



Civilian Human Resources Agency



Civilian Human Resources Agency,
Defense Health Agency,
Indo-Pacific Service Center
In-Processing Brief

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Agenda

- Introductions (include team members)
- In-Processing Documents
- Administering of the Oath of Office
- Benefits
- Human Resources and Automated Tools

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In-processing Documents

- Form I-9 Employment Eligibility Verification
- SF 61 Appointment Affidavits
- OF 306 Declaration of Federal Employment
- Tax Forms* (Federal and State)
- Direct Deposit*
- Service Agreements (Remind your supervisors if you have received a recruitment, relocation, or student loan repayment)
- *Payroll Documents that were already submitted during onboarding

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6781518

motionelements.com

I **STATE YOUR NAME**, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

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Benefits

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Annual Leave

- Annual leave is generally used for vacations, rest and relaxation, and personal business or emergencies. Annual leave must be requested through and approved by your supervisor in advance of being taken.
- The maximum annual leave carry between leave years is generally 240 hours. Leave exceeding this limit at the end of the leave year is referred to as “use or lose” and is subject to forfeiture unless taken, donated, or otherwise addressed.

Annual Leave Accrual

Employee Type	Less than 3 years of service	3 years but less than 15 years of service	15 or more years of service
Full-time employees	4 hours a pay period / 13 days a year	6 hours a pay period / 20 days a year	8 hours a pay period / 26 days a year
Part-time employees	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status

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Leave Accrual

Retired Military

- Retirees get credit only for service during a war or in a campaign or expedition for which a campaign badge has been authorized. Wars have to have been declared by Congress, e.g., Global War on Terrorism.
- Exemptions are for those whose retirement was based on disability caused by armed conflict and those who become eligible for retirement while they're civilian employees
- If your campaign is not listed on your DD214 (Member 4 copy) you need to complete a SF813 and send to your HR Representative.

Separated Military (ETS)

- Military time will count for Annual Leave accrual. It can also count towards Federal Employee Retirement System (FERS) when a deposit is made for post 56 military service. If no deposit is made retirement annuity will be reduced.
- Mil service may be credited under the following conditions:
 - a. Before the date of separation
 - b. Active duty
 - c. not included in computation of military retired pay unless retired pay is based on disability incurred in combat (US Code 67, Title 10)
- Military Buy Back (Active Duty Time Only)

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Creditable Military Service for Annual Leave

- If you did **not** retire from the military, **Creditable Military Service** **may** change your annual leave accrual rate.
- If you retired from active military service, may be able to receive credit towards your annual leave accrual rate by completing a SF-813 (Verification of Military Retiree's Service) to verify service in certain non-wartime campaigns or expeditions.
- For further information, please review the following link:
<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#5>

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SF-813 Process

- In order to request verification of potentially creditable campaigns and expeditions, you must complete the SF-813 from the following link: https://www.opm.gov/forms/pdf_fill/sf813.pdf
- Complete blocks 1 through 7
- Enter the following address in the “TO” Block and Block 11:

Civilian Human Resources Agency
Civilian Personnel Records Center Illinois (CivPRC-IL)
1 Rock Island Arsenal, Bldg 104
Rock Island, IL 61299-7650

- Return the completed form to HR Office.

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Military Buy Back

- **Non-retired Military members** are eligible to buy back their time.
 - *Applies only to Active Duty time.*
- Visit <https://abc.army.mil> and follow the following steps:
 - Click ABC Benefits Topics
 - Click Retirement
 - Select FERS or CSRS (all new employees will be FERS)
 - Click Military Buy Back, Post 56 Deposit.
 - **Follow the 5 listed steps.**
- All dealings during the process are with ABC despite some paperwork stating "Human Resources."
 - **ABC** is your servicing HR specialists for benefits.
- Buying back your military service time will not put you into a higher leave earning category and will not change your Leave SCD. It will be reviewed for accreditation towards retirement at the time your civilian retirement annuity is calculated.

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Sick Leave

- Sick Leave is a paid absence from duty that the employee may use for personal medical needs, care of a family member or bereavement, care of a family member with a serious health condition, and/or adoption related purposes.
- You should discuss sick leave usage procedures with your supervisor.
- You must receive approval from your supervisor to use sick leave.
- There is no limitation on how many sick leave hours you may accumulate and carryover from one leave year to the next.

