

<b>Notification of Organizational Change</b>	<b>1. REQUESTING OFFICIAL</b> <i>(Name, Title and IC or OD Office of Official proposing the change)</i>
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<b>2. DOCUMENTS ATTACHED</b> <i>(Attach decision memo and functional statements. No functional statements needed for abolishments):</i>  <input type="checkbox"/> Decision Memo <input type="checkbox"/> Functional Statements <input type="checkbox"/> Other (specify) _____  Required Distribution information on page 2 <i>Complete organizational package available upon request</i>	<b>3. APPROVED BY</b> <i>(Name and Title of approving official per Delegations of Authority)</i>  <b>4. EFFECTIVE DATE</b> <i>(Date signed by approving official unless effective date is in the future. Effective date cannot be before package was approved.)</i>
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**5. CHANGES.** Complete fields below for each change approved in the organizational package. Continue on page 3 if necessary.

<b>Type of Change:</b> <small>Establish, Abolish, Title Change, Functional Statement revision</small>	<b>SAC:</b> <small>obtain from NIH Organization Officer prior to approval</small>	<b>Component Title:</b> <small>if title change, indicate previous title (i.e. change to 'new title' from 'old title')</small>	<b>Previous SAC and/or Title:</b> <small>if component is not being retitled or transferred from another area, leave blank.</small>	<b>Official Acronym:</b> <small>new acronym only</small>	Identify if organization is <b>Intramural, Extramural, or Other</b>

**6. REORGANIZED COMPONENTS PLEASE NOTE:**

The <b>IC or OD Office initiating the reorganization</b> is required to: <ul style="list-style-type: none"> <li>Send the NOC and attached documents to the required distribution list for proposals approved within the initiating IC or OD Office,</li> <li>Initiate action with the respective servicing personnel office,</li> <li>Assure that all employees are appropriately reassigned, and</li> <li>Inform the Organization Office as soon as all personnel are transferred out of abolished SACs within 30 days of approval (unless otherwise discussed with the NIH Organizational Officer).</li> </ul>	The <b>NIH Organization Office</b> will complete the following upon submission of approved organizational change package: <ul style="list-style-type: none"> <li>Send the NOC and attached documents to the required distribution list (when approved outside of IC),</li> <li>Submit changes to CapHR and the ADMCD (for HRDB),</li> <li>Revise NIH official organizational charts, and</li> <li>Revise NIH official functional statements.</li> </ul>
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<b>7. SIGNATURE</b> <i>(IC or OD Office Organizational Change Coordinator if approved within IC; NIH Organization Officer if approved outside of IC)</i>	<b>8. DATE</b> <i>(date signed by IC or OD Office Organizational Change Coordinator or NIH Organization Officer)</i>
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For NIH Organizational Office Use Only

<input type="checkbox"/> Significant	<input type="checkbox"/> CN Date: _____
<input type="checkbox"/> Concept Date: _____	<input type="checkbox"/> PH Completed

**DISTRIBUTION:** A global distribution list called **NOC Required Distribution** (through the NIH Outlook address book) has the required names and addresses already selected for offices outside the IC or OD office being reorganized. **IC or OD office specific contacts** are not included in the **NOC** distribution list. You may determine additional offices from the additional distribution list that may have a need for or interest in receiving a copy; however, **you must send a copy to the offices already checked.**

<input checked="" type="checkbox"/> OD Executive Officer ( <i>only for OD/NIH changes</i> )	<input checked="" type="checkbox"/> <b>NOC Required Distribution</b> Global list includes: - Director, Office of Human Resources, OM - Director, Office of Management Assessment, OM - Director, Office of Research Facilities Dev't. & Ops., OM - Director, Division of Management Support, OMA, OM - NIH Directives Officer (Manual Chapters), DMS, OMA, OM - NIH Records Management Officer, DMS, OMA, OM - NIH Organization Officer, DMS, OMA, OM
<input checked="" type="checkbox"/> Requesting Official	
<input checked="" type="checkbox"/> Servicing HR branch, CSD/OHR	
<input checked="" type="checkbox"/> IC or OD Budget Officer	
<input checked="" type="checkbox"/> IC or OD Manual System Contact	

**ADDITIONAL DISTRIBUTION FOR SIGNIFICANT OR LARGE-SCALE ORGANIZATIONAL CHANGES:**  
**Check offices being notified as needed** (typically used by NIH Organization Officer, as needed)

<input type="checkbox"/> Director, NIH ( <i>do not send via e-mail</i> )	<input type="checkbox"/> Associate Director for Research on Women's Health
<input type="checkbox"/> Deputy Director, NIH	<input type="checkbox"/> Director, Div. of Pgm. Coord., Plng., & Strtgc. Initiatives
<input type="checkbox"/> Deputy Director for Science, Outreach and Policy	<input type="checkbox"/> Director, Office of Equal Opportunity and Diversity Mgmt.
<input type="checkbox"/> Deputy Director for Extramural Research	<input type="checkbox"/> Director, Office of Legislative Policy and Analysis
<input type="checkbox"/> Deputy Director for Intramural Research	<input type="checkbox"/> Chief Information Officer
<input type="checkbox"/> Deputy Director for Management	<input type="checkbox"/> IC Directors
<input type="checkbox"/> Associate Director for Administration	<input type="checkbox"/> IC Executive Officers
<input type="checkbox"/> Associate Director for Science Policy	<input type="checkbox"/> Director, Office of Acquisitions & Logistics Mgmt., OA, OM
<input type="checkbox"/> Associate Director for AIDS Research	<input type="checkbox"/> Director, Office of Strategic Planning for Admin., OA, OM
<input type="checkbox"/> Associate Director for Communications and Public Liaison	<input type="checkbox"/> Director, Division of Support Services, ORS, OM
<input type="checkbox"/> Associate Director for Disease Prevention	<input type="checkbox"/> Director, Ofc. of Research Facilities Dev't & Operations, OM
<input type="checkbox"/> Associate Director for Behavioral & Social Sciences Rsrch	<input type="checkbox"/> Director, Office of Budget, OM
<input type="checkbox"/> Associate Director for Legislative Policy and Analysis	<input type="checkbox"/> Director, Office of Financial Management, OM
<input type="checkbox"/> Associate Director for Research Services	

