Employment verification

Employment Verification is a Self Service My Biz tool that allows employees to verify their employment status with PSNS & IMF and/or their salary information securely to external organizations such as lenders, directly from the Defense Civilian Personnel Data System.

To email employment verification information to an external organization:

1. The EMPLOYEE must log into the Defense Civilian Personnel Data System Portal by going to: https://compo.dcpds.cpms.osd.mil/. This is most easily done from a government computer with a Common Access Card (CAC) reader. However, there is an option for non-smart card access login (first time users will need to register).

2. Select, My Biz, Request Employment Verification (under the Key Services section)

3. Select your Details to Share, either
        Employment information, or
        Employment AND salary information

4. Under the Recipient Information section, enter the email address you want your information sent to in the 'To' box.

5. Under the Recipient Information section, enter YOUR email address in the 'My Email' box.

6. Select Continue to 'Acknowledge and Submit' to send your Employment Verification information

7. Your password-protected employment verification document will be sent to the outside agency directly from the Defense Civilian Personnel Data System, and YOU will receive an email with a password.

8. YOU must then provide that password to the outside agency. Only with password-protected document AND the password provided by YOU can the outside agency access the employment information and/or salary information.