

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC**

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<h1 style="margin:0;">FSIS NOTICE</h1>	08-22	2/22/22
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**CLOSURE OF THE OFFICE OF THE CHIEF FINANCIAL OFFICER FINANCIAL SERVICES CENTER  
POST OFFICE BOX**

**I. PURPOSE**

This notice informs FSIS employees that effective March 31, 2022, the Office of the Chief Financial Officer (OCFO), Financial Management Division (FMD), Financial Services Center (FSC) will close the Post Office (PO) Box 9205, Des Moines, IA 50306-9205 and they will no longer have the option of using that P.O. box. Employees can continue to send mail and email to OCFO at the addresses in section II as appropriate.

**II. OCFO RESPONSIBILITIES**

A. OCFO will continue to use the FSC's street address, 4520 114<sup>th</sup> Street, Urbandale, IA 50322.

B. OCFO will also continue to receive documents, such as corrected time and attendance requests; OF-1164's, Claim for Reimbursement for Expenditures on Official Business; and AD-616's, Travel Voucher (Temporary Duty Travel), by eFax at 833-643-2258, or by email at [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov).

C. For State Inspectors or Commissioned Corps Officer personnel who submit FSIS Form 5110-1's and Services Rendered documents, OCFO will continue to receive the documents at [FSIS.Billing@usda.gov](mailto:FSIS.Billing@usda.gov).

**III. INSPECTION PROGRAM PERSONNEL (IPP) DISCONTINUED USE OF THE BLUE BUSINESS  
REPLY ENVELOPES**

A. IPP are to discontinue usage of the blue Business Reply envelopes, effective immediately. They are to dispose of all remaining blue envelope stock, preferably by shredding. If shredding is not possible, they are to throw the stock away.

**NOTE:** It is against postal regulations to alter the blue Business Reply envelopes. For example, the FSC building address cannot be hand-written on the envelopes or printed on a label covering the PO Box address.

B. IPP are to submit corrected time and attendance documents, OF-1164's, Claim for Reimbursement for Expenditures on Official Business; and AD-616's, Travel Voucher (Temporary Duty Travel) to [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov), or by eFax, at 833-643-2258.

C. IPP are to submit any documents that cannot be sent via email or eFax, such as jury duty checks, by mail to the FSC's street address, 4520 114<sup>th</sup> Street, Urbandale, IA 50322.

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<b>DISTRIBUTION: Electronic</b>	<b>NOTICE EXPIRES: 3/1/23</b>	<b>OPI: OPPD</b>
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#### IV. QUESTIONS

Refer questions regarding this notice to [FSCGeneral@usda.gov](mailto:FSCGeneral@usda.gov), or call 1-800-949-3964 and Select Option 1 for billings, or Option 3 for Time and Attendance and Payroll.

A handwritten signature in black ink, appearing to read "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent.

Assistant Administrator  
Office of Policy and Program Development