## **Updating PME through MyBiz+**

You can access MyBiz+ through the DCPDS Portal

Login using your Common Access Card (CAC), or if you haven't done so, set up your CAC access. Click on "Register Here" for steps on how to set up CAC access.

CPDS Portal - Login - Internet Explorer provided by USAF	
e https://compo.dcpds.cpms.osd.mil/	- 🔒 😽 🗙 📴 Bing 🖉
Favorites 🛛 👙 🌠 Quals 📆 Guides & Ref 👔 USA Staffing 🕸 🙋 Web Slice Gallery 👻	
🔸 MyBiz+ 🍘 DCPDS Portal - Login 🖉 Link to DCPDS Portal 🦉 DCPDS Portal - Login 😤	🔓 🔹 🖾 👻 🖂 👼 🔹 Page 👻 Safety 👻 Tools 👻 🚱 👻
Login Help   Contact List   Frequently Aske	ed Questions (FAQ)
DCPDS P	ORTAL
News and Information Last updated November 16, 2014 13:00 CDT	Smart Card Access
Introducing MyBiz+	🗐 Smart Card Login
MyBiz+ is now available.	First time Smart Card (CAC) user? Register Here
MyBiz+ provides at-a-glance personnel information and features direct add, update or edit capabilities, as well as detailed information pages that employees may customize to view the data most important to them.	
We encourage you to explore, discover and learn-and then tell us what you think using the MyBiz+ feedback form. Your feedback is important as we enhance the look, feel and dynamics of MyBiz+.	Returning Non-Smart Card (Non-CAC) User? Click the button below.
Subsequent releases will include manager and supervisor-related capabilities.	A Non-Smart Card Access
Click here to read the MvBiz+ Fact Sheet, or log in now to check it out.	
Department of Navy decommission of CSU system effective 2 Nov 2014.	First time Non-Smart Card (Non-CAC) user? <u>Register Here</u> Password problems? <u>Reset</u>
Component Help Desk Information	
If you are having problems accessing this site, please select <u>Contact List</u> to locate and directly contact your Component Help Desk.	For technical problems, select the <u>Contact List</u> for your organization's computer support Help Desk

If you have problems with accessing My Biz contact the Personnel Systems Operations Control Center (PSOCC) at DSN 665-5004, COMM 210-565-5004, or toll free 1-800-525-0102, press 8 or send an e-mail **PSOCC.SD@Randolph.af.mil**.

Select "HR My Biz+ Air Force"

HR MyBiz+ Air Force

Select "Accept" after reading the Privacy Act Statement.



Under the "Key Services" box on the MyBiz+ screen, select "Update Professional Development"

ŀ	lome
	★ Provide Feedback
	Key Services
N	ly Biz
R	equest Employment Verification
С	ivilian Career Report
U	pdate Contact Information
U	pdate Professional Development

In the drop-down box under "Update Professional Development", select to update "Training" and click on "Update".

My Biz		
Request Employ	yment Verification	
Civilian Career f	Report	
Update Contact	Information	
Professional D	evelopment	
Training	Upda	ate

Select the "Training" tab and click on "Add" to add your PME course information.

MyBiz+		Other DCPDS Applications 👻	★ Favorites →	🛛 Help 👻	Logout
Education	Training	Certifications/Licenses			
Add Continued Service. authorizing a trainin	Agreements or Service Obligations are r ig event(s). View your training related Se	ecorded when an employee agrees to a service period(s) of tir rvice Obligation/Continued Service Agreement on the Persona	ne with an agency in I page.	return for the a	gency

The 'Add' page displays six tabs that you will navigate to enter information for your completed PME training.

			To view an example of the	SF 182 via the OPM webs	site go to https://www.opm.gov/forms/pdf_fill	/SF182.p
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm	
A new training entry will no	t be added if the Training Start Date	Training End Date and the	Course Title are an exact match to	training information alread	dy displayed.	
= Required						
Course Title:				9		
Course Number:	Limit to 120 characters			Counter: 0		
	l imit to 60 characters			Counter: 0		
Training Period:	* Training Start Date:	🝵 🏴 * Tr	aining End Date:	🖞 🦻		
	dd-mon-	/////	dd-mon-yyyy			
Training Accreditation Inc	licator: Yes No • Not App	licable 💴				
	Description of the training co accreditation indicator	urse				

**COURSE TITLE:** Course Title is a mandatory manual entry as denoted by an (\*) to the left of the data field.



Type in the PME program title using the appropriate title below.

