

**For:** FFAS Employees

**Human Resources Division (HRD) Physical Relocation**

**Approved by:** Deputy Administrator, Management



**1 Upcoming HRD Move**

**A Background**

The GSA lease for the building at 2101 L Street NW, Washington DC is ending and will not be renewed. As a result, HRD in Washington will be relocated to the Portals Building located at 1280 Maryland Ave SW, Washington DC.

**B Purpose**

This notice informs employees about the relocation of HRD and provides guidance for services during the relocation.

**B Effect on Services**

Because of the relocation, the Washington HRD office will be closed January 13 through January 18, 2006. HRD will reopen on January 19 at the Portals Building location. During this time Official Personnel Files will not be available for review. If critical essential HR needs occur during the time the Washington HRD office is closed, contact the Kansas City Human Resources Office (KCHRO) for assistance according to subparagraph 2 B.

**C Contact**

If there are questions about this notice, contact Barbara Boyd, HRD, at 202-418-8955 through January 12. For questions concerning essential services during the move dates, see contacts in subparagraph 2 B.

<b>Disposal Date</b>  February 1, 2006	<b>Distribution</b>  All FFAS employees; State Offices relay to County Offices
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### 2 Action Plan

#### A Planning Ahead

Employees and managers should contact HRD as soon as possible for any services that are needed before the move. This would include:

- opening vacancy announcements
- requesting retirement estimates
- requesting training classes
- making changes to payroll documents and deductions
- taking action on performance or misconduct issues.

Washington DC offices shall submit time and attendance (T&A) early for pay period 1. T&A's can be submitted to NFC as early as Wednesday, January 4, but should be submitted no later than Monday January 9, 2006. Contact Linda Watkins at 202-418-9038 for any T&A submission issues through Thursday, January 12. On Friday, January 13, Linda can be reached at 720-6809.

#### B Critical Essential Functions

Critical essential functions would be emergency actions that cannot wait until January 19 to be addressed. Examples of these types of issues are:

- death of an employee
- workplace injury to an employee
- violence in the work place issue
- non receipt of pay.

To obtain services on January 13, 17, or 18 for these types of functions, contact any of the following in KCHRO.

Contact	Title	Telephone Number
Donald Sanders	Chief, KCHRO	816-926-2830
Kathy Williams	Chief, Operations Section	816-926-1392
Noreen Joice	Chief, Employee and Labor Relations Section	816-926-6643
Debbie Roger	Head, Services Unit (personnel and payroll processing)	816-926-6148
Patty Gepford	T&A Coordinator	816-926-6259

#### C New HRD Contact Information

HRD employees' email addresses will remain the same, however, telephone numbers will be different. Another notice will be issued providing the new HRD telephone numbers once they are available, in addition HRD employee contact information will be updated on the HRD Web site at <http://hr.ffas.usda.gov>.

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### 3 New Location

#### A More Convenient Service

HRD looks forward to serving employees and managers from our new location. The Portals location already contains FSA and RMA employees and will soon house additional FSA and FAS employees. The new location is within walking distance of the South Building and the USDA complex so visiting HRD will be more convenient to the majority of the employees working in or visiting the Washington, DC area.

#### B New Address

The new location and delivery address for HRD is:

USDA/ FSA/HRD  
1280 Maryland Ave SW, Suite 490  
Washington, DC 20024.

This address should only be used to visit the office and for delivery services such as FedEx.

USPS mailing address remains:

USDA/FSA/HRD  
STOP (**insert stop code**)  
1400 Independence Ave SW  
Washington DC 20250-(**insert stop code**).

Stop codes remain unchanged and are listed in this table for convenience.

Office	Stop Code
Office of the Director	0590
Domestic Operations Branch	0596
Foreign Operations Branch	0593
Performance Management, Benefits and Awards Branch	0595
Employee & Labor Relations Branch	0591
Training and Development Branch	0574
Special Projects and Information Management Staff	0598
Services Unit (personnel and payroll processing)	0594

#### C Appreciation

HRD appreciates your understanding and patience during the relocation and regrets any inconvenience that may be experienced. Hopefully planning ahead for needed services and contacting KC-HRO for essential functions will keep disruptions to a minimum.