

SAMPLE WORK AUTHORIZATION

U.S. DEPARTMENT OF ENERGY CONTRACT WORK AUTHORIZATION			
1a. Project Title:		1b. Work Proposal Number (if applicable):	
2. Headquarters Program Point of Contact.			
Name:		Organization Code:	Telephone No.:
3. Headquarters Budget Point of Contact.			
Name:		Organization Code:	Telephone No.:
4. Responsible Program:		5. Responsible Secretarial Officer:	
6. Responsible Field Organization:			
7a. Site and Facility Management Contractor:		7b. Contractor Point of Contact.	
		Name:	Telephone No.:
8. Work Authorization Number:		9. Revision Number:*	
10. Funds Authorized (\$ in thousands).			
Budget and Reporting Code:		Previous:	Change:
			Current:
11. Performance Period Covered by Funds.		12. Work Start Date:	13. Expected Completion Date:
From:	To:		
14. Statement of Work: (Attach a detailed description of work to be performed or reference to a work proposal, project plan, or similar document that describes the scope of work, milestones, deliverables, performance measures/expectations.)			
15. Reporting Requirements (Status reports, scientific and technical information or similar):			
16. Work Authorization Program Official.			
Name (typed):		Signature:	Date:
17. DOE Field Organization Official.			
Name (typed):		Signature:	Date:
18. Contractor's Authorized Representative.			
Name (typed):		Signature:	Date:
19. DOE Contracting Officer (or delegated representative).			
Name (typed):		Signature:	Date:
*The revision number will consist of a 2-digit program identifier, 4-digit sequential number, and the last digit of the fiscal year.			