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DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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ETS 17.0024

August 23, 2016

COMPTROLLER'S MEMORANDUM NO. 2016-14

TO: All Department Heads

ATTN: Telecommunications Coordinators

FROM: Douglas Murdock, Comptroller

SUBJECT: State Government Listings in the 2017 Oahu White Pages Directory

Hawaiian Telcom is updating the Hawai'i State Government Section listings in the 2017 Oahu white pages telephone directory. Please coordinate all directory updates through your Departmental Telecommunications Coordinator or designated representative and submit via email to HT-DSC-BUS@hawaiiantel.com by Thursday, September 15, 2016.

Please open the attached folder and review the file for your department (as it currently appears on the 2016 Oahu white pages directory). Edit instructions and a sample are on the first two worksheet tabs. Edits should only be made in the last three columns. If there are no changes, please type "No Changes for Entire File" on the first line of the "Comments, Changes & Notes" column.

Also, edits may be made to the Frequently Called Numbers listing. Any additions need to be coordinated with Chris Lai at 586-1930, extension 617.

There is no charge for the first listing of a telephone number in the Hawaiian Telcom white pages. However, all additional listings will be billed a "Directory Line of Information" charge of \$0.90 per month.

If you have any questions, please call the Hawaiian Telcom Directory Support Center at 643-4477 (Monday thru Friday from 8:00 am to 4:00 pm) or email HT-DSC-BUS@hawaiiantel.com.

Attachment

Edit Instructions

A/C/D

Adds, Changes and Deletes

This is where you will indicate if you need to add, change or delete a line item from the listings. You can indicate your choice by entering either A for Adds, C for Changes or D for Deletes on the corresponding row.

On the "Frequently Called" tab this is located in Column I.
For the "Gov" tab this located in the F column.

Indent

Preferred Indentation Level

You would use this to indicate your preferred level of indentation in your captioned listing for the corresponding line.
i.e. 0 - would be for your main line (United States Government)
1 - would be your Departmental Headings (AGRICULTURE DEPARTMENT OF)
2 etc. - would be for your sub headings

On the "Frequently Called" tab this is located in Column J.
For the "Gov" tab this located in the G column.

Comments, Changes & Notes

Line Information & Telephone Number Comment, Changes & Notes

Use this to make any necessary comments or line and telephone number information for corresponding lines.

On the "Frequently Called" tab this is located in Column K.
For the "Gov" tab this located in the H column.

Adding a Line

When adding a line you must first insert a row at the location of the add. Do this by selecting the row that will be below the line you wish to insert. Right click on that row and then select "insert."

Enter "A" in the A/C/D Column.

Enter your preferred indentation level in the Indent Column

Enter your comments and/or line and telephone number information in the Comments Column.

*If you insert a row in the wrong place, to delete it you must use the "undo" edit function.

Changing a Line

Enter C in the corresponding space of the A/C/D Column

Enter your preferred indentation level in the Indent Column

Enter your comments and/or line and telephone number information in the Comments Column.

Deleting a Line

Enter D in the corresponding space of the A/C/D Column

Skip the Indent Column

Enter "delete" in the Comments Column.

Instruction Sample

CRM Line#	Indent Level	Line Information	Telephone Number	CLEC ID	A/C/D	Indent	Comments, Changes & Notes
United States Government YJ2-0792 (Mau Book Main Cap) 102403477100010 DL0116267 LS00128961							
1	0	United States Government					
2	1	AGRICULTURE DEPARTMENT OF					
3	2	Animal & Plant Health Inspection Service					
4	3	Plant Protection & Quarantine Program					
5	4	Kahului Airprt	877-8757				Delete
6	4	Kahului Airprt	877-5261		D	4	Kapalua Airprt 111-1111
7	2	USDA Service Center					
8	3	Millyard Plaza Walluku					
10	3	Farm Service Agency					
11	4	210 Iml Kala Suite 207	244-3100		C	4	Change TN from 244-3100 to 222-2222
12	5	Press Extension 2					
13	3	Natural Resources Conservation Service					
14	4	210 Iml Kala Suite 209	244-3100		C	3	Change Suite # to 208
15	5	Press Extension 3					
16	3	Rural Development			D		Delete
17	4	210 Iml Kala Suite 206	244-3100		D		Delete
18	5	Press Extension 4			D		Delete
19	3	Tri-Isle Resource Conservation Development Council					
20	4	210 Iml Kala Suite 208	244-3100				
21	5	Press Extension 5					
23	1	AIR FORCE					
24	2	U S Air Force Recruiting Office					
25	3	285 W Kaahumanu Ave Suite 215	873-8764		A	1	ALCOHOL TOBACCO & FIREARMS BUREAU OF
					A	2	Law Enforcement (24 Hours) 333-3333
					A	2	Compliance Operations 444-4444
26	1	ARMY					
27	2	Army Reserve					
28	3	Co B 411th Engineer Battalion					
29	4	Construction Reserve					
30	5	1686 Kaahumanu Av	244-5141				
31	4	Construction Reserve USAR Center					
32	5	1686 Kaahumanu Av	244-7284				
33	3	Unit Advisor					
34	4	1686 Kaahumanu Av	242-5551				
35	2	U S Army Recruiting Station					
36	3	1955 Main Suite 101	244-3937				
37	2	Walanae Army Recreation Center Oahu					