

DEPARTMENT OF THE ARMY
Headquarters, Joint Readiness Training Center & Fort Polk
Fort Polk, Louisiana 71459

CIVILIAN PERSONNEL
BULLETIN NO. 06-01

06 February 2001

**EMPLOYMENT VERIFICATION
THE WORK NUMBER FOR EVERYONE**

1. "*The Work Number for Everyone*" is an automated employment verification service used for processing mortgage applications, reference checks, loan applications, and apartment leases. This service is presently being used by various organizations within the Department of Defense and other Federal agencies and was adopted as the sole method for employment verification with the Department of the Army on December 4, 2000.

2. There are three different types of verifications offered by this service. The **Basic Verification** is used for reference check (e.g., employment history verifications), the **Basic Plus** is for small or short-term loans or apartment leases and the **Full Verification** is for any major loan including mortgages.

3. An employee requiring a **Basic Verification** need only provide the lender/verifier with the Department of Defense Code, their social security number, and the number to call for processing the verification. If a **Basic Plus** or **Full Verification** is required, the employee would provide, in addition to the above information, a Salary Key, which is obtained by the employee from *The Work Number's* web site or telephonically. This Salary Key authorizes the lender to have access to the employee's salary information.

4. *The Work Number for Everyone* provides more efficient and complete responses for verification of employment requests, as well as extending the hours of availability for obtaining this type of information.

5. The attached brochure contains detailed information along with the website address and telephone number for *The Work Number for Everyone*. Should you need further assistance regarding this bulletin, please contact Sherri Collier or Janette Nolde at 531-4020.

Encl(s)

DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

The Work Number for Everyone®

The Department of Defense Code is:
10365

To obtain a Salary Key, call 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. At the prompt, provide your SSN and your PIN. Make note of your Salary Key to give to your verifier for salary verification. Questions? Problems? Call the Client Service Center at 1-800-996-7566.

Remember, only three Salary Keys may be active at a time.

What Is My PIN?

Insert your PIN information here.

"Temporary PIN is your Birthday (MMDD format). Do not include year For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN your can change it to any 4-8 digit number"

Where do I go for questions?

If you have any questions, or need additional instructions on how to use The Work Number, please dial our Client Service Center at:

1-800-9-WORKNO (1-800-996-7566)

The Work Number Client Service Center is available Monday - Friday, 7 a.m. to 8 p.m. Central Time.



Introduces

The Work Number For Everyone®

1-800-367-2884

<http://www.theworknumber.com>

Employee Information

Important Note: Effective December 4, 2000 written requests for verifications will no longer be processed and will be returned to your verifier with instructions on how to use this service.

The Work Number for Everyone®
is provided by
TALX Corporation.

This service is available 7 days per
week
24 hours per day

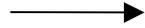
To receive instructions for a free demonstration of the system, visit the web site at **www.theworknumber.com**.

Department of the Army

What kind of verification do I need?

Job reference checks
Apartment rental
(No Salary Key required)

Basic



You give the verifier

- Department of Defense Code
- Social Security Number
- The number to acquire your information 1-900-555-9675
- For help: Client Service number 1-800-996-7566

Small, short term loans
Mortgages
(Salary Key required)

Basic Plus/Full



- Department of Defense Code
- Social Security Number
- Your 6-digit Salary Key
- The number to acquire your information 1-900-555-9675
- For help: Client Service number 1-800-996-7566

How do I get a Salary Key?

You will need to give a verifier a six-digit Salary Key in order to give them access to your salary information.

1. Dial 1-800-367-2884 or go to <http://www.theworknumber.com>
2. Enter the Department of Defense code **10365**
3. Enter your Social Security number
4. Enter your PIN: Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN you can change it to any 4 -8 digit number.

You may have three Salary Keys at one time. Once you give a Salary Key to a verifier, it may not be used again. To obtain, review, or cancel Salary Keys dial 1-800-367-2884 or go to <http://www.theworknumber.com>. For assistance please call the Client Service Center at 1-800-996-7566.

Sample: SimpleBro
Last Updated April 14, 1999

Retain this panel for verifications

Department of Defense Code:

10365

Your Social Security Number

Write your social security number here

Your PIN (some spaces may be left blank)

Write your PIN here

Do not give your PIN to a verifier.

Salary Keys

1.

2.

3.