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## Civilian: New Hire Home Page

Congratulations on joining the United States Air Force as a civilian employee! Below is information and guidance to help you make a successful start on your career.

### Benefits

Upon your appointment to the civil service you have a limited time to elect certain employee benefits. Recommend first viewing the New Employee Benefits Overview Vodcast which will guide you through the benefit election process.

- [Benefits and Entitlements Programs](#)

### Personnel Records

It is your responsibility to ensure your official personnel records are correct and up-to-date.

Your official personnel records are maintained in the Defense Civilian Personnel Data System (DCPDS). You can access DCPDS to view and update certain information in your records using MyBiz+. If you are a supervisor you can access your employee's records using MyWorkplace.

- [MyBiz and MyWorkplace](#)

### Electronic Official Personnel Folder

Your electronic official personnel folder referred to as eOPF is maintained by the Office of Personnel Management.

- [eOPF](#)

### Training Requirements

As a new employee there are many Air Force unique training that must be accomplished.

- [New Employee Training Requirements](#)

### Self Service Updates

There are many self service functions you have available to assist you in managing your career.

- [Self Service](#)

## **PALACE Acquire and COPPER Cap**

PALACE Acquire and COPPER Cap Orientation will assist in your transitions into the Air Force.

- [Orientation](#)

## **Related Resources**

- [Air Force Benefits Fact Sheet - Civilian Employees](#)