



DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

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



DCPDS PORTAL



News and Information

Last updated Apr 02, 2012
15:00 CDT

My Workplace Changes

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

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

Self Service Users

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

Smart Card Access

[Help](#)

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

Login

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

Register

Authorized Non-Smart Card (Non-CAC) Access

[Help](#)

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

Portal Username:

Portal Password:

Login

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

Register

Password problems? You may go here if you have

Reset

Reporting Problems

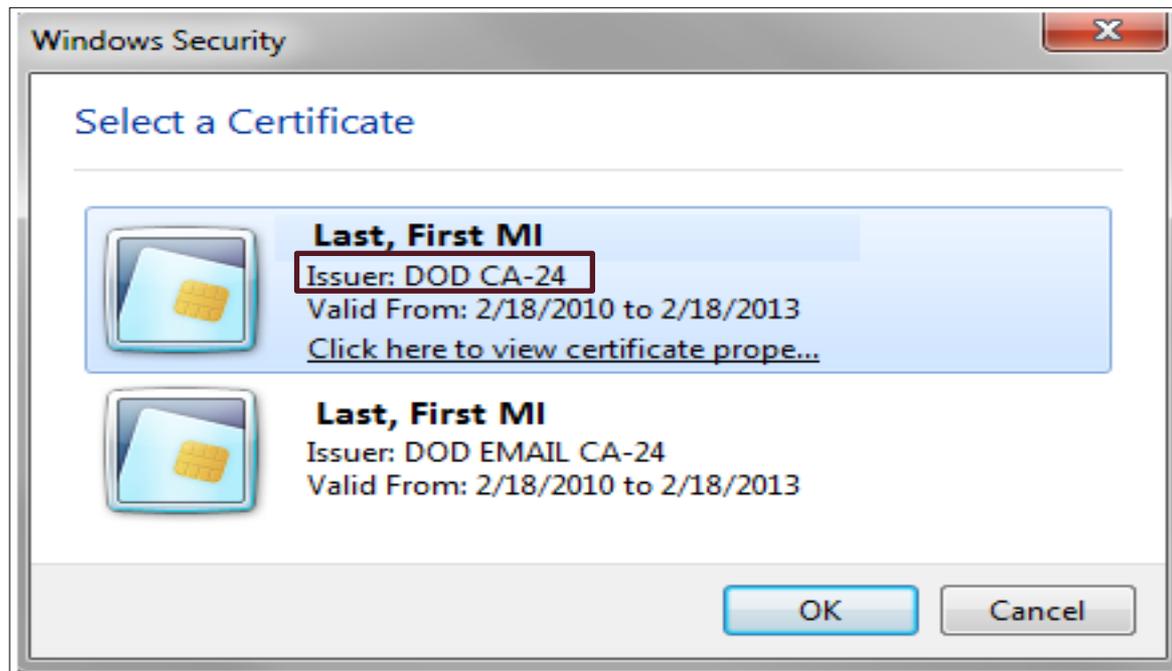
For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.

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

Component Help Desk Information

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

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!



Select the "Non-Email" certificate



Navigator

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

Favorites

Personalize

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information [Click here](#)

DCPDS Timing Out "Idle" Notice!



DCPDS My Biz, MyWorkplace and Human Resources user connections that are inactive ("idle") for 60 minutes will automatically terminate.

DCPDS Users must select the 'Log Out' link at either the top or bottom of the page to properly logout and exit their DCPDS Portal session.

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- [DCPAS Homepage](#)
- [Federal Employees Dental and Vision Insurance Program](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)
- [MyPay](#)
- [NSPS Information](#)
- [OPM Health Benefits Homepage](#)
- [OPM Homepage](#)
- [OPM Life Insurance Homepage](#)



Navigator

My Biz

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

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- [OPM Health Benefits Homepage](#)
- [OPM Homepage](#)
- [OPM Life Insurance Homepage](#)



Department of Defense

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[Favorites](#) ▼

[ICE MyBiz](#)

[ICE PAA V3](#)

[FAQ](#) [Home](#) [Logout](#) [Help](#)

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.

