

MAIL STOP CHANGE REQUEST FORM

NOAA MAIL ROOM
1315 East West Highway (SSMC3), Room 3106
Silver Spring, MD 20910-3282
Phone: 301-713-2411 Fax: 301-713-2303
Floyd.Creecy@noaa.gov Rita.E.Argueta@noaa.gov

DATE: _____ REQUESTING OFFICE: _____

CONTACT NAME: _____ TELEPHONE: _____

INDICATE TYPE OF CHANGE(S):

- ☐ PROVIDE NEW ROUTING CODE
☐ REMOVE CURRENT ROUTING CODE
☐ UPDATED EMPLOYEE LIST OF CURRENT ROUTING CODE
☐ MOVE MAIL STOP:

From Bldg _____ To Bldg _____
From Floor _____ To Floor _____

ROUTING CODE:

- ☐ NEW
☐ CURRENT

DATE CHANGE EFFECTIVE: _____

ROUTING CODE _____ WILL SERVE THE FOLLOWING EMPLOYEES:

(Use additional sheets, if necessary.)

EMPLOYEE NAME

ROOM NUMBER

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AUTHORIZING OFFICIAL: _____

Signature

Date

Office of the Chief Administrative Officer
Real Property, Facilities and Logistics Office
Logistics Operations Division
Logistics Management Branch
Silver Spring, MD 20910

