



United States
Department of
Agriculture

JUN - 5 2008

Office of the
Assistant Secretary
for Administration

TO: Head of Contracting Activities
Head of Contracting Activity - Designees
Procurement Council

Office of
Procurement and
Property
Management

FROM: Glenn D. Haggstrom
Senior Procurement Executive

300 7th Street
Southwest
Room 302
Reporters Building

SUBJECT: Change of IAS Invoice Remit Fax Number and Physical Address

Washington, DC
20024-9300

Currently the IAS invoices submitted to OCFO/COD-APB for processing are sent to a centralized fax number or a processing center serviced by Rural Development. The Rural Development office in St. Louis moved locations on May 23, 2008. As a result, the fax number and the express mail address for submission of IAS invoices have changed. For a very short time period, the faxes and mail will be forwarded, but the new numbers and addresses should be used immediately.

In conjunction with this change, USDA is implementing unique toll free numbers for each agency. Unique post office boxes and email addresses were distributed last year and are still applicable. The new toll free fax number for each agency provides additional functionality and disaster recovery options. The respective agency remit information for each method is listed in *Attachments*.

We will communicate this change through a variety of mediums, including the IAS webportal, direct email messages where appropriate and via the IAS Agency Leads. The IAS-001 Invoice Cover Sheet will also be updated. However, due to the importance of this change and the short time frame, you are encouraged to distribute this information in a timely manner directly to your contracting community as well. For your information, IAS does not automatically include the fax number or the physical address on contract documents for invoice remit addresses, however there may be instances where this information was added manually by the contracting officer. If so, administrative contract modifications will be required.

I appreciate your participation and continued commitment to the Lean Six Sigma Transaction Processing (LSTP) Initiative. Tiffany Taylor, LSTP Project Manager, is available to answer questions related to the initiative. Ms. Taylor can be contacted at 703-605-4708 or tjtaylor@fs.fed.us.

Attachment

Attachment A: Remit Information for IAS Invoices as of May 23, 2008

Express Mail Address **ONLY**. Please make sure your agency is clearly identified on the outside.

USDA Rural Development
 Centralized Servicing Center
 4300 Goodfellow Blvd (FC-233)
 Bldg 105E
 St. Louis, MO 63120-1703
 314-457-4525

USDA Agency	Remit Address – PO Box	Remit Address – Email	Remit – Fax Number
Departmental Administration and Staff Offices (DASO)- includes the following: <ul style="list-style-type: none"> • Office of the Assistant Secretary for Civil Rights (ASCR) • Office of Communications (OC) • Office of Congressional Relations (OCR) • Office of the Executive Secretariat (OES) • Office of the General Counsel (OGC) • National Appeals Division (NAD) • Office of Budget and Program Analysis (OBPA) • Office of the Chief Economist (OCE) • Homeland Security Staff (HL) 	DASO P.O. Box 775521 St. Louis, MO 63177	daso.775521@stl.usda.gov	8887960536
Departmental Administration (DA)	DA P.O. Box 78244 St. Louis, MO 63178	da.78244@stl.usda.gov	8887960537
Office of the Chief Financial Officer (OCFO)	OCFO P.O. Box 78821 St. Louis, MO 63178	ocfo.78821@stl.usda.gov	8887960538
Office of the Chief Information Officer (OCIO)	OCIO P.O. Box 78882 St. Louis, MO 63178	ocio.78882@stl.usda.gov	8887960539
Agricultural Marketing Service (AMS)	AMS P.O. Box 78463 St. Louis, MO 63178	ams.78463@stl.usda.gov	8887960541

USDA Agency	Remit Address – PO Box	Remit Address – Email	Remit – Fax Number
Agricultural Research Service (ARS)	ARS P.O. Box 771111 St. Louis, MO 63177	ars.771111@stl.usda.gov	8887960542
Animal and Plant Health Inspection Service (APHIS)	APHIS P.O. Box 78385 St. Louis, MO 63178	aphis.78385@stl.usda.gov	8887960543
Cooperative State Research, Education and Extension Service (CSREES)	CSREES P.O. Box 78425 St. Louis, MO 63178	csrees.78425@stl.usda.gov	8887960544
Economic Research Service (ERS)	ERS P.O. Box 78005 St. Louis, MO 63178	ers.78005@stl.usda.gov	8887960545
Farm Service Agency (FSA)	FSA P.O. Box 78426 St. Louis, MO 63178	fsa.78426@stl.usda.gov	8887960547
Food and Nutrition Service (FNS)	FNS P.O. Box 771945 St. Louis, MO 63177	fns.771945@stl.usda.gov	8773808515
Food Safety and Inspection Service (FSIS)	FSIS P.O. Box 771661 St. Louis, MO 63177	fsis.771661@stl.usda.gov	8773808517
Foreign Agricultural Service (FAS)	FAS P.O. Box 775312 St. Louis, MO 63177	fas.775312@stl.usda.gov	8773808520
Forest Service (FS)	FS P.O. Box 66527 St. Louis, MO 63166	fs.66527@stl.usda.gov	8773808527
Grain Inspection, Packers and Stockyards Administration (GIPSA)	GIPSA P.O. Box 771855 St. Louis, MO 63177	gipsa.771855@stl.usda.gov	8773808528
National Agricultural Statistics Service (NASS)	NASS P.O. Box 771673 St. Louis, MO 63177	nass.771673@stl.usda.gov	8773808529
Natural Resources Conservation Service (NRCS)	NRCS P.O. Box 771691 St. Louis, MO 63177	nrcs.771691@stl.usda.gov	8773808534
Office of the Inspector General (OIG)	OIG P.O. Box 771725 St. Louis, MO 63177	oig.771725@stl.usda.gov	8773808535
Risk Management Agency (RMA)	RMA P.O. Box 771186 St. Louis, MO 63177	rma.771186@stl.usda.gov	8773808536
Rural Development (RD)	RD P.O. Box 771876 St. Louis, MO 63177	rd.771876@stl.usda.gov	8778131404