Army Civilian Record Brief

User Guide

Updated: August 22, 2011

What is the Army Civilian Record Brief (CRB)?

The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DoD civilian employees, and from other sources you may update yourself via online self-service applications.

Why is the CRB important?

Your CRB reflects the information contained in official DoD and Army HR databases. It is available to you online so that you may regularly review the accuracy and completeness of your record. This guide contains instructions on how to update your record if you find incorrect or incomplete information in your CRB.

What are the sources of the data I see on my CRB?

The Army Civilian Record Brief includes data from:
- Defense Civilian Personnel Data System (DCPDS)
- Information you provide using the self-service capabilities in MyBiz
  - **NOTE**: Full MyBiz capabilities are available to Appropriated fund employees. Non Appropriated fund (NAF) employees are expected to have full MyBiz capabilities in 2011.
- Information you provide using the self-service capabilities in Civilian Personnel Online (CPOL) Portal
- Army Training Requirements and Resources System (ATRRS)

How do I update the information in my CRB?

Your information may be updated in a number of ways, depending on the section in the CRB. HR Professionals at your servicing Army Civilian Personnel Advisory Center (CPAC) are the only individuals who may update some portions of the information. You may update some information using the self-service capabilities of MyBiz and CPOL Portal. Other training related information comes from ATRRS, which may be updated by select training managers and personnel who work in the associated schools. The instructions on how to update each section are included in the description for that section. Each section of the CRB is also color coded to designate how the information may be updated:

- Blue shaded sections are updateable at MyBiz: https://compo.dcpds.cpms.osd.mil
- Tan shaded sections are ONLY updateable thru employee self-service in CPOL Portal

How do I access my CRB?

If you are an Army civilian employee and have a valid common access card (CAC), you may access your CRB from: http://acpol.army.mil/. The CRB is best viewed in full screen format.

1. Navigate to http://acpol.army.mil/
2. Click CAC Employee Login, read the system access notice, and click OK.
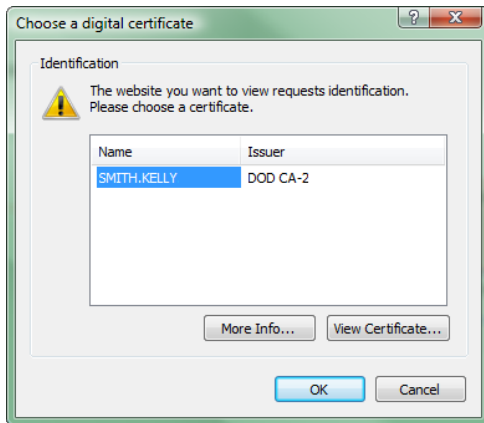3. Select a non-email digital certificate from the choices.
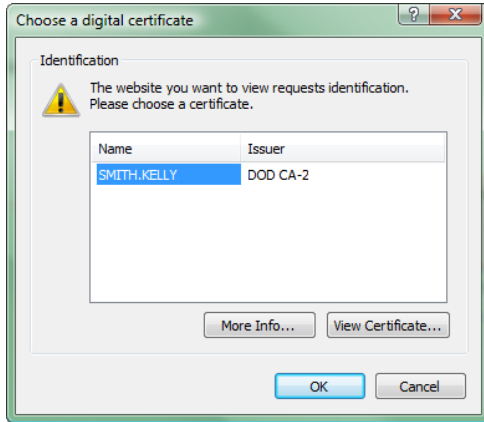
4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.
5. From the CPOL Portal home page, click on the Employee Tab, and then click Go! on the Employee Data portlet.
6. Once the Employee Data portlet appears, click on Civilian Record Brief (CRB) under the Self Service Applications.
7. You will be prompted to either:
   a. View My CRB: This selection automatically generates your CRB using Adobe Reader. Once you see it displayed on the screen you may then view it online or save it as a file on your computer.
   b. Update My CRB: This selection allows you to update Section 1 and Section 9b and to choose which training instances to display in Section 6.

How do I access my employee's CRB?

If you supervise or manage Army civilians, have the Manager's Tab in the CPOL Portal and have a valid common access card (CAC) you may access your employees' CRBs from: http://acpol.army.mil/. The CRB is best viewed in full screen format.

NOTE: If you do not have the Manager's Tab in CPOL Portal and would like to request it, please contact your servicing Civilian Personnel Advisory Center (CPAC) to initiate the request.

1. Navigate to http://acpol.army.mil/
2. Click on CAC Employee Login, read the system access notice, and click OK.
3. Select a non-email digital certificate from the choices.

4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.
5. From the CPOL Portal home page, select the Manager Tab, and then click Go! on the Employee Data portlet and select an employee from the Employee List.
6. Once an employee is selected, click the Civilian Record Brief (CRB) from the Application List.

CRB by Section

Links to CRB Section Descriptions:

Header and Title Lines

If the information in this section is not correct, please follow the directions to input a helpdesk ticket found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf

joe.civilian@us.army.mil

US ARMY CIVILIAN RECORD BRIEF

Brief Date	Pay Plan -Series - Grade / Step	Position Title	Last 4 - SSN	Employee Name
2011/04/13	GS-2210-14 / 04	IT SPECIALIST (APPSW)	1234	CIVILIAN, JOE D.

- Email: The first entry is your AKO email address. Your email address on your CRB is stored in DCPDS, though it originates from Army Knowledge Online (AKO). If the email address on your CRB is incorrect, have it corrected via AKO Helpdesk procedures.

- US Army Civilian Record Brief: This entry is system generated and is not updateable

- Brief Date: The date, in YYYY/MM/DD format, that your CRB was created. It is system generated.

- Pay Plan – Series – Grade/Step: This is your position pay plan, occupational job series, grade level, and step within that grade, as reflected in your HR record in DCPDS.

- Position Title: This is your position or job title from the position record in DCPDS. May be subject to truncation.

- Last 4 – SSN: These are the last four numbers of your SSN, as reflected in your HR record in DCPDS.

- Employee Name: This is your last name, first name, and middle initial (if any) as they appear in your HR record in DCPDS.

Section 1 – Special Assignments

This section allows you to enter any special assignments as a civilian or military member that are not reflected in the HR database of record, DCPDS. Entries that you make in this Section do not update DCPDS. Assignments may include work outside the continental United States (OCONUS), deployment to a DOD-recognized theater of operation, or Joint duty as defined by DOD. To update your Special Assignments information, select "Update My CRB" in the Civilian Record Brief self-service application in CPOL Portal and select Section 1.

NOTE1: You must enter all data for each field and record prior to saving.

You may add, change, or delete the following information for up to 6 special work assignments in this Section. To accomplish this, select the "Edit" checkbox (which will enable that row). To add or change records, enter or update the information you would like to see on your CRB. If there is a record you would like to delete, select the "Edit" checkbox and also the "Mark For Deletion" checkbox. Please be sure to "Save" your entries. You may immediately see the results on your CRB by selecting "View My CRB."

