

**U.S. Department of Energy**  
**Public Communications Publications Procurement Proposal**  
 (Attach sheets if needed in responding to questions)

1. Identify Project, Including Scope and Proposed Titles (if known) of Publications Involved

2. Project Officer, Agency Code, Location and Telephone	3. Estimated Publication Preparation Cost, Including Research, Writing, & Graphics
	4. Identify Funding Source
5. Attach Justification/Need for Publication (If Mandated, Identify Law or Regulation). Identify Potential Audience & Distribution Plan(s)	7. Storage Location After Initial Distribution
6. If Periodical(s) Involved Attach OMB Circular A-3 Justification, Including Subscription Fee	
8. Identify Similar Publications	9. Special Production Considerations, i.e., Multicolor, Special Paper, etc.
10. Estimated Number of Copies	11. Estimated Printing/Distribution Costs
	12. Attach Evaluation Plan for Printed Products
13. Authorization (Type and Signature)	
Assistant Secretary/Equivalent or Designee	Division Director

**CP USE ONLY**

Date Received

Approved for Procurement     
  Approved for Procurement With Changes     
  Not Approved for Procurement

Reviewer	Date
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**NOTE:** If approved, manuscripts or other products resulting from the procurement action must be submitted to CP-41 for review prior to printing. This review is accomplished by submitting final drafts with DOE F 1340.3, "Request for Public Communications Publication Approval" and HQ F 1420.7, "Request for Visual and Print Media Services".

**Copy Destination: White -- CP; Canary -- Procurement; Pink -- Applicant**