

**From:** DistributionQ on behalf of Barker, Julie  
**Sent:** Sunday, April 19, 2009 3:18 AM  
**To:** DISTRIBUTIONQ@LISTSERV  
**Subject:** Distribution Q: Urgent Announcement for All TAMUQ Employees

### **Distribution Q**

**TO:** Texas A&M University at Qatar Faculty and Staff  
**FROM:** Dr. Mark H. Weichold, Dean and CEO  
**DATE:** 19 April 2009

**SUBJECT:** Urgent Announcement for All TAMUQ Employees

Effective June 1, 2009, the “Box B-6” mechanism in College Station will become obsolete and mail addressed there will be forwarded through a new route to the Qatar Support Office (QSO) for further forwarding onward to Doha.

#### **Why is this Happening?**

Major renovations in the Memorial Student Center (MSC) on main campus will begin this summer. As of June 1, the Post Office in the MSC (where Box B-6 resided) will be closed. There are no current plans to reopen the Post Office – as a result, both B-6 and the 77844 zip code, will be “gone”.

#### **Is This A Surprise to TAMUQ Management?**

No. Led by the QSO, we have been working for 2+ months to try to salvage B-6 and eliminate or minimize the impact on Texas A&M at Qatar employees.

Less than 10 days ago, the Houston Post Office made it clear that B-6 could not be saved in any form.

Since then MANY hours have been spent to secure a new box, define the 4-line address format, and make every effort to minimize the risk that the extra forwarding process will result in your mail being returned to the sender. These efforts are ongoing.

#### **What you should do NOW:**

Assemble the list of all family, friends, banks, credit companies, vendors, publishers and other organizations with which you do business and BEGIN NOW to change your address to one of the following 2 options:

Option 1

Line 1: Your Name(s)  
Line 2: Qatar Support Office  
Line 3: PO Box 11130  
Line 4: College Station, TX 77842

Option 2

Line 1: Your Name(s)  
Line 2: Texas A&M University at Qatar  
Line 3: PO Box 11130  
Line 4: College Station, TX 77842

*As will be explained in a later e-mail, it is very important that you start using a 4-line address – and that those four lines follow this exact order.*

**Summary:**

This is just one of the many impacts that the MSC construction project will have on the campus community and it impacts us far more than almost any of the others. Management and especially the QSO have been working hard on your behalf and will continue to do so to help you navigate these changes. However, it is imperative that you take immediate action to begin the change of address process. Failure to do so will impact the delivery of your mail.

**Final Note:**

There is no change in the physical mailing address for the QSO at 750 Agronomy Road, Suite 1901, 4252 TAMU, College Station, TX 77843-4252.

**Please direct questions to Dale Cassidy**

**Julie Barker**

Chief of Staff

Office of the Dean and CEO

Texas A&M University at Qatar