Released 8/12/09.

Notification of Organizational Change

1. **REQUESTING OFFICIAL**

2. **TYPE OF CHANGE**:

- ☐ Establish organizational components *(Attach functional statements.)*
- ☐ Abolish organizational components
- ☐ Transfer organizational components
- ☐ Retitle organizational components
- ☐ Revise functional statements (*attached*)

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.

☐ Director, NIH *(do not send via e-mail)*	☐ IC Directors
☐ Deputy Director, NIH	☐ IC Executive Officers
☐ Deputy Director for Extramural Research	☒ OD Executive Officer *(only for OD/NIH changes)*
☐ Deputy Director for Intramural Research	☒ Director, Office of Management Assessment, OM
☐ Deputy Director for Management	☒ Director, Office of Human Resources, OM
☐ Associate Director for Administration	☐ Director, Office of Acquisition Mgmt. & Policy, OA, OM
☐ Associate Director for Science Policy	☐ Director, Ofc. of Logistics & Acquisition Operations, OA,
☐ Associate Director for AIDS Research	☐ Director, Office of Budget, OM
☐ Associate Director for Communications	☐ Director, Office of Financial Management, OM
☐ Associate Director for Disease Prevention	☐ Director, Division of Support Services, ORS, OM
☐ Associate Director for Extramural Affairs	☒ Servicing HR branch, CSD/OHR
☐ Associate Director for Legislative Policy and Analysis	☒ IC or OD Budget Officer
☐ Associate Director for Research on Minority Health	☒ IC or OD Manual System Contact
☐ Associate Director for Research on Women's Health	☒ NIH Directives Officer
☐ Associate Director for Research Services	☒ NIH Organizational Change Coordinator
☐ Director, Office of Equal Opportunity and Diversity	

8. **SIGNATURE**

9. **DATE**