

Attachment L-2

Key Personnel Standard Resume Format

(Resume must not exceed five pages in length for each key personnel)

Note: The Offeror may amend the format for Attachment L-2, *Key Personnel Standard Resume Format*, as long as the exact information, font and 12-point or larger size (per DOE-L-2001) for the majority of information is utilized (other than supplemental charts, tables, and diagrams), and page limitations are followed.

Name of Key Person:

Name of Offeror:

Proposed Position with Offeror:

Duties and Responsibilities in Proposed Position:

Availability Date and Period of Commitment: (Insert [month/date/year] for availability date; period of commitment shall be reflected from date the Notice to Proceed (NTP) is issued for the Transition Period of the contract forward).

Name of Company with whom key person will be Employed (e.g., Offeror, Offeror affiliate, or teaming partner):

Level of Security Clearance (or ability to obtain necessary clearance):

Country of Citizenship:

Experience: (Starting with current position and working backwards) Identify name and address of employer, contract title, dates of employment, position titles, specified duties and responsibilities, and name, title and phone number of supervisor. Address specific information on the DOE, commercial, and/or other Government experience in performing work similar to the work to be performed in their proposed position, including leadership and other accomplishments, and significant performance difficulties and any corrective actions. Describe how work experience relates to the solicitation and capability to function effectively in the proposed position.

Education, specialized training, active certifications, and licenses that support the individual's qualifications and suitability for the proposed position: (Provide degree(s) earned, discipline(s), year(s) degree(s) attained, and institution(s); if degree is incomplete, identify the number of hours earned towards degree).

Three Professional References: (Name, title, company/organization, address, phone number, and e-mail address)

Letter of Commitment: (A signed letter of commitment should be attached to each resume - use the letter of commitment format specified in Section L.16(c). Page limits for resumes do not include letters of commitment.)