



## **Enterprise Human Resources and Payroll (EHRP) Instructional Letter**

Number: EHRP05-13

Date: April 17, 2005

Subject: Invalid Addresses

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### **Purpose**

The conversion of the HHS payroll system to the Defense Finance and Accounting Service (DFAS) on April 17, 2005 will require handling of invalid addresses to ensure that employees have valid addresses in DFAS. This letter provides information on the process for handling those actions.

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### **Invalid Addresses**

DFAS has a bi-weekly process for editing/standardizing and updating their Master Employee and Bond Addresses. This process uses the commercial software package FINALIST, which contains the most accurate and comprehensive United States Postal Service records available that meets the USPS addressing standards.

The Address Verification and Standardization Process is a biweekly process for editing/standardizing and updating DCPS Master Employee and Bond Addresses. This process uses the commercial software package FINALIST, which contains the most accurate and comprehensive United States Postal Service records available. Data entered in DCPS is compared against the FINALIST records.

FAS/USPS will attempt to match addresses to actual addresses based on United States Postal Service addressing standards, including those for standard abbreviations. If the address is changed then it will be reflected on the Geographic Address Changes Report. An example of the kind of changes that might occur is : XXX King Cloister Drive, Alexandria, VA would be changed to XXX King Cloister Circle, Alexandria, VA. If there are too many invalid conditions for the software to change the address, it will appear on the Invalid Address Report. There is a USPS website that explains the accepted USPS abbreviations, which should be used when entering addresses (<http://pe.usps.gov/text/pub28/welcome.htm>). DCPS will use the address provided if it is necessary to mail anything to the employee but address that do not conform to the USPS addressing Standards could result in additional processing time through the postal service.

For further assistance or for questions regarding the information in this letter, please contact Marie King ( [MKing@psc.gov](mailto:MKing@psc.gov)) or Theresa Lewis ( [TLewis@psc.gov](mailto:TLewis@psc.gov) ).