<br/>First page, Back one Page, Page numbers, Forward one page and Go to last page.</p> |
|  | <p>Check Box.<br/>Used in the Detail pages to view multiple sections at the same time.</p>  |
|  | <p>Gift box Icon; used exclusively on the Personal Detail Page.<br/>The Accordion View formats the sections in a list. Underlying information is indicated by arrow indicators.</p>       |
|  | <p>Gift box Icon; used exclusively on the Personal Detail Page.<br/>The Data Carousel View formats the sections as 'index cards' or stations which can move around clockwise.</p>         |
|  | <p>Carousel Actions.<br/>1. Add or remove rows from the Carousel station display.<br/>2. Shuffle the carousel station one clockwise.</p>  |
|  | <p>Close screen.<br/>The black X is used to close a pop up screen.</p>  |



# MyBiz+ Personal Detail Page

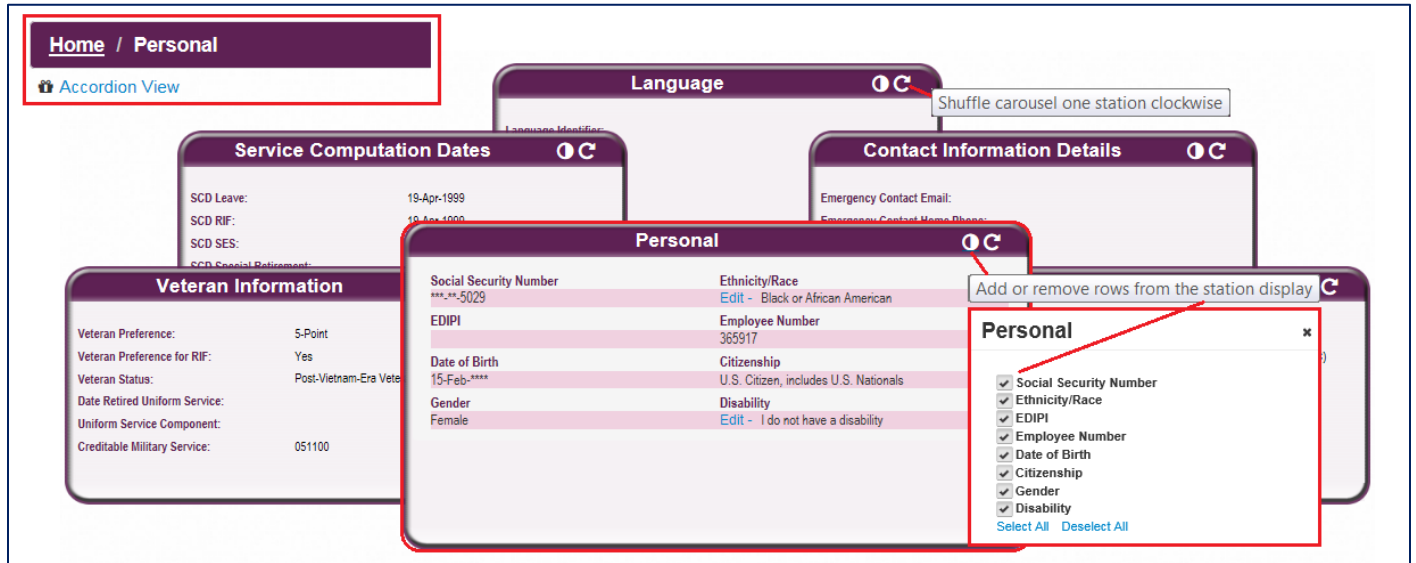


The Personal Detail Page has nine (9) sections of information within it and the information is specific to the employee as an individual, hence the person silhouette as an icon. There are two (2) viewing formats for Personal information: Carousel (Default) and Accordion.

## Carousel Format

### What You Need to Know

- The Carousel format is the default display for the Personal Detail Page. Six (6) of the nine (9) Personal sections are displayed in a carousel.
- To edit information from a station, it must be positioned front and center.
- Select any tab heading to bring a station up front, or rotate through each one using the arrow circle on the right side of the tab.
- Select the  icon on the far right side of the tab to move the stations clockwise.
- Select the half moon  icon on the right side to add or remove rows from the station display. A pop up allows you to Select All or Deselect All or select specific data fields as shown below.
- To change from the Carousel format to the Accordion format, select the *Accordion View* link under the left side of the navigation bar.





## Accordion Format

### What You Need to Know

- With the Accordion viewing format, nine (9) Personal sections of information are displayed in list fashion.
- Underlying information is indicated by an arrow indicator. One section opens at a time unless expanded.
- SF50's or NPA's are also located in the SF50 Personnel Action History section.
- Check the box *Expand an Additional Section on Page* as depicted below to view multiple sections at the same time.

[Home](#) / [Personal](#)

📄

[Data Carousel View](#)

Expand an additional section on page

▾

[Personal Information](#)

**Social Security Number:** \*\*\*-\*\*-\*\*\*\*

**Date of Birth:** 15-Feb-\*\*\*\*

**Citizenship:** U.S. Citizen, includes U.S. I

**Gender:** Female

**EDIPI:**

**Employee Number:** 365917

**Service Obligation Type:** NA

**Service Obligation Start Date:** NA

**Service Obligation End Date:** NA

▸

[Contact Information](#)

▸

[Appointment Information](#)

▸

[Retained Grade Details](#)

▸

[Disability](#)

▸

[Ethnicity and Race](#)

▸

[Language Information](#)

▾

[Veteran Information](#)

**Veterans Preference:** 5-Point

**Veterans Status:** Post-Vietnam-Era Veteran

**Date Retired Uniform Service:**

**Military Retirement Waiver Indicator:**

**Creditable Military Service:** 051100

▸

[Service Computation Date Information](#)

▸

[SF50 Personnel Action History](#)

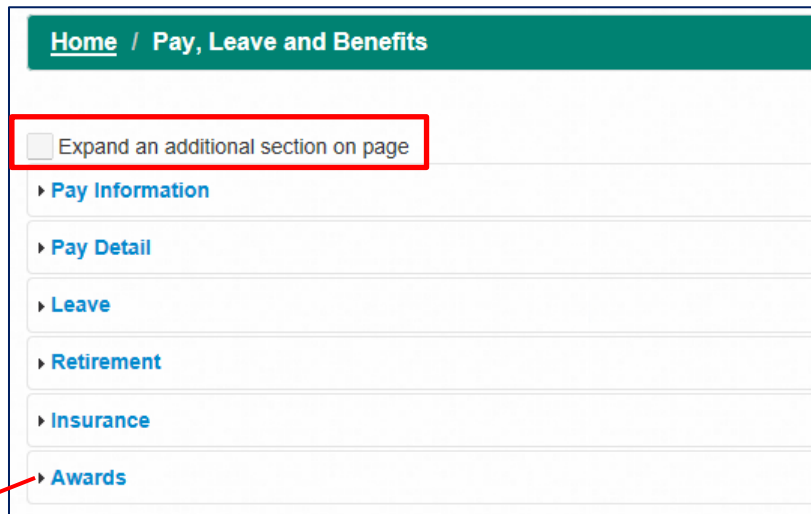
# MyBiz+ Pay, Leave and Benefits Detail Page

Pay, Leave and Benefits



## What you need to know:

- The Pay, Leave and Benefits Detail Page is identified by a white dollar sign as an icon and green tab. It is for viewing only of current and historic pay information, current leave balances, retirement plan with TSP information and active insurance plans.
- The Awards section displays career award history, allows for self-certified additions (Add button) and has a linked report function. Use the page scroll bar at the bottom to change pages.
- To expand open and view multiple sections at the same time, check the box *Expand an Additional Section on Page* as depicted below.
- Select the Print Awards Information Report link on the right to get a consolidated list of awards.



