ATTACHMENT 3

[***Notification for Contracts to be Stopped that Include 52.242-15, Stop Work Order, and its Alternate I,***

***Which Should be Supplies, Services, or Research and Development Contracts***]

[*insert date*]

[*insert Contractor Address*]

**Subject: STOP-WORK ORDER for** [*insert Contract, Purchase Order, or Task Order No.*]

Dear [*insert Contractor Point of Contact*]

Effective [*insert “immediately” OR effective time and date]*, the U.S. Department of Commerce, [*insert bureau*], has shut down all but excepted operations due to a lapse in appropriations. Pursuant to Federal Acquisition Regulation (FAR) 52.242-15, Stop-Work Order, [*If contract includes Alt I, insert: “Alternate 1,”]* you are hereby directed to [*choose one: “stop all work” OR*  “*stop all but those labor categories, tasks, or CLINs set forth below”*]under [*insert Contract, Purchase Order, or Task Order No.*] [*If only partially stopped, identify those labor categories, tasks or CLINs the contractor shall continue to perform during the funding gap.*] You are instructed not to issue further orders for materials or services related to the portion of the [*insert contract, purchase order, or task order*] subject to the stop-work order, to direct any subcontractors to comply with the contents of this order, and to otherwise minimize costs.

This stop-work order shall remain in effect until you are notified otherwise by a U.S. Department of Commerce contracting officer. During the period of the funding gap, please contact [*insert name and contact information of the contracting professional that will be available during shut down*] with any questions regarding the contents of this notice.

Sincerely,

[*insert Contracting Officer*]