

Complete the following (see page 2 for instructions):

1	Date request submitted to Industrial Personnel Group, DOE Oak Ridge Operations. (UT-Battelle, LLC use only.)	
2	Submitted By:	Procurement Officer Name: Phone: UT-Battelle, LLC PO Box 2008 Oak Ridge, TN 37831
3	Offeror for which clearance is being requested (List street address, not a PO Box.):	Business Name: Street Address: Phone:
4	Offeror EEO Contact:	Name: Phone:
5	Subcontract place(s) of performance:	
6	Subcontract total estimated dollar amount (USD):	\$
7	ORNL Solicitation Number:	
8	Description of supplies or services to be provided:	
9	Number of employees at facility for which clearance is requested:	
10	Anticipated date of award (or best estimate):	

INSTRUCTIONS FOR PREPARING EEO PRE-AWARD CLEARANCE REQUEST

1	Date request submitted to Industrial Personnel Group, DOE Oak Ridge Operations. (UT-Battelle, LLC use only.)	(Self-Explanatory.)
2	Submitted By:	Name and telephone number of the Procurement Officer submitting the request for clearance.
3	Offeror for which clearance is being requested (List street address, not a PO Box.):	<p>Give name and street address of the offeror for which the clearance is being requested. Do not list a post office box number. When a compliance review is required, investigators sometimes must perform an onsite visit.</p> <p>If the address is different from the place of performance listed in Item 5, please determine if the offeror has a branch office in the performance area which will actually be performing the service and list that address. The OFCCP must clear the office in the performance area. If there is no branch office in the performance area, give the address of the company or part of the company that will actually be performing the work.</p> <p>If the company for whom the clearance is being requested is located in California, please list the county in which it is located. California is served by six OFCCP offices, each one servicing specific counties. Sending a request to the wrong office can cause considerable delay in turn-around time.</p>
4	Offeror EEO Contact:	Name and telephone number of the EEO contact at the company for which clearance is being requested.
5	Subcontract place(s) of performance:	List the geographical area(s) in which the work is to be performed.
6	Subcontract total estimated dollar amount (USD):	(Self-Explanatory.)
7	ORNL Solicitation Number:	List a solicitation number that the OFCCP can use as a reference number. If you do not list a reference number, the OFCCP <u>will</u> call for one before it will issue a clearance.
8	Description of supplies or services to be provided:	(Self-Explanatory.)
9	Number of employees at facility for which clearance is requested:	(Self-Explanatory.)
10	Anticipated date of award (or best estimate):	Give the anticipated date of award, or as good an estimate as possible. The OFCCP does its best to provide a clearance by that date. However, procurement actions should be planned to allow at least 30 days to obtain a pre-award clearance.

NOTE: The OFCCP National Pre-Award Registry, which can be found at <https://www.dol.gov/agencies/ofccp/pre-award/registry>, provides information on Federal contractors which have been reviewed by OFCCP within the past two years. If the specific contractor establishment for which you are requesting an EEO clearance is listed on the Registry, you are not required to request pre-award clearance from OFCCP and may proceed with the award of the contract. If, however, the contractor is not listed in the Registry, regular pre-award request procedures must be followed.

Please do not request that ORO call for an oral clearance unless it is urgent. The OFCCP strongly discourages asking for oral clearances and, in many cases, will refuse to give one. OFCCP doesn't hesitate to point out that it is allowed 30 days to provide a clearance. However, in urgent cases, ORO will work with persons submitting a request in order to meet a critical need.