- End Date: Enter the date your Special Assignment ended, in YYYY/MM/DD format. For example, 2010/06/19.

- MO: Enter the number of months the Special Assignment lasted, using only numbers 0-999. For example: 36 (indicating a 3-year tour).

- Tour: Select the type of Special Assignment from a dropdown list.

    - O=OCONUS (overseas)

    - D=Deployed (in support of an official, recognized operation)

    - J=Joint (an assignment or position performed in a joint, multi-service environment, and designated as such by the Joint Chief of Staff)

    For example: O (indicating an assignment overseas in an OCONUS location, but not in a deployed status)

- Title: Enter your position title while in the Special Assignment, using up to 22 alphanumeric characters. For example, Squad Ldr, Branch Chief, Metalworker.

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- Location: Enter the city/state or city/country of the Special Assignment location, using up to 15 alphanumeric characters.

Section 1 - Special Assignments				
End Date	MO	Tour	Title	Location
2008/01/01	6	J	IT Specialist	Kirkut, IQ
2007/06/21	60	O	Pers Scty Mgr	Heidelberg, GE
1998/06/15	198	O	Pers Sys Mgr	Vicenza, IT

NOTE2: Only certain special characters are allowed (dash, slash, comma, apostrophe, parentheses, period and the accent key) in the "Title" and "Location" fields.

Section 2 – Security Investigation Data

If the information in this section is incorrect or incomplete, please refer to the Portal Helpdesk quick guide found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket.

Section 2 - Security Investigation Data		
Posn Sensitivity:	Noncritical-Sens (NCS) Natl Secty Risk	
Posn Sec Access:	Secret-ENTNAC/NAC/NACI Reqd	
Type: NLC - NAC, LAC & Credit	Date:	2003/11/14
Clnc Elig: Secret	Due:	2013/11/14

- Posn Sensitivity: (Position Sensitivity): There are four types of sensitivity designations:

  1. Nonsensitive - All other positions not identified below. Requires National Agency Check investigation.
  2. Noncritical Sensitive - Position involves access to CONFIDENTIAL or SECRET information, IT-II/CAT II ADP duties, or duties in chemical/biological PRP. Requires an advanced National Agency Check with inquiries/National Agency Check with local and credit check investigation.
  3. Critical Sensitive - Position involves access to TOP SECRET information, IT-I/CAT I ADP duties, or requires enrollment in Nuclear PRP programs. Requires a single scope background investigation (SSBI).
  4. Special Sensitive - Position involves sensitive information related to National Security, intelligence, or strategic technologies requiring access to TOP SECRET/SENSITIVE COMPARTMENTED information (SCI). Requires a single scope background investigation (SSBI).

- Posn Sec Access: (Position Security Access requirement) as stated in the Position Description, this determines the level of security access required for the position.

- Type: Type of last security investigation performed.

- Date: Date the last security investigation was completed, in YYYY/MM/DD format.

- Clnc Elig: (Clearance Eligibility): The degree or level of security access granted to an individual based on the last security investigation.

- Due: Indicates when the next security investigation is required. This date, in YYYY/MM/DD format, is determined automatically according to the position sensitivity and the date of the last investigation, using the following logic:

  - If Position Sensitivity is Noncritical-Sensitive National Security Risk (NCS) and Position Security Access Requirement is Confidential, then due date is last investigation date + 15 years.

  - If Position Sensitivity is Non-Sensitive National Security Risk (NS), then due date is last investigation date + 10 years.

  - If Position Sensitivity is Noncritical-Sensitive (NCS), then due date is last investigation date + 10 years.

  - If Position Sensitivity is Critical Sensitive (CS), Special Sensitive (SS), Moderate Risk Public Trust (MR), High Risk Public Trust (HR), Critical Sensitive (C), or Special Sensitive (S), then due date is last investigation date + 5 years

NOTE: The due date displays in red when the date is within or beyond 90 days to indicate action should be taken to renew the security investigation, if required by the current position.

Section 3a – Service Data

If the information in this section is incorrect or incomplete, please refer to the Portal Helpdesk quick guide found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket.

Appropriated Fund (AF)

Section 3a - Service Data	
SCD Leave: 1979/10/01	SCD RIF: 1979/10/01
Vet Pref RIF: N	Emer Esntl Posn: Not EE/Key
Army Civ Svc Dt	2001/08/12
Tenure Group	Permanent - Tenure Group 1
Appointment Type	Competitive - Career
Career Program	Information Mission Area
Career Field	Information Mission Area
Citizenship	U.S. Citizen, includes U.S. Nationals
CPAC Name	HQ DA CPAC
BUS:	Eligible but not in Barg unit
FLSA:	Exempt
Obligated Posn/Exp	
Reserve Category	Not Applicable

Non-Appropriated Fund (NAF)

Section 3a - Service Data	
SCD Leave: 1983/07/13	SCD LS: 1982/06/01
Vet Pref RIF: Not Applicable	Emer Esntl Posn: Not EE/Key
Army Civ Svc Dt	2002/08/01
Employment Cat:	RFT
Appointment Type	Not Applicable
Career Program	Supply Mgt
Career Field	Supply Mgt
Citizenship	U.S. Citizen, includes U.S. Nationals
CPAC Name	Fort Myer CPAC
BUS:	AR1100 – NAGE-R4102 Army Military Distr
FLSA:	Nonexempt
Obligated Posn/Exp	Not Applicable
Reserve Category	Not Applicable

- SCD (Service Computation Date) Leave: The date (YYYY/MM/DD) from which creditable service is derived for leave accrual. Service computation dates are calculated

dates and often will not reflect the actual date an employee began work for Army or civil service. Leave without pay (LWOP), breaks in service, prior federal or military service, and intermittent work schedules are some factors that will affect the calculation of the service computation date.

- SCD (Service Computation Date) RIF (AF Only): The date (YYYY/MM/DD) from which an employee's length of service is derived for reduction-in-force (RIF) purposes. Service computation dates are calculated dates and often will not reflect the actual date an employee began work for Army or civil service. Leave without pay (LWOP), breaks in service, prior federal or military service, and intermittent work schedules are some factors that will affect the calculation of the service computation date.

- SCD (Service Computation Date) LS (Length of Service) (NAF Only): This date is in (YYYY/MM/DD) format. SCD LS includes military service, federal civil service, and NAF service. The sole Army-Wide use for this data element is in tracking service creditable towards length of service awards.

- Vet Pref RIF (Reduction in Force): The employee's category of entitlement to Veteran's preference for reduction-in force purposes.

- Emer Esntl Posn (Emergency Essential Position): Indicates whether the position meets one of the emergency essential definitions:

  1. Key: Position Has Been Designated Key.
  2. Key-Remain: Key Emergency Essential-Remain in Place.
  3. EE-Relocation: Emergency-Essential Position, Relocation To Overseas Area.
  4. EE-Remain: Emergency-Essential Position, Remains in Overseas Location After Evacuation.
  5. LN Cont Esntl: LN Position Contingency-Essential.
  6. LN Not Cont Esntl: LN Position Not Contingency-Essential.
  7. Not EE/Key: Position Not Designated Emergency-Essential or Key.

