

DSS FORT MEADE FACILITY PHONE NUMBERS*/MAILING SUITES

(As of July 13, 2001)

--*internet posting --

(please scroll down)

<u>ORGANIZATIONS</u>	<u>OLD DESIGNATIONS</u> <u>P.O. Box #</u>	<u>NEW</u> <u>DESIGNATION</u> <u>Suite #</u>	<u>TYPE OF MAIL</u>
RESOURCES DIRECTORATE (DD-4)			
AL SECURITY GUARDS (301) 677-4020/4021	46060	105	General Correspondence
AL MAILROOM (301) 677-3581	46060	106	General Correspondence
AL FACILITIES (301) 677-3557	46060	107	General Correspondence
AUGMENTATION MANAGEMENT OFFICE (AMO) (301) 677-5061	DSS/PIC 881 Elkdrige Landing Road Linthicum, Maryland 21090 Building 10	220	General Correspondence
PMO SEIT TEAM (410) 865-4362	18585 or 46060	115	General Correspondence
COUNTERINTELLIGENCE (DD-2)			
CI OFFICE (301) 677-7121/7259		120	General Correspondence
PRIVACY ACT (OGCFP)			
PRIVACY ACT OFFICE (301) 677-7550		128	Privacy Act Requests General Correspondence

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FIELD POLYGRAPH OFFICE (DD-3)			
FIELD POLYGRAPH OFFICE (301) 677-5051		215	General Correspondence
EXECUTIVE SUITE			
<p>Office of the Director (DR) --(301) 677-4111 – Gen. Cunningham --(301) 677-4112 – Margy Barnett Executive Secretary for DSS Councils (OES) -- (301) 677-4176 Special Assistant (Vacant) (DR) --(301) 677-4133 Visiting Officials Office --(301) 677-4153 Deputy Director for Security Programs (DD-2) --(301) 677-4260/4261 Assistant to Dep. Dir. For Security Programs --(301) 677-5206</p> <p>Clearance Requirements Office (Industry) (DD-2) --Main Number - Alexandria – (703) 325-5282 - Ft. Meade – (301) 677-4131 Office of General Counsel (OGC) Main Number – Alexandria – (703) 325-5337 – Ft. Meade – (301) 677-4254 Office of Inspector General (OIG) – Alexandria – (703) 325-5317 – Ft. Meade – (301) 677-4253 Office of Cong. and Public Affairs (OCP) - Alexandria – (703) 325-9471 - Ft. Meade – (301) 677-4173</p>	46060	200	General Correspondence

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PERSONNEL INVESTIGATION CENTER (PIC)			
Director -- (301) 677-5210 Deputy Director -- (301) 677-5205 Chief, Customer Focused Groups - Vacant Chief, Operations Support Groups - Vacant Secretary -- (301) 677-5235	46060	210	General Correspondence
MANAGEMENT SUPPORT OFFICE Manager (301) 677-5274	NEW OFFICE	225	FIMS Lead Attachments Overseas Leads General Correspondence
AIR FORCE CUSTOMER FOCUSED GROUP Group Manager (301) 677-6445 Assistant Group Manager (301) 677-6553	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	235	General Correspondence Supplemental Investigative Information
ARMY CUSTOMER FOCUSED GROUP Group Manager (301)677-6033 Assistant Group Manager (301) 677-5266	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	245	General Correspondence Supplemental Investigative Information
DoD CUSTOMER FOCUSED GROUP Group Manager (301) 677-6032 Assistant Group Manager (301) 677-6110	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	250	Yankee White (Fingerprint Cards & Releases) Supplemental Investigative Information General Correspondence
INDUSTRIAL CUSTOMER FOCUSED GROUP Group Manager (301) 677-6009 Assistant Group Manager (301) 677-6080	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	255	General Correspondence Supplemental Investigative Information

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PERSONNEL INVESTIGATION CENTER (PIC)			
NATIONAL FOCUSED GROUP Group Manager (301) 677-5628/5276 Assistant Group Manager	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	230	General Correspondence Supplemental Investigative Information
NAVY CUSTOMER FOCUSED GROUP Group Manager (301) 677-6446 Assistant Group Manager - Vacant	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	240	General Correspondence Supplemental Investigative Information
DATA PROCESSING AND ADMINISTRATIVE SUPPORT GROUP Group Manager (301) 677-7371 Assistant Group Manager (301) 677-7563	NEW OFFICE	130	General Correspondence Supplemental Investigative Information
NATIONAL AGENCY RECORDS PROCESSING GROUP (NARP) Group Manager (301) 677-7371 Assistant Group Manager (301) 677-7372	P.O. 18585 Baltimore, MD 21240-8585 Or Overnight Express 881 Elkridge Landing Road Linthicum, MD 21090 Building 10	125	Fingerprint Cards Releases Non-DSS Dossiers Criminal Files DSS Field NAC Lead Results FBI Rap-Sheets National Agency Record Responses General Correspondence

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PERSONNEL INVESTIGATION CENTER (PIC)			
RECORDS MANAGEMENT GROUP (RMG) Group Manager (301) 677-3470 Assistant Group Manager (301) 677-3471	DSS/PIC Files Division 881 Elkridge Landing Road Linthicum, MD 21090 Building 10	119	DSS File(s) Demands General Correspondence
DISCO REVIEW TEAM (DRT) (301) 677-6409	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	260	Added Coverage Requests Case Cancellation Requests Supplemental Information (Requester) General Correspondence

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LIAISON OFFICES			
AIR FORCE LIAISON OFFICE (301) 677-7330	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	135	Added Coverage Requests Case Cancellation Requests Supplemental Information (Requester) General Correspondence
ARMY LIAISON OFFICE (301) 677-7350	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	140	Added Coverage Requests Case Cancellation Requests Supplemental Information (Requester) General Correspondence
NAVY LIAISON OFFICE (301) 677-7360	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	145	Added Coverage Requests Case Cancellation Requests Supplemental Information (Requester) General Correspondence

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LIAISON OFFICES			
NSA LIAISON OFFICE (301) 677-6401	DSS/PIC 881 Elkridge Landing Road Linthicum, Maryland 21090 Building 10	150	Added Coverage Requests Case Cancellation Requests Supplemental Information (Requester) General Correspondence

******* IMPORTANT *******

SEE NEXT PAGE FOR MAILING INSTRUCTIONS

**MAILING INSTRUCTIONS FOR OUTGOING AND INCOMING MAIL
IN ACCORDANCE WITH DOD 4525.8-M, DOD OFFICIAL MAIL MANUAL**

- **Address should have a minimum of three (3) lines.**
- **An Attention Line is authorized. The attention line contains the name of the office or title of a position (e.g. Supply Officer) that is to receive the mail.**
- **The address must be written in all capital letters.**
- **The only punctuation allowed in the address is the hyphen in the zip code.**
- **Address must be typed or computer generated – not hand written.**

EXAMPLE USING THREE LINES

**DEFENSE SECURITY SERVICE
601 10TH STREET SUITE XXX
FORT GEORGE G MEADE MD 20755-5134**

EXAMPLE USING AN ATTENTION LINE:

**RECORDS MANAGEMENT GROUP (RMG)
DEFENSE SECURITY SERVICE
601 10TH STREET SUITE 119
FORT GEORGE G MEADE MD 20755-5134**

Note: DSS offices must address outgoing mail as indicated above, or mail will be returned to the offices. Incoming mail not addressed as shown above will be processed without delay. DSS offices should instruct their customers how to properly address mail destined to DSS facilities.

OPR: Willie Reyes, DD-4/ALA, 703-325-9374 or 410-865-3457