

Processing Tips for Incorrect Mailing Addresses

If an employee states he/she has not received letters from NFC (e.g., Statement of Earnings and Leave or Personal Identification Number for the Employee Personal page (EPP)) check the address on the IRIS 124 screen. The geographical location code must be complete so the NFC system can recognize the address.

Example of an incomplete geographical location code:

CITY CD 3280 COUNTY CD 000 STATE/COUNTRY 48

If IRIS 124 does not have a complete geographical location code, instruct the employee to submit an address change with the complete ZIP +4. If the employee doesn't have this information, the employee can check with the local post office to obtain it.