- Army Civ Svc Dt (Army Civilian Service Date): This date (YYYY/MM/DD) is the latest date that the employee began service within a component serviced by the Dept of Army. This is also known as "Date entered on duty with current agency" and often does not reflect total or accurate civilian service credit.

- Tenure Group (AF Only): Tenure is the period of time an employee may reasonably expect to serve under his/her current appointment. It is granted and governed by the type of appointment under which an employee is currently serving, without regard to whether he/she has competitive status or whether his/her appointment is to a competitive service position or an excepted service position. Tenure groups are categories of employees ranked in priority order for retention during reduction-in-force. The three types of tenure are: Tenure I (Career), Tenure II (Career-Conditional), and Tenure III (Other).

- Employment Cat (Employment Category) (NAF Only): Unlike Appropriated Fund Civil Service employment, NAF employees do not hold Career Conditional or Career Appointments. NAF has two appointment categories: Regular and Flexible.

- o Regular-The employee serves in a continuing position on a scheduled basis. Regular employees are further categorized as regular full-time (RFT) if the regular workweek is 40 hours; or, regular part-time (RPT) if the workweek is 20 to 39 hours. The minimum workweek for a RPT employee is 20 hours. Additional regular categories are: RFT-Limited Tenure, or RPT-Limited Tenure, RFT-Seasonal (RFS), RPT-Seasonal (RPS).

- o Flexible- The employee serves in an indefinite position either on a scheduled or on an as needed basis. Employees paid on the NA, NL, NS, or CC pay schedule and who are regularly scheduled must have a documented guaranteed number of hours per week. An employee serving under a Flexible appointment category is not eligible to receive benefits.

- Appointment Type: The nature of the employee's current appointment. (e.g., Competitive Career, Term Not-to-Exceed, Temporary, Career Conditional, etc.)

- Career Program: Within some career fields, the Army has established civilian career programs (CPs) (AR 690-950, Career Management). A career program is comprised of occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonalty of job and qualification characteristics. Career programs were established to ensure there is an adequate base of qualified and trained professional, technical, and administrative personnel to meet the Army's current and future needs. The system does this through effective career program leadership, identified progression levels, recruitment, and career development.

- Career Field: Career Fields are typically indicated by the same code as the Career Program, but in reality a Career Program may cover several Career Fields. Army is currently reviewing all CPs and CFs for proper definition and alignment to occupational series, job function, etc.

- Citizenship: This is an indicator of whether or not an employee is a citizen of the United State of America. (1 = U.S. Citizen, 5 = Local National Employee, 8 = Non-U.S. Citizen)

- CPAC (Civilian Personnel Advisory Center) Name: Your servicing CPAC (formerly known as CPO). This is also a link to the listing of regional advisory centers with contact numbers. (You may need to scroll to find your servicing CPAC.)

- BUS (Bargaining Unit Status): A bargaining unit is a group of employees with common interests who are represented by a labor union in their dealings with agency management. This is the last four digits of the code assigned in the Office of Employee and Labor Management Relations – Labor Agreement Information Retrieval System (OLMR-LAIRS) publication called "Union Recognition in the Federal Government" and a brief description of the Bargaining Unit name. Typically, employees are either: ineligible for inclusion in a bargaining unit, eligible but not in a bargaining unit, or are in a bargaining unit. The appropriate status will be displayed in this area. If the employee is in a bargaining unit, the name of the bargaining unit will be displayed.

- FLSA (Fair Labor Standards Act): The status of the Federal civilian employee under the Authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213). Either Nonexempt (the position is covered by the minimum wage and overtime

provisions of FLSA) or Exempt (the position is not covered by the minimum wage and overtime provision of FLSA).

- Obligated Posn/Exp (Obligated Position/Expiration Date): A position is said to be "obligated" if the employee has statutory restoration rights based on active military service, compensable injury or disability when fully recovered, or return rights based on having served an overseas tour(s). Obligated positions may also cover employees who have been on extended leave without pay under certain circumstances. When a position is obligated to an employee it means that he/she has entitlements to that position. During the obligation period, the manager has the option of filling the position on a temporary or permanent basis. In filling the obligated position, the selected employee is required to sign an agreement acknowledging that he/she is aware of the obligation and accepts the fact that he/she may be displaced under reduction in force procedures at a later time.

- Reserve Category: A value to identify the reserve category for employees subject to military recall, such as Reserve Tech, Selected Reserve, Air National Guard, Army National Guard, etc. or Not Applicable.

Section 3b – Performance Data

Displays your last 7 performance ratings. If the information in this section is incorrect or incomplete, please refer to the Portal Helpdesk quick guide found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket.

Section 3b - Performance Data	
Performance Rating	Date
Exceptional	2010/12/21
Exceeds Expectations	2010/01/01
Valued Performer	2009/01/01
Exceeds Expectations	2008/01/01
Exceptional	2006/11/20
Exceptional	2005/11/22
Exceptional	2004/12/14

- Performance Rating: Your performance rating. Rating levels are:
    - 1 – Exceptional (TAPES), Unsatisfactory (NSPS), or Unsatisfactory (NAF)
    - 2 – Highly Successful (TAPES), Marginally Successful (NSPS), or Minimally Satisfactory (NAF)
    - 3 – Fully Successful (TAPES), Valued Performer (NSPS), or Satisfactory (NAF)
    - 4 – Fair (TAPES), Exceeds Expectations (NSPS, or Excellent (NAF)
    - 5 – Fail (TAPES), Role Model (NSPS), or Outstanding (NAF)
    - X – Not rated
    - Z – Excluded
    - E or F - Undefined
- Date: Effective date of your rating.

Section 4 – Contact Info

Section 4 - Contact Info	
Emergency Contact	**Employee Address**
Civilian, Jane M.	123 Main St.
123 Main St.	
Anytown	Anytown
VA 12345-6789	VA 12345-6789
Phone 703-555-1212	
Supervisor: Boss, Ima	
Supervisor Email: ima.boss@us.army.mil	

- Emergency Contact: You may maintain this information yourself in MyBiz.

    o You may designate an emergency contact in MyBiz by entering his or her name, address, and phone number.

To access the MyBiz self-service application: https://compo.dcpds.cpms.osd.mil/. (**NOTE**: First-time MyBiz users will first need to register in the DCPDS Portal by clicking on the "Register" button under "Smart Card Access." The registration is automatic.) Updates via MyBiz will take 24 to 48 hours to display on your CRB.

To view the MyBiz Self Service User Guide: http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

- Employee Address: This is your personal home address as reflected in DCPDS. It originates from your payroll record, which is found in the Defense Civilian Payroll System (DCPS).

    o If your mailing address is incorrect, you may update it via self-service at: https://mypay.dfas.mil/mypay.aspx. Log in, and then select Correspondence Address under the header "Pay Changes" to update your home address.