▼ Awards

[Add](#) [Print Awards Information Report](#)

| Award Update Source | Award Type             | Award Agency Description    | Amount or Hours | Award Percentage | Date Award Earned | Actions |
|---------------------|------------------------|-----------------------------|-----------------|------------------|-------------------|---------|
| Verified            | Quality Step Increase  | Department of the Air Force |                 |                  | 08-Sep-2014       |         |
| Verified            |                        |                             |                 |                  | 06-Jul-2014       |         |
| Verified            | Performance Award      | Department of the Army      | \$1056          |                  | 02-Jul-2014       |         |
| Verified            | Time Off Award         | Department of the Air Force | 300 hrs         |                  | 25-Jun-2014       |         |
| Verified            | On the Spot Cash Award | Department of the Army      | \$250           |                  | 31-Mar-2010       |         |

1 2 3 4

# MyBiz+ Professional Development Detail Page

Professional Development



The Professional Development Detail Page allows employees to view and update their Education, Training and Certifications/Licenses.

## What You Need to Know

- The Professional Development View contains the most recent Education, Training and Certification/Licenses information. Select the Professional Development title in the View for direct access.
- Key Services has a link for direct access to the Detail Page or select or select the yellow Professional Development tile (Graduation Cap icon).
- Professional Development information is displayed via a Parent/Child view. In the Education example below, the Education level/ Bachelors Degree is the parent (Blue line), and the corresponding details below is the child.
- Update Sources: Verified means HR updated the information, Self Certified means the employee updated the information
- Select the *Add* button for a new entry that is not yet documented in the Training history.
- Hint: Read the front page guiding information for each tab. It contains valuable “what you need to know before you start” details.

Home / Professional Development

Education Training Certifications/Licenses

**Add** 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. Items that you cannot select can only be updated by HR.

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

| UpdateSource   | Education Level   | Instructional Program                            | Graduation Year | Action |
|----------------|-------------------|--|-----------------|--------|
| Self Certified | Bachelor's degree | Pharmaceutical Marketing and Management (512011) | 2011            |        |

High school graduate or certificate of equivalency

**Bachelor's degree - 2011**

Academic Institution Name: American Commercial College of Texas, Odessa TX

Credit Type: Semester Hours

Credit Hours: 0034

Type of School: College or University

College-Major-Minor: Major Field of Study

The *Add* page below provides step- by- step tabs required for a successful entry.

Home / Professional Development / Add Education Wizard

1. Education Level | 2. Instructional Program | 3. Academic Institution | 4. Degree Information | 5. Review and Confirm

\* = Required  
\* Education Level:  Search

| Select          | Meaning |
|-----------------|---------|
| Education Level |         |

No records found.

[Cancel](#) [Next](#)

# MyBiz+ Position Detail Page



The Position Detail Page provides comprehensive information about the position, assignment history and position requirements. This detail page is view only and identified by the person carrying a wrench and toolbox.

## What You Need to Know

- SF50's or NPA's are located in the SF50 Personnel Action History section.
- Select View/Print SF50 to save or print a copy.
- [SF50 Retrieval](#) is located within the SF50 Personnel Action History section in both Personal and Position detail pages is a two-part process. The *External SF50s* button initiates a retrieval of SF50s from region databases and the *Fetch SF50's* brings them in. Select the SF50 Retrieval hyperlink for more information.

The screenshot shows the MyBiz+ Position Detail Page. The breadcrumb trail is "Home / Position". A sidebar on the left contains several expandable sections: Appointment, Position, Position Additional Information, Language Details, Position Tracking, and SF50 Personnel Action History. The SF50 Personnel Action History section is expanded, showing a table of personnel actions. A note above the table explains that personnel notifications processed on or after 23 Sept 2007 are available for viewing, while those processed on or after 23 March 2008 are available for non-appropriated fund and local national employees. The table has four columns: Effective Date, First Personnel Action, Second Personnel Action, and Action. The Action column contains "View/Print SF50" links for each row. A red box highlights the "External SF50s" button in the top right corner of the table area. Another red box highlights the "Action" column. A third red box highlights the pagination controls at the bottom of the table, showing pages 1 and 2.

Home / Position

Expand an additional section on page

- Appointment
- Position
- Position Additional Information
- Language Details
- Position Tracking
- SF50 Personnel Action History

SF50 Personnel Action History

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.

| Effective Date | First Personnel Action  | Second Personnel Action | Action                          |
|----------------|---|-------------------------|---------------------------------|
| 08-Sep-2014    | Performance-based Pay Increase-Irregular Basis                      |                         | <a href="#">View/Print SF50</a> |
| 06-Jul-2014    | Performance-based Pay Increase-Irregular Basis                      |                         | <a href="#">View/Print SF50</a> |
| 02-Jul-2014    | Lump Sum Performance Payment-Rating-based In lieu of Pay Adjustment |                         | <a href="#">View/Print SF50</a> |
| 25-Jun-2014    | Name Change from  |                         | <a href="#">View/Print SF50</a> |
| 25-Jun-2014    | Individual Suggestion/Invention Award                               |                         | <a href="#">View/Print SF50</a> |

External SF50s

1 2



# MyBiz+ Performance Detail Page

Performance



The Performance Detail Page displays current and past performance appraisal information. It is view only.

