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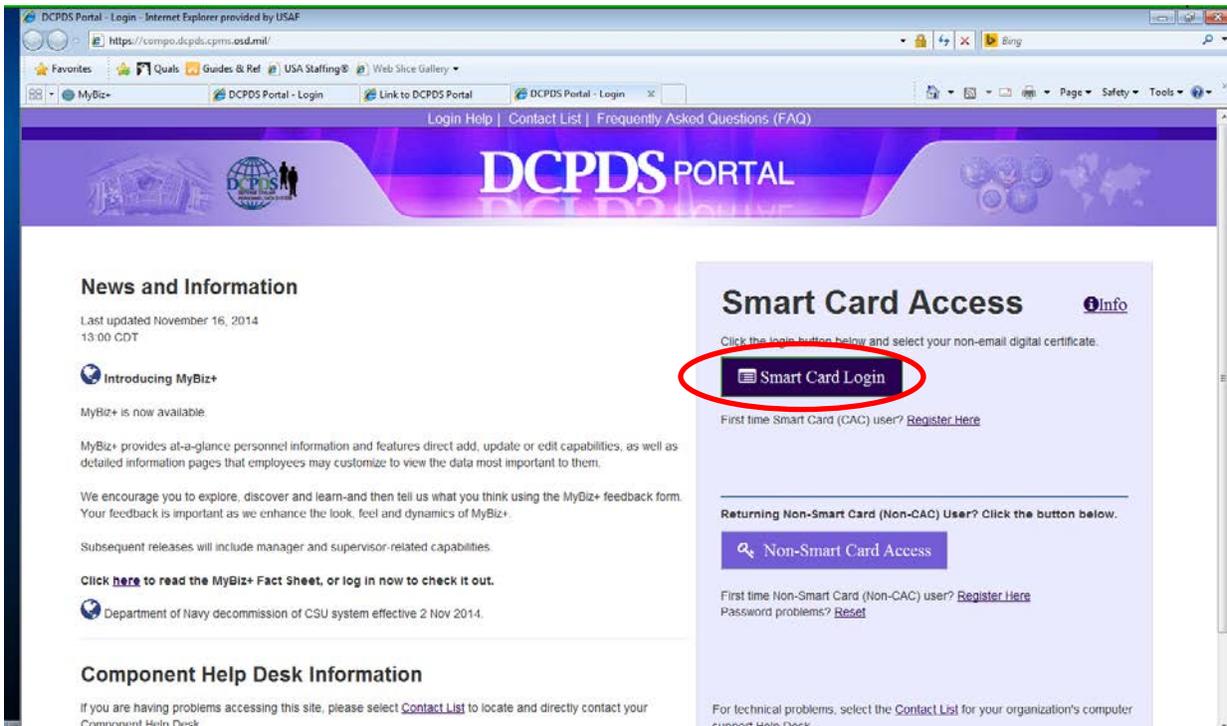
If you have problems with accessing My Biz contact the Personnel Systems Operations Control Center (PSOCC) at DSN 665-5004, COMM 210-565-5004, or toll free 1-800-525-0102, press 8 or send an e-mail **PSOCC.SD@Randolph.af.mil.**

Select "HR My Biz+ Air Force"
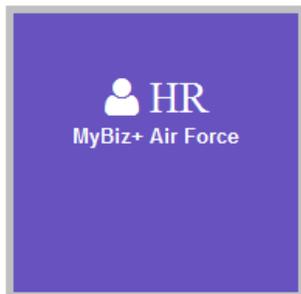
Select "Accept" after reading the Privacy Act Statement.

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.
Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O.9397.
Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.
Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.
Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Accept

