

CEII Review Request Data

DOE Requestor Information	Individual within DOE Requesting Review
1. DOE Document Custodian Name	
2. DOE Custodian Title	
3. DOE Custodian Office	
4. DOE Custodian Email	
5. DOE Custodian Phone	
6. Data Medium (paper/electronic)	
7. Date Requested	

Document Owner	Individual who submitted CEII to DOE
8. Submitter Name (point of origin)	
9. Submitter Org	
10. Submitter Org Type	
11. Submitter Street Address	
12. Submitter Street Address (cont.)	
13. Submitter Street City	
14. Submitter Street State	
15. Submitter Street Zipcode	
16. Submitter Email	
17. Submitter Phone	
18. Justification for CEII Designation	

(SIGNATURE)

(DATE)

**U.S. DEPARTMENT OF ENERGY - OFFICE OF ELECTRICITY
CRITICAL ENERGY INFRASTRUCTURE INFORMATION
REVIEW REQUEST**

INSTRUCTIONS: Completed forms will be entered into Critical Energy Infrastructure Information (CEII) tracking ledger within two (2) business days of receipt.

General:

1. Incomplete/incorrect forms will be emailed back to user for correction/completion.
2. New user requests will be acknowledged by email confirmation upon review and final designation decision.
3. The individual within DOE requesting review and document owner will be notified by email upon final designation decision.
4. Submit questions to the CEII coordinator at CEIICoordination@hq.doe.gov.

DOE Requestor Information:

The DOE requestor is the Federal or contractor staff member working for DOE, including National Laboratories and Power Marketing Administrations responsible for submitting the request for the review of a document or data as CEII. The individual is considered by the CEII Coordinator as the custodian of the document for the duration of its storage within DOE as CEII.

1. The name of the DOE review requestor who will act as the document custodian.
2. The title of the person listed in item 1.
3. The Office / organization name, of the person listed in item 1.
4. The email address of the person listed in item 1.
5. The phone number of the person listed in item 1.
6. The medium of the data to be reviewed. Is the document/data being provided in paper or electronic form?
7. Date Requested. The goal is to complete designation reviews within 30 days. If an expedited review is necessary, please indicate the date desired in this field.

Document Origin:

8. The name of the person that provided (submitted) the document/data to DOE.
9. Name of the organization originating the document/data.
10. The type of organization that the document/data originated with, such as the Utility, Transmission Operator, Power Marketing Administration, etc.
11. The physical address of the individual identified in item number 8.
12. Additional address information for the individual identified in item number 8, such as unit, suite, etc. If none, please leave blank.
13. The city of the individual identified in item number 8.
14. The state of the individual identified in item number 8.
15. The Zip Code of the individual identified in item number 8.
16. The phone number of the individual identified in item number 8.
17. The justification for requesting CEII designation.