

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AS-2278

For: FSA Employees and Contractors

**New Warehouse Location and Address for the
Management Services Division (MSD) Warehouse in Kansas City, Missouri**

Approved by: Deputy Administrator for Management



1 Mail Operations for MSD Warehouse Relocation

A Background

As part of a cost avoidance and cost reduction initiative, which is focused on enhancing the use of federally-owned vs. federally-leased space, MSD is in the final phase of moving the warehouse operations in Kansas City, Missouri to a new location.

B Purpose

This notice provides the effective date for the new mailing address for the MSD warehouse.

C Effective Date and New MSD Warehouse Mailing Address

Effective February 12, 2015, the MSD warehouse in Kansas City will discontinue operations at the Troost Avenue facility and will begin operations at 2312 East Bannister Road, Kansas City, MO 64131-3011.

Beginning on February 12, 2015, all UPS, FedEx, and USPS deliveries bound for the MSD warehouse in Kansas City must be sent to following address:

USDA - (specify USDA agency)
Attention: (specify individual/organization)
2312 East Bannister Road
Kansas City, MO 64131-3011.

D Change of Address Notification to UPS, FedEx, and USPS

MSD has notified UPS, FedEx, and USPS that the MSD warehouse in Kansas City will be relocating and requested that they forward all USDA deliveries to the new location.

Disposal Date	Distribution
August 1, 2015	All FSA employees and contractors; State Offices relay to County Offices

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1 Mail Operations After MSD Warehouse Relocation (Continued)

E USPS Delivery to the P.O. Box Address

The USPS mailing address P.O. Box 419205, Kansas City, MO 64141-6205 will remain active.

F Contact

If there are questions regarding this notice contact Larry Harris, Supervisor, MSD warehouse by either of the following:

- e-mail to **Larry.Harris@kcc.usda.gov**, or
- telephone at 816-823-4703.