

Request to Post/Publish

INSTRUCTIONS: In accordance with DOES Policy 900.10-1, *Posting and Publication*, complete and submit this form to the appropriate office as prescribed below. A copy of the approved decision memorandum must accompany this form. **All requests received without the approved decision memorandum from the Office of the Director will be denied.**

- If the material is to be **posted** within or on DOES property, submit form to **Office of Administrative Services (OAS)** via does-oas@dc.gov.
- If the material is to be **published** by DOES, submit form to the **Office of Public Affairs (OPA)** via OPAGraphicDesign@dc.gov.

Requestor Name	Program Office	Phone Number
Date Requested	Requested Date (Duration) of Posting/Publication	
Location of Posting/Publication		

Nominator's Signature

Date