

# NIH Policy Manual

## 1757 - Updating The NIH Telephone And Service Directory

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

**Approving Official(s):** DDM

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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 **Explanation of Material Transmitted:** This chapter is rescinded. Manual Chapter 1757 is obsolete since the published personnel listings and the NIH Telephone Operator's Locator Database are now sourced from the NIH Enterprise Directory (NED).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
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**PLEASE NOTE:** For information on:

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