

# DIRECTORY BOARDS

Number: DAO 206-4

Effective Date: 2011-09-26

## SECTION 1. PURPOSE.

.01 This Order prescribes responsibility for the maintenance of the directory boards in the Herbert C. Hoover Building (HCHB) and establishes procedures for making changes on directory board listings.

.02 This revision reflects changes in responsibility.

## SECTION 2. RESPONSIBILITY.

The Office of Administrative Services (OAS), Office of the Secretary, is responsible for the maintenance of the four (4) directory boards in the HCHB.

## SECTION 3. MAINTENANCE.

.01 The directory boards will be updated by the Office of Administrative Services, in coordination with the Office of Human Resources Management, once each quarter as follows: October 1, January 1, April 1, and July 1, or as needed following a change of Administration. A bureau or office should submit any directory board listing changes in writing to the Chief, Mail and Multimedia Division, OAS, at least 15 days before the end of a calendar quarter as defined above.

.02 When personnel changes occur that require immediate changes to the listings, a request should be made in writing to the Associate Director, Office of Commerce Services, OAS.

## SECTION 4. EFFECT ON OTHER ORDERS.

This Order supersedes Department Administrative Order 206-4, dated December 24, 2003.

**Signed by:** Director for Administrative Services

**Approved by:** Chief Financial Officer and Assistant Secretary for Administration

**Office of Primary Interest:** Office of Administrative Services

