[Click here to return to MyBiz - My Workplace](http://inghro.idaho.gov/MyBiz/MyBiz.htm)

Effective 1 October 2010, the HRO will no longer send hard copies of Personnel Action SF 50’s to the Supervisor. All Personnel Actions processed on or after 23 September 2007, are available for viewing and can now be accessed by the Employee through My Biz and by the Supervisor and Higher Level Reviewer through My Workplace. The Self Service Applications are web-based applications within the Defense Civilian Personnel Data System (DCPDS). There are currently two types of applications: My Biz and My Workplace.

The My Biz feature of Self Service consists of three areas: My Information, Update and Performance Appraisal Application (PAA). My Information allows employees to review data relating to their Federal Civilian Employment. General Information, such as appointment data (current or historical position information) to Personnel Actions (SF 50s) can be viewed in My Information. Update My Information allows employees to update a limited number of fields, such as phone numbers, email address, handicap code, foreign language and race and national origin. Performance Appraisal Application (PAA) will be addressed at a later time.

The My Workplace feature of Self Service consists of seven areas. All Actions Awaiting Your Attention, Performance Appraisal Application, My Employee Information, My Information, Suspenses, Action(s) to multiple employers (PAA) and manage PAA trusted Agent Authorizations. My Employee Information allows managers and supervisors to view personnel data relating to their employees together in one place, streamlining the human resources decision making process and helping to balance managerial tasks with day-to-day demands more easily. Only managers and supervisors will have My Workplace view capability. The other six areas will be addressed at a later time.

**Users will log into the Self Service Applications from any military computer using their Common Access Card (CAC) via the DCPDS Portal at** [**https://compo.dcpds.cpms.osd.mil**](https://compo.dcpds.cpms.osd.mil)**. Initially users will be required to complete a CAC registration within the DCPDS Portal. Once registered, users that hold a CAC will no longer be required to enter their user name and password each time they access the Self Service applications. The HRO website has further information on logging onto My Biz/My Workplace.**

 **Should there be any questions regarding these matters, please feel free to contact CPT Jim Medwick, Employee Relations Specialist at 272-4224.**