



HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 11-13

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EMPLOYMENT VERIFICATION TOOL ON MYBIZ

1. The Employment Verification Tool is a self-service My Biz tool which allows technicians to conveniently provide employment verification and/or salary information to a third party external organization (e.g., a bank) directly from the Defense Civilian Personnel Data System (DCPDS).
2. All information is sent via secure internet. Technicians may log into their Self Service My Biz account to access the new tool. To utilize the Employment Verification Tool, technicians need the requester's email address, along with their own work or personal email address to use as confirmation and validation of their employment verification.
3. The following employment information is sent to the requester via email:

Employee Name	Current Date	Employer Name and Address
Last 4 of SSN	Employment Status	Most Recent Start Date
Original Hire Date	Position Title	Total Time with Employer
Rate of Pay	Salary (if selected)	Average Hours Per Pay Period
Reference Number	Email Address	

4. If you have any questions regarding the Employment Verification Tool, please email MSgt Howard Bentley at howard.f.bentley@us.army.mil or call (916) 854-3636, DSN 466-3636, CAGNET 6-3636; or email Ms. Bobbi LeBallister at bobbi.leballister@us.army.mil or call (916) 854-3062, DSN 466-3062, CAGNET 6-3062.

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