



NATIONAL GUARD BUREAU
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10 November 2014

MEMORANDUM FOR THE HUMAN RESOURCES SPECIALIST (INFORMATION SYSTEMS) OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

Subject: MyBiz+ Deployment and New Reduced Sign-On (RSO) Login
(TNH 14-048)

1. NG-J1-TNH is pleased to announce two new changes to the Defense Civilian Personnel Data System (DCPDS) that will be implemented and rolled out concurrently, in the near future.
2. First, MyBiz+ is a new DoD civilian personnel tool that provides users at-a-glance information featuring direct add, update or edit capabilities, and detailed information pages displayed in customizable views. MyBiz+ will be available for technicians to explore, discover and learn, beginning 17 November 2014.
3. MyBiz+ is part of DCPDS and access to the technician data is protected by CAC authentication. The initial release will introduce technicians to the new display screens and simple navigation. Subsequent releases will include manager and supervisor-related capabilities, and will be built with the assistance of customer feedback.
4. Technicians should already be familiar with a similar tool named MyBiz, which relies on older technology that limited new development. MyBiz+ is a redesign of the legacy MyBiz application, and offers a much more intuitive, easy-to-use interface, based on the availability of better tools and operating environment.
5. Attached to this memorandum are several documents containing MyBiz+ marketing materials for use within your state, territory or District of Columbia. The MyBiz+ Handout/Poster is a high level summary of MyBiz+ features and capabilities, prepared in an eye-catching design to encourage engagement with viewers. It may be presented and displayed as a handout or in larger size as a poster. The Fact Sheet is a text-based summary of the features of MyBiz+. It provides technicians with at-a-glance information about the new tool, the features they can expect to find, and what can be expected as MyBiz+

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continues to be developed. NG-J1-TNH also hosted weekly DCOs from 12 June 2014 through 7 August 2014, to provide technicians the opportunity to preview MyBiz+. Additionally, in an effort to provide awareness of this new tool, technicians should notice a short statement about MyBiz+ on their Leave and Earnings Statement (LES), immediately after deployment. Finally, a sample screen of the MyBiz+ Home Page is attached as a visual aid to assist in understanding what MyBiz+ is and how it will impact technicians.

6. The following areas will be available for access with the initial release: Civilian Career Report, SF-50 Retrieval, Manager Reports and Provide Feedback. The Provide Feedback link is available for suggestions and comments for sixty days after production.

7. Please encourage all technicians to access MyBiz+ within sixty days of its release, and ask that they provide feedback about what they like, and/or don't like about this new tool, using the embedded feedback feature within MyBiz+. The attached marketing materials described above, should assist you in this endeavor. Additionally, NG-J1-TNH will be sending out a mass email in the next few days, to be received by all technicians and supervisors of technicians, announcing the release of MyBiz+.

8. Keep in mind, MyBiz+ does not replace the Human Resources Office and Human Resources professionals should remain available to assist and advise technicians, as needed. It does, however, provide a desktop tool for technicians to view their information when convenient and request employment verification when necessary. The URL link for MyBiz+ remains the same as it is currently for MyBiz (<https://compo.dcpds.cpms.osd.mil/>), and access should be transparent to technicians.

9. The second change, a new modern Reduced Sign-On (RSO) Login User Interface, will be implemented on 16 November 2014. Users will access the new RSO Page using the same URL (<https://compo.dcpds.cpms.osd.mil/>) as they currently use. The new RSO Login retains the same functionality as the current RSO Login screen. Upon login, all technicians are directed to MyBiz+ except for external users with access to a single region. HR users with access to multiple applications (i.e., Data Dictionary, Business Intelligence 4 (BI4), etc.) will be directed to this new RSO page. The attached "HR User's Guide for Updated DCPDS Portal" is intended for Human Resources (HR) Specialists and should not be distributed to the technician workforce.

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10. If you have additional questions, please contact the Enterprise HR Information Systems Branch (NG-J1-TNH) by sending an email to the TN Inbox at ng.ncr.arng.mbx.ngb-tn-inbox@mail.mil.



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Chief, Enterprise HR Information Systems
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Attachments:
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