



General Services Administration
Federal Technology Service
Center for Contract Management
And Administration
10300 Eaton Place
Fairfax, VA 22030-2213

Date: _____

MEMORANDUM FOR: **(Please type or print all information)**

Type or Print Name of individual requesting to be cleared/Phone Number

User Agency (spell out)

For User Agency Contractor Personnel Only:

Company Name and Government Contract Number and/or Task Order Number

General Description of Contract Services (i.e., technical assistance, system engineering)

Duration period for access to Verizon WITS2001/Crossover contract

Authorized User Agency Official/Phone Number/Fax Number

FROM: RODGER HOOVER
TQN ADMINISTRATIVE CONTRACTING OFFICER (ACO)
Verizon WITS2001 Contract # GS11K00BJD0005

SUBJECT: CERTIFICATION REGARDING NONDISCLOSURE OF INFORMATION
Verizon WITS2001/Crossover Contract

With respect to my participation in and performance of duties related to the use of contractor proprietary data contained in the WITS2001/Crossover Contract, I hereby certify that:

1. I have read and understand the pertinent GSA or my agency's/employer's Standards of Conduct relating to the disclosure and misuse of official government information.
2. I am specifically familiar with the requirements contained in 18 U.S.C. 1905 which provide:

"Whoever, being an officer or employee of the United States or any department or agency thereof, or agent of the Department of Justice as defined in the Antitrust Civil Process Act (15 U.S.C. 1311-1314), publishes, divulges, discloses, or makes known in any manner or to any extent not authorized by law any information coming to him in the course of his employment or official duties or by reason of any examination or investigation made by, or return, report or record made to or filed with, such department or agency officer or employee thereof, which information concerns or relates to the trade secrets, processes, operations, style of work, or data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association; or permits any income return or copy thereof or any book containing any abstract or particular thereof to be seen or examined by any person except as provided by law; shall be fined not more than \$1,000, or imprisoned not more than one year, or both, and shall be removed from the office or employment."

3. I recognize that it may be necessary for me to obtain, generate, or access confidential commercial or financial information, as well as sensitive Government information, including but not limited to confidential commercial or financial data obtained from or contained in contractor/vendor submitted documents and proposals. I understand that unless otherwise authorized, the release of information of this type shall be at the sole discretion and direction of the Contracting Officer, consistent with applicable laws and regulations.
4. Unless otherwise authorized by the Contracting Officer (or designee) or appropriate legal authority, I shall not disclose or reveal any information to any contractor or anyone else not cleared for access (and then only on a strict need to know basis) which:
 - Would provide undue or discriminatory advantage to an offeror, competitor, or other private interest (including information contained in vendor proposals or awarded contracts);

- Is or reflects confidential commercial information submitted by an offeror/contractor or which could reasonably be expected to cause competitive harm to an offeror/contractor;
- Is otherwise protected under the Freedom of Information Act, the Privacy Act, or other authority;
- Pertains to internal agency communications regarding the procurement (including source selection plans, source selection evaluation board reports, technical analyses, recommendations and contract administration documents);
- Has been designated "Proposal Information", Proprietary Information", "Source Selection Information", or "For Official Government Use Only."

5. I am aware that an unauthorized disclosure of procurement or contract information may subject me to criminal, civil, or administrative penalties.

Signature (Requestor)

Date

For User Agency Contractor Personnel Only:

Print or Type Name and Title of Authorized User Agency Official

Signature (Authorized User Agency Official)

Date