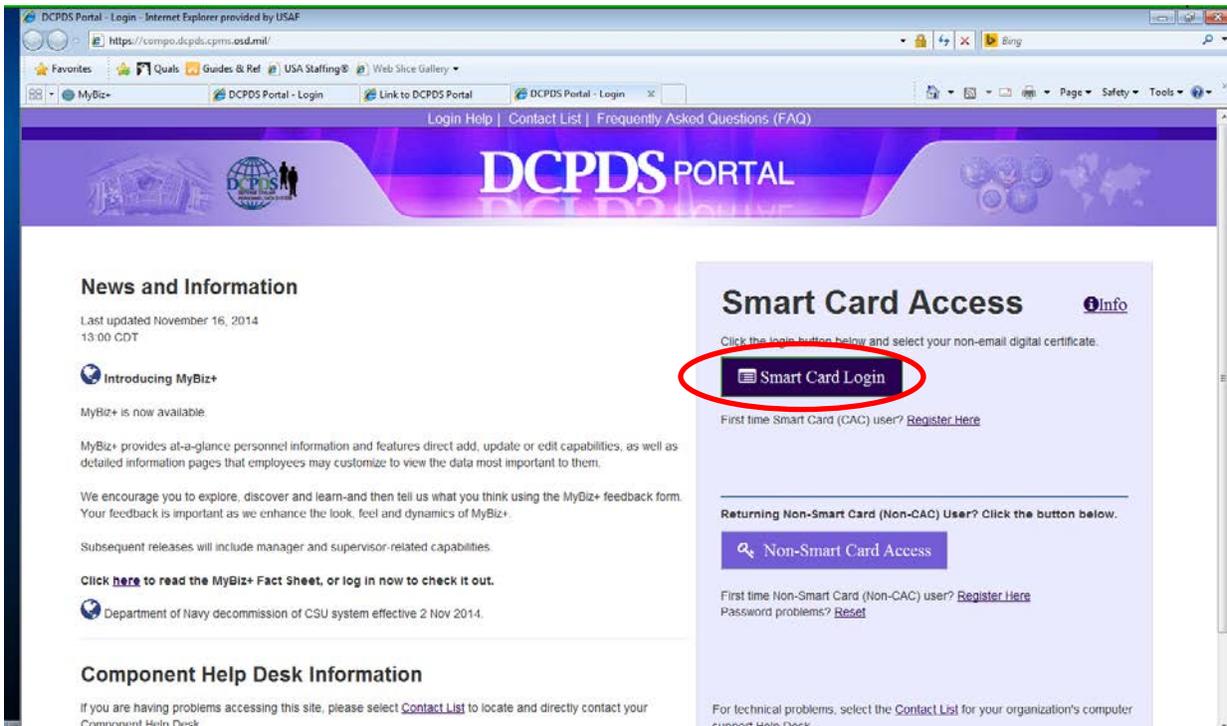


# Updating PME through MyBiz+

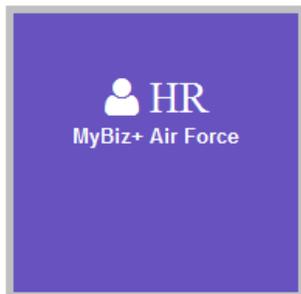
You can access MyBiz+ through the [DCPDS Portal](#)

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](mailto: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.

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

**Home**

★ [Provide Feedback](#)

**Key Services**

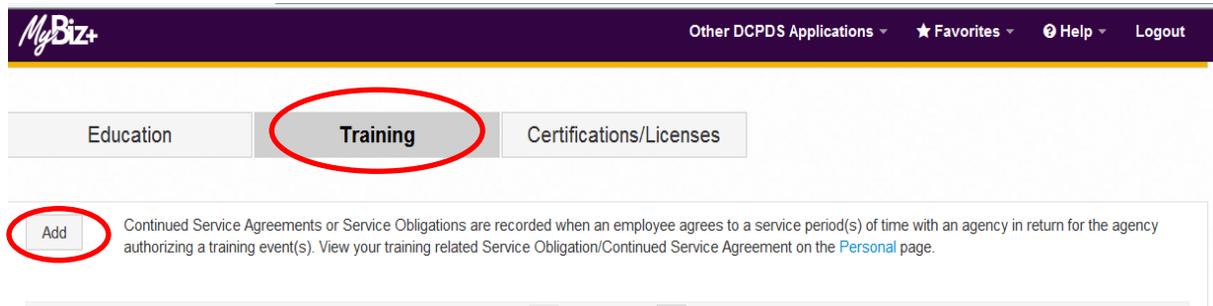
- [My Biz](#)
- [Request Employment Verification](#)
- [Civilian Career Report](#)
- [Update Contact Information](#)
- [Update Professional Development](#)

