

DLA Human Resources - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.hr.dla.mil/>

DLA HUMAN RESOURCES
Your Human Resources Connection

Search: **GO**

[Contact Us](#) | [Home](#)

NSPS **Forms** **Helpful Links** **Personnel Employee Bulletins Development** **Automated Tools** **HR Mission** **Human Capital Program**

Prospective Employees

Looking for an exciting and meaningful career with the Defense Logistics Agency? This area will provide you with information on our mission, career fields, job announcements, and hiring process and hiring programs.

News & Announcements

- [Federal Employees Group Life Insurance \(FEGLI\) Election Opportunity PDF](#)
- [2009 TSP Contributions PDF](#)
- [2009 TSP Catch Up Contributions PDF](#)

[More News and Announcements](#)

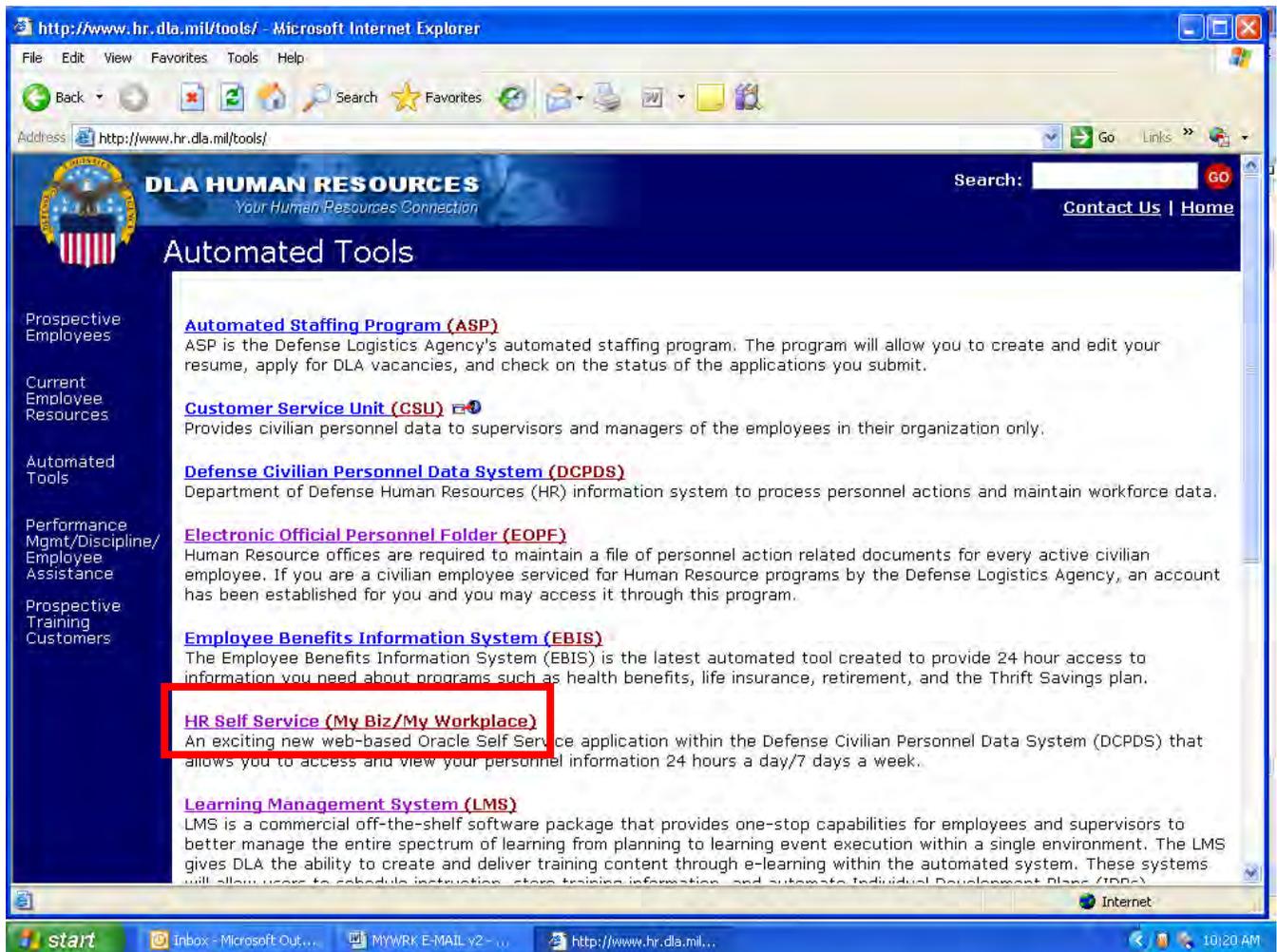
Prospective Training Customers

The DLA Training Center (DTC) is the Defense Logistics Agency (DLA) Workforce Development organization. In addition to educational development and delivery services, we provide a full range of multimedia products and services to meet customer needs.