- Supervisor: Name of your supervisor as stored in DCPDS. This data requires maintenance of the position hierarchy in the supervisor's MyWorkplace. The Self Service Position Hierarchy (SSPH) tool is used to maintain the supervisor-employee hierarchy. Supervisors should visit the SSPH guide here: http://cpol.army.mil/library/news/docs/SSPH-Guide-for-Supervisors.pdf. If the position hierarchy is not properly maintained by your supervisor, you may not be "linked" to him or her. When that happens, "Data Update Needed" displays in this field.

- Supervisor Email: Your supervisor's email address as stored in DCPDS. If the hierarchy (as explained above) is not maintained and you are not "linked," this field will also be unavailable and will display "Data Update Needed."

Section 5 – Languages

You may maintain your language skills yourself in MyBiz. Up to two languages will be displayed on the CRB.

Section 5 - Languages				
Language Identifier	**Listen**	**Read**	**Speak**	**Write**
German-Bavarian - BAR	10	00	10	00
Italian - ITA	50	30	50	30

- Language Identifier: Language as identified in MyBiz, such as "Italian – ITA" or "German Bavarian – BAR."

- Listen: Level of proficiency at listening.

- Read: Level of proficiency at reading.

- Speak: Level of proficiency at speaking.

- Write: Level of proficiency at writing.

Example proficiency levels:

00 = No Proficiency

10 = Elementary or Limited Knowledge

30 = Proficient

50 = Native

To access the MyBiz self-service application: https://compo.dcpds.cpms.osd.mil/. (**NOTE**: First-time MyBiz users will first need to register in the DCPDS Portal by clicking on the "Register" button under "Smart Card Access." The registration is automatic.) Updates via MyBiz will take 24 to 48 hours to display on your CRB.

To view the MyBiz Self Service User Guide:
http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

Section 6 – Training

You may enter and maintain your training occurrences in MyBiz. Up to 14 occurrences will be displayed on the CRB. If you have any official Army Management Staff College (AMSC) Civilian Education System (CES) courses (Foundation, Basic, Intermediate, Advanced, CESL, AODC, SDC, MDC), the highest level class will automatically "float" to the top of your training list. You may also select/unselect which training you wish to display on your CRB using the "Update My CRB" function in the Civilian Record Brief self-service application in CPOL Portal. Once you have selected the desired courses to display, those selections will remain persistent until you update them again.

SECTION 6 - Training

	Course Title	Hours	Date Completed	Display on CRB? Deselect All
1	BUSINESS OBJECTS APPLICATION XI (AM)	4	2008/03/06	☑
2	NSPS 101	2	2006/10/20	☑
3	NSPS PERF MGT FOR EMPL	4	2006/10/20	☑
4	NSPS HR ELEM / PERF MGT FOR EMPL	8	2006/10/20	☑
5	DOD US CONSTITUTION DAY COURSE	1	2005/09/27	☑
6	BEING PREPARED FOR CHANGE	4	2005/08/31	☑
7	PERFORMANCE-BASED APPRAISAL: AN EMPLOYEE VIEW	3	2005/07/21	☑
8	COMMUNICATE FOR RESULTS	5	2005/07/10	☑
9	EOPF ADMIN	4	2005/04/21	☑
10	EOPF HR PERSONNELIST	8	2005/04/20	☑
11	ANNUAL SECURITY REFRESHER	1	2005/03/09	☑
12	FEHB - CLER	2	2004/09/22	☑
13	ANNUAL MANDATORY COMPUTER SECURITY TRAINING	1	2004/09/16	☑
14	SAEDA BRIEFING	1	2004/09/16	☑
15	CO2 TRAINING	3	2004/08/18	☐
16	ETHICS TRAINING	3	2004/08/05	☐

Section 6 - Training	Hours	Date Comp	Update Source
Leader Development: None			
Business Objects Application Xi (Am)	4	2008/03/06	HR Verified
Nsps Hr Elem / Perf Mgt For Empl	8	2006/10/20	HR Verified
Nsps Perf Mgt For Empl	4	2006/10/20	HR Verified
Nsps 101	2	2006/10/20	HR Verified
Dod Us Constitution Day Course	1	2005/09/27	HR Verified
Being Prepared For Change	4	2005/08/31	HR Verified
Performance-Based Appraisal: An Employee View	3	2005/07/21	HR Verified
Communicate For Results	5	2005/07/10	HR Verified
Eopf Admin	4	2005/04/21	HR Verified
Eopf Hr Personnelist	8	2005/04/20	HR Verified
Annual Security Refresher	1	2005/03/09	HR Verified
Fehb - Cler	2	2004/09/22	HR Verified
Annual Mandatory Computer Security Training	1	2004/09/16	HR Verified
Saeda Briefing	1	2004/09/16	HR Verified

NOTE1: If you have more than 14 training occurrences, and you do not deselect some in the "Update My CRB" function (so that they do not display), CRB will display the latest 14 occurrences in reverse chronological order.

NOTE2: Training taken or coordinated through the Civilian Human Resource Training Application System (CHRTAS), Army Training Requirements and Resources System (ATTRS), U.S. Army SkillPort, or Defense Acquisition University (DAU) will automatically flow to DCPDS and the CRB in about 30 days. To prevent duplicate training occurrences in your CRB, you should not enter such training occurrences yourself in MyBiz. They will appear automatically about a month after completing training.

- Leader Development: Displays highest level of CES training completed or "None."

- Course Title: The narrative title of the training course.

- Hours: The length of the course, in hours.

- Date Comp: The completion date of the course, in YYYY/MM/DD format.

- Update Source: Indicates the source of the record update as follows:

- HR Verified (shown as "Verified" in MyBiz) indicates that the training was automatically updated via one of the Army training systems or that your official record was updated by an HR professional.
- Self-Certified (shown as "Self Certified" in MyBiz) indicates training occurrences that you have entered in MyBiz. If required, you may need to provide documentation for verification purposes.

To access the MyBiz self-service application: https://compo.dcpds.cpms.osd.mil/. (**NOTE**: First-time MyBiz users will first need to register in the DCPDS Portal by clicking on the "Register" button under "Smart Card Access." The registration is automatic.) Updates via MyBiz will take 24 to 48 hours to display on your CRB.

To view the MyBiz Self Service User Guide: http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

Section 7 – Education

You may enter and maintain your education records in MyBiz, and up to 3 education records will be displayed on the CRB.

Section 7 - Education				
School	Major / Program	Education Level	Yr of Degree	Update Source
ZZZ - Unknown (Accredited Institutions or LN/NAF employees)	General Studies (240102)	College (<1yr)	1981	HR Verified

- School: Name of the institution from which the employee obtained the degree/vocational/occupational certification.