Sick Leave Accrual

Full-time employees	4 hours a pay period/ 13 days a year
Part-time employees	1 hour for each 20 hours in a pay status

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Paid Federal Holidays 2024

January 1	New Year's Day
January 16	Martin Luther King, Jr. Day
February 20	Presidents Day
May 29	Memorial Day
June 19	Juneteenth Day
July 4	Independence Day
September 4	Labor Day
October 9	Columbus Day
November 11	Veterans Day
November 23	Thanksgiving Day
December 25	Christmas Day Observed

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Disabled Veteran Leave (DVL)

- **Disabled Veteran Leave (DVL)** is a separate leave category that provides **104 hours** of leave for new employees with a **30 percent** or more service connected disability rating.
- It is a **one-time/use or lose benefit**. It may **not** be carried over to subsequent years.
- Disabled Veteran Leave (DVL) is only available to veterans who were hired **on or after 5 Nov 2016**. Veterans hired **before 5 Nov 2016** are **not** entitled to this benefit.
- In such cases, the **start date** of the 12 month eligibility period will be the **date the VA claim is filed**.
- For **current federal employees** whom already have a sick leave balance (such as current Guard and Reserve Members who received a disability rating AFTER returning from being activated), the **104 hours will be offset with your current sick leave balance**.

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Transferring Employees

Transferring Employees from another **FEDERAL** agency:

(Note- The transfer of documents may take up to 120 days)

- If the losing agency is covered by eOPF, an electronic transfer is made of the OPF.
 - A “Merge and Purge” will be completed.

Restoring your leave quicker than 120 days.

- If your last LES has the correct leave totals from your previous agency, you may restore your previous leave by turning this into payroll (*exceptions may exist. Please ask payroll for further guidance*).
- You may also request an SF 1150 from your previous agency’s HR department. Both methods will restore your leave quicker.

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Federal Employee Benefits, FMLA

FAMILY AND MEDICAL LEAVE: Under the Family and Medical Leave Act of 1993 (FMLA), employees are entitled to a total of up to **12 workweeks of unpaid leave** during any 12-month period for the following purposes:

(Employee must have an accumulation of 12 months in Federal Civil Service)

- The birth of a son or daughter of the employee and the care of such son or daughter
- The placement of a son or daughter with the employee for adoption or foster care
- The care of spouse, son, daughter, or parent of the employee who has a serious health condition
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions
- Request must go to your supervisor.

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Paid Parental Leave, FEPLA

PAID PARENTAL LEAVE: The Federal Employee Paid Leave Act (FEPLA) gives workers access to up to 12 weeks of paid time off for the birth, adoption or placement of a new child.

- Only births, adoptions or placements that occur on or after 1 October 2020, are eligible under FEPLA. To be eligible, federal employees **MUST** also be eligible for FMLA.
- Employees who are ineligible for leave at the time of a qualifying birth but become eligible within the next 12 months may be able to use paid parental leave later.
- Employees can only use paid parental leave during the 12-month period following the birth or placement of a new child and won't be paid out for unused or expired leave.
- Information on applying for FEPLA can be provided by your supervisor, administrator or servicing CHRA Specialist.

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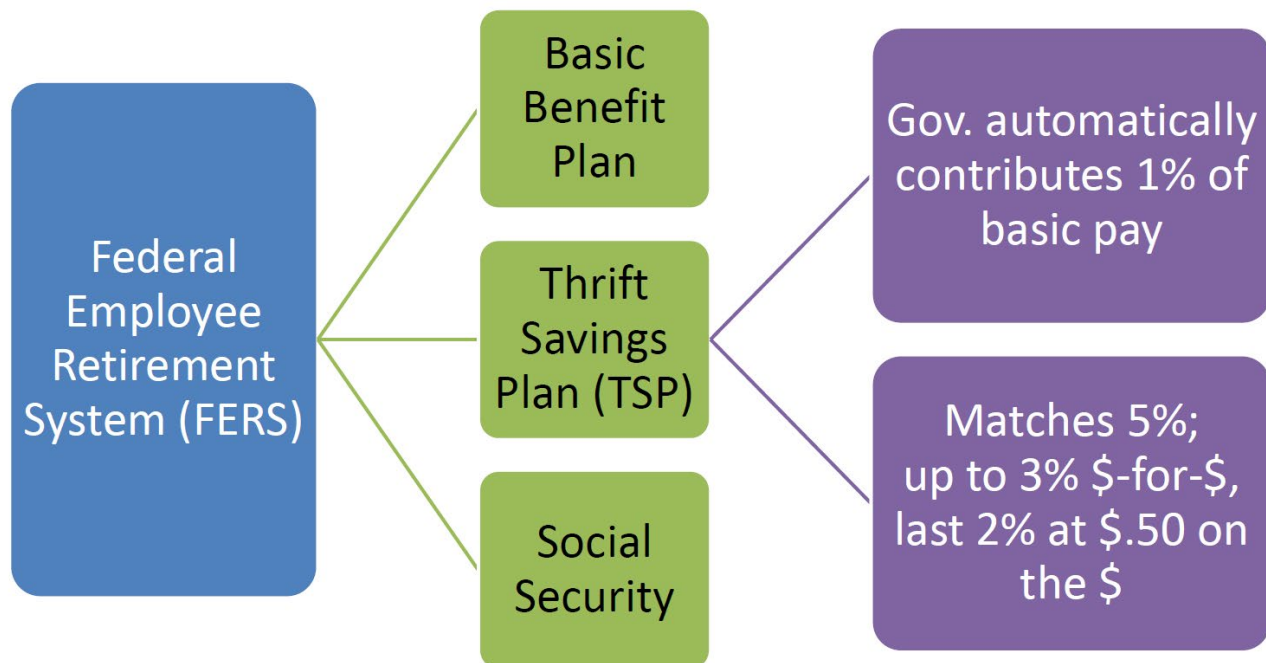


