

## MILITARY ADDRESSES FOR ENTRY INTO PBED

REVISED 6/28/07

Addresses for Military Addresses for oversea locations must be entered into PBED in a specific way so that it generates the correct format for payroll. Military Addresses need the following:

1. "State" field must be keyed with the code "AE, AP, or AA".
2. "City" field must be keyed with APO or FPO designation.
3. Zip Code must be keyed according to the Military Address.
4. Use PA Code 230 to change the address, city, state and Zip.
5. Use PA Code to change the Home Phone number.

The following example shows the proper way to complete a military address in the PBED screen F1 Employee Display Screen:

### MILITARY ADDRESS EXAMPLE:

NAME: MILITARY, EMPLOYEE	ADDRESS RELEASE: N	END DTE:	
ADDRESS 1: 1234 TEST POSTAL	ADDRESS 2:		
CITY: <b>APO</b>	STATE: <b>AE</b>	ZIP: 09391	COUNTY:
PROVINCE:	COUNTRY:		

### "STATE" Field Abbreviation Descriptions for Military Addresses

**AE=** Armed Forces Europe, Africa, the Middle East, and Canada

**AP=** Armed Forces Pacific

**AA=** Armed Forces Americas (except Canada)

US Postal Service Reference: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>