

For: Washington, DC, Area FFAS Employees

FSA Washington, DC, Supply Room Relocation

Approved by: Deputy Administrator, Management



1 Supply Room Relocation and Supply Options

A Background

Because of mandates ordered by the Administration, Congress, GSA, and USDA to consolidate Washington, DC, area leased space, many offices will be relocating. Because of these office relocations, MSD's supply store that is located in the South Building's basement will be relocating to PPIII about October 1, 2011. Relocating the supply room to PPIII will enable MSD to provide adequate support to customers located in PPIII and continued support to the South Building.

B Purpose

This notice provides supply ordering procedures to FFAS.

C Contacts

If there are questions, contact 1 of the following:

- James Burns, Section Chief, by telephone at 202-720-7745
- Carl Lewis, Supply Room Specialist, by telephone at 202-720-0211
- Kim Deal, IMB Acting Branch Chief, by telephone at 202-720-2341.

Disposal Date	Distribution
January 1, 2012	All Washington, DC, area FAS, FSA, and RMA employees

Notice AS-2221

1 Supply Room Relocation and Supply Options (Continued)

D Obtaining Supplies

Following are the 2 options for obtaining supplies.

Option	Instructions
1	<p>Complete FSA-342 that is available at http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html and provide by any of the following methods:</p> <ul style="list-style-type: none"> • e-mail to supplyroomorders@wdc.usda.gov • FAX at 202-690-0917 • telephone at 202-720-0211. <p>Supply requests for the South Building will be delivered twice a day leaving PPIII at 10 a.m. and 2 p.m.</p> <p>Examples: FSA-342's received in the supply room on Monday:</p> <ul style="list-style-type: none"> • morning will be included in the Tuesday, 10 a.m. delivery • afternoon will be included in the Tuesday, 2 p.m. delivery. <p>Notes: Supply room specialists will attempt to deliver same day requests, if they are received before 10 a.m.</p> <p>All emergency orders, such as shortages causing work stoppage and/or Congressional needs, will be handled on a case-by-case basis.</p>
2	<p>Go to the Paperclips Supply Store that is located in the South Building sub-basement.</p> <p>Notes: To purchase from the Paperclips Supply Store, users must first contact the Personal Property Management Section (PPMS) by telephone at 202-720-7745 to request a USDA Supply Access Card.</p> <p>PPMS will process requests and issue a USDA Supply Access Card within 5 workdays. The USDA Supply Access Card is linked to the FSA Supply Room account.</p> <p>The Paperclips Supply Store is only for quick, emergency-type supply needs.</p>

PPMS will provide total expenditures to the budget office monthly.