## What You Need to Know

- The *Active Appraisals* section (current) applies to National Guard (NG) and Defense Civilian Intelligence Personnel System (DCIPS) employees only.
- *Past Performance Ratings* section applies to all employees who have appraisal ratings in their HR record.

| Home / Performance   |               |                      |                |              |                    |      |             |                |      |  |               |               |                      |                |              |                    |      |             |                |      |                   |  |  |  |  |  |  |  |  |  |  |   |       |           |                   |  |  |
|--|---------------|----------------------|----------------|--------------|--------------------|------|-------------|----------------|------|--|---------------|---------------|----------------------|----------------|--------------|--------------------|------|-------------|----------------|------|-------------------|--|--|--|--|--|--|--|--|--|--|---|-------|-----------|-------------------|--|--|
| <p>Active Appraisals <span>Active appraisals is applicable to NG and DCIPS employees.</span></p> <table border="1"> <thead> <tr> <th>Employee Name</th> <th>Current Owner</th> <th>Rating Official Name</th> <th>Appraisal Year</th> <th>Appraisal ID</th> <th>Plan Approval Date</th> <th>Type</th> <th>Plan Status</th> <th>Current Status</th> <th>Link</th> </tr> </thead> <tbody> <tr> <td colspan="11">No records found.</td> </tr> </tbody> </table> <p>Objectives for Appraisal ID</p> <table border="1"> <thead> <tr> <th>#</th> <th>Title</th> <th>Objective</th> </tr> </thead> <tbody> <tr> <td colspan="3">No records found.</td> </tr> </tbody> </table> |               |                      |                |              |                    |      |             |                |      |  | Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current Status | Link | No records found. |  |  |  |  |  |  |  |  |  |  | # | Title | Objective | No records found. |  |  |
| Employee Name  | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current Status | Link |  |               |               |                      |                |              |                    |      |             |                |      |                   |  |  |  |  |  |  |  |  |  |  |   |       |           |                   |  |  |
| No records found.  |               |                      |                |              |                    |      |             |                |      |  |               |               |                      |                |              |                    |      |             |                |      |                   |  |  |  |  |  |  |  |  |  |  |   |       |           |                   |  |  |
| #  | Title         | Objective            |                |              |                    |      |             |                |      |  |               |               |                      |                |              |                    |      |             |                |      |                   |  |  |  |  |  |  |  |  |  |  |   |       |           |                   |  |  |
| No records found.  |               |                      |                |              |                    |      |             |                |      |  |               |               |                      |                |              |                    |      |             |                |      |                   |  |  |  |  |  |  |  |  |  |  |   |       |           |                   |  |  |

| Past Performance Ratings                          |   |                |
|---|---|----------------|
| Appraisal Type                                    | Rating of Record  | Effective Date |
| <input checked="" type="radio"/> Annual Appraisal | 3 - Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Eq<br><br>Effective Date: 01-May-2014<br><br>Date Due:<br>Date Initial Appraisal Due:<br>PAS/UIC Code:<br>Organization Structure ID:<br>Office Symbol:<br>Pay Plan/Pay Schedule:<br>Grade/Pay Band:<br><br>Appraisal Factors: | 01-May-2014    |
| <input checked="" type="radio"/> Annual Appraisal | 5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv   | 23-Nov-2009    |
| <input checked="" type="radio"/> Annual Appraisal | 5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv   | 02-Dec-2008    |
| <input checked="" type="radio"/> Annual Appraisal | 5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv   | 16-Nov-2007    |
| <input checked="" type="radio"/> Annual Appraisal | 5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv   | 15-Nov-2006    |
| <input checked="" type="radio"/> Annual Appraisal | 5 - Role Model, Exceptional, Outstanding, Superior, Successful Level 1 or Equiv   | 04-Nov-2005    |

# MyBiz+ Reports Detail Page

Reports



The Reports Detail Page provides all of the standardized reports in one location. The Civilian Career Report is the only report that is customizable.

## What You Need to Know

- All reports are available from this detail page, or they are accessible directly from the associated detail page as a link
  - ✓ Civilian Career Report = Key Services
  - ✓ Awards = Pay, Leave and Benefits
  - ✓ Emergency Contact = Key Services
  - ✓ Joint Duty Assignment Information = Personal
  - ✓ Both Certifications/Licenses and Training = Professional Development
- The Reports page has two view options; List View and Thumbnail as identified below
- Select the *View/Print* link to create the report, open and save the report, or view previous output

Home / Reports

Reports Page View: List View

Employee Reports

|                                   |                            |
|-----------------------------------|----------------------------|
| Civilian Career Report            | <a href="#">View/Print</a> |
| Awards Information Report         | <a href="#">View/Print</a> |
| Certification/Licenses Report     | <a href="#">View/Print</a> |
| Emergency Contact Report          | <a href="#">View/Print</a> |
| Joint Duty Assignment Information | <a href="#">View/Print</a> |
| Training Report                   | <a href="#">View/Print</a> |

Home / Reports

Reports Page View: Thumbnail View

Employee Reports

Civilian Career Report

[View/Print](#)

Awards Information Report

[View/Print](#)

Certification/Licenses Report

[View/Print](#)

Emergency Contact Report

[View/Print](#)

Joint Duty Assignment Information

[View/Print](#)

Training Report

[View/Print](#)

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# Request Employment Verification

Employment Verification is accessed from the Key Services View.

Employment Verification within MyBiz+ provides Appropriated Fund (APF) and Non-appropriated Fund (NAF) employees the functionality to send employment verification information directly to a Third Party Requestor via e-mail. There is no limit to the number of verifications an employee can submit.

The information consists of employment only or employment and salary information. Employees can preview information on the screen before they complete the transaction.

The recipient and employee both receive a password protected attachment, and only the employee receives the password in a separate email. The employee must provide the password to the recipient.

**NAF Note:** All screen displays are the same for APF and NAF except for the [NAF Employment and Salary Information](#) section and output. NAF salary information provides Average Hours Per Pay Period and Base Pay as opposed to APF providing Total Pay and Total year-to-date (YTD).

The screenshot displays the MyBiz+ employee portal. At the top, there is a navigation bar with links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below this, a 'Notifications' section shows 'No Notifications At This Time'. The main content area is divided into several sections:

- Key Services:** A list of services including 'My Biz', 'Request Employment Verification' (highlighted with a red arrow), 'Civilian Career Report', 'Update Contact Information', 'Update Professional Development', and 'Retrieve SF50'.
- \$ Pay:** A table showing 'Gross Pay: 654.85' and 'Net Pay: 392.91'. The 'Pay Period End Date' is '01-Mar-2014'.
- \$ Insurance:** A table showing 'Health Insurance: Blue Cross and Blue Shield (10)' and 'Life Insurance: Basic only'.
- \$ Leave:** A table showing 'Annual Leave Balance: 70.00', 'Sick Leave Balance: 202.00', and 'Annual Leave Forfeit Balance (Use or Lose): 153.00'.
- Professional Development:** A section with 'Education: Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011)', 'Training: INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)', and 'Certification/Licenses: No Certificates/Licenses Available'.
- Last Personnel Action:** A table showing 'Type of Action: Individual Time Off Award' and 'Effective Date: 30-Nov-2014'.

At the bottom, there is a 'Detail Pages' section with icons for 'Personal', 'Pay, Leave and Benefits', 'Professional Development', 'Position', 'Performance', and 'Reports'. The footer contains the text 'Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts'.

There are two sections on the Employment Verification page that require selection and input;

1. **Information to Send** - Select either Employment Information or Employment and Salary Information. Definitions of each are in the box on the right labeled **Related Information**.
2. **Recipient Information** - The TO block is used for the third party email address such as the bank or lender, etc. My Email is the email address of the employee where the password will be sent. My Email defaults to the work email address in the system, however, the email address can be overwritten.

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

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

If the *Cancel* button is selected, the request is aborted in its entirety and the MyBiz+ homepage will display again.

