

INSTRUCTIONS FOR FILLING OUT FORM 1450.2

Name column	Type or print the employee's name (last, first, middle initial, professional or military title). List the name exactly as it is listed in the DOE Headquarters directory, including punctuation and spaces. If the name in the last directory was listed incorrectly, you must delete the previously listed name and add the correct name.
Telephone Number	List the telephone number at which you will receive calls. If you wish your calls to come through your secretary, list his or her number. List all seven digits of your telephone number. If a group of numbers is involved, list only the first number of the group.
Organization Routing Symbol	List the complete organizational routing symbol, for example, MA-661. Each employee has such a symbol. It consists of two letters, a hyphen and numbers.
Room number	List the room in which you are physically located.
Building code	List the building code as outlined in the first part of your Headquarters DOE Telephone Directory on the page headed "DOE Headquarters Building Location Index."
Action	<p>If you are listing the name of an employee who is leaving DOE, or one who has changed names, mark "D"</p> <p>If you are listing the name of a new employee or one who has undergone a name change, mark "A"</p> <p>If you are listing the name of an employee who has a new organization routing symbol, room number, telephone number or building code, mark "C"</p>