

U.S. Department
of Transportation

United States
Coast Guard



Commander
United States Coast Guard
Personnel Command

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12200

October 20, 1998

From: Commander, Coast Guard Personnel Command
To: All Civilian Employees (appropriated fund)

Subj: MANDATORY USE OF THE EMPLOYMENT VERIFICATION SERVICE

1. The Coast Guard Personnel Command (CGPC) announced in February 1998 we were implementing an automated employment verification service for all Coast Guard civilian employees (appropriated fund). Over the past several months, this service has been used along with the traditional manual process.
2. The employment verification service, sponsored by the Department of Transportation, provides immediate employment verification when you apply for apartment leases, car loans, mortgages, or other types of credit. This service called "The Work Number for Everyone," provides immediate automated telephone verification once you authorize release of the information to the verifier. The service is quick and easy to use, provides greater security, and assists lenders in making faster loan decisions.
3. Effective 1 October 1998, employment verification will be accomplished solely through the automated verification service. Manual verifications of employment will no longer be performed by CGPC or the payroll office in Oklahoma City, Oklahoma.
4. Verifiers may obtain a verifier brochure on the service by calling (202) 267-2078 or accessing "The Work Number for Everyone" web site at www.theworknumber.com. Employees may also access this site for additional information. Additional information on this service can also be obtained from our web site at <http://www.uscg.mil/hq/cgpc/cpm/news/empveri.htm>.

A handwritten signature in cursive script that reads "Rosemary Allen".

ROSEMARY ALLEN
By direction