

Employment Verification

A self-service employment verification is available via the [Defense Civilian Personnel Data System \(DCPDS\) - My Biz](#).

This tool:

- allows employees to submit employment information requests that need to go to an external organization (business, bank, loan providers, etc.) directly from DCPDS
- is sent via a secure internet
- provides employees complete control of who receives their information

Steps:

1. Go to the [DCPDS Login \(https://compo.dcpds.cpms.osd.mil/\)](https://compo.dcpds.cpms.osd.mil/)
2. Click on Navy Region
3. Click on My Biz, My Information to review your personal information to ensure accuracy
4. Click on Employee Verification
5. Indicate whether you want Employment Information OR Employment and Salary Information and enter the email address of the intended recipient

It's that easy!!!!