FROM (Division or Office)	TO Code 5260

INSTRUCTIONS

1. List only those lines that are changes, deletions or additions.
2. List items in order by code number.
3. Under action indicate:
   A - For addition of a line
   C - For change (underscore any change)
   D - For deletion of a line or portion of a line (underscore any deletion)
   E - For entering special duty category:
   * Indicates acting
   o Indicates additional duty

EXAMPLES

3310	Budget & Funds Mgt	Mr A B See*	bldg222 rm211	73405	A	7651	Gamma Rays Mr J K Ell	bldg67 rm200	42222	A
5630	Applied Optics Mr D E Eff	bldg216	rm2005	73354	C	8231	Systems Mgt	Ms M N Oh	bldg76 rm100	73232	C
7502	Administrative Officer	Ms G H Eye	bldg222 rm21	72222	D	8231.2	Materials Ms M N Oh^{o}		bldg76 rm100	73232	A

CODE	NAME AND LOCATION	PHONE	ACTION
	Use abbreviations and one-line items where possible. Omit punctuation marks.		

SIGNATURE (Administrative Officer/Assistant)	DATE

HQ-NRL 5030/1 (Rev. 03-02)

Clear Form