Retirement

- **Federal Employee Retirement System (FERS)** is a **three tiered system** consisting of: **Basic Pension plan**, the **Thrift Savings Plan (TSP)** and **Social Security**.

FERS FRAE (The Further Revised Annuity Employee):

- **New employees** who are hired on or after January 1, 2014 to include rehires will be contributing **4.4%** to the FERS pension system.





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Benefits where Transactions may be made through GRB - Government Retirement and Benefits Platform

(Must have a CAC to access this site, please allow 3-5 business days).

A. Federal Health Benefits

- Health Plan Comparisons: Utilize <http://www.opm.gov/insure>, and then select “**FEHB Plan Comparison Tool**” to assist in selecting a plan. (This tool is also available via the GRB Platform).

B. Federal Employees' Group Life Insurance (FEGLI)

You will automatically be signed up for the Basic option. New Employees within **60 days** must manually go into the GRB platform and deselect this option if they wish to decline Life Insurance.

- Note: The open season for Federal Life Insurance is uncommon.

You must make your elections within 60 days of entrance on duty, or you will have to wait until open season.

Open season usually starts on the first full week of November until the first full week of December.

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Benefits where Transactions may be made through GRB (cont.)

C. Thrift Savings Plan (TSP)

- A retirement savings and investment plan. TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans.
 - *The Government will contribute to your TSP account each pay period, an amount equal to 1% of your basic pay, regardless as to whether you contribute or not.*
 - FERS employees who contribute up to **5%** of their own money will receive agency matching contributions. The **first 3%** of pay contributed is matched **dollar-for-dollar**; the **next 2%** is **matched at 50 cents on the dollar**. **All Transfers from another agency will be reset to 3%.**
New Hires are automatically set at 5%.
- See slide 21 for GRB Platform

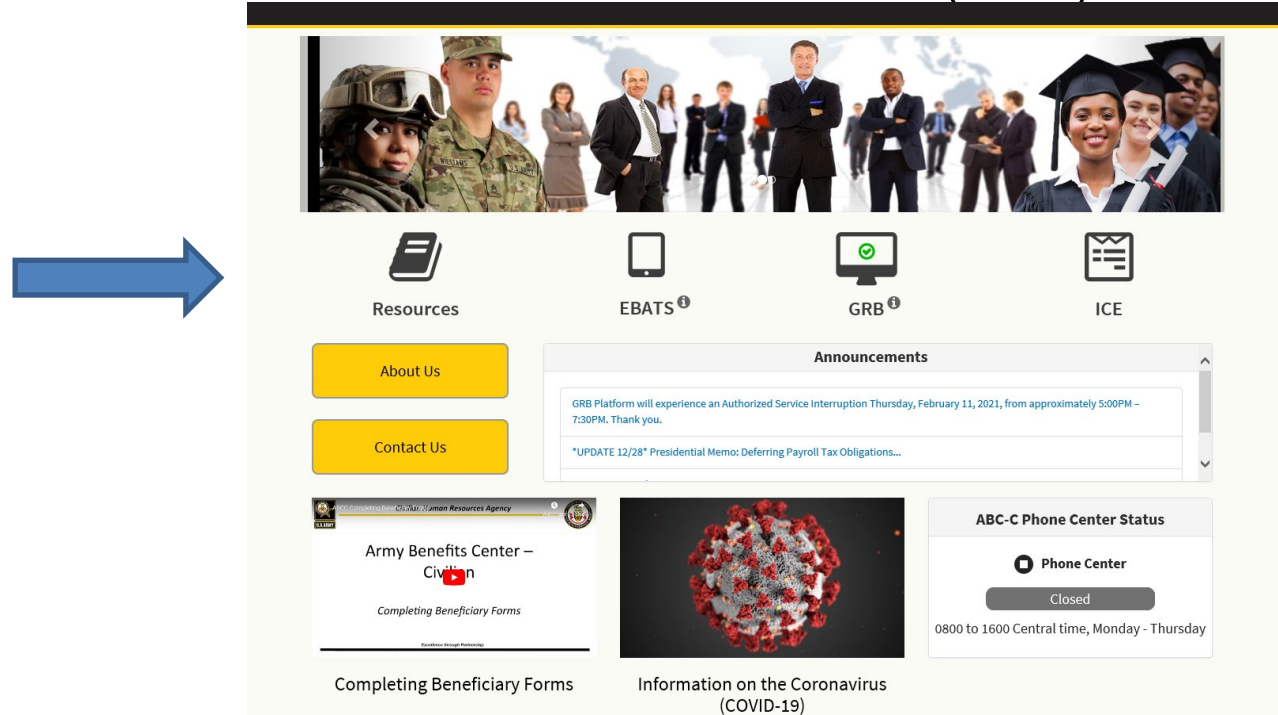
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Accessing And Utilizing ABC and Government Retirement & Benefits (GRB) Platform



