**Subject:** New NPC Nondisclosure Policy Requirements

Dear NPC Executive Directors:

We are currently revising VHA Handbook 1200.17, Department of Veterans Affairs Nonprofit Research and Education Corporations Authorized by Title 38 United States Code (U.S.C.) Sections 7361 through 7366 (the Handbook).  The revised Handbook is expected to be published prior to December 31, 2015.

One of the revisions to the Handbook will require NPCs to adopt a nondisclosure policy within 90 days of publication of the new revised Handbook.  Attached to this message, you will find the forthcoming NPC policy and a sample nondisclosure agreement (NDA).  All NPC employees, including those with a VA Without Compensation appointment, will be required to sign a NDA within 45 days of implementation of this policy.  To facilitate the implementation of this policy, you are encouraged to begin immediately the process of setting in place this nondisclosure policy and obtaining nondisclosure agreements from your employees.  If an NPC already has an existing nondisclosure policy, please make sure that it is substantially in compliance with this procedure and revise as necessary.

Please feel free to contact your STAR attorney for any assistance in this matter.

Warm regards,

Kim

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