

CONDITIONS OF EMPLOYMENT STATEMENT

Direct Deposit/Electronic Funds Transfer is the standard method of payment within the Department of Defense.

As a condition of employment at any one of the activities serviced by Human Resources Service Center, Southwest, I understand that my pay must be sent directly to my account of choice at my designated financial institution. I also understand that my Leave and Earnings Statements will be mailed to a non-work address.

Exceptions to the above conditions must be authorized by the commanding Officer of your Activity and are subject to the following conditions:

- A. EXTENDED CONTINUOUS TAD/TDY: May be mailed to the employing activity for forwarding to the employee.
- B. OVERSEAS: Personnel overseas where the use of activity address is essential for the routing of mail.
- C. EXTREME PERSONAL HARDSHIP: Such as, an employee involved in litigation proceedings. When personal hardship is overcome, I will comply with the above policies of mailing my payroll checks to a designated financial institution and the mailing of my Leave and Earnings Statement to a non-work address.

EMPLOYEE'S SIGNATURE

DATE