- Major/Program: The employee's major field of study. For employees holding a bachelor's degree or higher, the primary field of study which corresponds to the degree obtained will be displayed, such as General Studies, Public Administration, Mathematics, etc.

- Education Level: Specific level of education attained. Values range from 1-No formal education to 22-Post doctorate level.

- Yr of Degree: The year in which the employee attained the degree or certification, in YYYY format.

- Update Source: Indicates the source of the record update as follows:

  - HR Verified (shown as "Verified" in MyBiz) indicates that the education was entered by an HR professional.

  - Self-Certified (shown as "Self Certified" in MyBiz) indicates education that you have entered in MyBiz. If required, you may need to provide documentation for verification purposes.

To access the MyBiz self-service application: https://compo.dcpds.cpms.osd.mil/. (**NOTE**: First-time MyBiz users will first need to register in the DCPDS Portal by clicking on the

"Register" button under "Smart Card Access." The registration is automatic.) Updates via MyBiz will take 24 to 48 hours to display on your CRB.

To view the MyBiz guide:
http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

NOTE1: If you do not find the name of the institution listed in MyBiz, please refer to the Portal Helpdesk quick guide found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket.

NOTE2: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

Vocational/ Occupational Schools – certificate or diploma

Associate's Degree

Bachelor's Degree and higher level education

Please refer to the Portal Helpdesk quick guide found here:
http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket to make changes to educational entries for the levels identified above or if a record needs to be deleted.

Section 8a – Awards

You may enter and maintain your award records in MyBiz, and up to 5 awards will be displayed on the CRB.

Section 8a - Awards	Date	Update Source
Performance Award	2011/02/01	HR Verified
NSPS Performance Bonus	2010/01/03	HR Verified
NSPS Performance Bonus	2009/01/04	HR Verified
NSPS Performance Bonus	2008/01/06	HR Verified
Special Act or Service Award	2007/01/31	HR Verified

- Type of Award: The name and/or type of award or bonus received.

- Date: The date the award or bonus is effective, in YYYY/MM/DD format.

- Update Source: Indicates the source of the record update as follows:

  o HR Verified (shown as "Verified" in MyBiz) indicates that the award was entered by an HR professional.

  o Self-Certified (shown as "Self Certified" in MyBiz) indicates awards that you have entered in MyBiz. If required, you may need to provide documentation for verification purposes.

To access the MyBiz self-service application: https://compo.dcpds.cpms.osd.mil/. (**NOTE**: First-time MyBiz users will first need to register in the DCPDS Portal by clicking on the "Register" button under "Smart Card Access." The registration is automatic.) Updates via MyBiz will take 24 to 48 hours to display on your CRB.

To view the MyBiz Self Service User Guide:
http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

Section 8b – Professional Licenses / Certification

You may enter and maintain professional licenses and certifications in MyBiz, and up to 4 will be displayed on the CRB.

Section 8b - Professional Licenses / Certification	Date
Six Sigma Master Black Belt	2009/06/30

- Type of License/Certification: The name of the license or certification.

- Date: The effective date of the license or certification, in YYYY/MM/DD format.

To access the MyBiz self-service application: https://compo.dcpds.cpms.osd.mil/. (**NOTE**: First-time MyBiz users will first need to register in the DCPDS Portal by clicking on the "Register" button under "Smart Card Access." The registration is automatic.) Updates via MyBiz will take 24 to 48 hours to display on your CRB.

To view the MyBiz Self Service User Guide:
http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

NOTE: If you do not find your License/Certificate listed in MyBiz, please refer to the Portal Helpdesk quick guide found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket.

Section 9a – Army Career Events / Position History

Displays your significant career events, in reverse chronological order, from the Defense Civilian Personnel Data System (DCPDS). Currently the data represented in this section begins in early 2003. Employees who have recently transferred to Army from another government agency or who are just entering the Army civilian service typically will have only one entry in this Section. Up to 5 career events may be displayed. If the information in this Section is not correct, please refer to the Portal Helpdesk quick guide found here: http://cpol.army.mil/library/help/portal/QuickGuide-Helpdesk.pdf, and put in a Portal Helpdesk ticket.

Section 9a - Army Career Events / Position History								
Career Event	Date	PP-Sers-Gr	Title	Supv Status	Position Number	CMD/UIC	Organization	Location
Misc Pay Adj	2010/06/20	GS-2210-14	IT Specialist (Appsw)	Non-Supv	HT.1987452.Y1928	SE/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF THE DIRECTOR	Alexandria, Virginia
Promotion	2008/03/16	YA-2210-03	IT Specialist (Appsw)	Non-Supv	HT.1326914.Y1928	SE/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF THE DIRECTOR	Alexandria, Virginia
Gen Adj	2007/01/21	YA-2210-02	IT Specialist (Appsw)	Non-Supv	HT.1130386.218168	SE/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF THE DIRECTOR	Alexandria, Virginia
Promotion	2006/07/09	GS-2210-13	Information Technology Specialist	Non-Supv	HT.992467.218168	SB/W1J408	US ARMY CIVILIAN HUMAN RESOURCES AGCY / OFFICE OF DIRECTOR	Alexandria, Virginia
Realignment	2002/06/27	GS-2210-12	IT Specialist (Security)	Non-Supv	HM.18663.2F65F	E1/WATL99	HQ USAREUR & 7 ARMY / ODCSPIM, CIVILIAN PERSONNEL DIR	Seckenheim, Germany

- Career Event: Career events such as accessions (hires), temporary promotions or reassignments, promotions, changes to lower grade, conversions, or any actions that resulted in a change of your position description are displayed.

- Date: The effective date of the personnel action, in YYYY/MM/DD format.

- PP-Sers-Gr:

  - PP: Pay Plan indicates the pay system, such as General Service (GS); Wage Grade (WG); YA, YB, YC, etc. (NSPS); and Acquisition Corps Demo (NH)

  - Sers: Occupational Series indicates the occupation job series for the position.

  - Gr: Grade indicates the grade level for the position.

- Title: The position title. Where applicable, there may be a parenthetical addition to the general position title which signifies a particular specialty or clarification.

- Supv Status: The nature of managerial, supervisory or non-supervisory responsibility assigned to an employee's position, such as Non-Supv, Supv or Mgr, Team Ldr, etc.

- Position Number: The code which represents the position description (PD) number of the position. You may click on the hyperlink to view the actual PD in the Fully Automated System for Classification (FASCLASS). The PD describes – in detail - all specific information regarding the position, including major duties, supervisory controls, location, security access requirements, position sensitivity, skills and knowledge required, etc.

- CMD/UIC: The Army command code (or Direct Reporting Unit code) and unit identification code representing the parent organization for the position.

- Organization: Three cleartext lines decoded from the DCPDS organization code, identifying the organizational division, branch, or office.

- Location: The geographical location of the employee's official duty station.

