



IDAHO NATIONAL GUARD  
 JOINT FORCE HEADQUARTERS  
 HUMAN RESOURCE OFFICE  
 4794 GENERAL MANNING AVE, BLDG 442  
 BOISE, IDAHO 83705-8112



NGID-HRO

22 May 2024

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Letter 012 Employment Verification Tool

1. This letter supersedes HR Policy Letter 13-001; Employment Verification Tool dated 1 May 2013. There are two authorized methods to verify employment and salary.

- a. The employment Verification feature contained in the Self-Service tool MyBiz+.
- b. Contacting their Human Resource Office; in which the HRO provides the information needed.
- c. Employees may also send a request via email to the HRO inbox: [ng.id.udarnng.mbx.idarnng-sf52@army.mil](mailto:ng.id.udarnng.mbx.idarnng-sf52@army.mil) with the SUBJECT: Employee Verification Request. Be sure to include in the email all information that the employee needs for the financial servicing institution.

2. The procedures for using MyBiz+ are as follows:

- a. Once logged onto the Defense Civilian Personnel Data System (DCPDS) or MyBiz+, click the "Employment Verification" link.
- b. Once there, enter your email address, the loan officer's email address and then click continue and submit. The system will then send the information in a password protected file to the loan officer's email address and the password to open the file will be sent to the technician's email address.
- c. The information comes directly from the personnel system and there is no way for a technician to change it.
- d. The following employment information is sent to the loan officer's email:

Employee name	Last four of SSN	Position Title
Current Date	Employment Status	Rate of Pay
Employer Name	Recent Start Date	Salary (if selected)
Employer Address	Original Hire Date	Reference Number
Duty Station	Total Time with Employer	Email to address

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3. POC – Supervisory Human Resource Specialist, DSN 272-3341.

JAMES W. HICKS  
COL, GS, IDNG  
Director, Human Resource Office