



Employee Non-Disclosure Agreement

U.S. Fish and Wildlife Service (FWS) FY 2008 FAIR Act Inventory Development Data Access

1. In the course of participating in the preparation of the FAIR Act Inventory, I will be given access to or entrusted with sensitive Government information, such as data identified as Business Sensitive, Privacy Act Sensitive, or FWS Proprietary that is associated with FAIR Act Inventory development. These sensitive data include, but are not limited to, all data, information, and software, regardless of the medium, e.g. electronic or paper, and/or format in which the data exist, and includes data that are derived from, Privacy Act Sensitive, Business Sensitive, and/or FWS Proprietary Data (collectively referred to herein as "the data").
2. I agree not to discuss with, disclose, release, reproduce or otherwise provide or make available the data, or any portion thereof, to any other Government or non-government employee, person, or organization unless that other employee, person, or organization has signed a non-disclosure statement for this FAIR Act Inventory. Furthermore, I agree to adhere to all safeguards established for the data and to use the data solely for the purpose of performing my role in support of the FY 2008 U.S. Fish and Wildlife Service FAIR Act Inventory.
3. I agree that these obligations not to inappropriately use, discuss, disclose, release, reproduce or otherwise provide or make available the data are binding upon me as required by applicable laws, regulations, and U.S. Fish and Wildlife Service directives.
4. I understand that any inappropriate use, disclosure, release or reproduction of the data is unauthorized and may result in criminal, civil and/or administrative penalties. I understand that nothing in this non-disclosure agreement changes, alters or, otherwise, is intended to replace the requirements of any applicable laws, regulations and U.S. Fish and Wildlife Service directives. I freely and willingly sign this document, fully understanding its contents.

PRINTED NAME:

EMAIL ADDRESS:

POSITION/TITLE:

OFFICE PHONE:

Select the level of access you are requesting (Choose only one):

Region-wide

Program-wide

Only for My Org Code

Reports Only

SIGNATURE

DATE

Please fax this completed form to Kathy Garrity in PDM at 703-358-2269