



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

DEC 13 2012

MEMORANDUM FOR ALL DEPARTMENT OF THE NAVY EMPLOYEES

SUBJECT: Verification of Workforce Disability Status

Enclosure: (1) Instructions for updating Disability, Ethnicity and Race Codes

The Department of the Navy (DON) is committed to ensuring equal employment opportunity and an inclusive work environment to individuals with disabilities. To determine our progress in ensuring equality of opportunity, we are required to conduct an annual self assessment to identify potential barriers to equality of opportunity and if necessary, develop plans to eliminate the barriers. In order to conduct this assessment, we need accurate data. To assist in the DON's self assessment effort, we ask that you verify the accuracy of your disability status in the Defense Civilian Personnel Data System (DCPDS).

Upon appointment within the DON, all employees are asked to self identify their disability status. During an employee's career, she/he may develop or acquire a disability, however may not have updated their personal information in DCPDS. In order to ensure we have accurate data within DCPDS, we ask that you access the self-service module, MyBiz, within DCPDS, and follow the steps detailed in Enclosure (1) to update your disability status online. In our efforts to be a model employer, we also ask that you verify your race and ethnicity code in MyBiz.

The information provided may assist the DON in determining if additional services or programs are needed to support employees with disabilities. Disclosing your disability status is voluntary, but providing this information will assist us in ensuring equality of opportunity. The information you provide is confidential and precautions are taken to ensure that there are no unintended disclosures. Access to this information is limited. Supervisors and managers do not have access to this information.

I seek your support and ask that you review, and if necessary update your personal records in DCPDS by February 1, 2013. Your participation and willingness to verify your disability status and race and ethnicity codes is critical in our efforts to ensure the DON is a model employer.

PATRICIA C. ADAMS  
Deputy Assistant Secretary  
of the Navy (Civilian Human Resources)

Distribution:  
Echelon 1 and 2 Commands  
HRSCs  
HROs  
DCPPs



## UPDATING DISABILITY AND ETHNICITY AND RACE CODE

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**MyBiz** provides employees the ability to review and update their personal information. The following guide provides a brief overview of how to log onto **MyBiz** and review your disability, ethnicity and race code.

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### If you have already been to MyBiz:

You can update your disability code and Ethnicity and Race code by using the following instructions:

- 1) Go to <https://compo.dcpds.cpms.osd.mil/>.
- 2) Select **'OK'** on the **DoD Notice and Consent Banner**.
- 3) Select **'Login'** under **Smart Card Access**, then **'Yes'** – A new window will open.
  - a. When prompted, select **non-email certificate** then **'OK'**.
- 4) Select **'Navy Region'** – A new window will open.
- 5) Select **'MyBiz'** then **'Update My Information'**.
- 6) Select **'Accept'** and the browser will redirect to the **Profile tab** of the **MyBiz account**.

### For new MyBiz users:

- 1) Go to <https://compo.depds.cpms.osd.mil/>.
- 2) Select **'OK'** on the **DoD Notice and Consent Banner**.
- 3) Select **'Register'** under **Smart Card Access**.
  - a. When prompted, select **non-email certificate** then **'OK'**.
- 4) Select **'Yes'** to be redirected to the registration.
- 5) Enter **Social Security Number with hyphens** and select **'Register'**.
- 6) Continue with **steps 3 - 6** for returning Mybiz users.



# UPDATING DISABILITY AND ETHNICITY AND RACE CODE

## Updating your Disability Code

7) Select the 'Disability' tab.

Department of Defense

Update My Information

Employee

Employee Name **Employee Last, First Name**

Work Email Address

Profile **Disability** Language Ethnicity and Race Emergency Contact Education Training Certificati

Disability Code

Update Disability Code

Update

8) Select the magnifying glass.

Department of Defense

Update My Information

Employee

Employee Name **Employee Last, First Name**

Work Email Address

Profile **Disability** Language Ethnicity and Race Emergency Contact Education Training Certificati

Disability Code

Update Disability Code

Update

9) Select the 'Go' button to access a full list of disability designations.

Search and Select: Update Disability Code

Search

Select the 'Go' button to receive entire list of available descriptions or use wild card % to do a partial search, such as %disability% or %impairment% and select partial search criteria entered. Select 'Quick Select' icon next to selection.

