



E2 CHANGE REQUEST FOR CREATION OF NEW OFFICE(S)

PLEASE PROVIDE THE INFORMATION REQUESTED BELOW		
BUREAU	NEW/CURRENT/DELETE	
JUSTIFICATION: (500 CHARACTER MAXIMUM)		
OFFICE(S)	NEW/CURRENT/DELETE	
JUSTIFICATION: (500 CHARACTER MAXIMUM)		
DIVISION(S)	NEW/CURRENT/DELETE	
JUSTIFICATION: (500 CHARACTER MAXIMUM)		
SUPERVISOR(S)	NEW/CURRENT/DELETE	
BUDGET APPROVER(S)	NEW/CURRENT/DELETE	
DISBURSEMENT OFFICE (OBTAINED FROM PHOENIX)		
REQUESTED BY: (PRINT NAME & TITLE)	SIGNATURE	DATE: (MM/DD/YYYY)

APPROVED BY: (PRINT NAME & TITLE)	SIGNATURE: (APPROVING OFFICIAL)	DATE: (MM/DD/YYYY)

APPROVED BY: (PRINT NAME & TITLE)	SIGNATURE: (M/MS/TTD Chief or Designee)	DATE: (MM/DD/YYYY)

(This section is to be completed by E2 Helpdesk Personnel only)		
Date Request Received (MM-DD-YYYY)	Analyst Assigned to Request	Date Completed (MM-DD-YYYY)