



## **HUMAN RESOURCES DEPLOYMENT INFORMATION – DIRECT DEPOSIT**

To ensure continuation of pay while detailed to support military operations in the field, DA policy requires civilian employees to enroll in the Direct Deposit/Electronic Funds Transfer (DD/EFT) Program at their home installation prior to deployment.

Prior to deployment, employees should alert their local customer service representative (CSR) of their impending deployment. Items on Standard Form 1199A (Direct Deposit Sign-Up Form) such as name and address of financial institution, allotment information, etc., should be verified/double-checked for accuracy and any changes made by the employee in advance of deployment. The CSR will resolve discrepancies and address employee payroll matters with the appropriate Defense Finance and Accounting Service (DFAS) Center.