OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Defense Civilian Personnel Data System (DCPDS) Self-Service Human Resources (HR)

I am pleased to announce the latest innovation in DCPDS: *My Biz* and *My Workplace*, new features that provide self-service access to personnel information for employees and managers. This new functionality, built on the DCPDS Oracle Self-Service HR product, represents a significant step forward in leveraging enterprise, web-based technology in civilian human resources management. Through *My Biz*, employees will be able to securely access and view their personal information stored in DCPDS, including position and salary data, benefits, awards, and performance information. They will also be able to update a limited number of data elements, such as telephone number, email address, race and national origin information, and foreign language proficiency. Through *My Workplace*, managers will be able to access personnel data for the organizations they manage, and will have access to tools that will improve their personnel management capabilities. Components should officially launch this functionality beginning June 1, 2006.

In support of this initiative, a toolkit of distinctive marketing materials has been developed for your use in communicating the launch and advantages of self-service HR to your civilian managers and employees. This toolkit will include logos and branding materials for *My Biz* and *My Workplace*, as well as posters, intranet content, and brochures. The toolkit containing all marketing materials will be distributed on a disk for your use in the next few days.

I strongly encourage you to aggressively market this new functionality to your workforce immediately. It is my belief that this innovative software is the way forward for DoD and its customers and will be of benefit to our entire community.

Finally, I would like to express my appreciation for the input and cooperation we have received from you and your staffs in the development of *My Biz* and *My Workplace*. It is through this collaborative process that we have been able to provide new functionality that has tremendous potential.

Patricia S. Bradshaw

Patricia S. Bradshaw
Deputy Under Secretary
Civilian Personnel Policy

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY
(DEPARTMENT OF THE ARMY)
DEPUTY ASSISTANT SECRETARY, CIVILIAN HUMAN
RESOURCES (DEPARTMENT OF THE NAVY)
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