Section 9b – Other Employment History – Self Input

You may enter and maintain non-Army career events or experience in this section. This section is meant to reflect any employment history which is not maintained in DCPDS, but which you may wish to display on the CRB, such as a military or civilian career event. To update your Other Employment History Section, select "Update My CRB" in the Civilian Record Brief self-service application in CPOL Portal and select Section 9b.

NOTE1: You must enter all data for each field, for each record prior to saving.

SECTION 9b - Other Employment History - Self Input

Edit	Mark for Deletion	From Date (YYYY/MM/DD)	To Date (YYYY/MM/DD)	Grade Rank (1-10 Chars)	Title (1-33 Chars)	Supervisory Status (1-17 Chars)	Organization (1-70 Chars)	Location (1-25 Chars)

See the CRB User's Guide for detailed instructions on displaying data in Section 9b.

	Section 1 - Special Assignments
	Section 6 - Training
	Section 9b - Other Employment History
	View My CRB
	Exit

Section 9b - Other Employment History - Self Input							
From Date	To Date	Grade/Rank	Title	Supv Status	Organization		Location
1979/06/18	1986/05/21	SGT/E5	Computer Operator	Non-Supervisory	22nd Area Support Group (SETAF)		Vicenza, IT

You may add, change, or delete the following information for up to 10 assignments in this Section. To accomplish this, please select the "Edit" checkbox (which will enable that row). For adding or changing records, enter or update the information you would like to see on your CRB. If there is a record you would like to delete, select the "Edit" checkbox and also the "Mark For Deletion" checkbox. Please be sure to "Save" your entries. You may immediately see the results on your CRB by selecting "View My CRB."

- From Date: The date the assignment, job or duty began. Enter the year, month and day in YYYY/MM/DD format. For example: 1991/07/01

- To Date: The date the assignment, job or duty ended. Enter the year, month and day in YYYY/MM/DD format. For example: 1992/02/01

- Grade/Rank: The grade/rank/level (as applicable) of the assignment, job or duty. This is a free-text entry of 1 – 10 alphanumeric characters. For example: SGT, E-5, WG-10

- Title: The position or organizational title of the assignment, job or duty. This is a free-text entry of 1 – 33 alphanumeric characters. For example: Squad Leader, Shift Supervisor, Team Lead

- Supv Status: Enter the nature of managerial, supervisory or non-supervisory responsibility while in the assignment, job or duty. This is a free-text entry of 1 – 17 alphanumeric characters. For example: Supervisor, Non-Supervisor, N/A, Lead, Manager

- Organization: Enter the description of the organization or employer of the assignment, job or duty. This is a free-text entry of 1 – 70 alphanumeric characters. For example: IBM, US Army, Navy Reserve, Symantec Corp

- Location: The city and state/country of the assignment, job or duty. This is a free-text entry of 1 – 25 characters. For example: Palo Alto, CA, Ft. Leonard Wood, MO, San Diego, CA, Vicenza, IT

NOTE2: Only certain special characters are allowed (dash, slash, comma, apostrophe, parentheses, and the accent key) in the "Grade/Rank," "Title," "Supervisory Status," "Organization," and "Location" fields.

Section 10 – Additional Information

This section is primarily for future use. Currently, Section 10 is used to automatically display Acquisition Corps level requirements, levels achieved, and other significant Acquisition Corps data. This section will be used for additional information as requirements grow. For most employees at this time, Section 10 will appear completely blank. If the acquisition specific information in this section is not correct, please notify your acquisition corps manager and request that the information be corrected through the portal tool.

Section 10 - Additional Information
Acq Corps Empl Cert Achvd: 3 - Life Cycle Logistics - 8/30/2006
Acq Corps Empl Cert Achvd: 2 - Program Management - 9/4/2008
Acq Corps Posn Cat: K - Business - Financial Manag
Acq Posn Cert Req: 3 - Senior Level III
Date Level Cert Due: 2/27/2013
Acq Corps Qualified: Certified Acquisition Corps (No AF Use)
Acq Corps Appt Dt: 9/13/2006

- Acq Corps Empl Cert Achvd (Acquisition Corps Employee Certification Achieved): Indicates the highest level in which you are certified for a particular ACF, and achievement date in YYYY/MM/DD format. A max of 4 will be displayed.

- Acq Corps Posn Cat (Acquisition Corps Position Category): The Acquisition Career Field(s) (ACFs) in which you are certified.

- Acq Posn Cert Req (Acquisition Cert Required): Indicates the required certification level of your position, not the level you have achieved.

    - For more information on AAC Membership Qualification Requirements, visit the Acquisition Support Center (ASC) website at http://asc.army.mil/policies/PoliciesProcedures.cfm or contact your local ACM.

- Date Level Cert Due: The date that the Acquisition Corps Position Certification is due.

- Acq Corps Qualified: Displays an indicator of whether the employee is qualified for the Acquisition Corps. Displays only if applicable and will display "Data Update Needed" if applicable, but blank.

- Acq Corps Appt Dt: The date that the employee was appointed to the Acquisition Corps. Displays only if applicable and will display "Data Update Needed" if applicable, but blank.

Appendix- CRB Data Dictionary

Report Object	Description
HEADING	
E-Mail	Official AKO email address, as stored in DCPDS and fed from Army Knowledge Online.
Report Title	CRB Report Title
Brief Date	Date the CRB was created or run
Pay Plan	A plan prescribed by law or other authoritative source that governs the compensation paid an employee (e.g., WG06, WDll, and GS07).
Occupational Series	A subdivision of an occupational group or job family consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and number such as the Accounting Series, 0510; the Secretary Series, 0318; the Microbiology Series, 0403.
Grade	The specific pay grade or level of an employee in a civilian position.
Step	The specific civilian pay step, which represents a salary within a grade, level, class, rank, or pay band.
Position Title	The clear-text name or title of a position.
Last 4-SSN	Last 4 digits of the Social Security Number.
Name	Employee name
Section 1- Special Assignments	
End Date	(User Input) End Date of assignment, in YYYY/MM/DD format.
MO	(User input) The duration of the assignment, expressed in months.
Tour	(User Input) The type of Special Assignment, selected from a dropdown list (O=OCONUS, D=Deployed, J=Joint).
Title	(User input) The job or position title held by the employee for the assignment.
Location	(User input) The city and state/country where the assignment was held.
Section 2 - Security Data	
Posn Sensitivity	A designation of the level of risk associated with the position, based on an assessment of the degree of damage or adverse impact that an individual, by virtue of the occupancy of a position, could affect the national security or efficiency of the

