

CPAC'S QUICK FACTS

APRIL 2012

Civilian Record Brief (CRB)



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Civilian Personnel Advisory
Center**

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Issue 12-01

The Civilian Record Brief (CRB) provides a snapshot of the employees Appropriated Fund and Non-Appropriated Fund official data pulled from the Defense Civilian Personnel Data System (DCPDS) and Army Training Requirements and Resources System (ATRRS). By consolidating data onto a single page, employees will be able to easily review career-related information and ensure the official database information is accurate and complete. Click on this [link](#) to view a sample CRB.

The CRB is available to employees through the Employee tab in CPOL; employees may correct and/or update some information using the self-service capabilities of MyBiz and CPOL, changes should be reflected the following day.

- Training, awards, performance histories and education.
- Self-certify and update degrees, professional licenses, occupational certifications, professional military education and technical training.

Employee's information may be updated in a number of ways, depending on the section of the CRB which has three color coded sections.

- Blue are updateable in MyBiz and the employee has the ability to correct and change it.
- Tan are updateable in the "Update My CRB" function.
- White can only updated by Army Civilian HR Professionals.

To access their CRB employees should go to [Army Civilian Personnel On-Line](#) and log in via the Employee Portal (top right). Click on the Employee tab (top left) and in the Employee Data section click on the GO button, and the CRB will be located under the Self Service Applications section.

The bottom left hand of the CRB page has color-coded links where the employee can customize, update or correct their CRB.

If you have any questions or concerns, please let us know. The CPAC is here to help you .