- The **Army Benefits Center (ABC)** provides information and guidance on employee benefits. See “**Benefit Topics**” for specific areas of guidance.
- Visit <https://abc.army.mil>

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Accessing And Utilizing ABC and Government Retirement & Benefits (GRB) Platform

The **Government Retirement & Benefits (GRB) Platform** has replaced the Employee Benefits Information System (EBIS).

GRB is the system that allows you to **sign up for, amend, and/or stop FEHB, FEGLI and TSP (Top 3 squares to the left)** during **initial appointments** and **open seasons**.

This system will also give you access to info on other important benefits (i.e: Retirement, Social Sec, Dental, Vision)



Most elections will go into effect the pay period AFTER you make your election. Contact ABC for more specific information [\(877\) 276-9268](tel:8772769268)

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GRB Platform

https://www.platform.army.mil/ - GRB Platform : 1.2.117.12 - DEPARTMENT OF THE ARMY: Default - Internet Explorer

GRB Platform

MENU

TOTAL COMPENSATION STATEMENT

Federal Employees' Health Benefits (FEHB) Program

The Federal Employees Health Benefits (FEHB) program is an employer-sponsored group health insurance program for Federal employees and their families. Employees can choose from Fee-for-Service (FFS) plans, Health Maintenance Organizations (HMO), Consumer-Driven Health Plans (CDHP), and High Deductible Health Plans (HDHP). Employees can enroll, make changes, or cancel coverage during the annual Federal Benefits Open Season or if the employee experiences a qualifying life event. Permanent employees and certain temporary employees are eligible for coverage unless their appointment is excluded from coverage by law or regulation. The Office of Personnel Management (OPM) has the overall responsibility for the administration of the FEHB Program. Premiums are based on the plan and option an employee chooses and are shared by the employee and the employing Agency. The employing Agency's share is set by law and cannot exceed 75% of the total premium. Part-time employees receive a prorated contribution and temporary employees are responsible for the full amount of the premium. Premiums are paid on a pre-tax basis (known as premium conversion) unless the employee waives this option.

Current FEHB Enrollment

Health Plan Type: FEHB
Plan Name: N/A
Plan Option: N/A
Enrollment Code: N/A

Premium per Pay Period

Employee Cost: N/A
Agency Cost: N/A
Premium Conversion: Participating (Pre-Tax)
[View FEHB Plans/Premiums](#)

Plan Details

Plan Brochure: N/A
Plan Website: N/A
Telephone: N/A

Transactions

Submit a FEHB Transaction +

Entered	Effective	Type	Status
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Resources

Type	Description
	Federal Employees Health Benefits (FEHB) Program
	Medicare
	New Employee Benefits Orientation
	New Employee Benefits Orientation for Congressional Employees
	Federal Employees Health Benefits (FEHB) Program

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User: 1040291853 | Logout

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New Employee Benefits Orientation (GRB)

- Videos Available link: <https://www.platform.army.mil> (log into GRB and select Menu, then Resource Library):
 - Dental and Vision Insurance
 - Life Insurance
 - Health Insurance (FEHB)
 - Flexible Spending Accounts
 - Retirement (FERS Employees)
 - Social Security
 - Thrift Savings Plan
 - Retirement (FERS Special Group Employees – SRC)
 - Health Insurance (Medicare)
 - Health Insurance (New Employees)

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Benefits where Transactions are made through **Benefeds**

A. Federal Employee Dental and Vision Insurance Program (FEDVIP) can be signed up for at <https://www.benefeds.com/> **** NOTE **** Transfers must ensure **BENEFEDS** is contacted, and made aware of the change in Agency. This does not happen automatically.

