

The New Army Civilian Record Brief:

The Department of the Army has developed a Civilian Record Brief (CRB) for all employees. The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, the Defense Civilian Personnel Data System (DCPDS), Notification of Personnel Action (their SF-50s) and Training Application Systems. By putting all of this information on a single, easily viewed document, employees will have an uncomplicated method for reviewing their data contained in the DCPDS and taking steps, if necessary, to update or correct the data.

Major Army Commands (MACOM) began making the CRB available to its employees at the beginning of the year. To access the CRB follow that steps outlined below:

1. Navigate to the Army CPOL Portal page <http://acpol.army.mil/>
2. Click the CAC Employee Login, read the system access notice, and click OK.
3. Select your 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 the "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.

Once available, employees are encouraged to review their CRB for accuracy. A copy of the employee's CRB will also be available to their supervisor; however, the CRB does not contain any information that is not already accessible by supervisors. It is merely an additional resource that places pertinent information on a single page making it more accessible, and reviewable, by the employee and their supervisor.

To view a sample CRB along with the CRB Quick Guide, visit the Fort Sam Houston CPAC web page at <http://www.samhouston.army.mil/cpac/>.

Army Civilian Record Brief

Quick Guide

Updated: August 18, 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.

How do I update the information in my CRB? What does the data in each field represent?

Your information may be updated in a number of ways, depending on the section in the CRB. Each section of the CRB is also color coded to designate how the information may be updated. Descriptions of each field, explanations of the information they contain, and detailed update instructions can be found in the full User Guild, located at: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>

- **Blue shaded sections** are updateable in MyBiz, which is a self-service Portal for all DoD civilian employees. You have ownership of this information, and the ability to correct and change it. A blue link at the bottom-left of the CRB will take you to MyBiz. The full MyBiz user guide is located at: http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx
- **Tan shaded sections** are updateable through the “Update My CRB” function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the “Update My CRB” function.
- Supervisor and Supervisor email (Section 4): If your supervisor's name and email address are incorrect or display “Data Update Needed,” please send the following link (or it’s contents) to your immediate supervisor and ask them to follow the simple instructions: http://cpol.army.mil/docs/SSPH_Quick_Guide.pdf
- Home Address (Section 4): 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). 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. This update will flow to DCPDS and be visible on your CRB within 48 hours.
- **White sections** are only updateable by Army Civilian HR Professionals. Please review the full CRB User’s Guide for instructions on how to submit a Helpdesk Ticket to request data corrections: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>.

US ARMY CIVILIAN RECORD BRIEF

Brief Date		Pay Plan -Series - Grade / Step			Position Title		Last 4 - SSN		Employee Name						
2011/11/10		GS-2210-14 / 04			IT SPECIALIST (APPSW)		1234		CIVILIAN, JOE D.						
Section 1 - Special Assignments				Section 2 - Security Investigation Data				Section 3a - Service Data			Section 4 - Contact Info				
End Date	MO	Tour	Title	Location	Posn Sensitivity:	Noncritical-Sens (NCS) Natl Secty Risk		SCD Leave:	1979/10/01		SCD RIF:	1979/10/01			
2006/06/30	60	O	Info Assurance Ofcr	Hdlbrg, GE	Posn Sec Access:	Secret-ENTNAC/NAC/NACI Reqd		Vet Pref RIF:	N		Emer Esntl Posn:	Not EE/Key			
1998/06/15	198	O	Pers Sys Mgr	Vicenza, IT	Type:	NLC - NAC, LAC & Credit		Date:	2003/11/14		Emergency Contact	Civilian, Jane M.			
					Clncl Elig:	Secret		Due:	2014/01/28		Employee Address	123 Main St.			
					Section 5 - Languages				Army Civ Svc Dt	2001/08/12		123 Main St.			
					Language Identifier	Listen	Read	Speak	Write	Tenure Group	Permanent - Tenure Group 1		Anytown	Anytown	
					German-Bavarian - BAR	10	00	10	00	Appointment Type	Competitive - Career		VA	22222-1234	
					Italian - ITA	50	30	50	30	Career Program	Information Mission Area		Phone	703-555-1212	
									Career Field	Information Mission Area		Supervisor:	Boss, Ima		
									Citizenship	U.S. Citizen, includes U.S. Nationals		Supervisor Email:	ima.boss@us.army.mil		
									CPAC Name	HQ DA CPAC		Section 8a - Awards		Date	Update Source
									BUS:	Eligible but not in Barg unit		Performance Award	2011/09/16	HR Verified	
									FLSA:	Exempt		Performance Award	2011/02/01	HR Verified	
									Obligated Posn/Exp			NSPS Performance Bonus	2010/01/03	HR Verified	
									Reserve Category	Not Applicable		NSPS Performance Bonus	2009/01/04	HR Verified	
									Section 3b - Performance Data		Section 8b - Professional Licenses / Certification			Date	
									Performance Rating	Date	Six Sigma Master Black Belt			2009/06/30	
									Exceptional	2011/08/15	Section 10 - Additional Information				
									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					
													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)		
Section 7 - Education															
School				Major / Program		Education Level		Yr of Degree	Update Source						
VIE - Virginia Polytechnic Institute and State Univ				General Studies (240102)		Bachelor's Degree		1995	HR Verified						
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				
Section 9b - Other Employment History - Self Input															
From Date	To Date	Grade/Rank	Title	Supv Status	Organization				Location						
1993/06/02	1997/01/01	GS-09	Pers Systems Mgr	Non-Supervisory	Civilian Personnel Office				Vicenza, IT						
1991/03/20	1993/06/01	GS-07	Helpdesk Lead	Team Lead	Civilian Personnel Office				Vicenza, IT						
1989/01/01	1990/12/31	GS-07	Pers Systems Mgt	Non-Supervisory	Civilian Personnel Office				Vicenza, IT						
1987/05/30	1988/06/01	SGT/E5	Systems Analyst	Non-Supervisory	22nd Area Support Group (SETAF)				Vicenza, IT						
1979/06/18	1987/04/28	SGT/E5	Computer Operator	Non-Supervisory	22nd Area Support Group (SETAF)				Vicenza, IT						

Go to MyBiz

MyBiz Guide

Customize your CRB

CRB Quick Guide

For Official Use Only

BRIEF V1.30

Last modified: 2011/11/10 1302 hrs

UNCLASSIFIED/PRIVACY ACT PROTECTED INFORMATION

Proponent: AG-1 (CP), CISD, eFAB