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

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

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| Last update: | 04/2012      |