B. The Flexible Spending Account, (FSA) offers three accounts in which employees can set aside pretax wages to pay for specific health care expenses; a health care flexible spending account, a limited expense health care flexible spending account, and a dependent care flexible spending account.






Please call/email ABC information [\(877\) 276-9268](tel:8772769268) / usarmy.riley.chra-hqs.mbx.abcc-dha-inquiries@army.mil and/or BENEFEDS, [1-877-888-3337](tel:18778883337) if you desire more specific information.

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Benefit		Enrollment		
	Thrift Savings Plan (TSP) (Retirement savings and investment plan)	Enroll or Change Anytime	To begin, change, or stop contributions use GRB platform: https://www.platform.army.mil/	To make investment allocations, access your account, etc., contact TSP: www.tsp.gov 1-877-968-3778
	Federal Employee Health Benefits	Must enroll within 60 days of EOD or qualifying life event (QLE)	GRB Platform https://www.platform.army.mil/	
	Federal Employees Group Life Insurance		GRB Platform https://www.platform.army.mil/	
	Flexible Spending Accounts (Pre-tax accounts for out-of-pocket health and dependent care expenses)		FSAFEDS www.fsafeds.com 1-877-372-3337	
	Federal Employees Dental and Vision Insurance Program (Supplemental dental/vision insurance)		BENEFEDS www.benefeds.com 1-877-888-3337	

You must make elections for everything except TSP within 60 days of your entry on duty!



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The Defense Financing Account System (DFAS)

DFAS provides payment to the Department of Defense. (<https://mypay.dfas.mil/mypay.aspx>).

New Employees who have never had a myPay account will receive a **physical letter with their temporary password** in the mail. If you are a **DoD Civilian Employee** with a **Common Access Card (CAC)** and a **Smart Card Reader**, you can access myPay any time after you receive your first paycheck by clicking “Smart Card Login” on the myPay home page.

MY Pay allows employees to:

- **Access Leave and Earning Statements (LES)**
- Change direct deposit info
- Complete allotments
- Adjust Federal/State withholdings
- Receive W2s
- **Make Address Changes**

Upon receipt, assess your first LES for accuracy. (i.e: Leave, TSP deductions, correct pay and step name spellings, etc.)

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Civilian Leave and Earnings Statement (LES)

DEPARTMENT OF DEFENSE												1. Pay Period End 01/02/21	
CIVILIAN LEAVE AND EARNINGS STATEMENT LES												2. Pay Date 01/14/21	
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL													
3. Name DOE, JOHN		4. Pay Plan/Grade/Step GS 01 01		5. Hourly/Daily Rate 1.00		6. Basic OT Rate 2.00		7. Basic Pay + Locality Adj 2086.00 14.00		Adjusted Basic Pay 2100.00			
8. Soc Sec No ****-**-****		9. Locality % 20.49		10. FLSA Category E		11. SCD Leave 01/01/01		12. Max Leave Carry Over 240		13. Leave Year End 01/02/21			
14. Financial Institution - Net Pay BANK INFORMATION				15. Financial Institution - Allotment #1 BANK INFORMATION				16. Financial Institution - Allotment #2					
17. Tax FED 8 0 0 NC 8 0 0		Marital Status		18. Tax 0 0		Marital Status		19. Cumulative Retirement FERS: 1806.30		20. Military Deposit			
21. Current		Year to Date		22.									
GROSS PAY		1360.80		1360.80									
TAXABLE WAGES		1503.57		1503.57									
NONTAXABLE WAGES		134.23		134.23									
TAX DEFERRED WAGES		723.00		723.00									
DEDUCTIONS		1288.63		1288.63									
AEC													
NET PAY		1072.17		1072.17									
CURRENT EARNINGS													
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT			
REGULAR PAY		80.00		1360.80									
DEDUCTIONS													
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE			
ALLIANCE, SV		(1)		300.00		300.00		FEGLI		25			
FEGLI OPTNL		ABC		12.70		12.70		FERS		104			
MEDICARE		K		61.29		61.29		OASDI		262.05			
RETIRE, FERS		NC		34.89		34.89		TAX, FEDERAL		578.07			
TAX, STATE				165.00		165.00		TSP SAVINGS		723.00			
DENTAL				17.32		17.32							
LEAVE													
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD			
ANNUAL		240.00		6.00		160.00		56.00		160.00			
SICK		948.50		4.00		104.00		12.00		1040.50			
TIME OFF AND HOLIDAY		16.00				40.00		16.00		40.00			
ADMIN						24.00		56.00		2.00			
BENEFITS PAID BY GOVERNMENT FOR YOU													
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE			
FEGLI		8.70		8.70		FERS		235.77		235.77			
MEDICARE		61.29		61.29		OASDI		262.05		262.05			
RETIRE, FERS		754.42		754.42		TSP BASIC		43.61		43.61			
TSP MATCHING		174.43		174.43									
REMARKS													
YOUR PAYROLL OFFICE ID NUMBER IS 97380800 - DEPARTMENT OF DEFENSE. PRETAX FERS EXCLUSION \$ 116.91													

