

Notification of Organizational Change	1. REQUESTING OFFICIAL <i>(Name, Title and IC or OD Office of Official proposing the change)</i>
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2. DOCUMENTS ATTACHED <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>	3. APPROVED BY <i>(Name and Title of approving official per Delegations of Authority)</i> 4. EFFECTIVE DATE <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 pages 3-5 if necessary.

Type of Change: <small>Establish, Abolish, Title Change, Functional Statement Revision</small>	SAC: <small>obtain from NIH Organization Officer prior to approval</small>	Component Title: <small>official title of organization component</small>	Previous SAC and/or Title: <small>if component is not being retitled or transferred from another area, leave blank.</small>	Official Acronym: <small>use letters and numbers only, no spaces or special characters allowed</small>	Identify if organization is Intramural, Extramural, or Other

6. REORGANIZED COMPONENTS PLEASE NOTE:

<p>The IC or OD Office initiating the reorganization is required to:</p> <ul style="list-style-type: none"> • Send the NOC and attached documents to the required distribution list for proposals approved within the initiating IC or OD Office, • Initiate action with the respective servicing personnel office, • Assure that all employees are appropriately reassigned, and • Inform the Organization Office as soon as all personnel are transferred out of abolished SACs within 60 days of approval (unless otherwise discussed with the NIH Organizational Officer). 	<p>The NIH Organization Office will complete the following upon submission of approved organizational change package:</p> <ul style="list-style-type: none"> • Send the NOC and attached documents to the required distribution list (when approved outside of IC), • Submit changes to CapHR and the ADMCD (for HRDB), • Revise NIH official organizational charts, and • Revise NIH official functional statements.
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7. SIGNATURE <i>(IC or OD Office Organizational Change Coordinator if approved within IC; NIH Organization Officer if approved outside of IC)</i>	8. DATE <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"/> NOC Required Distribution 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	

