MyBiz+ for Employees

Civilian Career Brief

*Serving Those Who Serve Our Country*
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**Introduction**

**Purpose**
The purpose of this guide is to provide Employees step-by-step instructions on how to access and view their single page Civilian Career Brief.

**Who Should Use This Guide**
DoD Appropriated Fund, Non-Appropriated Fund (NAF) and Local National (LN) Employees, and National Guard Technicians who wish to view their own single page Civilian Career Brief.

**Background**
MyBiz+ for Employees provides access to numerous reports of which the single page Civilian Career Brief is now included.

**Who to Call For Help?**
If you have a question regarding your HR data in MyBiz+, please contact your servicing Human Resources Office.

If you have a question regarding your login or access to other applications within MyBiz+ pages or system functionality, please contact your Component Help Desk. The Component Help Desk list is located at the bottom of the DCPDS Portal page at [https://compo.dcpds.cpms.osd.mil](https://compo.dcpds.cpms.osd.mil).

**Navigation Tips**
Use Control and mouse click (Ctrl + Click) on the hyperlinked words to view associated screenshots or move throughout the document. Use the keyboard shortcut alt and left arrow (Alt + left arrow) to go back to where you were.
For Employees

Overview – Single Page Civilian Career Brief

The Civilian Career Brief contains important employee related personnel information. This single page document is organized by sections which includes but not limited to employee, position, education, training, award and performance information.

Navigation to Civilian Career Brief – for Employees

From the MyBiz+ homepage, select the Reports tile (Figure 1). Then, from Employee Reports section, select the Civilian Career Brief link (Figure 2).

Viewing the Civilian Career Brief

From the Reports page, select the View/Print link to access your Employee Civilian Career Brief.
After selecting View/Print, the single page Civilian Career Brief displays. Review your career brief to ensure your personnel information is complete and accurate!

Note: Pop up blocker must be off. You must select ‘open’ on the pop-up at the bottom of the screen in order to view the Civilian Career Brief.

Summary

The Civilian Career Brief is a single page document which contains all your most important personnel information. Sections include but not limited to employee, position, education, training, awards and performance information. Employees may access their own Civilian Career Brief to ensure their personnel information is accurate and complete.