MyBiz+ Other DCPDS Applications - ★ Favorites - Help - Logout

Employee: Test Account Supervisor: Organization: 937 TRAINING GP

Home / Employment Verification

**Information**  
Employment verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

**Important!**  
Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail under My Biz>Update My Information>Profile Tab>Work E-mail Address. Key Services> Update Contact Information>Work Email>Select Update. Enter work email address and select update again.

**Information to Send**

Employment Information  
 Employment and Salary Information

**Recipient Information**

\*To: newcar.sales@dealer.com  
\*My Email: first.last.civ@mail.mil

**Related Information**  
Employment Information: Releases personal, assignment and period of service details.

Note: Two distinct email addresses are required. Your password-protected employment verification document will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Cancel Continue

There are two sections to the Employment Verification - Acknowledge and Submit page, plus four options:

### Sections:

1. **Recipient Information** - Shows the email addresses entered from the previous page, the Reference Number of the transaction and an information disclaimer.
2. **Preview** - Displays the employment information or salary information as selected from the previous page.

### Four Options:

1. The [Print Receipt](#) button located in the upper right allows employees to print or save a PDF copy of their employment verification information.
2. *Cancel* button, if selected, aborts the request in its entirety and the navigator screen will display again
3. *Back* button will take you to the previous page.

4. Select *Acknowledge and Submit* button to continue with the request.

The screenshot shows the MyBiz+ interface for Employment Verification. At the top, there are navigation links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below this, the user's role is 'Employee' (Test Account) and the supervisor's role is 'Supervisor'. The organization is '937 TRAINING GP'. The main content area is titled 'Acknowledge and Submit' and contains the following information:

- Recipient Information:** To: newcar.sales@dealer.com, My Email: first.last.civ@mail.mil, Reference Number: 468908\_20141112091005
- Disclaimer:** By selecting the 'Acknowledge and Submit' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the Internet.
- Preview:** Information as of: 12-Nov-2014, Headquarters Address: XXX, Employment Status: Active, Original Hire Date: 04-Apr-2005, Job Title: INFORMATION TECHNOLOGY SPECIALIST (INFOSEC), Employer: Air Education and Training Command, Duty Station: WRIGHT-PATTERSON AFB / GREENE / OHIO, Social Security Number (last 4-digits only): [redacted], Most Recent Start Date: 03-Nov-2013, Total Time With Employer: 9 years 7 months 6 days.
- Note:** For further information, contact your Human Resources Office (HRO). By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Acknowledge and Submit'. A blue arrow points from the 'Acknowledge and Submit' button to a file download dialog box that asks: 'Do you want to open or save EMPLOYMENT\_VERIFICATION.pdf from warlock.dcpds.cpms.osd.mil?'. The dialog box has 'Open', 'Save', and 'Cancel' buttons.

**Confirmation** - After the *Acknowledge and Submit* button is selected, the confirmation page displays with a disclaimer about the process and shows the email addresses involved. Select *Yes* to continue.

The screenshot shows the MyBiz+ Confirmation page. At the top, there are navigation links for 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below this, the user's role is 'Employee' (Test Account) and the supervisor's role is 'Supervisor'. The organization is '937 TRAINING GP'. The main content area is titled 'Confirmation' and contains the following information:

- Disclaimer:** It is your responsibility to ensure the recipients listed receive your Employment Verification.
- Text:** By selecting 'Yes' your Employment Verification will be sent in a password protected PDF document to newcar.sales@dealer.com. A second email containing the computer generated password will be sent to you at first.last.civ@mail.mil. You are responsible for providing the password to the intended recipient so the document can be viewed.

At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes'.

**Consent to Release** - The process continues with the Consent to Release page; consenting the release of PII information to the Recipient. Select *Yes* to continue.

The screenshot shows the 'Consent to Release' page in the MyBiz+ system. The header includes the MyBiz+ logo, 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. The main content area displays the following text:

**Consent to Release**

**Disclaimer:** It is your responsibility to ensure the recipients listed receive your Employment Verification.

In requesting employment and/or salary verification be provided to the recipient identified in this request, I hereby consent to the release to the recipient of the personally identifiable (PII) information required to verify my employment and/or salary, as the case may be.

At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Yes'. The 'Yes' button is highlighted with a red box.

**Email Confirmation** - This is the final page of the request. Select *Return to Homepage*, or select one of the mini icons from the Navigation Bar, or select Home.

The screenshot shows the 'E-Mail Confirmation' page in the MyBiz+ system. The header includes the MyBiz+ logo, 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. The main content area displays the following text:

**E-Mail Confirmation**


An e-mail containing employment verification has been sent to newcar.sales@dealer.com; first.last.civ@mail.mil. Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's System Help Desk - the System Help Desk Contacts list is posted under the HELP menu or at the bottom of the page as System Help Desk Contacts.

At the bottom right, there is a button labeled 'Return to Home Page', which is highlighted with a red box. Additionally, the 'Home' link in the navigation bar is also highlighted with a red box.

## Print Receipt Examples of Employment Verification

### APF


The Print Receipt copy is exactly the same as what the Recipient will receive. The 'emailed to' line is blank because it has not been sent to the Recipient.

|   |                                     |
|---|-------------------------------------|
|    | <h3>Employment Verification</h3>    |
|   | <p>Example of APF Print Receipt</p> |
| <hr/> <p><b>NOTE:</b> <i>This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.</i></p> |                                     |
| <p><b>Employment Information</b></p>  |                                     |
| <p>Dear Sir or Madam,</p>   |                                     |
| <p>The following information is provided in response to your request for an Employment Verification; Reference Number: 389052_20140703130231.</p>   |                                     |
| <p><b>Employee Name:</b> Test Account</p>   |                                     |
| <p><b>Information Current as of:</b> 12-Nov-2014</p>  |                                     |
| <p><b>Employer:</b> U.S. Air Forces, Europe<br/><b>Headquarters Address:</b><br/>USAF IN EUROPE CM A1<br/>AFE           COMMAND: 0D<br/>PERSONNEL   ORG-STR: A1K<br/>RAMSTEIN AB GERMANY 09094-5000<br/>AUTH PAS: RF0DFC2M<br/><b>Duty Station:</b> RAMSTEIN / GERMANY</p>  |                                     |
| <p><b>Social Security Number (last 4-digits only):</b></p>  |                                     |
| <p><b>Employment Status:</b> Active<br/><b>Most Recent Start Date:</b> 08-Apr-1985<br/><b>Original Hire Date:</b> 08-Apr-1985<br/><b>Total Time With Employer:</b> 29 years 2 months 25 days</p>  |                                     |
| <p><b>Job Title:</b> SUPERVISORY HUMAN RESOURCES SPECIALIST</p>   |                                     |
| <p><b>Emailed To:</b></p>   |                                     |