Squadron Officer School (SOS)
Air Command and Staff College (ACSC)
Air War College (AWC)

In the "Course Number" box, type in the appropriate "Agency Type Code" from the table below.

(	Course Number:		5
		Limit to 60 characters	Counter: 0
	Agency Type Code	Agency Type Code Description	
	BFI	AF-Squadron Officer School (SOS)	
1	ACS	AF-Air Command and Staff College (ACSC)	
	ACR	AF-Air War College	
	ACB	AF-Army War College	
	ACT	AF-National War College	
	ACI	AF-Naval War College	

In the "Training Period" box, enter your PME start and end dates.

(	* Training Period:	* Training Start Date:	ũ	P	* Training End Date:		Ö	P
			ld-mon-yyyy	_		id-mon-yyyy		

For "Training Accreditation Indicator" check the "Not Applicable" box and select "Next" to go to the next page.

	_
Cancel	Next
	Cancel

Select the "Training Specifics" tab. For "Priority Indicator" select "Recommended".

		To view an	example of the SF 182 via the OPM	website go to https://ww	w.opm.gov/forms/pdf_fill/SF18
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confir

For "Training Hours", enter the total number of "Training Non-Duty Hours" you took to complete the course.

		To view an	example of the SF 182 via the OPM	website go to https://www	w.opm.gov/forms/pdf_fill/SF182
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm
= Required					

For "Training Sub Type", select "Leadership/Manager/Communications Courses" from the drop-down menu.

Home / Professio	ome / Professional Development / Add Self-Certified Training					
		To view an	example of the SF 182 via the OPM	/ website go to https://ww	w.opm.gov/forms/pdf_fill/SF182.pdf.	
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm	
* = Required						
* Priority Indicator:	Critical/Mandated Essential •	Recommended Unknown	<b>1</b>			
* Training Hours:	* Training Duty Hours: 0	* Training Non-Duty Ho	ours o			
* Training Sub Type:	Leadership/Manager/Communication	ons Courses	🖬 🔛 Des	criptions		

For "Training Source Type", select "Government Internal" from the drop-down menu.

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		To view an	example of the SF 182 via the	OPM website go to https://ww	w.opm.gov/forms/pdf_fill/SF182.
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm
* = Required					
* Priority Indicator:	Critical/Mandated Essential	Recommended Unknown	<b>PIP</b>		
* Training Hours:	* Training Duty Hours: 0	* Training Non-Duty Ho	ours <sub>0</sub>		
* Training Sub Type:	Leadership/Manager/Communication	tions Courses	<b>• P</b>	Descriptions	
* Training Source Type	Government Internal		<b>• P</b>	Descriptions	

For "Training Delivery Type", select "Traditional Classroom (no technology, classroom on-site)" or "By Correspondence" from the drop-down menu depending on how you completed your PME.

lome / <u>Professional</u>		a 🛔 🕈 🖘 🐔 🐽 🛙			
		To view an	example of the SF 182 via the OPN	/ website go to https://ww	w.opm.gov/forms/pdf_fill/SF182.
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm
* = Required					
* Priority Indicator:	Critical/Mandated Essential •	Recommended Unknown	<u>۳</u>		
* Training Hours:	raining Duty Hours: 0	* Training Non-Duty Ho	ours 0		
* Training Sub Type:	eadership/Manager/Communicatio	ns Courses	💽 🏴 Des	criptions	
* Training Source Type:	Government Internal		💽 🏴 Des	criptions	

For "Decision Source" select "Agency Approved Academic/Education Course" from the drop-down menu.