DLA and DHRA Serviced Employees DoD Serviced Employees

Are you already a DLA serviced employee or a military member assigned to DLA? Are you looking for information about promotion, insurance, retirement, and other HR programs and processes available to you? Use the appropriate link above for the answers.

1. Go to <http://www.hr.dla.mil>
2. Select “Automated Tools”



1. Select "HR Self Service (My Biz/My Workplace)."

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Current Employee Resources - HR Self-Service (My Biz/My Workplace)

[Current Employee Resources Home Page](#)

My Biz/My Workplace are tools created by the Department of Defense as part of the Defense Civilian Personnel Data System (DCPDS). Specific information regarding the areas and information available to you as an employee and/or supervisor is provided below.

Please note: There has been an upgrade to the Defense Civilian Personnel Data System (DCPDS)(includes MyBiz/MyWorkplace) and Jinitiator is no longer needed to access DCPDS. If you are accessing the system for the first time since December 7, 2008, please follow these [directions](#). [PDF](#)

[CAC registration instructions](#). [PDF](#)

[MyBiz/MyWorkplace Quick Start Guide](#) [PDF](#)

Go to MyBiz/MyWorkplace

Access to MyBiz is limited to DLA serviced employees and computers within a .mil network

Employees:	Supervisors:
<p>MyBiz provides the ability to:</p> <ul style="list-style-type: none"> • Access and view your personnel information 24 hours a day – 7 days a week. • Have immediate secure access to personnel information. • Have convenient access to information, it's all at your fingertips. 	<p>My Workplace provides the ability to access your employees' personnel-related information. You can view data such as:</p> <ul style="list-style-type: none"> • Position Information (current/historical) • Salary Information and Personnel Actions • Personal and Benefits Information • Appraisal and Awards Information

1. Select “Go to MyBiz/MyWorkplace”.

Login : DCPDS Portal - Microsoft Internet Explorer

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Address <https://compo.dcpds.cpms.osd.mil/>

DCPDS Portal

Common Access Card (CAC) Access

First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button.

Authorized Non-CAC Login

Authorized Non-CAC users must select the "Non-CAC Registration" button before "Login" button. Select the "Reset Password" button to reset your password.

Portal Username:

Portal Password:

[Login Help](#)

Reporting Problems

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

For technical problems with the application, select the [Contact List](#) for your organization's computer support Help Desk.

CPMS Contact Information

Department of Defense
Civilian Personnel Management Service
HR Business Information Technology
Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
Email: hr-bits@cpms.osd.mil

MYBIZ
SELF SERVICE HR
MY PERSONAL INFORMATION

MYWORKPLACE
SELF SERVICE HR
MY PERSONNEL INFORMATION

[Privacy Act](#) | [Accessibility](#) | [Privacy and Security Policy](#)