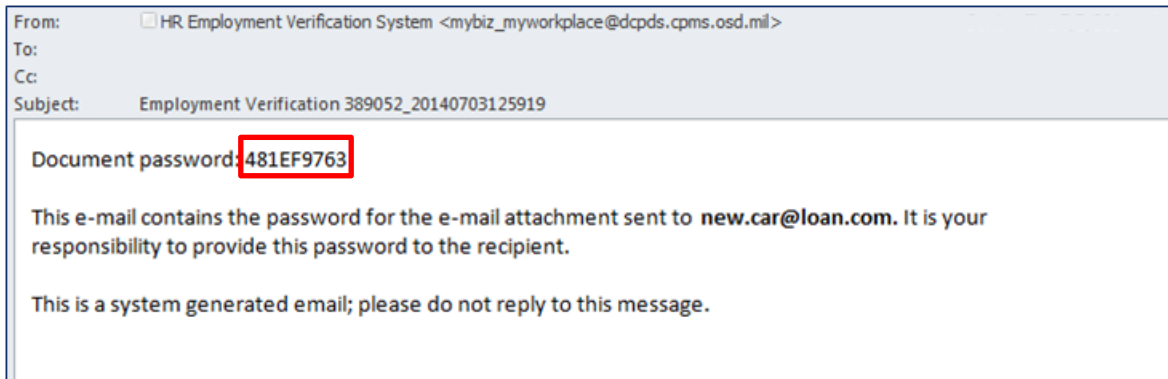
## NAF

This is a NAF Print Receipt example depicting the salary information as it differs from APF salary information.

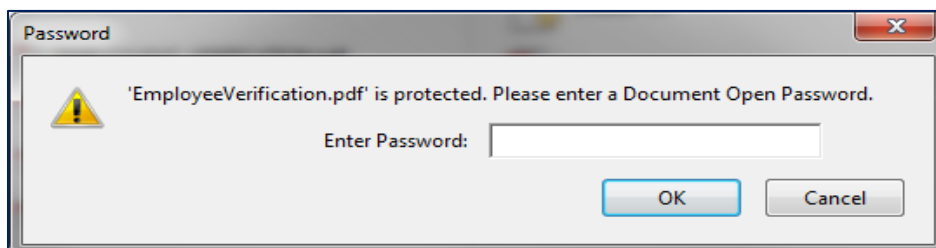
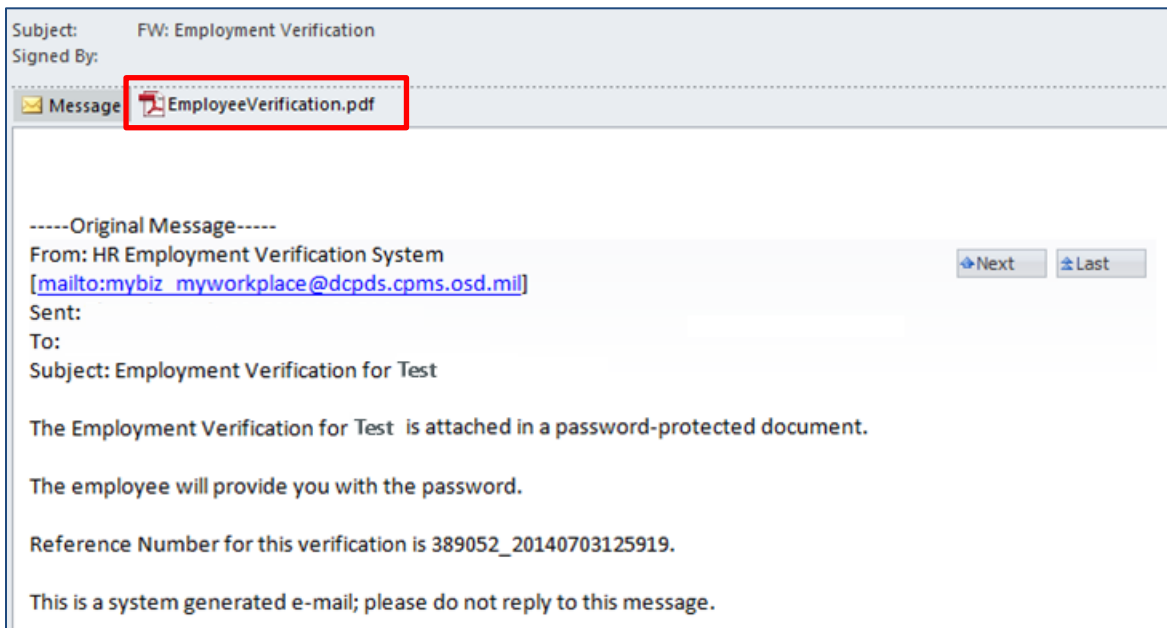
|  |  |
|--|--|
|   | <b>Employment Verification</b><br><b>NAF EXAMPLE</b> |
| <p><i>NOTE: This document contains personally identifiable information provided to you solely for the purpose of employment and/or salary verification at the request and with the consent of the person to whom this information pertains. This information is subject to the Privacy Act of 1974, 5 U.S.C. § 552a, and is not to be used or disseminated for any other purpose without the express consent of the individual to whom it pertains. Be advised this information should also be safeguarded in accordance with other applicable federal, state or local laws.</i></p> |  |
| <b>Employment and Salary Information</b>   |  |
| Dear Sir or Madam,   |  |
| The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 391580_20140710101557.  |  |
| <b>Employee Name:</b> Julius   |  |
| <b>Information Current as of:</b> 12-Nov-2014  |  |
| <b>Employer:</b> U.S. Air Forces, Europe   |  |
| <b>Headquarters Address:</b><br>NAF<br>AVIANO AB   |  |
| <b>Duty Station:</b> AVIANO / ITALY  |  |
| <b>Social Security Number (last 4-digits only):</b>  |  |
| <b>Employment Status:</b> Active   |  |
| <b>Most Recent Start Date:</b> 16-Nov-2008   |  |
| <b>Service Computation Date - Length of Service:</b> 24-Jan-2010   |  |
| <b>Total Time With Employer:</b> 4 years 5 months 16 days  |  |
| <b>Job Title:</b> BOWLING CENTER OPERATIONS MANAGER  |  |
| <b>Rate of Pay:</b> Hourly   |  |
| <b>Average hours Per Pay Period:</b> at least 40   |  |
| <b>Base Pay:</b> \$11.49   |  |
| <b>Emailed To:</b>   |  |

## Employment Verification Email Examples

For both APF and NAF, this is an example the Employee receives containing the document password. The employee should provide the Recipient the password so they can access the Employment Verification information.



This is an email example the third party Recipient receives (i.e., Bank or Lender). Notice the attachment on the email and the password screen below that appears once the attachment is opened.



# Civilian Career Report (CCR)

The interactive Civilian Career Report (CCR) allows employees to select information, arrange the information, preview and print a customized report of their career information. This report assists employees in managing the accuracy and completeness of their HR information. In addition, the preview feature allows employees to check the format and the information before printing a PDF document.

Select the CCR link from within the Key Services View or select the Reports tile.

