Chapter 3
Administrative & Employment Matters

Employment Verification 3-200

1. **Purpose:** This describes the instructions to use if a technician needs verification of their fulltime employment. The MyBiz+ Employment Verification tool allows technicians to submit employment information to an external organization (business, bank, etc.) directly from the Defense Civilian Personnel Data System (DCPDS). The tool provides two options - Employment Information or Employment and Salary Information. All information is sent via secure internet and technicians are in complete control of who receives this information. You must provide the recipient with the password that will be emailed to you in order for them to access the information.

2. **Applicability:** This policy applies to all Technicians of the Iowa National Guard.

3. **MyBiz+ Employment Verification Tool Processing Instructions:** To access MyBiz+ click on link: [https://compo.dc.pds.cpms.osd.mil](https://compo.dc.pds.cpms.osd.mil)

   a. Key Services

      1) From Key Services, select Request Employment Verification

   

   

   b. Employment Verification

      1) There are two options under *Select Information to Send* - **Employment Information** (Name, Current Date, Job, Organization, Last 4 of SSN, Employment Status, Start Dates, and Rate of Pay) and **Employment and Salary Information**, which shows the same employment information, plus Total Salary.

   

   c. Recipient Information: This allows external email addresses to be entered. Your email address in MyBiz+ will automatically populate the My Email line. Recipient information shows the exact email addresses the employment information will be sent to. Ensure the email addresses are correct in spelling and format.
d. The CANCEL button returns to the MyBiz+ home page and no information is sent.

e. Select CONTINUE to ACKNOWLEDGE & SUBMIT.

f. The confirmation page shows the email addresses the employment information was sent. Check your email for the CC copy.

Take note of the Disclaimer – It is the employee’s responsibility to share the password with the intended recipient. Select YES to receive a confirmation notice or NO to take you to the previous page.

f. The email confirmation page shows the email addresses the employment information was sent to. Check your email for the CC copy.
4. **Employment Verification Document:** Below is an example of what the employment verification document looks like. The reference number is a source element that can be used to track usage.

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**Employment Verification**

This document contains personally identifiable information. As the recipient of this information, you are responsible and legally accountable for safeguarding this product in accordance with any applicable national, state or provincial, or local laws that pertain to the protection of personally identifying information at your location.

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**Employment and Salary Information**

Dear Sir or Madam,

The following information is provided in response to your request for an Employment and Income Verification; Reference Number: 37745_20130307133417.

**Employee Name:** John D Doe  
**Social Security Number** (last 4-digits only): XXXX

**Information Current as of:** 07-Mar-2013

**Employer:** Department of the Air Force  
**Headquarters Address:**  
THE ADJUTANT GENERAL - IA  
DES MOINES, IA

**Duty Station:** MIL.RESV. / POLK / IOWA  
**Employment Status:** Active

**Most Recent Start Date:** 02-Dec-2001  
**Original Hire Date:** 17-Sep-2001  
**Total Time With Employer:** 11 years 5 months 18 days

**Job Title:** Tractor Operator

**Rate of Pay:** Annually  
**Average hours Per Pay Period:** 80  
**Total Pay:** $58,516.00  
**Total Pay YTD:** $11,216.00  
**Emailed To:** john.d.doe.mil@mail.mil

**POC:** Human Resources Specialists (Information Systems) at 252-4682/252-4605.

**References:**  
MyBiz+ Employment Verification Tool Processing Instructions (located on HRO SharePoint).

**Forms:** N/A