



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNHF

16 December 2009

MEMORANDUM FOR ALL TECHNICIAN EMPLOYEES AND SUPERVISORS

SUBJECT: Introducing “MyBiz”/”MyWorkplace” and Log-in Requirement for Technicians

1. The Federal Human Resource Office is pleased to introduce “MyBiz” and “MyWorkplace”, two important new DoD web-based applications that change and streamline how technicians access their civilian employment records, and how technicians & supervisors conduct performance management.
2. **MyBiz** is for all federal civilian employees. MyBiz provides technicians with self-service electronic access to their personnel information such as position & salary data, appraisals, awards, benefits, appointment information, and SF-50 Notification of Personnel Actions. Also, technicians will be able to update personal information, such as phone numbers and email address. At this point, MyBiz access is available on government computers. Eventually, DoD’s goal is to allow 24/7 password access from any computer with an Internet connection. **By 1 March 2010, all technicians must successfully log-in to MyBiz using the guidance below.** After March 2010, each technician must use MyBiz to obtain their SF-50’s, as paper SF-50 distribution will be discontinued.
3. **MyWorkplace** is exclusively for supervisors/managers, and provides electronic access to records of subordinates and facilitation of the performance appraisal process. **By 1 March 2010, all supervisors, including AGR supervisors of technicians, must successfully log-in to MyWorkplace using the guidance below.** Once logged-in to MyWorkplace, supervisors must select “My Employee Information”, then verify correct linkage of technician records under their supervision. Promptly report any incorrect employee-supervisor linkage to Haydee Sullivan at (518) 786-4730, or haydee.sullivan@us.army.mil.
4. **Log-in Instructions:** Refer to the enclosed MyBiz Quick Reference Guide. Using a government computer, log-in to the following secure website: <https://compo.dcpds.cpms.osd.mil>. New accounts will need to register their CAC (selecting the NON-EMAIL certificate), and establish their account. Questions regarding technical problems with logging into MyBiz/MyWorkplace should be directed to SMSgt Potter at (518) 786-4666 or -4991, or terry.potter2@us.army.mil.
5. This directorate is committed to improving customer service and efficiency through technology. To that end, we urge every technician and supervisor to start using MyBiz & MyWorkplace, respectively. In the coming months we’ll provide additional information and training on related performance management applications. Questions may be directed to CW2 Burnah at (518) 786-4782 or priscilla.burnah@us.army.mil, or SMSgt Potter at (518) 786-4666 or terry.potter2@us.army.mil.

FOR THE ADJUTANT GENERAL:

Encl


CURTIS B. WILLIAMSON
COL, LG, NYARNG
Director, Federal Human Resource Office

MyBiz Self Service Account – First time logging into MyBiz

MyBiz is used to access your technician record history. All personnel actions can be found here. It provides employees the ability to update specific employee information. It is used to notify the employee by email of any open sessions for benefits.

1. Open Internet explorer and type in Address box: <https://compo.dcpds.cpms.osd.mil> to enter DCPDS Portal page.
2. Review DoD Notice and Consent Banner and select the **OK** button to continue.
3. Select the **CAC Registration** button in the CAC Access region.
4. Select your **non-email** certificate at the Choose a Digital Certificate screen and select the **OK** button.
5. Enter your PIN and select the **OK** button.
6. The DCPDS CAC Registration screen displays with your CAC Username. Enter the following in the CAC Registration region of the screen:
 - a. Social Security Number (SSN) with hyphens Example: 012-34-5678
 - b. Confirm your SSN with Hyphens.
 - c. Select the **Register** button. After selecting the **Register** button, the Validating Your HR/My Biz/My Workplace Database information screen displays.
7. Enter the following in the Regions Association section of the screen:
 - a. Enter your HR/My Biz/My Workplace Username (SSN with hyphens)
 - b. Confirm your HR/My Biz/My Workplace Username (SSN with hyphens)
8. Select the **Submit** button.
 - This should bring you to a screen that says **DCPDS Portal, Accessing Your Database**, select **NGB Region** to enter the application.
 - Read information page check do not show this again or click on continue.
 - Once in the application, you need to select a responsibility (i.e. My Biz or My Workplace).
 - Read and **Accept** Privacy Act Statement.
 - Next time you log onto MyBiz you will select **Logon** in the CAC Access region.
9. If your username is not found on a database, an error message displays. Select the **Back** button and re-enter your information.

Questions? Contact MNHF-ISB, SMSgt Potter, (518) 786-4666 or terry.potter2@us.army.mil