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		To view an	example of the SF 182 via the OPN	/ website go to https://ww	w.opm.gov/forms/pdf_fill/SF182.
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm
* = Required					
* Priority Indicator:	Critical/Mandated Essential •	Recommended Unknown	9 <b>1</b>		
* Training Hours:	Training Duty Hours: 0	* Training Non-Duty Ho	ours o 🔛		
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* Training Source Type:	Government Internal		🖬 🏴 Des	criptions	
* Training Delivery Type:	Traditional Classroom (no technolo	gy, classroom on-site)	🔽 🏴 Des	criptions	
* Decision Source:		fine Onume			

For "Training Purpose Type" select "Program/Mission" and select "Next" to go to the next page.

			4. Acquisition School		
1. Course Data	2. Training Specifics	3. Agency Type	(Optional)	5. Cost	6.Review and Confirm
* = Required			-		
* Priority Indicator:	Critical/Mandated Essential •	Recommended Unknown			
* Training Hours:	Training Duty Hours: 0	* Training Non-Duty Ho	ours <sub>0</sub>		
* Training Sub Type:	Leadership/Manager/Communicatio	ns Courses	💽 🏴 <u>De</u>	escriptions	
* Training Source Type:	Government Internal		💌 🏴 <u>De</u>	escriptions	
* Training Delivery Type:	Traditional Classroom (no technolog	ıy, classroom on-site)	💌 🏴 <u>De</u>	escriptions	
* Decision Source:	Agency Approved Academic/Educat	ion Course	<b>I</b>		
* Training Purpose Type	Program/Mission		💌 🏴 <u>D</u> e	escriptions	
Previous					Cancel Next

Select the "Agency Type" tab and enter the appropriate PME code. For Air Force Programs, add "AF" in front of the program, for Navy add "NV", and for Army add "AR"

For example,

- AF-Squadron Officer School
- AF-Air Command Staff College
- AF-Air War College

1. Course Da	ta 2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm
ency Type identifie efix code, e.g., AF- usely describes the	es a general type of course (e.g., Lea Air Force, AR-Army, NV-Navy, etc. E e course you are recording.	adership, Security) or a specific co DoD descriptions will not have a sp	urse (e.g., DAU LAW 801 Acquis ecific agency identified and may	sition Law). Many of the de be used by all agencies. S	scriptions include an agency Select the description that most
scriptions marked	'Historical' represent training types gy Contract (Historical).	not currently in use and should be	selected only if you are recording	g a training event from the	past, for example DAU CON 241
Required	Sea	rch			
Required Agency Type Select Agency Type	Sea	rch	Meaning		
Required Igency Type Select Agency Type	AF-Squadron Officer School (SO	s)	Meaning		
Required Agency Type Select Agency Type Previous	AF-Squadron Officer School (SO	s)	Meaning	Cancel	Skip to Step. 5 Cost Next

After entering the "Agency Type", click on "Search" and after the course title comes up, add a checkmark.

Select "Next" to go to the Acquisition School tab. No information needs to be entered on this screen. Click on Next.

		To view a	an example of the SF 182 via the OPN	I website go to https://ww	w.opm.gov/forms/pdf_fill/SF182.p
1. Course Data	2. Training Specifics	3. Agency Type	4. Acquisition School (Optional)	5. Cost	6.Review and Confirm
equisition School Source:		Search			
Select Acquisition School			Meaning		
No records found.					
Previous					Cancel Next

Select the "Cost" tab. No information needs to be entered on this screen. Click on "Next".

1. Course Data 2. Training Specifics 3. Agency Type 4. Acquisition School (Optional) 5. Cost 6. Review and C   = Required Tuition and Fees \$ Format: 0.00 0 • • • •	6.Review and Confirm
Tuition and Fees \$ 00 P	
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Tolliar 0.00	
* Books and Materials \$ 00 🦻	
Format: 0.00	
* Training Travel Indicator: Yes No 💿 Not Applicable 🦻	

Select the "Review and Confirm" tab. Review your information and select "Confirm" to update your record.

<u>Home</u> / <u>Professi</u>		a 🛔 🕈 🖘 🐔 🏟 🖹		
	To view an	example of the SF 182 via the OPM	I website go to https://ww	w.opm.gov/forms/pdf_fill/SF182.pd

Previous		Cancel Confirm
	Accessibility/Section 508   Privacy and Security Policy   System Help Desk Contacts	