

FAA Center for Management and Executive Leadership Facility Amenities and Services

Mailing and Shipping Services

Your mailing address while you are at the Center is:

Attn: **Guest Name**
FAA Center for Management and Executive Leadership
4500 Palm Coast Parkway S.E.
Palm Coast, Florida 32137

Your mail will be delivered to the Front Desk and the message light on your guestroom telephone will alert you for pickup.

During your stay, you may purchase Individual postage stamps in the CMEL Mail Room (room C-144). You may also deposit outgoing mail at this location for an 11:00 a.m. pickup each weekday.

For shipping of packages, the U.S. Postal Service has two facilities in Palm Coast to serve you. The main full-service branch is located approximately three miles west of the Center. A limited service site is located approximately one-half mile to the west of CMEL.

If you wish to use United Parcel Service (UPS), Federal Express (FEDEX), etc., information may be obtained in the CMEL Mail Room (room C-144) during normal business hours.

Mailing Course Materials Back To Your Facility

Guests may choose to mail course materials back to their facility. The CMEL Mail Room staff will provide envelopes and labels for mailing your course materials and weigh your package for shipping. **Each guest will be responsible for the required postage.** Course materials may be mailed first class or book rate, depending on individual preference.