

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>.