

CHANGE IN TELEPHONE DIRECTORY LISTING

U.S. DEPARTMENT OF COMMERCE

**SUBMIT
ONE COPY
TO**



The Telephone Directory Contact for your Departmental Office/Operating Unit (those contacts are listed in the DoC Telephone Directory) who will in turn forward it to the Office of Administrative Operations (**H2846**).

DUE—No later than **NOON**
DATE—Monday following the
week changes occur

Effective date of this
change

INSTRUCTIONS

- (1) Complete this form in its entirety.
- (2) Do not use titles with names, i.e., Mr., Mrs., Ms., Miss.
- (3) Consult latest DoC Telephone Directory for authorized organizational and building abbreviations.

Action (please <input checked="" type="checkbox"/>) <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		Name (Last, First, Middle Initial)		If Name Change, former Name	
Organizational Abbreviation	Room No.	Building Abbreviation	Mail Stop/Routing Code	Area Code	Telephone No.
Completed by (Signature)			Date	Area Code	Telephone No.