

31 C.F.R. § 27.5

Initial Notice of Assessment.

The assessing official shall serve an Initial Notice of Assessment by United States mail or other means upon any person believed to be in violation of § 27.3 and otherwise subject to a civil penalty. The notice shall provide the name and telephone number of an agency officer or employee who can provide information concerning the notice and the provisions of this part, and shall include the following:

- (a) A specific reference to the provisions of § 27.3 violated;
- (b) A concise statement of the facts that support the conclusion that such a violation occurred;
- (c) The amount of the penalty proposed, and/or any other proposed civil or equitable remedy;

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