



Department of Energy  
National Nuclear Security Administration  
P.O. Box 5400  
Albuquerque, NM 87185



## REQUEST FORM FOR OFFICIAL USE ONLY DOCUMENTS

THIS AGREEMENT governs the release by the National Nuclear Security Administration (NNSA) to the potential Offeror (the Recipient) and the receipt and use by the Recipient of the following Official Use Only (OUO) documents: NFO O 410.X1 - Nevada National Security Site and North Las Vegas Facilities General Use and Operations Requirements; NFO O 410.XC - Task Plan and Change Control Process; NSO O 470.X4 - Incidents of Security Concern; NSO O 412.X1F - Real Estate Operations Permit; NSO O 413.XC - Project Management Principles and Practices, associated with Solicitation No. DE-SOL-0005982, for “NNSA Nevada Field Office Environmental Program Services (EPS).”

In consideration for the receipt and use of this information, the Recipient agrees to the following:

1. The Recipient shall use the documents solely to aid in the preparation of a proposal or in making a decision to submit a proposal in response to the RFP.
2. The Recipient shall make only one copy of the documents and shall not reproduce, or further distribute the documents in hard copy, electronically, or in any other way.
3. The Recipient shall protect the documents and destroy them in accordance with requirements contained in DOE Manual 471.3-1, Manual for Identifying and Protecting Official Use Only Information, when the documents are no longer needed for the purposes of responding to this RFP.

Specifically:

- a. Protection in Use. Reasonable precautions must be taken to prevent access to this document by persons who do not require the information to perform their jobs or other DOE/NNSA-authorized activities.
- b. Protection in Storage. This document may be stored in an unlocked receptacle such as file cabinets, desks, or bookcases when Government or Government-contractor internal building security is provided during non-duty hours. When such internal building security is not provided, comparable measures should be taken, such as storing the documents in a locked room or other locked receptacle (e.g., a locked file cabinet, desk, bookcase, or briefcase).
- c. Reproduction. Do not reproduce this document beyond the one allotted copy.
- d. Destruction. When these documents are no longer needed for preparing a proposal or making a decision to submit a proposal in response to the RFP, they must be destroyed by using a strip-cut shredder that produces strips no more than 1/4-inch wide or by any other means that provides a similar level of destruction. All electronic copies shall be deleted.

The undersigned represents and certifies that he/she is authorized to enter into this AGREEMENT on behalf of:

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

Organization's DUNS Number: \_\_\_\_\_

Organization's Address: \_\_\_\_\_  
\_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Recipient's Phone Number: \_\_\_\_\_

Recipient's Email Address: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

This signed statement shall be returned to the EPS mailbox at [eps@mnsa.doe.gov](mailto:eps@mnsa.doe.gov) for processing. Once reviewed, the Recipient will receive a copy of the requested documents via email.