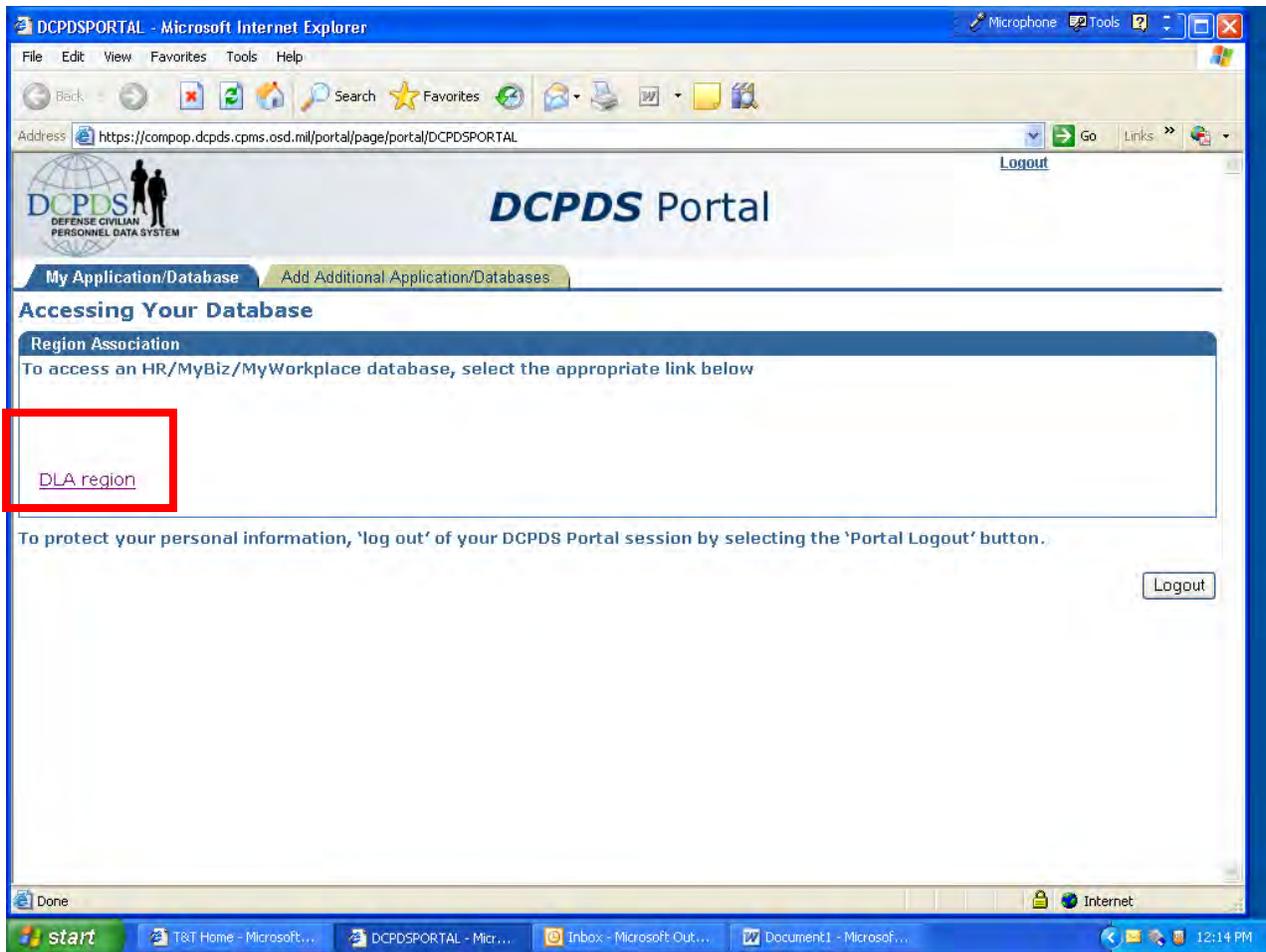
Done

start T&T Home - Microsoft... Login : DCPDS Portal ... Inbox - Microsoft.Out... Document1 - Microsof...

