

## **ACTION ITEMS FOR MOVING/CLOSING AN OFFICE**

### **ADMINISTRATIVE**

- Submit [MRP Forms 114](#) and [MRP Form 113](#) (Request for Changes to Space and Field Offices and Lease of Facilities and Space Requirements Questionnaire) in accordance with [MRP Directive 1620.1](#). These forms can be downloaded at <http://www.aphis.usda.gov/mrpbs/forms/realty.shtml>
- Assign a Move Coordinator to serve as the main point of contact with [ASD - Realty](#).
- Establish list of emergency contacts during the move.

### **MOVE OF EQUIPMENT, PERSONNEL AND TELECOMMUNICATIONS**

- Have maintenance agreements amended or canceled with [ASD - Purchasing](#) (i.e. computers, copiers, HVAC or special equipment). NOTE: Some service providers require long lead times.
- Arrange for the moving or termination of telecommunications service with [APHIS](#), [AMS](#) or [GIPSA](#) Telecommunications Contacts. (i.e. calling cards, e-mail ID's, and Telecommunications services such as local carrier, FTS-2001, data circuits, radio circuits, wireless cell phone/pagers) NOTE: Ordering of new phone systems and movement of satellite antennas can require 90-day notification.
- Contact the [ASD - Household Move Coordinator](#) for both household goods and office furniture move arrangements.
- Cancel or redirect undelivered purchases or contract items with [ASD - Contracting](#) or [Purchasing](#). (i.e. Security Agreements and Maintenance Contracts)
- Arrange for disposal of [personal property](#), [motor vehicles](#) and/or Accountable Officer change with [ASD - Property](#).

### **ADDRESS CHANGES**

- Change or cancel addresses with Post Office.
- Change or cancel your FEDSTRIP code address with [ASD - Purchasing](#).
- If your Billing Office Address Code (BOAC) is to change, contact [NFC](#).
- Notify Post Office and other program offices where to forward any mail.
- If the office is relocating in the same area and will be receiving BRM at the same post office where the accounts were opened, notify the post office of the new address on a PS Form 3615 (USPS Form).
- If you have a postage machine, turn in postage meter to meter company, or notify the meter company of change of address if taking the meter to new location.
- If the office is closing and has Business Reply Mail (BRM) accounts, notify the post office handling the accounts that you want to cancel them.
- Order new stationary and other address-required items.
- Change address for any employee having salary statements, salary checks or bonds with office address delivery. Contact [Human Resources](#) for appropriate forms.

### **VACATING SPACE**

- Cancel utilities, including all telecommunications as listed above.
- Schedule a "Walk Thru" with GSA/Landlord noting discrepancies, complete a [MRP Form 111 - Space Condition Report](#) and mail original to the ASD Realty. This form can be found at <http://www.aphis.usda.gov/mrpbs/forms/realty.shtml>
- Turn in all office keys and access/parking cards.