

PULLING YOUR SF-50 FROM MY BIZ

1. Access Modern DCPDS by going to <https://compo.dcpds.cpms.osd.mil/>. Register via the CAC or Non-CaC registration link if entering for the first time. If you choose to register via CAC, you will need to select the non-email certificate at the 'Choose a Digital Certificate' screen (the email certificate is not valid for DCPDS CAC authentication). Once registered, as appropriate, you will need to log in via the CAC or non-CAC link.
2. A new screen will appear for the Region Association, click on "Navy Region"
3. Another screen will open, select the folder labeled "My Biz"
4. From the list of links on the right, select "My Information"
5. Review the Privacy Act Statement and click, "Accept"
6. Several fields will be available for review of personal and work information. To access your SF-50s, click on the "Personnel Actions" tab. A list of the most recent SF-50s processed will come up. To view older SF-50s, click the "Next" button.
7. To view the SF-50, click in the box to the left of the action and then click "View Selected". You will then be given the option to open or immediately save the document.
8. To log out of MyBiz, click on "Log Out" at the upper right of the page.

