

**OFFICE OF SCIENCE
STANDARD OPERATING PROCEDURES
FOR
UPDATING FEDERAL DIRECTORIES**

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

Updates of Federal Directories

Michelle Crawl, Management Analysis and Human Resources Division, will serve as the point of contact for updates to the SC organizational listings in Federal directories.

- ?? Michelle will receive requests for updates from various directory points of contact
- ?? Michelle will ask each individual SC program office to provide her with any updates that are required for the specific organization
- ?? Michelle will then compile all SC updates and forward them to the requesting directory point of contact

Contacts

Michelle Crawl, Secretary, Management Analysis and Human Resources Division (SC-62),
Office of Resource Management, Office of Science
Phone: 301-903-3444

Various Federal Directory Points of Contact