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

- The LES is equivalent to a pay stub, documenting your total pays, deductions, leave, benefits, and other financial information.
- It is critical that you review your LES each pay period to ensure you are receiving the appropriate pay, benefits, deductions, taxes, etc.
- Your first LES is mailed to you.
- Subsequent LES's are available the **Friday before payday** on myPay (<https://mypay.dfas.mil>).



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Electronic Official Personnel Folder (eOPF)

- The **eOPF** is the digitized recreation of your hard copy Official Personnel File (OPF) which is currently the **official record of your federal work career**.
- The eOPF is designed to electronically store, manage and distribute OPF documents **securely**.
- eOPF stores **important files** such as SF 50s (personnel actions), performance reviews, Beneficiary forms, Health Care elections, etc.

<https://eopf.opm.gov/army>

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SF-50s and Position Descriptions

SF50s represent most if not all **personnel actions** (“Important events that have happened to you”) associated with a Civilian’s personnel record. SF50s are maintained in My Biz <https://compo.dcpds.cpms.osd.mil>, and are also visible through the Electronic Official Personnel Folder (eOPF).

Ensure SF-50 is accurate by checking:

- Boxes 1-4 ensuring **personal information** is accurate
- Boxes 15-22 ensuring position **title and pay**
- Box 23 for **veterans preference** if eligible
- Box 31 for **Service Computation Date for leave** if prior Federal Service or has creditable military time

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The screenshot shows the MyBiz+ interface. At the top is a purple header with the 'MyBiz+' logo. Below it is a 'Key Services' section with a list of links: 'MyPerformance', 'Request Employment Verification', 'Civilian Career Report', 'Contact Information', 'Emergency Contacts', 'Work Email', 'Phone', 'Address', 'Emergency Contacts', and 'Civilian Career Brief'. The 'Emergency Contacts' link is highlighted in blue. To the right of the 'Emergency Contacts' link is an 'Update' button. A small 'Manage Key Services' link with a 'TIP' icon is also visible.

Visit MyBiz at <https://compo.dcpds.cpms.osd.mil/> to update the following:

- Email
- Phone number
- Address
- Emergency contacts
- Access SF-50s

****Must use CAC to access MyBiz**

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Position Descriptions

Position Descriptions describe an outline of an **employees main duties**, as well as the factor levels and points associated with the Grade of the General Schedule position. PDs also describe **conditions of employment, bargaining unit status, key or emergency essential indicators, FLSA status.**

Export to MS Word

PD#: JT00175

Sequence#: VARIES

Citation 1: OPM PCS NURSE SERIES, GS-610, JUN 77

Classified By: ANCR CPOC

FLSA: EXEMPT

Career Program: VARIES

Functional Code: 81

Competitive Area: VARIES

Competitive Level: VARIES

Emergency Essential:
[]

Information Assurance:
Army Enterprise Position: VARIES

PD Status: VERIFIED

Position Duties:
INTRODUCTION

NURSE SPECIALIST

GS-0610-12

Servicing CPAC: JTF CAP MED - CIVILIAN HUMAN RESOURCES CENTER - BETHESDA, MD

Classified Date: 01/01/1950

FLSA Worksheet:
Drug Test Required: VARIES
Financial Disclosure Required: NO
Requires Access to Firearms: VARIES
Position Sensitivity: VARIES
Target Grade/FPL: 12
Bus Code: VARIES
Influenza Vaccination: YES
Supervisor Status: VARIES

Replaces PD#:

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

Region: NORTH CENTRAL

FLSA Appeal: NO
DCIPS PD: NO
Acquisition Position: NO
Interdisciplinary: NO
Security Access: VARIES
Career Ladder PD: NO
Personnel Reliability Position: VARIES

Position Designation: VARIES

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Helpdesk Tickets

Enter your own Help Desk Ticket for any processing issues (i.e: Problems on SF 50).

- A Help Desk ticket is your “**gateway**” to the **processing center, or CivPrC** (located in CONUS).
- By submitting a **Help Desk ticket**, you will be directly inquiring with our **CivPrC**.
- **Reasons you may submit Helpdesk Tickets:** 1) pay issues, 2) reviews of your SCD, 3) DVL, 4) fixing incorrect SF 50s, etc.
- All help desk tickets will be submitted through **CHRP Service Now**.

