Office of Congressional & Intergovernmental Affairs

72 - Hour Prior Notification Form

Please fill in all of the spaces for proper processing.

Name of Office: Date & Time of Scheduled Release:

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Contact Person: Office & After Hours Phone Number:

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Type of Notification:

Final RFP of $25 million or more  Opening of a New Office

Final FOA of $50 million or more  Workforce Restructuring

Field Office Public Meeting  Draft or Final EIS

Record of Decision (ROD)  Small Business Conference

Risk-Based End State Vision Document  Citizen Adv. Board Meeting/Hearing

Termination of DOE FA (Based on original  Termination of DOE Contract

FA value of $2 million or more.) (Based on original contract value of $4 million

or more, regardless of termination type.)

Achieving a Major Milestone  Major Facility Announcement

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| Closing of a Facility |  |  | Other: |  |

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| General Description\*: |
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| **\*The General Description should include enough information to describe the effort to be performed and its purpose. It is imperative that a complete description be provided that is sufficient for preparing a Press Release and/or providing a meaningful description when notifying interested parties. Use non-technical plain English language - no acronyms.**  Known Congressional Interest: |
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Please send your notification to:

Office of Congressional & Intergovernmental Affairs

[CI.Notification@hq.doe.gov](mailto:CI.Notification@hq.doe.gov)

If you have any questions please call: (202)586-5450

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| Last update: | 04/2012 |