## U.S. Department of Energy

## **EMPLOYEE LOCATOR NOTIFICATION**

AUTHORIZED BY (Signature)	ORGANIZATIONAL ROUTING SYMBOL		TELEPHONE NO.		DATE	
Instructions: This form is to be used for all directory changes, additions or deletions. Information should be submitted without delay.  Type or print all information. Do not use dittos. See reverse side of this form for instructions.						
NAME (Last, first, middle initial) (Include professional or military title) Do not enter Miss, Mrs. or Mr.		TELEPHONE NUMBER	ORGANIZATION ROUTING SYMBOL	ROOM NUMBER	BUILDING TO CODE ON N	
					+	
					+	
					+	

## **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 If you are listing the name of an employee who is leaving

DOE, or one who has changed names, mark "D"

If you are listing the name of a new employee or one who

has undergone a name change, mark "A"

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"