



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4794 FARMAN ST., BLDG 442
BOISE, IDAHO 83705-8112**



JFHQ-ID/J1HR

19 December 2011

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Letter 12-03; Employment Verification Tool on My Biz and TALX

1. There are two authorized secure self service tools to verify employment and salary.
 - a. The Employment Verification Tools on My Biz or TALX are self-service tools which allow 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).
 - b. Technicians may log into their Self Service My Biz account at <https://compo.dcpds.cpms.osd.mil/> or access to TALX automated tool log into www.theworknumber.com

2. All information is sent via secure internet. To utilize the Employment Verification Tools, 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.

3. The following employment information is sent to the requester's 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. The TALX for Employment Verification (EV) process was temporarily terminated 11 Feb 2011 and has been reinstated for use by the National Guard Technicians, effective 6 Sep 2011. The employment data through TALX will not be recovered from the termination period. The result being the data of employment dates will not include any employment time from 10 Feb 2011 to 6 Sep 2011. However the My Biz employment verification tool will.

5. If you have any questions regarding the Employment Verification Tools, please contact SFC Linda Burkhart at linda.r.burkhart@us.army.mil or call (208) 272-4226.

KEVIN K. DAWKINS, Col, IDANG
Human Resource Officer