

Employment Verification

Subject: Employment Verification Information Update

The employment verification service known as The Work Number is available once again for DoD employees. Now there are options for employees needing employment verification including The Work Number and self-service employment verification via the Defense Civilian Personnel Data System (DCPDS) - My Biz. For those requesting historical data from The Work Number, there will be a gap in employee data from February 2011 to September 2011. Information on receiving employment verification from these systems is provided below.

The Work Number

The Work number is accessible via phone or the internet. Dial 1-800-367-5690 or go to <http://www.theworknumber.com>. The Work Number provides three options for verification: Prove your income, prove your employment, or prove your income and employment. For additional information, access the Work Number by phone or online.

To log in, you will need the following information:	
Employer Code for Department of Defense employees	10365
User ID	Your full SSN
4-digit PIN	If you have never logged on before, your PIN is initially set to the Month and Day of your Birthday (MMDD format, for example March 27 would be 0327). You will then be prompted to change your PIN to any 4-8 digit number.

Employment Verification Announcement in My Biz

Self-service employment verification is available via the Defense Civilian Personnel Data System (DCPDS) - My Biz. Additional information and instructions are available on our public portal: <http://www.public.navy.mil/donhr/Employment/Pages/MyBizEmploymentVerification.aspx>. This option requires the employee to have a CAC and access to My Biz.