The screenshot shows the MyBiz+ home page. At the top, there is a navigation bar with 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below this, a 'Notifications' section is empty. The main content area is divided into several sections: 'Welcome, Test Account', 'Home', 'Key Services', '\$ Pay', '\$ Insurance', 'Professional Development', and '\$ Leave'. In the 'Key Services' section, the 'Civilian Career Report' link is highlighted with a red arrow. Below this, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. The 'Reports' icon is highlighted with a red box.

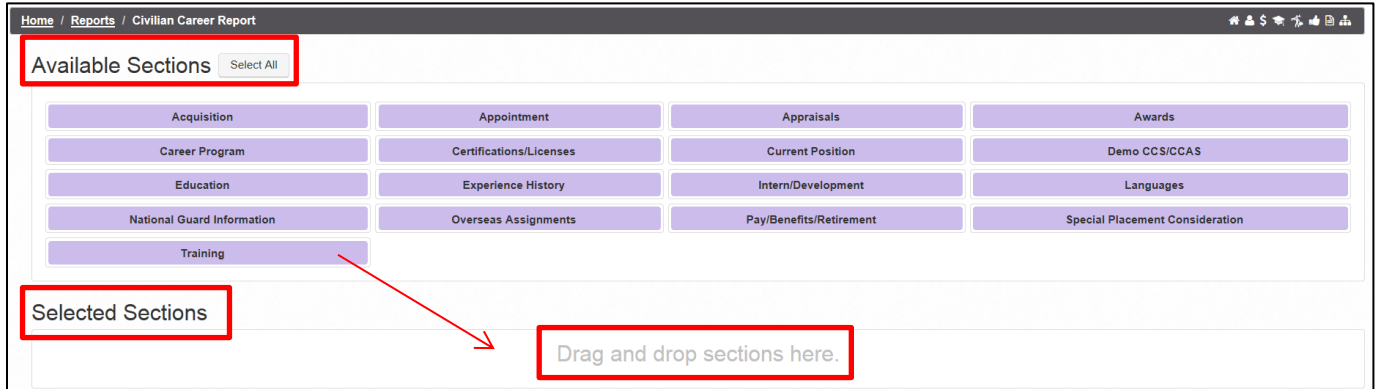
From the Reports page, select Civilian Career Report View/Print link.

The screenshot shows the 'Reports' page. At the top, there is a navigation bar with 'Home / Reports' and utility icons. Below this, there is a 'Reports Page View' dropdown set to 'List View'. The main content area is titled 'Employee Reports' and contains a table of reports. The 'Civilian Career Report' row is highlighted with a red arrow, and the 'View/Print' link in the right column of this row is highlighted with a red box.

| Report Name                       | Action     |
|-----------------------------------|------------|
| Civilian Career Report            | View/Print |
| Awards Information Report         | View/Print |
| Certification/Licenses Report     | View/Print |
| Emergency Contact Report          | View/Print |
| Joint Duty Assignment Information | View/Print |
| Training Report                   | View/Print |

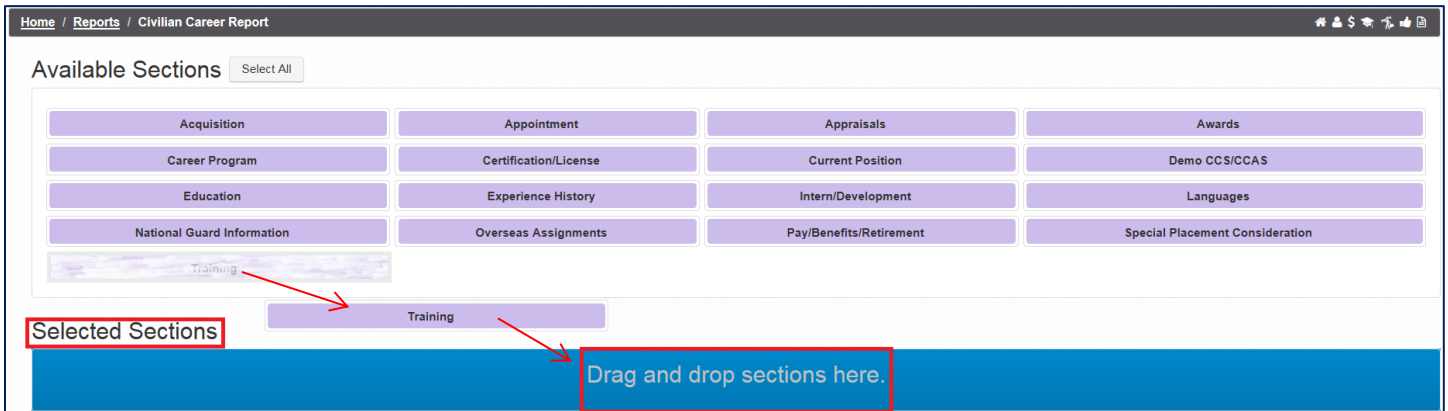
There are two regions on the CCR page: *Available Sections* and *Selected Sections*, plus seventeen (17) sections of information available for selection, either as a whole group or individual sections.

Use the *Select All* button to move all sections into the Selected Sections region. Alternatively, drag and drop functionality is available for individual sections.



As depicted below, use the mouse to grab, drag and drop individual sections (Training) into the area noted as Drag and drop sections here.

The Selected Sections region turns blue when dragging and dropping information into the section. The Selected Section region displays the sections of HR information selected for viewing/printing.



Upon clicking the *Select All* button, all sections move into the Selected Sections region and options appear to further customize the report.

**Move Up/Down** – use the arrows to arrange the order of section information on the CCR (first, second, third, etc)

**Details Column** - a report icon appears if the section contains multiple rows of information (e.g., training section below)

**Remove Column** –a red X icon indicates the option to deselect a section from the report and return it to the Available Sections region.

To move all sections back to the Available Sections region, select the *Remove All* button. Or to move specific sections, select the red X icon in the remove column.

Use the *Preview Report* button to see what the CCR will look like when it is complete.

The screenshot shows a web interface for a Civilian Career Report. At the top, there is a breadcrumb trail: Home / Reports / Civilian Career Report. Below this, there are two main sections: 'Available Sections' and 'Selected Sections'. The 'Selected Sections' section contains a table with the following columns: 'Move Up/Down', 'Section Name', 'Details', and 'Remove'. The 'Move Up/Down' column contains a series of up and down arrows. The 'Section Name' column lists various categories such as Acquisition, Appointment, Appraisals, Awards, Career Program, Certification/License, Current Position, Demo CCS/CCAS, Education, Experience History, Intern/Development, Languages, National Guard Information, Overseas Assignments, Pay/Benefits/Retirement, and Special Placement Consideration. The 'Details' column contains icons representing multiple rows of information. The 'Remove' column contains red 'X' icons. A red box highlights the 'Move Up/Down' column, and another red box highlights the 'Details' column. A red box also highlights the 'Remove All' button in the top right corner. A red box highlights the 'Training' section in the 'Section Name' column, with a red arrow pointing to its 'Details' icon.

| Move Up/Down | Section Name                    | Details | Remove |
|--------------|---------------------------------|---------|--------|
| ↓            | Acquisition                     |         | X      |
| ↑↓           | Appointment                     |         | X      |
| ↑↓           | Appraisals                      |         | X      |
| ↑↓           | Awards                          |         | X      |
| ↑↓           | Career Program                  |         | X      |
| ↑↓           | Certification/License           |         | X      |
| ↑↓           | Current Position                |         | X      |
| ↑↓           | Demo CCS/CCAS                   |         | X      |
| ↑↓           | Education                       |         | X      |
| ↑↓           | Experience History              |         | X      |
| ↑↓           | Intern/Development              |         | X      |
| ↑↓           | Languages                       |         | X      |
| ↑↓           | National Guard Information      |         | X      |
| ↑↓           | Overseas Assignments            |         | X      |
| ↑↓           | Pay/Benefits/Retirement         |         | X      |
| ↑↓           | Special Placement Consideration |         | X      |
| ↑            | Training                        |         | X      |

Selecting the *Details* icon will open a list of completed training available to include on the career report.

