

**INSTRUCTIONS FOR PREPARING
EEO PREAWARD CLEARANCE REQUEST**

- Item 1** - Self-explanatory.
- Item 2** - Name and telephone number of the Buyer submitting the request for clearance and his/her telephone number.
- Item 3** - Give name and street address of the subcontractor or offeror for whom the clearance is being requested. Do not list a post office box number. When a compliance review is required, investigators sometimes have to perform an onsite visit.

If the company address is different from the place of performance listed in Item 4, please determine if the company has a branch office in the performance area which will actually be performing the service and list that address. The OFCCP has to 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 which will be doing the work.

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 handling specific counties – and sending a request to the wrong one can cause considerable delay in turnaround time.

- Item 4** - List the geographical area(s) in which the work is to be performed.
- Item 5** - Self-explanatory.
- Item 6** - List a subcontract number or solicitation number that the OFCCP can use as a reference number. If you do not list a reference number, the OFCCP will call for one before it will issue a clearance.
- Item 7** - Self-explanatory.
- Item 8** - Self-explanatory.
- Item 9** - Name and telephone number of the EEO contact at the company for which the clearance is being requested.
- Item 10** - 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 preaward clearance (see items 11 and 12 below).
- Item 11** - Determine if the company has ever received an EEO clearance in the past.
- Item 12** - Provide as accurate a date as possible (at least the year) and which office granted the clearance. This information can save the OFCCP time and may determine whether a company has to have a compliance review performed. If the company has had a recent clearance, the OFCCP is much more apt to give an oral clearance if contacted by telephone.

Please do not request that NNSA 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, NNSA will work with persons submitting a request in order to meet a critical need.