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I. STATEMENT OF POLICY

* This policy details the procedures for sending notices of Income Assignment and National Medical Support Notices to government agencies. **

II. PROCEDURES

K-261 UNEMPLOYMENT BENEFITS

Send form * [CSE 415](#) ** to the [LA Workforce Commission](#) to effectuate an income assignment. This form is also used to report a change or termination of withholding. Mail to:

LA Workforce Commission
 Chief of Benefits
 Room 390
 P. O. Box 94094
 Baton Rouge, LA 70804-9094

When unemployment benefits are withheld for payment of child support, the LA Workforce Commission sends notice to the claimant advising of the right to appeal the decision to withhold. If an appeal is filed, * [CSE](#) ** is notified of the time and place of any hearing and must be represented. If a hearing is to be held outside the area of the District Office, the District Office in the area where the appeal is scheduled is contacted to appear.


[V-130](#) provides contact information of states that accept direct income withholding from unemployment compensation benefits.

K-262 WORKERS' COMPENSATION

If the NCP is receiving Workers' Compensation Benefits, send the * [CSE 433/Notice of Income Assignment – Lump Sum](#) ** to the employer or the employer's insurance company, whichever is paying the workers' compensation benefits. The Louisiana Workforce Commission has compiled a list of contact information for [Authorized Insurance Companies](#).

If a disputed claim exists for workers' compensation, send form [SES 430](#) to the LA Workforce Commission to authorize withholding of arrears owed from any lump-sum settlement. Mail required forms to:

LA Workforce Commission
 Office of Workers' Compensation
 Attention: Records Manager
 P. O. Box 94040
 Baton Rouge, LA 70804

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K-263 TITLE II SOCIAL SECURITY BENEFITS

Mail the * [CSE 415 Income Withholding for Support](#) ** to the [Social Security District Office](#) that covers the area where the NCP resides. See also [V-120](#).

K-264 FEDERAL AGENCIES

Refer to the "[Federal Agencies-Addresses for Income Withholding Purposes](#)" published by the [Administration for Children and Families, Office of Child Support Enforcement](#) for the appropriate address to mail the * [CSE 415 Withholding for Support](#) ** on employees of the various federal agencies. See also [V-150](#).

K-265 U.S. POSTAL SERVICE

Send only the * [CSE 415 Income Withholding for Support](#) ** and [National Medical Support Notice \(NMSN\)](#) for U.S. Postal Service (USPS) employees by certified mail to:

U. S. Postal Service
Eagan Accounting Service Center
2825 Lone Oak Parkway
Eagan, MN 55121-9650


For questions about an NCP/employee's benefits, including medical support, send correspondence to:

U.S. Postal Service
Human Resources Shared Service Center
P.O. Box 970400
Greensboro, NC 27497-0400

The United States Post office (USPS) has contracted its employment and wage verification process with a third-party provider, TALX Corporation, Inc. TALX Corp. has an online database, [The Work Number](#), of basic employment and payroll data, including current year-to-date pay plus payroll history for the previous three years. The USPS electronically updates information every pay period to [The Work Number](#). See [V-180](#).

The [USPS has a Customer Service number](#), (651) 406-3600, where you may obtain information through automated options or speak with a representative available weekdays (except Wednesday), from 9:00-12:00 p.m. and 1:00-3:00 p. m. central time.

Once you have obtained the name and code of the NCP's health insurance, specific information on individual plans is available at the following Office of Personnel Management (OPM) web sites:

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<https://www.opm.gov/insure/health/>

* <http://www.opm.gov/insure/health/reference/handbook/fehb00.asp>

<http://www.opm.gov/insure/health/reference/handbook/fehb05.asp> **

K-266 DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

The [Defense Finance and Accounting Service \(DFAS\)](#) has responsibility for both military and civilian government payrolls. ***

* The Department of Defense employs additional civilian employees using non-appropriated funds (NAF) which are not specifically authorized by Congress. These NAF employees are paid from the funds generated by those activities and are being reported to the National Directory of New Hires. Income withholding orders against NAF employees should be sent to DFAS. **

