

For: FFAS Offices

New Address for FSA's Kansas City Mailroom

Approved by: Deputy Administrator, Management



1 Overview

A Background

The mailroom, formerly located within the Beacon Facility in Kansas City, Missouri, has been relocated.

B Purpose

This notice provides the new mailing addresses that must be used for routing all Beacon Facility mail through the mailroom. The new addresses apply to all mail being sent by either:

- USPS
- mail delivery/courier service.

C Contact

Patrick Chevalier, Kansas City Administrative Services Branch, Printing and Operations Support Section, mailroom COTR can be contacted by any of the following:

- telephone at 816-363-1103
- e-mail at **patrick.chevalier@kcc.usda.gov**
- Beacon Facility – Mail Stop 9118
PO Box 419205
Kansas City MO 64141-6205.

Disposal Date	Distribution
December 1, 2007	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

Notice AS-2127

2 New Addresses for FSA Mailroom

A Mail Sent by USPS

All mail sent by USPS to the Beacon Facility **must** be sent to the following address:

(name of addressee)
USDA – Farm Service Agency
Beacon Facility – Mail Stop (4-digit code)
PO Box 419205
Kansas City MO 64141-6205.

B Mail Sent by Mail Delivery/Courier Service

All mail sent to the Beacon Facility through a mail delivery/courier service that **cannot** be delivered to a P.O. box, such as Federal Express, United Parcel Service, and DHL, **must** be sent to the following address:

(name of addressee)
USDA – Farm Service Agency
Beacon Facility – Mail Stop (4-digit code)
9240 Troost Ave
Kansas City MO 64131-3055.