

Oklahoma National Guard Army and Air Full-Time Support

HUMAN RESOURCES INFORMATION LETTER

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 05-02
DATE: 13 January 2005

Procedures for Using “The Work Number” for Technician Employment Verification

Subject: Procedures for Using The Work Number for Technician Employment Verification

References:

RNGG DCPS Message 99-12, dated 18 Jun 1999,
subject: Technician Employment Verification
Requests
<http://www.theworknumber.com>

NGB-HR-I Memorandum, dated 30 March 2004,
Subject: Procedures for Using The Work Number
(TNI-04-30).

Eligibility: National Guard (NG) Technicians

Effective Date: 30 March 2004

Use: All Title 32 National Guard technicians and Title 5 Department of the Army or Air Force civilian requests for employment and income verification are conducted through <http://www.theworknumber.com> or 1-800-367-5690. The following are procedures that should be used when accessing The Work Number for employment and income verification.

Technicians should provide information to the verifier based on one of two options: employment verification only or employment and salary information.

Procedures for Proof of Employment Only – Give the verifier the following information:

- Your Social Security Number
- DFAS Code 10365
- The Work Number access options for verifiers:
 - Option A: www.theworknumber.com or
 - Option B: Telephone number 1-800-367-5690

Procedures for Proof of Employment plus Income – Give the verifier the following information:

- Your Social Security Number
- DFAS Code 10365
- Your Salary Key (see instructions below for obtaining this)
- The Work Number access options for verifiers:
 - Option A: www.theworknumber.com or
 - Option B: Telephone number 1-800-367-5690

In order to provide the verifier with your proof of income, you must first obtain a salary key.

Instructions on Obtaining a Salary Key

- The Work Number access options for employees:
 - Option A: www.theworknumber.com or
 - Option B: Telephone number 1-800-367-2884
- DFAS Code 10365
- Your Social Security Number
- Enter your 4 digit PIN (month and day of your birthday: MMDD)
- You will be given a Salary Key.

Note: You may obtain 3 Salary Keys at one time. Once you give a Salary Key to a verifier, it may not be used again.

Your points of contact are LtCol Shirley Kyles at (405) 228-5578 or 1Lt James Baxter at (405) 228-5527.

LARRY J. STICE
COL, GS, OKARNG
Director, Human Resources