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

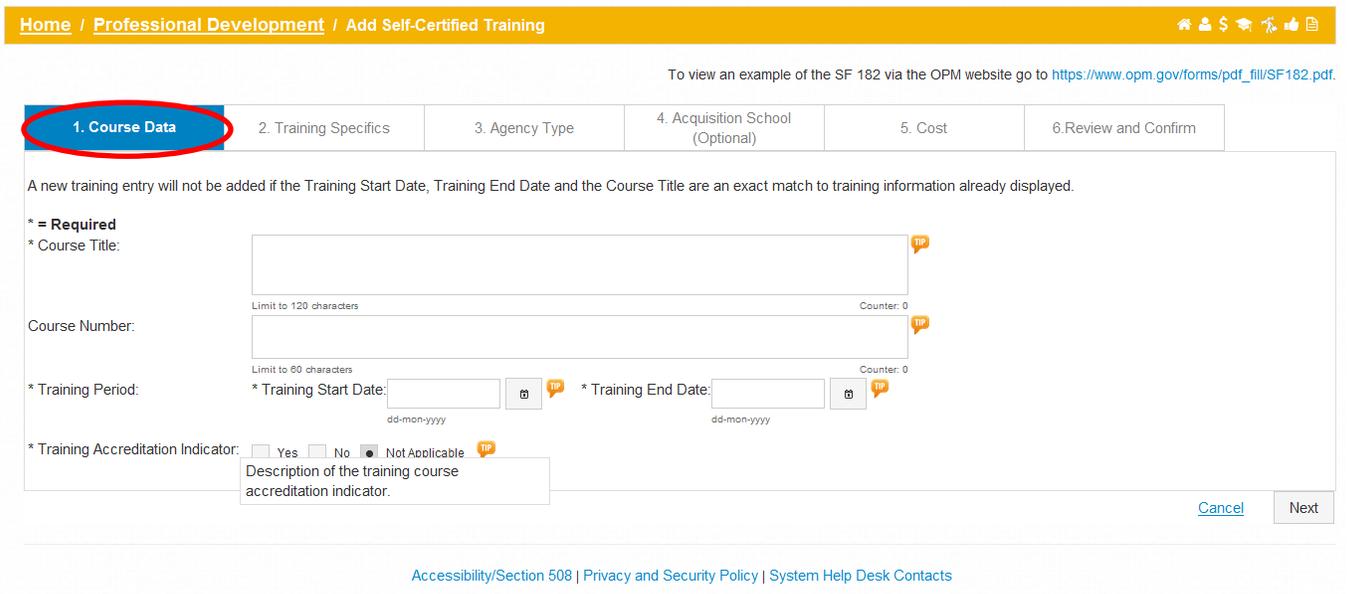
**Key Services**

- [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 TIP

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:  dd-mon-yyyy TIP \* Training End Date:  dd-mon-yyyy TIP

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 TIP  
Description of the training course accreditation indicator.   
Cancel Next

Select the “Training Specifics” tab. For “Priority Indicator” select “Recommended”.

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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

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

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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

\* Training Hours:  \* Training Duty Hours:  \* Training Non-Duty Hours:

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

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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

\* Training Hours:  \* Training Duty Hours:  \* Training Non-Duty Hours:

\* Training Sub Type: Leadership/Manager/Communications Courses

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://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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

\* Training Hours:  \* Training Duty Hours:  \* Training Non-Duty Hours:

\* Training Sub Type: Leadership/Manager/Communications Courses

\* Training Source Type: Government Internal

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.

