



U.S. Postal Installation Information Update Requirements

Area Name	Effective Date of Change (<i>Month, Day, Year</i>)	FY	AP
Area Coordinator Name (<i>Last, First, MI</i>)	Telephone No. (<i>Include Area Code</i>)		

Complete this form when establishing a new Postal installation or initiating changes to an existing installation. Please enter all applicable information or fill in "Not Applicable or N/A" if no change is required or does not apply.

Establishing a New Installation: Complete Part I and II and forward to:
CORPORATE ACCOUNTING
US POSTAL SERVICE HEADQUARTERS
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5240

Changing an Existing Installation: If it involves items listed in Part I ONLY, complete those items and forward to Corporate Accounting at the address listed above. For changes in Part II, forward to:
POSTMASTER ACCOUNTS SECTION
MINNEAPOLIS ACCOUNTING SERVICE CENTER
1 FEDERAL DR
FT SNELLING MN 55111-9600

Part I				
Item	Description	Data		
Finance Number	If this request is for a new office, leave blank. If the change is to an existing office, enter the 6-digit finance number.			
Finance Number Extension	If this is a new or existing post office or higher level office, leave blank. If this is a new or existing office below the post office level, enter the 4-digit identification number.			
Post Office Name	Enter post office name (Use only 21 characters).			
Address Line 1	Enter name of postal installation.			
Address Line 2	Enter P.O. box or street address.			
Address Line 3	Enter city and state.			
ZIP+4	Enter ZIP+4 code for postal installation.			
Area/BA Code	Enter 2-position Area/BA code.			
Area ID	If this installation functions in an area management capacity, enter 1. If not, leave blank.			
FDC/District/Plant Code	Enter the 3-digit code for the district/plant responsible for the facility.			
Performance Cluster Code (PFC)	Enter the 3-digit PFC assigned for the Area/District responsible for this office.			
FDC/District/Plant ID	If this request is a district/plant, enter 1. If this facility is an associate office (AO), leave blank.			
Manager, Post Office Operations (MPOO) Code	Enter the 1-digit MPOO code. If District, enter Z; if VMF, enter V; if Post Office, enter the assigned number 1 thru 9. Unassigned offices must enter 0.			
Office Status	If this facility is an active post office, enter 0; if SFAS, SFAP, or 1557 office enter 5; if active non-post office not submitting a statement of account, enter 6; if active non-post office submitting a statement of account, enter 7; if suspended post office pending discontinuance, enter 9.			
Post Office CAG	Enter the post office CAG code. CAGs are determined by revenue for active post offices — A-G and H-L. For non-post offices enter M, N, S, U, or W.			
MODS/ROG	Enter the management operating data system (MODS)/reporting office group (ROG) designation; Enter 1-8.			

