

Notification of Organizational Change	1. REQUESTING OFFICIAL	
2. TYPE OF CHANGE: <input type="checkbox"/> Establish organizational components (<i>Attach functional statements.</i>) <input type="checkbox"/> Abolish organizational components <input type="checkbox"/> Transfer organizational components <input type="checkbox"/> Retitle organizational components <input type="checkbox"/> Revise functional statements (<i>attached</i>)	3. APPROVAL AUTHORITY	
	4. EFFECTIVE DATE	
5. CHANGES. List all changes that have just been approved. Include the Standard Administrative Code for each organization referenced. Identify each new organization as Intramural, Extramural, or Other. Use separate pages if more space is needed.		
6. REORGANIZED COMPONENTS PLEASE NOTE: You are required to initiate action with your servicing personnel office. You must assure that all employees who are assigned to organizational components whose Standard Administrative Codes have been changed as a result of this organizational change are appropriately reassigned.		
7. DISTRIBUTION: You may determine from the list below which offices may have a need for or interest in receiving a copy; however, you must send a copy to the offices already checked. For names and email addresses of these officials, see Required Distribution List .		
<input type="checkbox"/> Director, NIH (<i>do not send via e-mail</i>)	<input type="checkbox"/> IC Directors	
<input type="checkbox"/> Deputy Director, NIH	<input type="checkbox"/> IC Executive Officers	
<input type="checkbox"/> Deputy Director for Extramural Research	<input checked="" type="checkbox"/> OD Executive Officer (<i>only for OD/NIH changes</i>)	
<input type="checkbox"/> Deputy Director for Intramural Research	<input checked="" type="checkbox"/> Director, Office of Management Assessment, OM	
<input type="checkbox"/> Deputy Director for Management	<input checked="" type="checkbox"/> Director, Office of Human Resources, OM	
<input type="checkbox"/> Associate Director for Administration	<input type="checkbox"/> Director, Office of Acquisition Mgmt. & Policy, OA, OM	
<input type="checkbox"/> Associate Director for Science Policy	<input type="checkbox"/> Director, Ofc. of Logistics & Acquisition Operations, OA,	
<input type="checkbox"/> Associate Director for AIDS Research	<input type="checkbox"/> Director, Office of Budget, OM	
<input type="checkbox"/> Associate Director for Communications	<input type="checkbox"/> Director, Office of Financial Management, OM	
<input type="checkbox"/> Associate Director for Disease Prevention	<input type="checkbox"/> Director, Division of Support Services, ORS, OM	
<input type="checkbox"/> Associate Director for Extramural Affairs	<input checked="" type="checkbox"/> Servicing HR branch, CSD/OHR	
<input type="checkbox"/> Associate Director for Legislative Policy and Analysis	<input checked="" type="checkbox"/> IC or OD Budget Officer	
<input type="checkbox"/> Associate Director for Research on Minority Health	<input checked="" type="checkbox"/> IC or OD Manual System Contact	
<input type="checkbox"/> Associate Director for Research on Women's Health	<input checked="" type="checkbox"/> NIH Directives Officer	
<input type="checkbox"/> Associate Director for Research Services	<input checked="" type="checkbox"/> NIH Organizational Change Coordinator	
<input type="checkbox"/> Director, Office of Equal Opportunity and Diversity		
8. SIGNATURE	9. DATE	