	service.
Posn Sec Access	A code indicating an employee's security access.
Type	The type of security investigation performed.
Date	The date on which a security clearance was granted to an employee.
Clearance Eligibility	The degree or level of security access granted to an individual.
Due	Date the next security investigation is due, derived as follows: Indicates when the next security investigation is required. Determined automatically according to the position sensitivity and the date of the last investigation, using the following logic: o If Position Sensitivity is Noncritical-Sensitive National Security Risk (NCS) and Position Security Access Requirement is Confidential, then due date is last investigation date + 15 o If Position Sensitivity is Non-Sensitive National Security Risk (NS), then due date is last investigation date + 10 years o If Position Sensitivity is Noncritical-Sensitive (NCS), then due date is last investigation date + 10 years o If Position Sensitivity is Critical Sensitive (CS), Special Sensitive (SS), Moderate Risk Public Trust (MR), High Risk Public Trust (HR), Critical Sensitive (C), or Special Sensitive (S), then due date is last investigation date + 5 years
Section 3a - Service Data	
SCD Leave	The date from which an employee's length of service is derived for leave accretion purposes. Service computation dates are calculated dates and often will not reflect the actual date an employee began work for Army or civil service. Leave without pay (LWOP), breaks in service, prior federal or military service and intermittent work schedules are some factors that will affect the calculation of the service computation date.
SCD RIF (AF Only)	The date from which an employee's length of service is derived for reduction-in-force (RIF). Service computation dates are calculated dates and often will not reflect the actual date an employee began work for Army or civil service. Leave without pay (LWOP), breaks in service, prior federal or military service and intermittent work schedules are some factors that will affect the calculation of the service computation date.
SCD LS (NAF Only)	SCD LS includes military, federal civil service, and NAF service. The sole Army-Wide use for this data element is in

	tracking service creditable towards length of service awards for NAF employees.
Vet Pref RIF	A code that indicates the category of entitlement to preference in the Federal Service that places an employee in a higher subgroup standing on a retention register during Reduction-in-Force (RIF).
Emer Esntl Posn	The status of a civilian employee for mobilization.
Army Civ Svc Dt	The date on which an individual entered civilian service for a Federal agency or military department, or the date on which an individual entered civilian service for the Army. At times this date may be much later than the actual entrance on duty date due to DCPDS processing requirements.
Tenure Group (AF Only)	The retention group in which an employee is placed based on the type of appointment when there is a Reduction-in-Force (RIF). The current employment status which reflects the type of appointment, probationary standing, retirement opportunities, and retention priority during a RIF for either competitive or exception service civilian employees.
Employment Cat (NAF Only)	Unlike Appropriated Fund Civil Service employment, NAF employees do not hold Career Conditional or Career Appointments. NAF has two appointment categories: Regular and Flexible: a. Regular-The employee serves in a continuing position on a scheduled basis. Regular employees are further categorized as regular full-time (RFT) if the regular workweek is 40 hours; or, regular part-time (RPT) if the workweek is from 20 to 39 hours. The minimum workweek for a RPT employee is 20 hours. Additional regular categories are: RFT-Limited Tenure , or RPT-Limited Tenure, RFT-Seasonal (RFS), RPT-Seasonal (RPS) or b. Flexible- The employee serves in an indefinite position either on a scheduled or on an as needed basis. Employees paid on the NA, NL, NS, or CC pay schedule and who are regularly scheduled must have a documented guaranteed number of hours per week. An employee serving under a Flexible appointment category is not eligible to receive benefits.
Appointment Type	The type or nature of the employee's current appointment, such as competitive career, career conditional, temporary, etc.
Career Program	An indicator of coverage in a Department of the Army career program as determined by virtue of the position, occupational series, and grade an employee occupies.
Career Field	An indicator of the Personnel proponent career field in which the civilian occupation is assigned.
Citizenship	Indicates whether an employee is a United States citizen, a local national in a foreign country, or a non-U.S. citizen in a U.S. state or territory.

CPAC Name	Hyperlink to the Army HR Region and Civilian Personnel Advisory Center (CPAC) that services the employee.
BUS	A code representing the specific bargaining unit an employee is a member of. The first two positions are the Agency Code ('AR' = Army, 'AF' = Air Force, etc.) and the last four positions is the code assigned in the Office of Employee and Labor Management Relations - Labor Agreement Information Retrieval System (OLMR-LAIRS) publication called "Union Recognition in the Federal Government". 7777 indicates the employee is eligible but not in a bargaining unit. 8888 indicates the employee is ineligible.
FLSA	The status of the Federal civilian employee under the Authority of Section 13 of the Fair Labor Standards Act as amended (29 U.S.C. 213). The FLSA is part of the Department of Labor and regulates minimum wage and overtime pay requirements.
Obligated Posn/Exp	A code that reflects the type of obligation attached to the position. A position obligation does not always constitute a regulatory obligation, but may reflect temporary employee changes such as a temporary promotion. An "obligated" position is one to which an employee has statutory restoration rights based on active military service, compensable injury or disability when fully recovered, or return rights based on having served an overseas tour(s). Obligated positions may also cover employees who have been on extended leave without pay under certain circumstances. When a position is obligated to an employee it means that he/she has entitlements to that position. During the obligation period, the manager has the option of filling the position on a temporary or permanent basis. In filling the obligated position, the selected employee is required to sign an agreement acknowledging that he/she is aware of the obligation and accepts the fact that he/she may be displaced under reduction in force procedures at a later time.
Reserve Category	Identifies the reserve category for employees subject to military recall.
Section 3b- Performance Data	
Rating	The appraisal rating required at the time specified in the performance management plan or at such other times as the plan specifies for special circumstances.
Date	Date of the appraisal rating.
Section 4 Contact Info	

Emergency Contact	
Contact Name	Name of the person designated as primary emergency contact in MyBiz.
Address	Address line of the emergency contact, from MyBiz. (If entered.)
City	City of the emergency contact address, from MyBiz. (If entered.)
State	State of the emergency contact address, from MyBiz. (If entered.)
Zip Code	Zip Code of the emergency contact address, from MyBiz. (If entered.)
Phone	Phone number of the emergency contact, from MyBiz. (If entered.)
Employee Address	
Street Address	The cleartext house/apartment number and street name contained in the address an employee designates as his/her mailing address.
City	The cleartext name of the city in the address that an employee designates as his/her mailing address.
State	The U.S Postal Service abbreviation of the state in the address that an employee designates as his/her mailing address.
Zip Code	The zip code contained in an employee's or organization's mailing address.
Supervisor	Name of the supervisor as stored in DCPDS. This data requires maintenance of the position hierarchy in the supervisor's CPOL Portal Manager tab. The Self Service Position Hierarchy (SSPH) tool is used to maintain the supervisor-employee hierarchy. Supervisors should visit the SSPH guide here: http://cpol.army.mil/library/news/docs/SSPH-Guide-for-Supervisors.pdf If the position hierarchy is not properly maintained by your supervisor, you may not be "linked" to him or her. When that happens, "Update needed" displays in this field.
Supervisor Email	Supervisor's email address as stored in DCPDS. If the hierarchy (as explained above) is not maintained and you are not "linked", this field will also be unavailable and will display "Update needed."
Section 5 - Languages	
Language Identifier	Language identifier as selected in MyBiz.
Listening Proficiency ("List")	Level of proficiency at listening, where 10 = basic proficiency, 50 = native proficiency.
Reading Proficiency ("Read")	Level of proficiency at reading, where 10 = basic proficiency,