Selecting the *Details* icon will open a list of training courses to include on the career report.

Use the *Select All/None* box to include or remove all course titles, or select each one individually. Upon selection of individual course titles, the line turns blue and they automatically move to the top of the form. Use the down/up arrows to further arrange the order of the training courses on the CCR. In this example, the first and third courses were selected to print on the career brief.

To save changes or exit select *Return to Civilian Career Report Selections* button.

Select *Preview Report* to review the selected sections and section details. In this example, the preview displays four sections and two details.

## Civilian Career Report – Preview

This page allows for verification of the selected information. To make changes, select the *Return to CCR Selections* button. If no further changes are required, select *View/Print PDF* button to print the final career report.

Home / Reports / Civilian Career Report - Preview

Return to CCR Selections View/Print PDF

### Civilian Career Report

08 Jan 2015  
Test Account

Test.2.Account.civ@mail.mil INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)

**Current Position Information**

|   |   |
|---|---|
| <p><b>Current Position Title:</b> INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)<br/> <b>Perm Position Title:</b> INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)<br/> <b>Organization:</b> 937 TRAINING GP AF0JHNOJFWN601<br/> <b>Bargaining Unit Status:</b> AFGE_HQ 7th Inf Div, DENTAC, MEDCOM, IMA ACAFort Carson, CO AFGE 1345<br/> <b>Key Emergency Essential:</b> Position Not Designated Emergency-Essential Or Key<br/> <b>Obligated Position:</b><br/> <b>Service Obligation:</b><br/> <b>Occupational Series:</b> Information Technology Management (2210)<br/> <b>Position Description-Sequence Number:</b> 177831-533737</p> | <p><b>PP/Series/Grade:</b> GS-2210-09<br/> <b>Perm PP/Series/Grade:</b> GS-2210-09<br/> <b>Duty Location:</b> Wright-Patterson Afb, Greene, OH<br/> <b>FLSA Category:</b> Nonexempt<br/> <b>Position Sensitivity:</b> Nonsensitive (NS) National Security Risk<br/> <b>Obligated Position Number:</b><br/> <b>Position Location:</b> Wright-Patterson Afb, Greene, OH<br/> <b>Office Symbol:</b> CCK<br/> <b>Organization Structure ID:</b> CCK</p> |
|---|---|

**Training Information**

| Course Title                                | Training Type                                 | Course Hours | Training End Date | Update Source  |
|---|---|--------------|-------------------|----------------|
| INTRO TO MARKETING                          | DAU (Historical) HBS 115 Marketing Essentials | 40           | 18 Jul 2014       | Self Certified |
| COMPTIA SCTY+2008.PORTS PROTOCOLS &SECURITY | AR-NV-Specialty/Technical                     | 3            | 12 Apr 2010       | Verified       |

**Career Program Information**

|  |   |   |
|--|---|---|
| <p><b>Agency:</b> AF<br/> <b>AF Career Field:</b> Force Support<br/> <b>Centrally Managed Position Type:</b></p> | <p><b>AF Career Field:</b> Force Support<br/> <b>Centrally Managed Position Type:</b></p> | <p><b>Centrally Managed Position Type:</b><br/> <b>AF Career Field:</b> Force Support</p> |
|--|---|---|

**Education Information**

| Education Level   | Update Source  | College Major/Minor  | Year Degree/Cert Attained | Credit Hours | Credit Type    | Academic Institution Name                       | Instructional Program                            |
|-------------------|----------------|----------------------|---------------------------|--------------|----------------|---|--|
| Bachelor's degree | Self Certified | Major Field of Study | 2011                      | 0034         | Semester Hours | American Commercial College of Texas, Odessa TX | Pharmaceutical Marketing and Management (512011) |

Select the *View/Print PDF* button, to open or save the final Civilian Career Report in PDF.

Do you want to open or save **careerBrief\_468908.pdf** (17.4 KB) from **sagab.dcpds.cpms.osd.mil**?

# Civilian Career Report

08 Jan 2015

## Test Account

Test2.Account.civ@mail.mil

INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)

### Current Position Information

|   |   |
|---|---|
| <b>Current Position Title:</b> INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)                              | <b>PP/Series/Grade:</b> GS-2210-09                                    |
| <b>Perm Position Title:</b> INFORMATION TECHNOLOGY SPECIALIST (INFOSEC)                                 | <b>Perm PP/Series/Grade:</b> GS-2210-09                               |
| <b>Organization:</b> 937 TRAINING GP AFDJHNOJFWN601   | <b>Duty Location:</b> Wright-Patterson Afb , Greene, OH               |
| <b>Bargaining Unit Status:</b> AFGE_HQ 7th Inf Div , DENTAC , MEDCOM , IMA ACAFort Carson, CO AFGE 1345 | <b>FLSA Category:</b> Nonexempt                                       |
| <b>Key Emergency Essential:</b> Position Not Designated Emergency-Essential Or Key                      | <b>Position Sensitivity:</b> Nonsensitive (NS) National Security Risk |
| <b>Obligated Position:</b>  | <b>Obligated Position Number:</b>                                     |
| <b>Service Obligation:</b>  | <b>Position Location:</b> Wright-Patterson Afb , Greene, OH           |
| <b>Occupational Series:</b> Information Technology Managment (2210)                                     | <b>Office Symbol:</b> CCK   |
| <b>Position Description-Sequence Number:</b> 177831-533737  | <b>Organization Structure ID:</b> CCK                                 |

### Training Information

| Course Title                                | Training Type                                 | Course Hours | Training End Date | Update Source  |
|---|---|--------------|-------------------|----------------|
| INTRO TO MARKETING                          | DAU (Historical) HBS 115 Marketing Essentials | 40           | 18 Jul 2014       | Self Certified |
| COMPTIA SCTY+2008:PORTS PROTOCOLS &SECURITY | AR-NV-Specialty/Technical                     | 3            | 12 Apr 2010       | Verified       |

