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MEMORANDUM FOR Record

Subject: Guidance on Employment Verification

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)—via secure internet!

The information consist of employment only or employment and salary information. Employees will be able to preview their information before they complete the transaction. The recipient and employee both will receive a password protected attachment, and only the employee receives the password in a separate email. However, the employee must provide the password to the recipient. Employees can obtain as many verifications as they want, there is no limit.

Log into My Biz, via the Defense Civilian Personnel Data System (DCPDS) Portal at <https://compo.dcpds.cpms.osd.mil/> to take full advantage of the My Biz 'Employment Verification' tool!

To email EV information to an external organization:

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>. Information can also be accessed via the following links under CPOL Portal at <https://www.milsuite.mil/book/community/spaces/Civ-HR>.
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information
4. Enter Recipient Email Information
5. Ensure (verify) your email address is included in the My Email field to receive the password
6. Select Continue to preview the information.
7. Select 'Acknowledge and Submit' to send your EV information
8. Confirm your submission