	50 = native proficiency.
Speaking Proficiency ("Speak")	Level of proficiency at speaking, where 10 = basic proficiency, 50 = native proficiency.
Writing Proficiency ("Write")	Level of proficiency at writing, where 10 = basic proficiency, 50 = native proficiency.
Section 6 - Training	
Leader Development	Army Management Staff College (AMSC) Civilian Education System (CES) leadership courses "float" to this top line. The highest level course completed is listed. Recognized courses are Foundation, Basic, Intermediate, Advanced, Continuing Education for Senior Leaders (CESL), Action Officers Development Course (AODC), Supervisors Development Course (SDC), and Managers Development Course (MDC).
Course Title	Name or title of the training course. Note that due to data refresh policies, some courses may take up to 30 days to appear on your CRB.
Hours	Number of duty hours associated with a training course.
Date Comp	Date of completion for a training course.
Update Source	Indicates the source of the record update as follows: - HR Verified (shown as "Verified" in MyBiz) indicates that the training was automatically updated via one of the Army training systems or that your official record was updated by an HR professional. - Self-Certified (shown as "Self Certified" in MyBiz) indicates training occurrences that you have entered in MyBiz. If required, you may need to provide documentation for verification purposes.
Section 7 - Education	
School	A code used to identify: (1) The school that an employee attended. (2) The school from which an employee was awarded a degree.
Major / Program	The employee's major field of study at an institution for higher education (college/University). It is reportable to the Office of Personnel Management (OPM) only when education level is 06, 10, 13 or higher.
Education Level	The extent of the employee's educational attainments (based on years of schooling/or academic degrees conferred).
Yr of Degree	The year in which the employee received their academic degree.
Update Source	Indicates the source of the record update as follows: - HR Verified (shown as "Verified" in MyBiz) indicates that the education was entered by an HR professional.

	- Self-Certified (shown as "Self Certified" in MyBiz) indicates education that you have entered in MyBiz. If required, you may need to provide documentation for verification purposes.
Section 8a - Awards	
Award Type	The name and/or type of award or bonus an employee is given.
Date	The date an award or bonus is approved.
Update Source	Indicates the source of the record update as follows: - HR Verified (shown as "Verified" in MyBiz) indicates that the award was entered by an HR professional. - Self-Certified (shown as "Self Certified" in MyBiz) indicates awards that you have entered in MyBiz. If required, you may need to provide documentation for verification purposes.
Section 8b – Professional Licenses / Certification	
Professional License/Cert	The name and/or type of professional license or certification earned.
Date	The date the license or certification was awarded.
Section 9a- Army Career Events/Position History	
Career Event	The cleartext definition of the nature of action (NOA) code which describes the personnel action or "career event", from DCPDS. These career events are any personnel actions which resulted in an assignment, reassignment, promotion, change in grade, or change in position description.
Date	Date the personnel action was effective.
PP	A plan prescribed by law or other authoritative source that governs the compensation paid an employee (e.g., WG06, WDll, and GS07).
Series	A subdivision of an occupational group or job family consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and number such as the Accounting Series, 0510; the Secretary Series, 0318; the Microbiology Series, 0403.
Grade	The specific pay grade or level of an employee in a civilian position.
Title	The clear-text name or title of a position, from DCPDS and as defined in the position description.
Supv Status	Supervisory Status indicates the supervisory duties for a

	position.
Position Number	A number assigned to a specific authorized civilian position. The appropriate control number is placed on the employee's record for the position that the person is occupying. On the CRB, this is hyperlinked to FASCLASS so the user may go directly to their position description.
Cmd	Designates the specific military command or government organization to which an employee is officially assigned. In addition to a stand-alone data element, it constitutes the last two positions of AGCY_SUB (Agency Code and Agency Subelement/Command).
UIC	The Unit Identification Code (UIC) of the organization to which an employee is officially assigned.
Organization	A derived description of the 3 lowest levels within an organization to which the employee is assigned. Typically (but not always) this corresponds to division/branch/office.
Location	A derived cleartext from the GSA Geographic Location code that identifies the state/country and city of the duty station/installation to which an employee is assigned.
Section 9b- Other Employment History- Self Input	
From Date	(User Input) Indicate the date the assignment began.
To Date	(User Input) Indicate the date the assignment ended.
Grade/Rank	(User Input) Indicate the grade, rank or position level achieved in the assignment, such as SGT, COL, WG-10 or DB-III. May be left blank if not applicable.
Title	(User Input) Indicate the job or position title of the assignment, such as "Shift Leader," "Supervisor," or "Shop Manager."
Supv Status	(User Input) Indicate whether or not the assignment had supervisory duties.
Organization	(User Input) Indicate the name of the organization to which the employee was assigned.
Location	(User Input) Indicate the city and state/country of the assignment.
Section 10- Additional Information	
Acq Corps Empl Cert Achvd	The level(s) achieved by the employee in his/her current career field, i.e., the level at which the individual has met all the standards. Displays only if applicable.

Acq Corps Empl Cert Achvd Date	The date on which the employee received certification.
Acq Corps Posn Cat	The category of the Acquisition Corps position, such as Acquisition Management or Procurement and Contracting. An employee may be in the Acquisition Corps but not assigned to an Acquisition Corps position. Displays only if applicable.
Acq Corps Posn Cert Req	The level of certification required by the Acquisition Corps position, at which the incumbent should be certified to fully perform the duties of the position. Displays only if applicable.
Date Level Cert Due	Date that the Acquisition Corps Position Certification is due.
Acq Corps Qualified	Displays an indicator of whether the employee is qualified for the Acquisition Corps. Displays only if applicable and will display "Data Update Needed" if applicable but blank.
Acq Corps Appt Dt	Date that the employee was appointed to the Acquisition Corps. Displays only if applicable and will display "Data Update Needed" if applicable but blank.
Footer	
MyBiz Hyperlink (blue)	Hyperlink to MyBiz at https://compo.dcpds.cpms.osd.mil to update information displayed in sections 4, 5, 6, 7 and 8a of the CRB.
CRB User Guide Hyperlink (blue)	Hyperlink to CRB User Guide at http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf to provide assistance in viewing and updating your CRB.
CRB Feedback and Data Correction Hyperlink (blue)	Hyperlink to Quick Guide – How to Submit a CRB Helpdesk Ticket at http://cpol.army.mil/library/help/portal/CRB-Helpdesk-QuickGuide.pdf
Classification Notification	For Official Use Only Unclassified/Privacy Act Protected Information
Civilian Record Brief version	Indicates the version number of the CRB.
Last modified:	Indicates the date and time the CRB format or content was last modified.
Proponent	The proponent of the CRB is Army Assistant G-1 (Civilian Personnel), Civilian Information Services Division, Enterprise Functional Automation Branch.