



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

4/12/12

DAPE-CPE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Utilizing the Civilian Record Brief

1. References:

- a. Civilian Personnel Bulletin, Civilian Record Brief Being Developed for Army Civilians, dated March 2011.
- b. Army Civilian Record Brief, Quick Guide Update, dated 18 August 2011.
- c. Army Civilian Record Brief, Users Guide, dated 22 August 2011.

2. This memorandum describes the Army Civilian Record Brief (CRB) and outlines its current and future benefits for Army Civilian employees, their supervisors, and managers. The Army CRB has been deployed and is active for all Army Appropriated Fund and NAF employees and supervisors.

3. The CRB provides a snapshot of an employee's official data taken from a variety of sources such as Notices of Personnel Actions (SF-50s), Army Training Requirements and Resources System, Defense Civilian Personnel Data System (DCPDS), and MyBiz. By consolidating data onto a single page, employees will be able to easily review their personal data and take steps if necessary to update or make corrections.

4. Employees may access the CRB from the Employee Data portlet in the Employee Tab of the CPOL portal, at <https://www.cpol.army.mil>. From the welcome page employees may customize and update their CRB by entering Special Assignment information, updating non-Army work experience in the Other Employment History category, and selecting the training courses they wish to display on their CRB. Hyperlinks built directly into the CRB allow employees to view their position description in FASCLASS, view the CRB Quick Guide or full CRB User Guide and to easily navigate to MyBiz to check or change some data elements.

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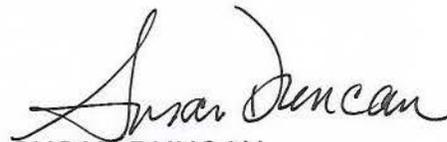
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5. Supervisors may access the CRB from the Employee Data portlet in the Manager Tab of the CPOL portal, at <https://www.cpol.army.mil>. Provided that the Position Hierarchy for their employees is correct, supervisors and managers will see the CRB as one of the information tools in the list available to them after they highlight a given employee. Instructions for updating the Position Hierarchy are found by following the hyperlink in the CRB to the full User Guide. While supervisors may not change information in their employees' CRBs, they may update their own CRB as employees themselves. I encourage Army Leadership to continue supporting the use of this HR tool by updating their information and ensuring their staff does likewise.

6. A summary of the current and future benefits of the CRB are:

- a) A vehicle to review and update employee information on a single page utilizing MyBiz self-service capabilities;
- b) A reference for managers and supervisors to better manage, guide, and counsel their employees;
- c) A tool for managers and supervisors to ensure position hierarchy and organizational alignment is complete and correct;
- d) An impetus for sustaining more current, accurate, and complete HR records in DCPDS;
- e) A reference document for data cleanup prior to RIF procedures.

7. My points of contact for this action are Mr. Jesse E. Martin, Jr. at jesse.e.martin17.civ@mail.mil, DSN 656-4845 or Ms. Maggie Thomas at maggie.l.thomas2.civ@mail.mil, DSN 656-4855.



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