

CERTIFICATE OF NON-DISCLOSURE

I, _____, an employee and authorized representative of

_____, a contractor providing support services to Headquarters, U.S. Army Materiel Command (hereinafter HQAMC), and likely to have access to nonpublic information (hereinafter RECIPIENT), agrees to and promises the following:

WHEREAS RECIPIENT is engaged in delivering support services to HQAMC under contract; and

WHEREAS It is the intention of HQAMC to protect and prevent access to and disclosure of nonpublic information to anyone other than employees of the United States Government who have a need to know; but

WHEREAS HQAMC acknowledges that RECIPIENT will from time to time have or require access to such nonpublic information in the course of delivering the contract services; and therefore,

WHEREAS RECIPIENT may be given or otherwise have access to nonpublic information while providing such services; and finally,

WHEREAS "nonpublic information" includes such information as proprietary information (e.g., information submitted by a contractor marked as proprietary), advanced procurement information (e.g., future requirements, statements of work, and acquisition strategies), source selection information (e.g., bids before made public, source selection plans, and rankings of proposals), trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor), attorney work product, information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers), and other sensitive information that would not be released by HQAMC under the Freedom of Information Act (e.g., program, planning and budgeting system information);

NOW THEREFORE, RECIPIENT agrees to and promises as follows:

RECIPIENT shall not seek access to nonpublic information beyond what is required for the performance of the support services contract;

RECIPIENT will ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees;

As to any nonpublic information to which RECIPIENT has or is given access, RECIPIENT shall not use or disclose such information for any purpose other than providing the contract support services, and will not use or disclose the information for any personal or other commercial purpose; and

If RECIPIENT becomes aware of any improper release or disclosure of such nonpublic information, RECIPIENT will advise the contracting officer in writing as soon as possible.

The RECIPIENT agrees to return any nonpublic information given to him or her pursuant to this agreement, including any transcriptions by RECIPIENT of nonpublic information to which RECIPIENT was given access, if not already destroyed, upon RECIPIENT leaving the contract.

RECIPIENT understands that any unauthorized use, release or disclosure of nonpublic information in violation of this CERTIFICATE will subject the RECIPIENT to administrative, civil or criminal remedies as may be authorized by law.

RECIPIENT: _____

(signature)

PRINTED NAME: _____

TITLE: _____

EMPLOYER: _____