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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
<b>* = Required</b>					
* Priority Indicator: <input type="checkbox"/> Critical/Mandated <input type="checkbox"/> Essential <input checked="" type="radio"/> Recommended <input type="checkbox"/> Unknown <a href="#">TIP</a>					
* Training Hours: * Training Duty Hours: <input type="text" value="0"/> <a href="#">TIP</a> * Training Non-Duty Hours: <input type="text" value="0"/> <a href="#">TIP</a>					
* Training Sub Type: Leadership/Manager/Communications Courses <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Training Source Type: Government Internal <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Training Delivery Type: Traditional Classroom (no technology, classroom on-site) <a href="#">TIP</a> <a href="#">Descriptions</a>					

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 OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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
<b>* = Required</b>					
* Priority Indicator: <input type="checkbox"/> Critical/Mandated <input type="checkbox"/> Essential <input checked="" type="radio"/> Recommended <input type="checkbox"/> Unknown <a href="#">TIP</a>					
* Training Hours: * Training Duty Hours: <input type="text" value="0"/> <a href="#">TIP</a> * Training Non-Duty Hours: <input type="text" value="0"/> <a href="#">TIP</a>					
* Training Sub Type: Leadership/Manager/Communications Courses <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Training Source Type: Government Internal <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Training Delivery Type: Traditional Classroom (no technology, classroom on-site) <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Decision Source: Agency Approved Academic/Education Course <a href="#">TIP</a>					

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

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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
<b>* = Required</b>					
* Priority Indicator: <input type="checkbox"/> Critical/Mandated <input type="checkbox"/> Essential <input checked="" type="radio"/> Recommended <input type="checkbox"/> Unknown <a href="#">TIP</a>					
* Training Hours: * Training Duty Hours: <input type="text" value="0"/> <a href="#">TIP</a> * Training Non-Duty Hours: <input type="text" value="0"/> <a href="#">TIP</a>					
* Training Sub Type: Leadership/Manager/Communications Courses <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Training Source Type: Government Internal <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Training Delivery Type: Traditional Classroom (no technology, classroom on-site) <a href="#">TIP</a> <a href="#">Descriptions</a>					
* Decision Source: Agency Approved Academic/Education Course <a href="#">TIP</a>					
* Training Purpose Type: Program/Mission <a href="#">TIP</a> <a href="#">Descriptions</a>					
<a href="#">Previous</a>				<a href="#">Cancel</a> <a href="#">Next</a>	

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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

To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

1. Course Data	2. Training Specifics	<b>3. Agency Type</b>	4. Acquisition School (Optional)	5. Cost	6. Review and Confirm
----------------	-----------------------	-----------------------	----------------------------------	---------	-----------------------

Agency Type identifies a general type of course (e.g., Leadership, Security) or a specific course (e.g., DAU LAW 801 Acquisition Law). Many of the descriptions include an agency prefix code, e.g., AF-Air Force, AR-Army, NV-Navy, etc. DoD descriptions will not have a specific agency identified and may be used by all agencies. Select the description that most closely describes the course you are recording.

Descriptions marked 'Historical' represent training types not currently in use and should be selected only if you are recording a training event from the past, for example DAU CON 241 Information Technology Contract (Historical).

\* = Required

\* Agency Type

Select Agency Type	Meaning
<input type="checkbox"/>	AF-Squadron Officer School (SOS)

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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.

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.opm.gov/forms/pdf_fill/SF182.pdf).

1. Course Data	2. Training Specifics	3. Agency Type	<b>4. Acquisition School (Optional)</b>	5. Cost	6. Review and Confirm
----------------	-----------------------	----------------	---	---------	-----------------------

Acquisition School Source:

Select Acquisition School	Meaning
No records found.	

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

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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
<b>* = Required</b>					
* Tuition and Fees \$ <input type="text" value="00"/>					
Format: 0.00					
* Books and Materials \$ <input type="text" value="00"/>					
Format: 0.00					
* Training Travel Indicator: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable					
<a href="#">Previous</a>					<a href="#">Cancel</a> <a href="#">Next</a>

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

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To view an example of the SF 182 via the OPM website go to [https://www.opm.gov/forms/pdf\\_fill/SF182.pdf](https://www.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
<a href="#">Previous</a> <a href="#">Cancel</a> <a href="#">Confirm</a>					

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