

Attachment L-2

Key Personnel Standard Resume Format

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 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:

Availability Date and Period of Commitment: (Insert [month/date/year] for availability date; period of commitment shall be reflected from the effective date of the Transition Period of the Contract forward).

Name of Company with whom Key Person Will Be Employed:

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

Country of Citizenship:

Duties and Responsibilities in Proposed Position:

Relevant 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 relevant experience in performing work similar to the work to be performed in their proposed position, including leadership and other accomplishments, with emphasis on project and completion type work. Describe how work experience relates to the solicitation and capability to function effectively in the proposed position. Additionally, the following elements shall be described as applicable: (i) Experience in promoting and enabling change within an organization; (ii) Recent and relevant management experience in direct project execution in the field; (iii) Experience at partnering and good-faith negotiations with client(s) that achieved measurable performance improvements; (iv) Experience in developing innovative technical approaches to implement a strategy for site closure.

Education, Specialized Training, 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 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.14, paragraph (c). Page limits for resumes do not include letters of commitment.)