Below is a listing of the FEINs (Federal Employer Identification Numbers) and agencies served by DFAS Cleveland:

Army Military

(Active Duty FEIN is 359990000; Reserve Duty FEIN is 31819323)

Navy Military

Active Duty FEIN is 349990000; Reserve Duty FEIN is 341586724

Marine Corps Military

(Active Duty and Reserve Duty FEIN is 539990000)

Air Force military

(Active Duty FEIN is 849990000; Reserve Duty FEIN is 849980000)

Retired military

(FEIN is 340727612)

Department of Defense (civilian)

(FEIN is 311575142)

Department of Energy (civilian)


(FEIN is 530197006)

Health and Human Services (civilian)

(FEIN is 530196960)

Environment Protection Agency (civilian)

(FEIN is 520852695)

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Department of Veterans Affairs (civilian)

(Austin, TX office only; New Hire and Quarterly Wage reports will show DFAS Cleveland Center in the Employer Optional Address)

(FEIN is 741612229)


*** NAF FEIN and Employer Names**

NAF Navy				
Federal Employer Identification Number (FEIN)	Employer Name (as reported by submitting agency)		Federal Employer Identification Number (FEIN)	Employer Name (as reported by Submitting agency)
202588632	N8V US NAVY MWR		640745564	NCK US NAVY MWR
273438037	NGB US NAVY MWR		720546947	NDH US NAVY MWR
330857288	NCL US NAVY MWR		720830688	NEK US NAVY MWR
351397371	NCG US NAVY MWR		741142837	NCJ US NAVY MWR
351499580	NGZ US NAVY MWR		741871775	NDQ US NAVY MWR
362165405	ND2 US NAVY MWR		741890251	NBX US NAVY MWR
364108227	NPG US NAVY MWR		742635923	NEP US NAVY MWR
520813349	NAD US NAVY MWR		742802840	NCD US NAVY MWR
520813349	NAQ US NAVY MWR		750821575	NDU US NAVY MWR
520813349	NLD US NAVY MWR		751519977	NCI CNRE
520813349	NLE NAVY PERSONNEL COMMA		753221396	NAR US NAVY MWR
520813349	NPW US NAVY MWR		770427318	NVC US NAVY MWR
521536348	NEZ US NAVY MWR		910374542	NAG US NAVY MWR
521804988	NVD US NAVY MWR		910984002	NAL US NAVY MWR
530201513	NEU US NAVY MWR		911386833	NF9 US NAVY MWR
530207340	NEY US NAVY MWR		941514753	NA5 US NAVY MWR
540321080	NBW US NAVY MWR		951645418	NAU US NAVY MWR
541218230	NCE US NAVY MWR		951734665	NVR US NAVY MWR
541971053	NC4 US NAVY MWR		951975623	NUS THE NEW SANNO
581370054	NAH US NAVY MWR		980001043	NFX US NAVY MWR
581589179	NAP US NAVY MWR		980001168	NZQ US NAVY MWR
590642988	NDK US NAVY MWR		980001168	NDR US NAVY MWR
590643806	NEB US NAVY MWR		980001180	NFR US NAVY MWR
590696527	NCN US NAVY MWR		980001187	NZP US NAVY MWR
590827202	NAN US NAVY MWR		980001187	NFV US NAVY MWR
591163123	NDC US NAVY MWR		980001284	NZV US NAVY MWR
591686401	NDP US NAVY MWR		980001284	N8D US NAVY MWR
591688939	NDZ US NAVY MWR		980001284	NFY US NAVY MWR
591694809	NAT US NAVY MWR		980037121	NCV US NAVY MWR

