



# Memorandum

**Date:** July 1, 1994

**To:** GAO Staff

**From:** Director, Information Services Center, OIMC

Phyllis R. Christenson



**Subject:** May 1994 Edition of the GAO Telephone Directory

Attached is the new edition of the GAO Telephone Directory (GAO/OIMC-94-010), which incorporates the new room numbering system recently installed in the headquarters building. In updating both the room and telephone number information for the alphabetical and organizational sections, we relied on the assistance of representatives from all divisions and offices, and advance notification on room numbers from the Office of Real Property Services. We thank everyone who assisted us in this endeavor.

The following sections were added to this edition: "Table of Contents," "Abbreviations," "Threatening Call Information Log Form," and "Operations Manual Liaison Officers." Excluding this new material, every section of the phone directory should be replaced with two exceptions. The "Legislative Support Agency Contacts" section is still current and was not reprinted, so retain this material. In the "Liaisons and Contacts" section, the listing of Operations Improvement Coordinators is no longer valid and should be removed. Also remove the tab labeled "Alphabetical Section Regional/Overseas Offices." We are aware that the information on the divider tabs is no longer completely accurate due to changes in section content and hope to distribute selected new tabs in the future, depending on available funding.

OIMC is committed to making the GAO Telephone Directory a timely and useful publication. To ensure that information in the alphabetical section is accurate, Washington area employees should submit corrections regarding telephone number or room/mail location on a Form 410 to their Human Resources coordinator or other designated individual. Phone numbers for field office staff should be corrected through the administrative officers. Updates for the organizational and other sections should be sent to: Telephone Directory Coordinator, room 6530 or fax 202-512-9898.

Attachment



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