### Career Program Information

**AF Career Field:** Force Support      **Centrally Managed Position Type:**      **AF Career Field:** Force Support

**Centrally Managed Position Type:**

### Education Information

| Education Level   | Update Source  | College Major/Minor  | Year Degree/Cert Attained | Credit Hours | Credit Type    | Academic Institution Name                       | Instructional Program                            |
|-------------------|----------------|----------------------|---------------------------|--------------|----------------|---|--|
| Bachelor's degree | Self Certified | Major Field of Study | 2011                      | 0034         | Semester Hours | American Commercial College of Texas, Odessa TX | Pharmaceutical Marketing and Management (512011) |

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# SF50 Retrieval

## What You Need to Know

- SF50 Retrieval is a new, two process functionality that enables employees to retrieve SF50's if they were previously assigned to another DoD Agency. For example, an Army employee moves to an Air Force position. The now Air Force employee can retrieve their Army SF50's.
- SF50 Retrieval is available from a few locations; use the quick link *Retrieve SF50* in Key Services, or go to the SF50 Personnel Action History section in either the Personal or Position Detail Pages
- SF50 Retrieval is a two-step process using the *External SF50s* button and the *Fetch SF50s* button
- Once the SF50s are retrieved, they will remain displayed within the External SF50s sub-section. Therefore, fetching them need only be done once until a DoD transfer type action prompts another retrieval to refresh. If an employee has worked for a few different DoD agencies, all SF50's from the agencies will pull in at one time.

The screenshot displays the MyBiz+ employee portal. At the top, there is a navigation bar with 'MyBiz+', 'Other DCPDS Applications', 'Favorites', 'Help', and 'Logout'. Below this is a 'Notifications' section with a table showing 'No Notifications At This Time'. A 'Welcome, Test Account' message is visible, dated 06-Jan-2015. The main content area is divided into several sections: 'Key Services' (with 'Retrieve SF50' highlighted by a red arrow), '\$ Pay' (showing Gross Pay: 654.85, Net Pay: 392.91, and Pay Period End Date: 01-Mar-2014), '\$ Insurance' (showing Health Insurance: Blue Cross and Blue Shield (10) and Life Insurance: Basic only), 'Professional Development' (showing Education: Pharmaceutical Marketing and Management (512011) Bachelor's degree - (2011) and Training: INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)), and '\$ Last Personnel Action' (showing Type of Action: Individual Time Off Award and Effective Date: 30-Nov-2014). At the bottom, there is a 'Detail Pages' section with icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, and Reports. The footer contains the text: 'Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts'.

From either the Position or Personal Detail Page, select the *SF50 Personnel Action History* link to open the section. The current assignment SF50s display. Select the *External SF50s* button to begin the retrieval process.

The screenshot shows the MyBiz+ interface for an employee named 'Test Account' under supervisor 'Supervisor' at organization '937 TRAINING GP'. The breadcrumb trail is 'Home / Position'. A sidebar on the left contains several expandable sections: Appointment, Position, Position Additional Information, Language Details, Position Tracking, and **SF50 Personnel Action History** (highlighted in red). Below this, a note states: 'The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.' To the right of this note is an **External SF50s** button (highlighted in red). Below the note is a table with the following data:

| Effective Date | First Personnel Action  | Second Personnel Action | Action                          |
|----------------|---|-------------------------|---------------------------------|
| 08-Sep-2014    | Performance-based Pay Increase-Irregular Basis                      |                         | <a href="#">View/Print SF50</a> |
| 06-Jul-2014    | Performance-based Pay Increase-Irregular Basis                      |                         | <a href="#">View/Print SF50</a> |
| 02-Jul-2014    | Lump Sum Performance Payment-Rating-based In lieu of Pay Adjustment |                         | <a href="#">View/Print SF50</a> |
| 25-Jun-2014    | Name Change from  |                         | <a href="#">View/Print SF50</a> |
| 25-Jun-2014    | Individual Suggestion/Invention Award                               |                         | <a href="#">View/Print SF50</a> |

At the bottom of the table, there are navigation controls: '<< 1 2 >>'.

Initially you will see **No Records Found** on the page until you select the *Fetch SF50s* button.

The screenshot shows the MyBiz+ interface for the same employee. The breadcrumb trail is 'Home / Position / SF50'. A **Fetch SF50s** button (highlighted in red) and a 'Return' button are visible. Below them is a table titled 'SF50 Personnel Action History' with the following data:

| Fetches From            | Effective Date | First Personnel Action | Second Personnel Action | Action |
|-------------------------|----------------|------------------------|-------------------------|--------|
| <b>No Records Found</b> |                |                        |                         |        |

Note: The retrieval process may take a few minutes searching the region databases; please be patient. The spinning circles indicate the retrieval process is working.

The screenshot shows the MyBiz+ interface for the same employee. The breadcrumb trail is 'Home / Position / SF50'. A **Fetch SF50s** button (highlighted in red) is visible. Below it is a table titled 'External SF50 Personnel Action History' with the following data:

| Fetches From     | Effective Date | First Personnel Action                  | Second Personnel Action | Action                          |
|------------------|----------------|---|-------------------------|---------------------------------|
| <b>Army</b>      | 11-Mar-2012    | Regular Within-range Increase           |                         | <a href="#">View/Print SF50</a> |
| <b>Air Force</b> | 16-Mar-2011    | Change From One Tenure Group to Another |                         | <a href="#">View/Print SF50</a> |

Spinning circles are visible next to the 'Army' and 'Air Force' entries, indicating the retrieval process is working.

If External SF50's exist, a green circle with a checkmark will display for a few seconds and then go away. All previous DoD agency SF50's display.

The screenshot shows the MyBiz+ interface for an employee named 'Test Account' at '937 TRAINING GP'. The navigation bar includes 'Home / Position / SF50'. A green checkmark icon is displayed next to 'NSPS Sqt'. Below this is a table titled 'SF50 Personnel Action History' with the following data:

| Fetches From | Effective Date | First Personnel Action                  | Second Personnel Action | Action                          |
|--------------|----------------|---|-------------------------|---------------------------------|
| NSPS Sqt     | 11-Mar-2012    | Regular Within-range Increase           |                         | <a href="#">View/Print SF50</a> |
| NSPS Sqt     | 16-Mar-2011    | Change From One Tenure Group to Another |                         | <a href="#">View/Print SF50</a> |

If no External SF50s are found, a yellow circle with an exclamation point will display for a few seconds and then go away. If you receive this result and believe it is in error, contact your HR office for assistance.

Select the *Return* button or the *Home / Position* link on the Navigation Bar to return to the Position Detail Page.

This screenshot shows the same MyBiz+ interface. The 'Return' button in the top right navigation bar is highlighted with a red box. The 'SF50 Personnel Action History' table remains the same as in the previous screenshot.

## Summary

The initial redesign of MyBiz+ provides a foundation that is employee-centric, coupled with design features that are intuitive, interactive and can be personalized. Moving forward, the redesign will continue with the integration of manager-centric products and functionality. Supervisors and managers can expect enhanced capability and collaboration to support their job responsibilities.