

VIEWING YOUR “POSITION TELEWORK ELIGIBILITY” INDICATOR IN MY BIZ

SWD CPAC

1.) Click "MY BIZ."

Navigator

- [CIV Pay Pool Administrator](#)
- [CIVDOD Performance Management Administrator - PAA V3](#)
- [GR HB SWD USACE SP8HBMG3822](#)
- [GR SP8HBMG1698](#)
- [My Biz](#)**
- [My Workplace](#)
- [PAA Corrections Administrator - Final Appraisal](#)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

2.) Click "MY INFORMATION."

Navigator

<ul style="list-style-type: none">CIV Pay Pool AdministratorCIVDOD Performance Management AdministratorPAA V3MGR HB SWD USACE SP8HBMG3822MGR SP8HBMG1698My BizMy WorkplacePAA Corrections Administrator - Final Appraisal	2.	My Biz <ul style="list-style-type: none">My InformationUpdate My InformationEmployment VerificationPerformance Appraisal Application (PAA)
---	-----------	--

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

3.) Click “ACCEPT” to acknowledge the Privacy Act banner.



Department of Defense

 Navigator ▼

 Favorites ▼

[ICE MyBiz](#) [ICE PAA V3](#) [FAQ](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O.9397.

Principal Purposes: To allow civilian employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

3.

4.) Click on the "POSITION" tab to view your position details.



Department of Defense

Navigator

Favorites

ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences Help

GENERAL INFO: The information is current as of today's date.

Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01**
 Position **CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR**
 Total Salary
 Email Address

Job Title **Human Resources Management (0201)**
 Grade/Pay Band
 Step or Rate **00**
 Office Symbol

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

4.

Appointments **Position** Personal Salary Benefits Awards and Bonuses Performance Personnel Actions

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	18-Aug-2011	Human Resources Management (0201)	GS-	00

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

Employee Detail Information

Details	Begin Date	End Date	Position Number	Position Title	Grade	Job	Organization	Location
No results found.								

5.) Click "SHOW" to expand and view more position details.

GENERAL INFO: The information is current as of today's date.

Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01**

Job Title **Human Resources Management (0201)**

Position **CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR**

Grade/Pay Band

Total Salary

Step or Rate **00**

Email Address

Office Symbol

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

- Appointment
- Position
- Personal
- Salary
- Benefits
- Awards and Bonuses
- Performance
- Personnel Actions

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-10 Next 10

5.

Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
+ Show	09-Mar-2012	CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01		Human Resources Management (0201)		
+ Show	Position -2011	CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01		Human Resources Management (0201)		
+ Show	22-Oct-2010	CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01		Human Resources Management (0201)		
+ Show	06-Oct-2010	CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01		Human Resources Management (0201)		
+ Show	09-May-2010	CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01		Human Resources Management (0201)		
+ Show	23-Apr-2010	CH00128.SUPERVISORY HR	US ARMY CIV PERSONNEL ADVISORY CENTER		Human Resources Management		

6.) Here you may view your “Position Telework Indicator.” We can now see that this position is eligible for telework.

Organization **US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01**
 Position **CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR**

Job Title **Human Resources Management (0201)**

Grade/Pay Band

Total Salary
 Email Address

Step or Rate **00**
 Office Symbol

[View Emergency Contact Information](#)
[View Joint Duty Assignment Information](#)

Appointment **Position** Personal Salary Benefits Awards and Bonuses Performance Personnel Actions

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-10 Next 10

Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
Hide	09-Mar-2012	CH00128.SUPERVISORY HR SPECIALIST.1912540.ARSE.APPR	US ARMY CIV PERSONNEL ADVISORY CENTER ARSEW6D520 01		Human Resources Management (0201)		

Supervisory Status	2 - Supervisor or Manager	Work Schedule	F - Full-Time
Part-Time Hours Biweekly		Pay Basis	PA - Per Annum
FLSA Category	E - Exempt	Bargaining Unit Status	8888 - Ineligible for Inclusion In A Bargaining Unit
Pay Table ID	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000	Position Sensitivity	Nonsensitive (NS) National Security Risk
Security Access	No Access Required; ENTNAC/NAC/NACI Required	PRP/SCI	
Payroll Office ID	OA	Supervisory Diff Eligibility	
Position Occupied	1 - Competitive Service	Language Required	
Drug Test	Posn Not Req Drug Test	Training Program ID	YY - Not Applicable
Key Emergency Essential	Position Not Designated Emergency-Essential Or Key	Intelligence Position Ind	Non-Defense Civilian Intelligence Personnel System
LEO Position Indicator	0 - No Applicable Program	Position Telework Indicator	Yes

6.

Position Telework Indicator **Yes**

Additional Information

- For additional information about your Telework eligibility status, please contact your supervisor.
- SWD Telework Policy:
 - <http://www.swf.usace.army.mil/swd-cpac/SWDR%20690-2-1.pdf>