



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



JFHQ-ID/J1HR

1 May 2013

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Letter 13-001; Employment Verification Tool

1. This letter supersedes HR Policy Letter 12-003; Employment Verification Tool on My Biz or TALX dated 19 December 2011. *The Work Number* or TALX will no longer be used for DoD employment verification. There are two authorized methods to verify employment and salary.

- a. The Employment Verification feature contained in the Self Service tool My Biz.
- b. Contacting their Human Resource Office; in which the HRO provides the information needed.

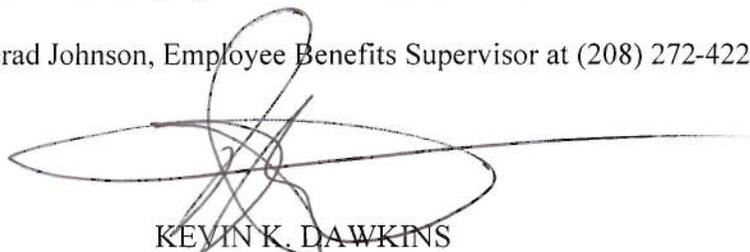
2. The procedures for using My Biz are as follows:

- a. Once logged on to the Defense Civilian Personnel Data System (DCPDS) or My Biz, 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.

3. 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

4. POC for further information is 1LT Jerad Johnson, Employee Benefits Supervisor at (208) 272-4224.



**KEVIN K. DAWKINS**  
Colonel, IDANG  
Human Resource Officer