

CHECK LIST FOR INTRA-LAB ORGANIZATION CHANGE

NRLINST 12290.1B
(NRL EMPLOYEES ONLY)

NAME (<i>Last, First, MI</i>)		EFFECTIVE DATE	PHONE NO.	PAY NO.
CHANGE FROM (<i>Division</i>)	CODE	CHANGE TO (<i>Division</i>)		CODE

INSTRUCTIONS: This form is required for any change between divisions. Form is to be retained by the Administrative Office of the losing division.

PART I: Administrative Office completes. Initial each item.

	PROCUREMENT CREDIT CARD	MUST BE DESTROYED BY CARDHOLDER. CARD DESTRUCTION NOTICE TO BE SENT TO CODE 3400.
	SUPPLY STORE AUTHORIZATION	ACCESS LABMIS TO CANCEL AUTHORITY.
	CLOSE OUT PERFORMANCE RATING	COMPLETED AND FORWARDED TO GAINING AO ON DATE:
	DOCUMENT LOCAL CONTROL POINT	CONTACT DIVISION CENTRAL CONTROL POINT.
	DIVISION EQUIPMENT CONTROL OFFICER	CLEAR THROUGH DIVISION ECC.
	TELEPHONE CREDIT CARD	CALL 767-6671/CHANGE RECORDS & CANCEL TELEPHONE CREDIT CARDS.
	RESERVED PARKING	CALL 404-4313/CHANGE RECORDS & DELETE IF NECESSARY.
	CREDIT UNION	ADVISE EMPLOYEE TO CALL (301) 839-8400 TO CHANGE RECORDS.

Part II: Administrative Office will verify existing charges by telephone and notify employee of places to visit. Classified material local control point agents and their alternates must visit Codes 1221.4, 1221, 3461.1, and 5596.3.

	PLACES TO BE CLEARED	PHONE NO.	BLDG NO.	RM NO.	INITIALS	COMMENTS
✓	SAFE COMBINATIONS/KEYS	767-3682	66	108		
	CLASSIFIED MESSAGES	767-2443	59	121		
	MANDATORY HAZARDOUS MATERIAL ACCOUNTABILITY	767-2232	57	2ND FLOOR		
	SCIENTIFIC NOTEBOOKS AND CORRESPONDENCE FILES	404-4953	222	170		
	RADIATION MONITORING DEVICES/ RADIATION SOURCES/SAFETY OFFICE	767-2232	57	2ND FLOOR		
	CCS CENTER FOR COMP SCI	767-6750	97A	40		
	MISVAX ACCOUNT	767-2802	222	201		
	TOP SECRET AND NATO, CNWDI	767-2240	43	130		
	LIBRARY	767-2134	43	300		
	DOC CENTRAL CONTROL POINT	767-7384	43	14		

SIGNATURE (<i>Administrative Officer/Assistant</i>)	DATE
---	------