



DATE: August 6, 2012

TO: Procurement Directors/Contracting Officers

FROM: 
Director
Contract and Financial Assistance Policy Division
Office of Policy
Office of Procurement and Assistance Management

SUBJECT: Section 311 Revised Template August 2012

SUMMARY: Attached are 3 revised templates for sending the Section 311 notices to Congress as prescribed in Acquisition Letter (AL) 2012-07 and Financial Assistance Letter (FAL) 2012-01.

The template revises the first bullet to use of the program name and subprogram name found in the appropriations, instead of the treasury account number. If there are multiple program names and/or subprogram names, then these will need to be listed.

This Flash will be available online at the following website:
<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>.

Questions concerning this policy flash should be directed to Barbara Binney, of the Office of Procurement and Assistance Policy at (202) 287-1340 or at Barbara.Binney@hq.doe.gov.

Attachment