

SECTION L – ATTACHMENT D – KEY PERSONNEL RESUME ELEMENTS

1.	Name of Offeror:
2.	Name of Key Person:
3.	Citizenship:
4.	Level of Current Clearance:
5.	Proposed Position:
6.	Duties and Responsibilities in Proposed Position including elements of LLNL Statement of Work assigned:
7.	Chronological Work History: Start with current position and work backwards. A. Name and Address of Firm: B. Position(s) Held: C. Dates of Employment: D. General Summary of Responsibilities: Provide a concise description of major duties and responsibilities for each job relevant to the proposed position. Address specific information on the experience and demonstrated performance including accomplishment of continuous improvements relevant to the proposed position. List leadership positions, and type and number of personnel supervised. E. Name, Title, Phone Number, and Email of Supervisor:
8.	Education: Provide degree(s) attained; discipline(s); year(s) degree(s) attained; and institution(s).
9.	Professional Affiliations:
10.	Professional Registration(s):
11.	Awards/Special Recognition/Publications/Patents/Other: (please list but do not attach copies)
12.	Involvement in the broad professional community in research collaborations, review panels, short visits, special assignments:
13.	Explanation of why the individual’s education, experience, demonstrated performance including a description of the individual’s demonstrated success in continuous improvement, and leadership have prepared him/her for the proposed position.
14.	References: Name, title, address, telephone number, email. The proposed Laboratory Director should list five references. All others should list three references.
15.	Letter of commitment to accept employment on the contract, to relocate to the work area vicinity, and to stay at LLNL for at least two years. Failure to submit the foregoing required letters of commitment will result in the key person not being evaluated.
16.	Signature of Key Person:
By submission of this information, the Key Person and Offeror authorize NNSA to contact references and previous employers provided to verify accuracy. NNSA may consider the information received in evaluation of the Offeror’s proposed key personnel.	

Offeror’s must list all of the names and titles of the proposed key personnel, specified herein, in the Contract’s Section J Appendix entitled “Key Personnel.” Resume data provided in accordance with this Attachment D is (1) to be included as a separate Appendix to Volume II and (2) is excluded from the Volume II page count limitation. Each resume shall be limited to 5 pages.