Steps for Submitting Helpdesk Tickets through CHRP.

(see slides 33 to 35 for step by step process).

1. Enter **CHRP** (<https://service.chra.army.mil/chra/>).
2. Click Make a Request.
3. Change catalog to HR Service Catalog.
4. Go to categories section and click [+] icon to expand Pay, Processing and Entitlements Category.
5. Click MyBiz.
6. Select MyBiz (Employee Self-Service Requests).
7. Enter required information for the processing issue.
8. Submit ticket.

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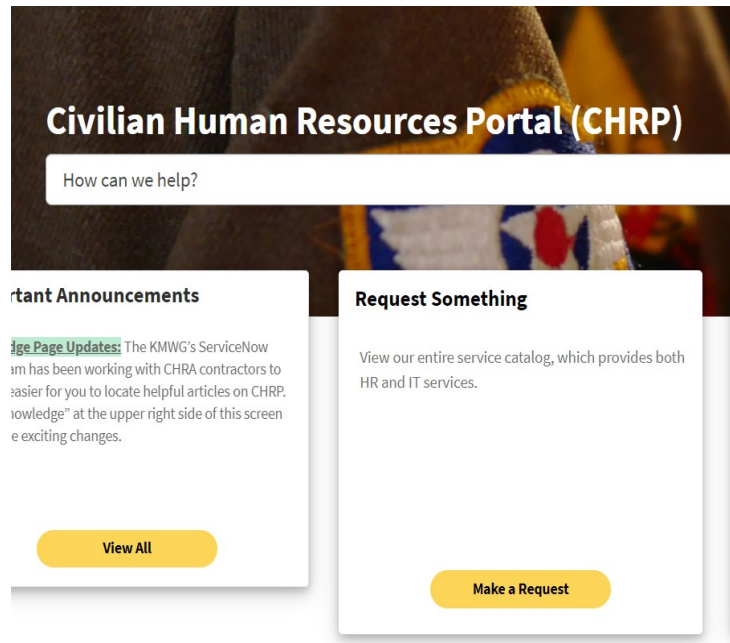
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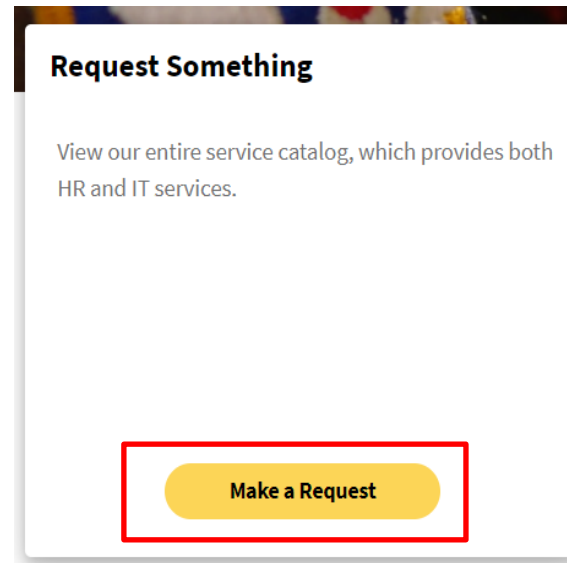
Steps for Submitting Helpdesk Tickets

Enter your own Help Desk Ticket for any processing issues (i.e: Problems on SF 50).

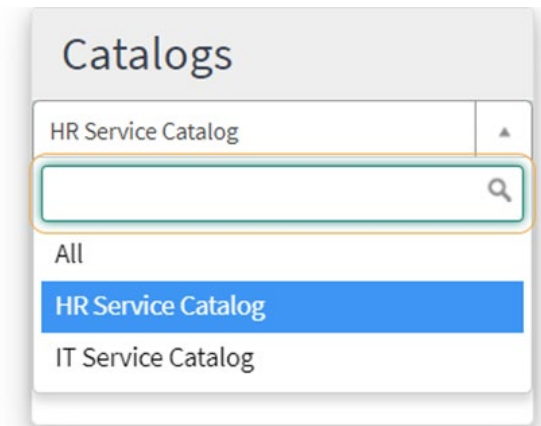
Step 1) Enter **CHRP**
(<https://service.chra.army.mil/chra/>).



Step 2) Click make a request.



Step 3) Change catalog dropdown to HR Service Catalog.



