

Bulletin for All TSA Employees – 10/02/2018

## Human Resource Service Center Mailroom Is Moving to Springfield (Alexandria)

Effective Sunday, October 14, 2018, Pay Period (PP) 21, the Human Capital (HC) Human Resource Service Center (HRSC) mailroom will be moving to Springfield (Alexandria).

Starting October 14, 2018, all HC-related mail should be sent to the following address:

**6363 Walker Lane, Suite 400  
Alexandria, VA 22310**

**Note:** Please begin sending mail to the new HRSC address beginning PP21-18. We are aware that this transition will impact all TSA employees, but we are committed to making the transition as smooth as possible.

### Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).