



FEMA

W-10081

July 29, 2010

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the  
National Flood Insurance Program (NFIP) Servicing Agent

FROM: Chris Granger  
Project Director  
NFIP Legacy Systems Services

SUBJECT: NFIP Legacy Systems Services Business Relocation  
and Scheduled Down Times for Online Resources

Effective Monday, August 2, 2010, NFIP Legacy Systems Services (NFIP LSS) operations managed by CSC and currently located at 7700 Hubble Drive, Lanham, MD 20706, will relocate to 8400 Corporate Drive, Suite 150, Landover, MD 20785. Our central telephone number will remain 301-731-5300.

As a result of the relocation, the NFIP LSS office will effectively be closed for regular business operations from Friday, July 30, through Monday, August 2, 2010. During that period, access to Data Exchange, BureauNet, and [bsa.nfipstat.com](http://bsa.nfipstat.com) will be unavailable to stakeholders. Following is our planned schedule for operations during the relocation:

**Friday, July 30: NFIP LSS closes for business**

- 12:00 p.m. (noon) (EDT) – Data Exchange unavailable
- 4:00 p.m. (EDT) – BureauNet and [bsa.nfipstat.com](http://bsa.nfipstat.com) unavailable

**Monday, August 2: Systems setup and testing begins**

**Tuesday, August 3: NFIP LSS reopens for business**

- 8:00 a.m. (EDT) – Most regular business operations resume
- 4:00 p.m. (EDT) – Expected latest time for availability of Data Exchange, BureauNet, and [bsa.nfipstat.com](http://bsa.nfipstat.com)

We look forward to serving your needs at our new place of business and regret any inconvenience you may experience during the relocation. Please update the contact information you have on file for us.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: All Departments