

**EMPLOYEE NON-DISCLOSURE AGREEMENT FORM  
FOR ACCESS TO DEPARTMENT OF ENERGY  
PORTSMOUTH PADUCAH PROJECT OFFICE TECHNICAL  
SUPPORT SERVICES (TSS) SOLICITATION NO. 89303324REM000120,  
CONTROLLED UNCLASSIFIED INFORMATION (CUI)**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Offeror: \_\_\_\_\_

Mailing Address \_\_\_\_\_

As used in this agreement and as defined in 32 CFR Part 2002, Controlled Unclassified Information is information the Government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that a law, regulation, or Government-wide requires or permits an agency to handle using safeguarding or dissemination controls.

I hereby certify that:

1. I am a United States citizen.
2. I understand and agree that the term “Company” and the certifications contained herein refer only to the entity identified in paragraph 2.
3. I sign this form in my capacity as the Title/Position for the Company, both recorded above.
4. I understand and agree that under no circumstances shall I share this Controlled Unclassified Information with another
5. I am an employee of the Company and understand this is legally binding on myself.
6. I understand and acknowledge that the Department of Energy (“DOE”) is providing access to the requested Controlled Unclassified Information for the specific purpose of responding to a Request for Proposal. Furthermore, I will comply with the duties and responsibilities identified herein.

7. I understand and acknowledge I have a continuing obligation with respect to the requested Controlled Unclassified Information to safeguard all Controlled Unclassified Information in accordance with all applicable Laws, Regulations, Orders and Publication.
8. Breach: If I violate the terms and conditions of this agreement, such violation may result in cancellation of my access to Controlled Unclassified Information, and, depending upon the laws that govern the Controlled Unclassified Information, may result in civil and/or criminal sanctions. This may also serve as a basis for denying me access to other types of information under DOE's control.
9. Reporting Breaches: I agree that I shall properly report to the Contracting Officer any unauthorized disclosure that I have knowledge of, whether or not I am personally involved. I also understand that my anonymity will be preserved to the extent possible when reporting such violations.
10. Controlled Unclassified Information: I agree that I will not save any Controlled Unclassified Information to any of my devices. I agree that I will return the flash drive containing the Controlled Unclassified Information by certified mail to DOE within 30 days of the submission of my proposal. I will address it to the following:

Attention: Irfan Chawdry  
DOE Environmental Consolidated Business Center  
550 Main Street, Room 7-010  
Cincinnati, OH 45202

11. My statements in this agreement form are true, complete and correct to the best of my knowledge, information and belief. They are made in good faith for the purposes of obtaining access to the DOE Portsmouth Paducah Project Office Technical Support Services Solicitation No. 89303324REM000120 Controlled Unclassified Information in order to submit a full and complete proposal. I understand and acknowledge that a knowing and willful false statement in this form is punishable by fine, imprisonment, or both, pursuant to ***18 United States Code, Section 1001.***

Employee Signature & Date \_\_\_\_\_