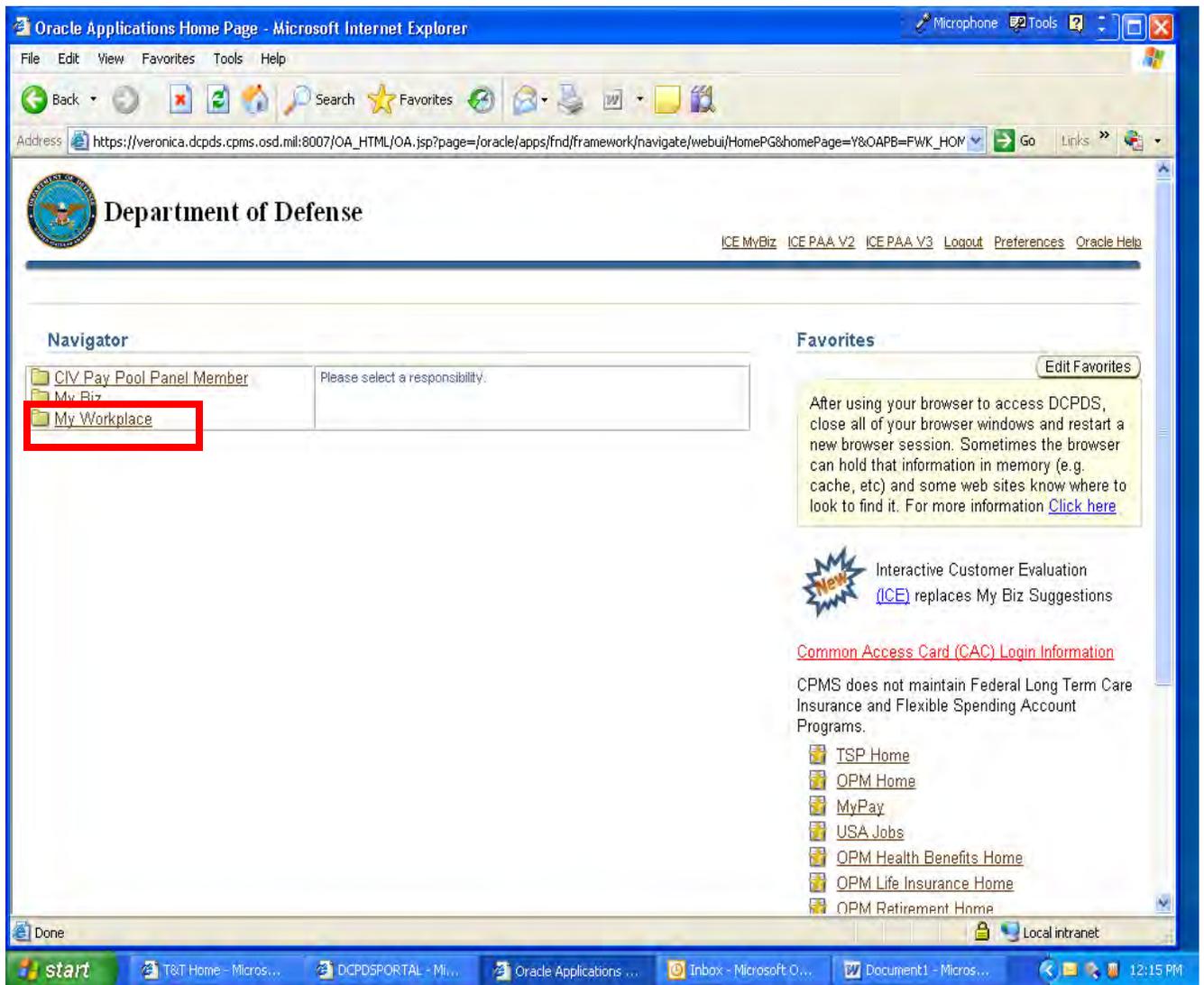
Internet 12:13 PM

1. You will now see the main Login screen.
2. If you have already registered your CAC, please select the "Login" button.
3. If you have not registered your CAC, please select the "CAC Registration" button. Additional guidance on registering your CAC can be found at:

<http://www.hr.dla.mil/resources/employment/current/mybiz.asp>



1. Once you have logged in, please click on the “DLA Region” option.



1. The Navigator page should now be displayed. Each Supervisor will have different options listed on the left side based on his/her role.
2. Select "My Workplace."

Oracle Applications Home Page - Microsoft Internet Explorer

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Address https://veronica.dcpds.cpmc.osd.mil:8007/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionApplicationId=0&navRespId=55683&navRespAppId=8301 Go Links

Department of Defense

ICE MyBiz ICE PAA V2 ICE PAA V3 Logout Preferences Oracle Help

Navigator

- CIV Pay Pool Panel Member
- My Biz
- My Workplace
 - All Actions Awaiting Your Attention
 - Performance Appraisal Application (PAA)
 - My Employee Information
 - Update My Information**
 - Suspenses
 - Apply Action(s) to Multiple Employees (PAA)
- NSPS Performance Management Reports
 - View/Print Performance Management Reports
 - View Previous Requests

Favorites Edit Favorites

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](#)

New Interactive Customer Evaluation (ICE) replaces My Biz Suggestions

[Common Access Card \(CAC\) Login Information](#)

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

- TSP Home
- OPM Home
- MyPay
- USA Jobs
- OPM Health Benefits Home
- OPM Life Insurance Home
- OPM Retirement Home

start T&T Home - Mi... DCPDSPORTA... Oracle Applica... Inbox - Micros... 1 Reminder Document1 - ... Local intranet 12:15 PM

1. The “My Workplace” menu items should now be displayed on the right hand side.
2. Select “Update My Information”.

Department of Defense

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Diagnostics | Preferences | **Close Window**

Update My Information (Cancel)

Employee

Employee Name
Work Email Address

Profile | Handicap Code | Language Information | US Fed Ethnicity and Race Category | Emergency Contact Information | Education Information

My Profile

Security Question and Change Password Info

(Update/Review Security Question) | (Change Password)

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
 TIP To enter a new type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

Type	Number	Delete
Work		

Physical Work Address
 TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
No results found.									

Profile | Handicap Code | Language Information | US Fed Ethnicity and Race Category | Emergency Contact Information | Education Information

(Cancel)

About this Page ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Diagnostics | Preferences | Close Window

1. Select the Profile tab.
2. Enter your work e-mail into the “Work Email Address” box.
3. Hit the “Update” button.
4. Close “Window”.