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

Home

★ Provide Feedback

Key Services

My Biz

Request Employment Verification

Civilian Career Report

Update Contact Information

Update Professional Development

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

Key Services

My Biz

Request Employment Verification

Civilian Career Report

Update Contact Information

Professional Development

Training   Update

Select the "Training" tab and click on "Add" to add your PME course information.
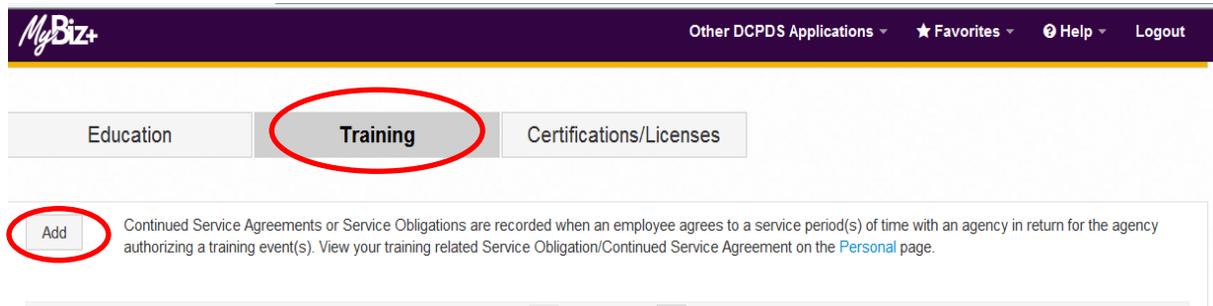
The 'Add' page displays six tabs that you will navigate to enter information for your completed PME training.
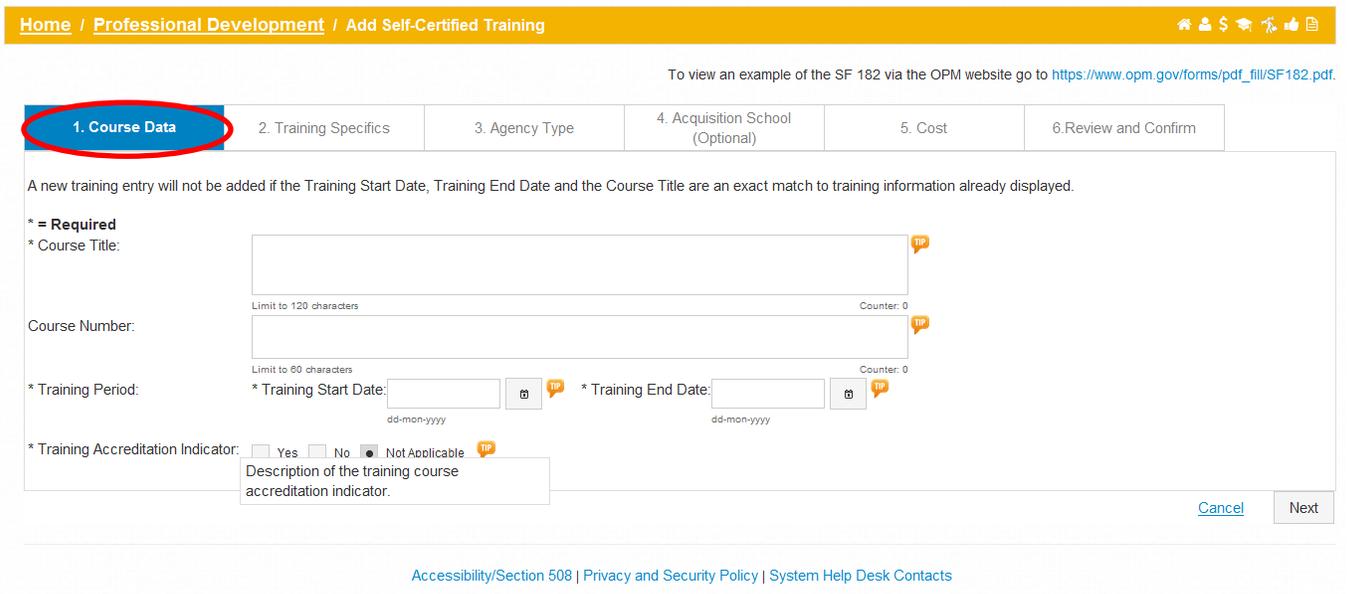
COURSE TITLE: Course Title is a mandatory manual entry as denoted by an (*) to the left of the data field.

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:

Limit to 60 characters   Counter: 0

Agency Type Code	Agency Type Code Description
BFI	AF-Squadron Officer School (SOS)
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: [   ] 📅   * Training End Date: [   ] 📅

                                    dd-mon-yyyy   dd-mon-yyyy

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

* Training Accreditation Indicator: ☐ Yes   ☐ No   ⦿ Not Applicable

Description of the training course
accreditation indicator.

                                                                    Cancel   Next

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

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

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

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

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.

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

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

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

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.

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

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