


**Washington Military Department
Payroll Department Procedure No. 001-21-00**

Title:	Maintaining Correct Addresses for State Active Duty Service Members
References:	WMD Form 2051-21, State Active Duty Personnel Change Form Unified WMD Policy No. 19-01
Information Contact:	Human Resources-Payroll Director – State Safety Division Building #20B, (253) 512-7942
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Approved By:	 <hr/> Laura Drybread, Human Resources-Payroll Director – State Safety Division Washington Military Department

Purpose

Provide guidance to the designated federal points of contact (POCs) who initiate the paperwork for keeping state active duty service members’ addresses of record current for receiving pay and official mail such as W-2’s, Payroll Stubs, and other documents.

Scope

This procedure applies to all Washington Military Department (WMD) National Guard and State Guard members who are assigned to state active duty. This does not apply to federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in federal military status or military technicians.

Definitions

BAH – (Basic Allowance for Housing) A special rate of pay for deployments applied to contingency operation (including just in time training) and long-term SAD missions. This rate of pay is based on the primary residential address of record. Refer to Unified Policy 19-01.

BAS – (Basic Allowance for subsistence) An allowance to ensure military members have money for food. There is an enlisted rate and an officer’s rate.

Primary Residential Address of Record - The street address of the home, apartment, or other domicile where the service member resides.

Mailing Address of Record – The street address, unit number, post office box number, or other identifying data that is used to receive U.S. postal mail if the service member does not receive their mail at their permanent residential address of record.

Temporary Paycheck Address Change – Service members on Long Term SAD missions, who are not yet enrolled in Direct Deposit and have submitted the Direct Deposit enrollment form may submit a temporary mailing address change in order to receive their paycheck and pay stubs at a location other than their primary residential address of record.

Long Term SAD Mission – A military support operation that is designated by the Governor or the Adjutant General as expected to last at least 31 days, at least some of which is in SAD status. It can be a contingency operation or pre-incident service.

Policy

Service members who are assigned to state active duty will provide the State Human Resources Office with their permanent mailing and/or residential addresses of record. The residential address of record shall be the location in which they reside *and* receive daily mail or where they reside different from their mailing address. All addresses shall be complete and must include the apartment numbers, street addresses with appropriate directional indicators if required, and correct zip code. Service members who are enrolled in direct deposit will receive their payroll stubs by mail from the Office of Financial Management in the US Mail. The payroll stubs are issued at the end of the pay period and are sent to the service member's mailing address of record. Service members who have recently enrolled in direct deposit will receive paper checks for up to two pay periods and will be mailed to their permanent address of record. *Service members on long term SAD missions may submit a temporary paycheck address change request if they wish to receive their check at an address other than what is noted as their primary residential address and/or permanent mailing address of record.*

Responsibilities

A. Designated Federal POCs shall:

1. With each deployment verify that the service member's permanent mailing and/or residential addresses of record are correct in the Activation Response Recovery Operations system. The verified addresses will be entered into the State Human Resources Management System (HRMS) for payroll purposes.
2. Ensure that location pay (BAH) is based on the zip code of the service member's primary residential address of record and not on a mailing address.
3. Collect a signed copy of the State Active Duty Personnel Address Change Form (WMD Form 2051-21) from the service member who is making a change to their permanent residential address of record, permanent mailing address of record and/or; requesting a temporary address change while enrolling in direct deposit.
4. Submit any changes of either permanent residential or mailing addresses of record or

temporary address changes to the State Human Resources Office upon receipt using the correct form (WMD Form 2051-21).

B. State Human Resources Office shall:

1. Enter the state HRMS the address verified by the Federal POC as the service member's permanent mailing and/or residential address of record.
2. Enter new or updated address change information into the HRMS within three business days ensuring that the correct fields are used for the type of address being changed.
3. Coordinate with State Payroll prior to removing or time dating the temporary paycheck address change.
4. Track and coordinate with State Payroll that they have received a direct deposit enrollment form/verification from the service member before entering or removing a temporary paycheck address change into the HRMS.

C. Service Members shall ensure they:

1. Provide up to date and timely data for any address changes to the designated federal POC when activated during the deployment process.
2. Maintain a correct permanent residential mailing address of record so that mailed payroll stubs, W-2's, and paper warrants can be successfully mailed to the service member's permanent or temporary mailing address.

Failure on the service member's part to keep their personal information up to date will result in a delay of payment either by direct deposit or due to returned mail for inadequate or incorrect address information.

Procedure

- A.** This procedure and WMD Form 2051-21 shall be included in all deployment packets of service members activated to state active duty.
- B.** All documents received from service members are to be provided to the appropriate processing office within three business days of the service member's deployment or at the end of the pay period, whichever comes first.