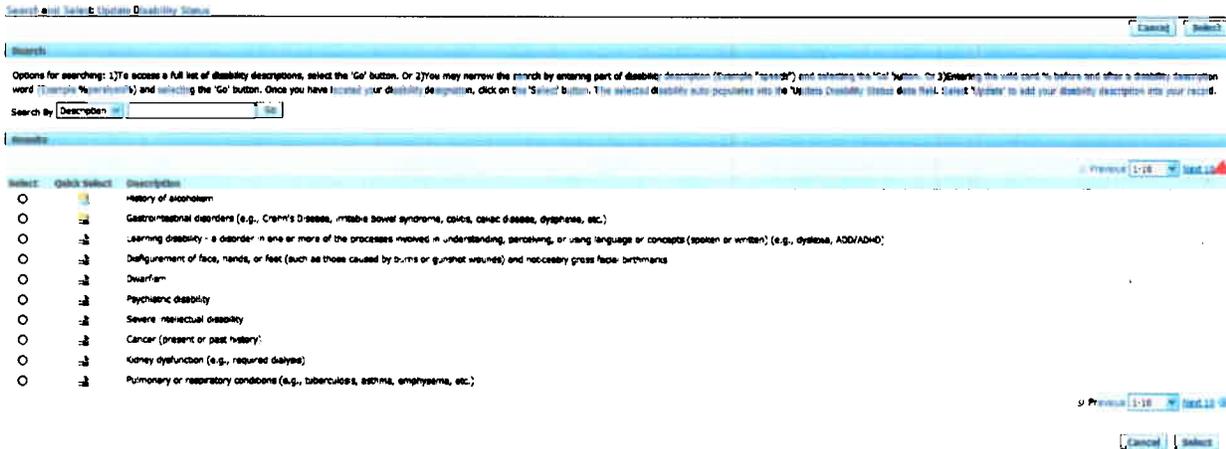
Search by: Description ▾

Results

Select	Quick Select	Description
No search conducted		

## UPDATING DISABILITY AND ETHNICITY AND RACE CODE

- 10) Select the appropriate disability designation.
  - a. Select the 'Next' link to access more disability designations.
  - b. If you have a disability but it is not listed, please select the "I have a disability, but it is not listed on this form" on the last page after selecting 'Next'.



Search and Select > Update Disability Status

Search

Options for searching: 1) To access a full list of disability descriptions, select the 'Go' button. Or 2) You may narrow the search by entering part of disability description (example "speech") and selecting the 'Go' button. Or 3) Entering the full code to be added and after a disability description word (example "hearing") and selecting the 'Go' button. Once you have located your disability designation, click on the 'Select' button. The selected disability auto-populates into the 'Update Disability Status Data Field.' Select 'Update' to add your disability description into your record.

Search by: Description

Select	Quick Select	Description
<input type="radio"/>		History of alcoholism
<input type="radio"/>		Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, ulcers, celiac disease, dysphagia, etc.)
<input type="radio"/>		Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)
<input type="radio"/>		Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and necessary gross face blemishes
<input type="radio"/>		Dwarfism
<input type="radio"/>		Psychiatric disability
<input type="radio"/>		Severe intellectual disability
<input type="radio"/>		Cancer (present or past history)
<input type="radio"/>		Kidney dysfunction (e.g., required dialysis)
<input type="radio"/>		Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.)

Previous 1-18 Next >

For example, in this example, Speech Impairments was selected.

- Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice

- 11) Once you have selected your disability designation, click on the 'Select' button.



Cancel Select

- 12) Select 'Update' to add your code into your record. The selected disability designation auto-populates into the 'Update Disability Code' data field.



Profile Disability Language Ethnicity and Race Emergency Contact Education Training Certifications

Disability Code

Update Disability Code **Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy.**

Update

After selecting 'Update', your information is updated into your record.



Profile Disability Language Ethnicity and Race Emergency Contact Education Training Certifications/Licenses

Disability Code **Speech impairments - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy.**

Update Disability Code

Update



# UPDATING DISABILITY AND ETHNICITY AND RACE CODE

## Updating your Race and Ethnicity Code

13) Select the 'Ethnicity and Race' tab.

The screenshot shows the Department of Defense self-service portal. At the top, there is a blue header with the Department of Defense logo and the text "Department of Defense". Below the header, there is a navigation bar with tabs for "Profile", "Disability", "Language", "Ethnicity and Race", "Emergency Contact", "Education", "Training", and "Certification". The "Ethnicity and Race" tab is currently selected and highlighted in blue. Below the navigation bar, there are several fields: "Employee Name" (with a sub-label "Employee Last, First Name"), "Work Email Address", "Disability Code", and "Update Disability Code". A red arrow points to the "Ethnicity and Race" tab. At the bottom of the form, there is an "Update" button.

14) Select the appropriate Ethnicity and Race designations and select the 'Submit' button.

The screenshot shows the ethnicity and race selection form. It starts with the question "Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or Spanish culture or origin, regardless of race.)". Below this question is a dropdown menu with "No" selected. To the right of this dropdown are five rows, each representing an ethnicity or race: "American Indian or Alaska Native", "Asian", "Black or African American", "Native Hawaiian or Other Pacific Islander", and "White". Each row has a dropdown menu with "No" selected and an information icon (i) to its right. At the bottom of the form, there is a red arrow pointing to a "Submit" button, and next to it is a "Print SF181" button.

After selecting 'Submit', your information is updated into your record.

You can view this information, via My Biz, My Information, Personal Tab. To learn more about Self Service, My Biz, visit the CPMS website at [http://www.cpms.osd.mil/hrbits/selfservice/selfservice\\_userguide.aspx](http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx).