

**Request to Establish or Discontinue  
a Personnel Office Identifier, or to Change POI Information**

<b>TO: U.S. OFFICE OF PERSONNEL MANAGEMENT PERSONNEL SYSTEMS GROUP 1900 E STREET NW WASHINGTON, DC 20415-6000</b>	<b>FROM:</b>
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**INSTRUCTIONS**

1. To ESTABLISH a POI, complete all items in the "TO" Section only, except for item #2
2. To DISCONTINUE a POI, complete the "FROM" Section only.
3. To CHANGE a POI, complete both "FROM & TO" Sections.
4. ACTION CODES ARE: E=Establish, D=Discontinue, C= Change

**FROM:**

1. Agency/Subelement Code	2. POI	3. Action Code	4. Effective Date (Month/Year)
5. Agency Name (Name of Department or Independent Agency)			
6. Agency Mailing Address			
7. City	8. State	9. Zip Code (9 digits)	
10. Duty Station Code of the Personnel Office		11. ASP (OPM Use)	
12. Name of the Personnel Officer or Head of Office		13. Phone Number (with whatever applies International/ Country Codes, Area Code, Number, or Extension)	
14. Name of the Contact For Employee Surveys (if different than item 12)		15. Phone Number (with whatever applies international/ Country Codes, Area Code, Number, or Extension)	

**TO:**

1. Agency/Subelement Code	2. POI	3. Action Code	4. Effective Date (Month/Year)
5. Agency Name (Name of Department or Independent Agency)			
6. Agency Mailing Address			
7. City	8. State	9. Zip Code (9 digits)	
10. Duty Station Code of the Personnel Office		11. ASP (OPM Use)	
12. Name of the Personnel Officer or Head of Office		13. Phone Number (with whatever applies International/ Country Codes, Area Code, Number, or Extension)	
14. Name of the Contact For Employee Surveys (if different than item 12)		15. Phone Number (with whatever applies international/ Country Codes, Area Code, Number, or Extension)	
16. Signature of the Person Submitting This Form	17. Typed Name and Title of Submitter		18. Date Signed