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592239775	NDD US NAVY MWR		980039117	NGM US NAVY MWR
592848129	NAJ US NAVY MWR		980098185	NEE US NAVY MWR
592848129	NPA US NAVY MWR		980099002	NZY US NAVY MWR
592894504	NAW US NAVY MWR		980099002	NVW US NAVY MWR
592894504	NAY US NAVY MWR		980099203	NFW US NAVY MWR
592911209	ND5 US NAVY MWR		980100241	NGF US NAVY MWR
620498578	NAK US NAVY MWR		980129440	NFQ US NAVY MWR
640441151	NEA US NAVY MWR		980074306	NFM US NAVY MWR
640527576	NDB US NAVY MWR		990220862	NCK US NAVY MWR
640679002	NDA US NAVY MWR			

NAF Marine Corps	
FEIN	Employer Name
111868234	GARDEN CITY MCCS
330326725	SAN DIEGO MCCS
330328485	CAMP PENDLETON MCCS
330340335	TWENTY NINE PALMS MCCS
330343994	SAN DIEGO BILLETING
330774093	MIRAMAR BILLETING
432036165	SOUTH CAROLINA MCCS
520942400	MARFORRES
521042447	EIGHT AND I MCCS
521617915	IWAKUNI MCCS
541146576	QUANTICO BILLETING
541465325	HEADQUARTERS
541468675	CAMP ELMORE MCCS
561318531	CHERRY POINT BILLETING
561372702	CAMP LEJEUNE BILLETING
561617765	NEW RIVER BILLETING
561631467	CHERRY POINT MCCS
561633023	CAMP LEJEUNE MCCS
561647690	NEW RIVER MCCS
570409257	BEAUFORT DEPENDENT SCHOOLS
570706049	BEAUFORT BILLETING
570881809	PARRIS ISLAND BILLETING
581707155	ALBANY BILLETING
581831911	ALBANY MCCS
621383809	HENDERSON HALL MCCS
621391974	BARSTOW MCCS
860413397	YUMA BILLETING
860628157	YUMA MCCS
942931530	CAMP BUTLER BILLETING

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953544912	CAMP PENDLETON BILLETING
953564787	TWENTY NINE PALMS BILLETING
980041384	IWAKUNI BILLETING
980101438	CAMP BUTLER MCCS
980415509	IWAKUNI SCHOOL LUNCH PROGRAM
990189935	KANEOHE BAY BILLETING
990267668	KANEOHE BAY MCCS
NAP Air Force	
530228403	AFPC/SVF Fin Mgmt
530228403	AFSV Overseas Tax Exempt
530228403	HQ Air Force Services Agency
NAP NexCom	
111644854	NAVY EXCHANGE SERVICE COMMAND
ARMY DFAS	
751744396	DEFENSE FINANCE AND ACCOUNTING SERVICE

**

Income withholding orders for civilian and military personnel, (active, reserve, NAF and retirees), should be sent to the following Defense Finance Accounting Service (DFAS) office in Cleveland, Ohio:

DFAS Cleveland Center
 DFAS-HGA/CL
 P.O. Box 998002
 Cleveland, OH 44199-8002
 Fax: (216)522-6960 or (877) 622-5930

* Terminations of income withholding orders for NAF civilian employees should also be sent to the DFAS Cleveland address. **


The DFAS toll-free Customer Service Number is (888) 332-7411. The DFAS web site for garnishment information is:

<http://www.dfas.mil/garnishment.html>

Additional information may be reviewed by accessing the ACF publication, [Working with the Military as an Employer: A Quick Guide](#).

National Medical Support Notices (NMSNs) only for civilians working for the Army should be sent to:

Army Benefits Center-Civilian
 303 Marshall Avenue
 Fort Riley, KS 66442-5004

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The Army Benefits Center is also willing to receive the NMSN via fax if necessary. The fax number is (785) 239-0020, Attn: Cindy Beals.

III. FORMS AND INSTRUCTIONS

* [CSE 415/Instructions](#)
[CSE 433/Instructions](#)
[SES 430/Instructions](#) **

IV. REFERENCES

* [V-130](#)
[Authorized Insurance Companies](#)
[V-120.](#)
[V-150](#)
[V-180](#)
<http://www.dfas.mil/garnishment.html>
[Working with the Military as an Employer: A Quick Guide](#) **