**United States Department of Energy**
**Southeastern Power Administration**
**1166 Athens Tech Road**
**Elberton, Georgia 30635**

August 10, 2026

**ADDITIONAL INFORMATION**

**1. PAYMENT BY ELECTRONIC FUNDS TRANSFER - OTHER THAN SYSTEM FOR AWARD MANAGEMENT**

Southeastern Power Administration will make payment by electronic transfer using the Automated Clearing House (ACH). The Contractor is required to complete, sign, and submit a SF 3881 ACH Vendor/Miscellaneous Payment Enrollment Form before payment can be made. An SF 3881 is provided as attachment 10. Notification of change in a designated financial institution must be made by the Contractor submitting a completed SF 3881 ACH Vendor/Miscellaneous Payment Enrollment Form to the Contracting Officer at least ten days prior to the date such change is to become effective.

To initiate the payment cycle, all invoices shall be submitted directly to the Contracting Officer and Contracting Officer Representative for approval via email:

U.S. Department of Energy
Southeastern Power Administration
Attn: CO & COR
1166 Athens Tech Road
Elberton, GA 30635-6711
Juvonna.mattox@sepa.doe.gov & Charcey.gaines@sepa.doe.gov

a. See attachment 10

2. **On-Site Work Requirements.** Personnel who will be working on-site at Southeastern shall be United States citizens and will be required to show picture identification (state Driver's License that are compliant with the REAL ID ACT). If personnel are not United States citizens, Southeastern must be notified sixty (60) days in advance to request approval from DOE Headquarters. Southeastern will require that all software (operating system, applications, etc) are current with all software updates applied before allowing contractor's IT equipment to connect to Southeastern's network (Guest network). All IT equipment must be running a firewall and antivirus software.

3. **Government Furnished Property – None**
The Government is not obligated to furnish any real or personal property under this contract, and the contractor is not authorized to acquire any real or personal property at the Government's expense under this contract.