

# NIH Policy Manual

## 1757 - Updating The NIH Telephone And Service Directory

**Issuing Office:** CIT Phone: [\(301\) 496-4357](tel:3014964357)

**Rescission Date:** 8/05/2021 ?

### Transmittal Notice

**1. Explanation of Material Transmitted:** This chapter is rescinded. Manual Chapter 1757 is obsolete since the published personnel listings and the NIH Telephone Operator's Locator Database are now sourced from the NIH Enterprise Directory (NED). NIH Employees and contractors can update their NED information at: <http://ned.nih.gov> (Click on "Update" at this site for detailed instructions). For deletions, contact your Administrative Officer (AO). Questions related to this can be directed to the NIH Service Desk at <https://itservicedesk.nih.gov/support/>.

**2. Filing Instructions:**

- **Remove:** NIH Policy Manual, Chapter 1757, dated 10/1/1994
- **Insert:** NIH Policy Manual, Chapter 1757, dated 8/5/2021

**PLEASE NOTE:** For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Policy Manual, contact the Division of Compliance Management, OMA on 301-496-4606, or enter this URL:  
<https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx>.