

**AG-645S-S-08-000\_**  
**ATTACHMENT F - PERSONNEL RESUME FORMAT**

1. Name: \_\_\_\_\_

2. Proposed position title and description: \_\_\_\_\_

3. Number of employees supervised, subdivided by:

- a. professional \_\_\_\_\_
- b. clerical \_\_\_\_\_
- c. other (e.g. wage category personnel) \_\_\_\_\_

4. Number of months/years the Person has been employed by the Offeror at the proposed position level\_\_\_\_.

If less than one year, provide:

a. brief description of previous position title held \_\_\_\_\_

b. number of employees supervised by:

- (1) professional \_\_\_\_\_
- (2) clerical \_\_\_\_\_
- (3) other \_\_\_\_\_

5. Citizenship Status:

6. Education:

a. College degree(s) \_\_\_\_\_  
yes no

b. If yes, cite degree(s), date received, university, college, other institution conferring the degree, major/minor for each degree cited.

1st degree: \_\_\_\_\_  
degree date received university major/minor

2nd degree: \_\_\_\_\_  
degree date received university major/minor

3rd degree: \_\_\_\_\_  
degree date received university major/minor

c. Professional and/or Technical Training (List):

**AG-645S-S-08-000\_**  
**ATTACHMENT F - PERSONNEL RESUME FORMAT**

|                         |                       |             |                             |
|-------------------------|-----------------------|-------------|-----------------------------|
| <u>Type of Training</u> | <u>Where Received</u> | <u>Date</u> | <u>Certificate Received</u> |
| _____                   | _____                 | _____       | _____                       |

7. Briefly state why the individual is uniquely qualified for the proposed position.
8. Relationship of individual(s) to Offeror's firm (e.g., full-time employee, consultant, etc.) and number of years individual has been employed by or worked for the Offeror on any other professional basis.

a. Relationship \_\_\_\_\_

b. Number of Years \_\_\_\_\_

9. Work history in chronological order.

|                               |                         |                             |
|-------------------------------|-------------------------|-----------------------------|
| Name/Telephone                |                         |                             |
| Number of Senior              |                         |                             |
| <u>Official knowledgeable</u> | <u>Position, Title/</u> | <u>Company Name,</u>        |
| <u>of Employer Reference</u>  | <u>Type of Work</u>     | <u>Period of Employment</u> |

10. Experience History. In preparing this portion of the response, Offerors are urged to carefully validate all information provided to assure it is accurate, current, and complete in detail to allow use by the Government in assessing and evaluating each person's qualification to perform the contract work as set forth in Section C. Experience history must provide the following information in chronological order:

- a. Contracts, projects or tasks the person participated in while serving in the same or equivalent capacity as that for which he/she is being proposed, complete with contract number or other identifier, name of customer work was performed for, telephone number and name of senior official cognizant of the person's participation in work cited, dates work performed/completed, employer name, telephone number and contact person for whom the person was supervised by or reported directly to. (Offerors are urged to carefully cross-reference this item with the information provided in item 8 above and item 10 below to the

**AG-645S-S-08-000\_  
ATTACHMENT F - PERSONNEL RESUME FORMAT**

maximum extent possible).

- b. Other work performed outside of the person's organizational affiliation which is directly related to the position for which he/she is proposed (e.g., professional papers published, books written, teaching positions held, etc.).

11. Other factors applicable but not elsewhere requested.

12. On each original resume, the following statement must appear and have the original signature of the individual:

"I (name), permit (company name) to submit the attached in response to (solicitation #).

---

Signature/Date

(End of Attachment)