DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

Fact Sheet

My Biz
Self Service HR
EMPLOYMENT VERIFICATION
Current Employees

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

1. 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)!

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.