

Special Edition of the Personnel Employee Bulletin

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EMPLOYMENT VERIFICATION (EV) REQUESTS

Did you know that you can provide an employment verification right from your DLA workstation? The MyBiz Employment Verification Tool allows you to submit employment verifications to an external organization (business, bank) via a secure internet connection. The tool gives you complete control over who can receive and view this information. Sending requests and/or applications for verification to your DLA Human Resources Office only causes delay in information being successfully transmitted.

Preparing an Employment Verification is easy! To have one emailed to your lender or service provider, start by accessing your MyBiz account.

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Select DLA Region, then My Biz, then Employment Verification
3. Select your Details to Share, either
 - Employment Information, or
 - Employment and Salary Information
4. Enter Recipient email address and (verify) your work email address in Recipient Information 'CC' to receive a copy of the EV email
5. Select Continue to 'Acknowledge and Submit' to send your EV information

Do it today without delay!

For more information about access to MyBiz, visit the DLA Human Resources website at <http://www.hr.dla.mil> and select the tools button.

For additional information, please contact your servicing DLA Human Resources Services office: <http://www.hr.dla.mil/ContactUs/>