[ICE MyBiz](#) [ICE PAA V3](#) [FAQ](#) [Home](#) [Logout](#) [Help](#)



Update My Information

Cancel

Employee

Employee Name **Last, First MI**

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

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

My Profile

Work Email Address

TIP Please enter your Work Email Address only and select the Update button to save.

Work Email Address

Update

Employee Phone Number



Update My Information

Cancel

Employee

Employee Name **Last, First MI**

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

[Profile](#) [Disability](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) [Education](#) [Training](#) [Certifications/Licenses](#) [Awards and Bonuses](#)

[View Privacy Act Statement](#)

Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.)

No

Instructions: Please select the category or categories with which you most closely identify. To select a category, click in the block next to the appropriate category (ies) and select "Yes" from the list of values (LOV). When all selections have been made, click the "Submit" button to save the changes. To print your SF181, submit your changes first then click on the "Print SF181" button.

American Indian or Alaska Native [i](#)

Asian [i](#)

Black or African American [i](#)

Native Hawaiian or Other Pacific Islander [i](#)

White [i](#)

Cancel



Department of Defense

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Close Window

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



Update My Information

Cancel

Employee

Employee Name Last, First MI
Work Email Address first.last@component.mil

- Profile Disability Language Ethnicity and Race Emergency Contact Education Training Certifications/Licenses Awards and Bonuses
View Privacy Act Statement

Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.)

No

Instructions: Please select the category or categories with which you most closely identify. To select a category, click in the block next to the appropriate category (ies) and select "Yes" from the list of values (LOV). When all selections have been made, click the "Submit" button to save the changes. To print your SF181, submit your changes first then click on the "Print SF181" button.

- American Indian or Alaska Native No
Asian Yes
Black or African American No
Native Hawaiian or Other Pacific Islander No
White No

Submit Print SF181

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

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

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

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

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



Information
Updated

Update My Information

Cancel

Employee

*** PRIVACY ACT STATEMENT***

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

Employee Name **Last, First MI**

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

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

[View Privacy Act Statement](#)

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



Navigator

- My Biz
- My Workplace

My Biz

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[DCPAS Homepage](#)



Department of Defense

Navigator

Favorites

ICE MyBiz

ICE PAA V3

FAQ Home Logout Help

Last, First MI

GENERAL INFO: The information is current as of today's date.

Organization

Job Title

Position

Grade/Pay Band

Total Salary

Step or Rate

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

Office Symbol

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

Appointment

Position

Personal

Salary

Benefits

Awards and Bonuses

Performance

Personnel Actions

The following section displays detailed historical information through today's date.

Previous 1-1 Next 1

Details As Of Effective Date

Show 08-Jun-2012

Service Obligation

Service Obligation

No results found.

Start Date

End Date

Education Information

[View/Make Education Changes](#)

Training Information

[View/Make Training Changes](#)

Certifications/Licenses Information

[View/Make Certifications/Licenses Changes](#)

Language Information

Language Identifier	Start Date	End Date	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency
Details							

Previous 1-1 Next 1

Details As Of Effective Date

Hide 08-Jun-2012

SCD Leave	Social Security Number
Date Of Birth	Gender
Disability Status	Citizenship
Date Last Promotion	Agency Code Transfer From
Veterans Preference	Veterans Preference for RIF
Veterans Status	Email Address
Appointment Type	Current Appointment Authority (1)
Current Appointment Authority (2)	Previous Retirement Coverage
SCD Civilian	SCD RIF
SCD Retirement	Reserve Category
Military Recall Status	Date Retired Uniform Service
Uniform Service Component	Uniform Service Designation
Retirement Grade	Military Retirement Waiver Ind
Exception Retirement Pay Ind	Creditable Military Service
Frozen Service	Date Conversion Career Begins
Date Conversion Career Due	Date Recmd Conversion Begins
Date Recmd Conversion Due	Date VRA Conversion Due
Date Prob/Trial Period Begins	Date Prob/Trial Period Ends
Ethnicity And Race Asian	SCD Special Retirement
SCD SES	