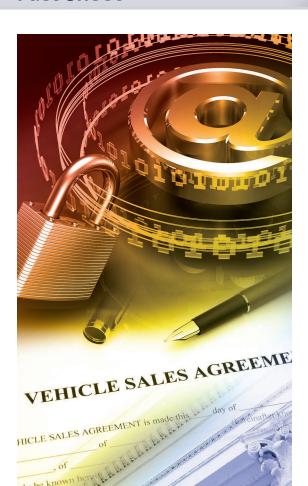


Fact Sheet



The Secure Choice for Employees



For more information about DCPAS and the products and services provided, visit us online at:

http://www.cpms.osd.mil/

To submit Employment Verification comments and/or suggestions, visit the Self Service Interactive Customer Evaluation (ICE) tool. Just log into My Biz and select the ICE My Biz link.

Employment Verification (EV) is a Self Service My Biz tool allowing current DoD employees to email employment and/or salary information to an external organization (business, bank, credit union) or person directly from the Defense Civilian Personnel Data System (DCPDS) in a password-protected document via email.

All you need is the recipient's email address along with your work or personal email address to use as a confirmation and validation of your employment verification.

Employment Information that is Sent

- Employee Name
- Current Date
- Employer Name
- Employer Address
- Duty Station
- Last Four of SSN
- Employment Status
- Recent Start Date

- Original Hire Date
- Total Time with Employer
- Position Title
- Rate of Pay
- Salary (if selected)
- Reference Number
- Email to Address

Contact your servicing Human Resource Office if you have any questions regarding the accuracy of your employment information.

Steps to Send EV Information

- Log into the DCPDS Portal at https://compo.dcpds.cpms.osd.mil/
- 2. Select My Biz and then Employment Verification
- 3. Select your details to share, either
 - a. Employment Information, or
 - b. Employment and Salary Information
- 4. Enter recipient's email information in the To field
- 5. Verify that your desired 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
- 9. Provide password to recipient to view EV information

Access to the My Biz Employment Verification tool is only available with your Common Access Card (CAC)!