

Mail-Stop Change Form for Main Interior Building

Office of Facilities and Administrative Services (OFAS)

If you are moving or changing the Mail-Stop location for your organization, please complete this form and provide the information listed for each person receiving mail. Return the form to the OFAS Mail Management Branch at MS-1530, MIB; or you can send it electronically to the individual listed below.

Bureau:		
Office:		
Division:		
Contact:	Telephone:	Date:
Moving From: Main Interior Building [] Other Building []		
Moving To: Main Interior Building []		

Last Name	First Name	MI	New Room #	Old Mail-Stop	New Mail-Stop

If you have any questions or need assistance, contact Taunya Scott, Mail Program Manager at (202) 208-1452, or Taunya_Scott@ios.doi.gov

You may also contact the OFAS Service Desk for assistance at: 202-208-2222; or visit <http://www.doi.gov/ofas/>