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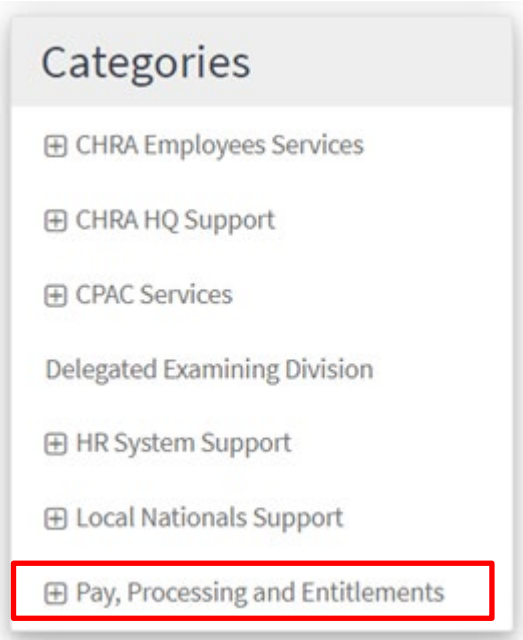
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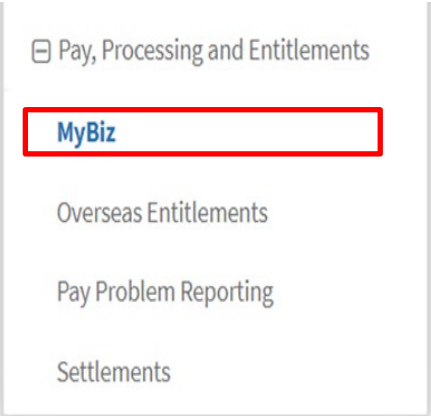
Continued: Steps for Submitting Helpdesk Tickets

Enter your own Help Desk Ticket for any processing issues (i.e: Problems on SF 50).

Step 4) Click [+] icon to expand category "Pay, Processing and Entitlements"



Step 5) Select MyBiz



Step 6) Click MyBiz (Employee Self-Service Requests).

MyBiz

MyBiz Sub category

[MyBiz \(Employee Self-Service ...](#)

Request assistance with an update to your Benefits, Service Computation Date (SCD), Leave, Military Reserve Status, Pay, Tenure, Veterans Preference, Within Grade Increase (WGI) or Appraisal (other than DPMAP). Need to update your Education, Disability Status, Language Information, Ethnicity and Race, Training or Certifications/Licenses? Access MyBiz+ by navigating to the DCPDS Portal.

[View Details](#)

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Continued: Steps for Submitting Helpdesk Tickets Enter your own Help Desk Ticket for any processing issues (i.e: Problems on SF 50).

Step 7) Enter required information for the processing issue.

****Employee name will auto-generate your info**

MyBiz (Employee Self-Service Requests)

MyBiz (Employee Self-Service Requests)

Request assistance with an update to your Benefits, Service Computation Date (SCD), Leave, Military Reserve Status, Pay, Tenure, Veterans Preference, Within Grade Increase (WGI) or Appraisal (other than DPMAP). Need to update your Education, Disability Status, Language Information, Ethnicity and Race, Training or Certifications/Licenses? Access MyBiz+ by navigating to the DCPDS Portal.

* Indicates required

* What type of MyBiz assistance do you require?

Employee Name

JESILYN MARIE CASTRO [jesilynmarie.s.castro.civ@army.mil]

* Prior Federal Service Update in eOPF

-- None --

* Provide any additional information for this request and attach any required documentation.

Add attachments



Step 8) Submit helpdesk ticket.

Save as Draft

Submit

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Employee Assistance Program (EAP)

EAP is a non punitive administrative program that provides confidential and **timely problem identification, counseling** and **assessment services**.

EAP promotes the well being of employees and supports management in **helping the employee with personal problems** that are affecting their work performance.

Employees are entitled **up to 6 free counseling sessions** (terms and conditions apply) for separate issues.

Phone: 1-866-580-9046

Website: www.FOH4YOU.com



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Whistleblower

Current and former federal employees can report on any of the following types of wrongdoing:

- a violation of any law, rule, or regulation,
- gross mismanagement,
- a gross waste of funds,
- an abuse of authority,
- a substantial and specific danger to public health or safety, or
- censorship related to scientific research if censorship meets one of the above-listed categories.



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- Visit the DoD Card Office Online to update your email and phone number (Global Address List) at <https://idco.dmdc.osd.mil/idco/>

ID Card Office Locator & Appointments
Find a RAPIDS ID Card Office
Make an Appointment
CONTINUE

Common Access Card
Update Email Address
Activate PIV Authentication Certificate
Add Joint Data Model Applet
Add Personnel Category Code
CONTINUE

Family ID Cards
View Sponsor/Family ID Card
Nominate Family Member
Renew Family Member ID Card
Print Family List
CONTINUE

My Profile
Update Contact Information
Update GAL Information
Opt-in TSA PreCheck (DoD Civilians Only)
CONTINUE



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Thank you, and welcome!

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