



June 26, 2017

Dear Valued Supplier:

You have been identified as an important supplier to Aerojet Rocketdyne who may support Missile Defense Agency (MDA) programs. As such, your personnel may be required to access Controlled Unclassified Information (CUI) that is subject to access restrictions identified in solicitations and purchase orders issued by Aerojet Rocketdyne. These access restrictions require you to submit to Aerojet Rocketdyne, on company letterhead, a version-controlled written description of your employee background screening process. No specific format is required. The written description will be forwarded to the MDA for review and approval or rejection. If you have already been approved, please provide a copy of the MDA approval letter with your response.

Aerojet Rocketdyne cannot guarantee what specific elements of a background screening process will cause MDA to approve or reject a background screening process, but we understand that MDA normally requires background screening processes include criminal checks, credit checks, and checks based on citizenship and personal identification (Social Security Number). The MDA reserves for itself the right to review and approve or reject supplier background screening processes.

If you have not already done so, please submit the description of your employee background screening process via email to AerojetRocketdyneSupplyChain@rocket.com within five (5) business days.

You must notify Aerojet Rocketdyne if your background screening process changes or you retain other employees with dual citizenship that may have access to CUI. The Annual Business Certificate (ABC) will be updated soon to address this obligation and may be used to provide AR with notification of changes to your background screening process.

Similarly, you must obtain from all of your suppliers that may require access to CUI such written descriptions of their background screening processes and forward them to Aerojet Rocketdyne in the same manner as required for your own background screening process.

Finally, you must identify, and submit for MDA review and approval, by name and country any employees that may have access to CUI who are dual citizens. You may not provide newly retained dual citizens with access to CUI unless such access is granted by the MDA.

We have included with this letter an example of Purchase Order language that imposes the MDA requirements for access to CUI. Questions regarding this process should be directed to your Aerojet Rocketdyne Buyer.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Hal Martin', is written over a light blue circular stamp.

Hal Martin
Vice President
Supply Chain/Materiel Management



Example of Supplier Purchase Order Terms Addressing Access to FOUO/CUI

1. Access to FOUO/CUI - Access to For Official Use Only (FOUO) and/or Controlled Unclassified Information (CUI) must be limited to U.S. Persons that have (1) a current U.S. security clearance (minimum interim SECRET clearance), or (2) have been the subject of a favorably completed National Agency Check with Inquiries (NACI), or (3) have been the subject of a favorably completed background check pursuant to a background check program submitted to Aerojet Rocketdyne and approved by the Government.
 - 1.1. Personnel with dual citizenship that have an active U.S. security clearance (interim Secret or higher) may be permitted access to FOUO/CUI. Personnel with dual citizenship that do not have an active U.S. security clearance (interim Secret or higher) are not authorized access to FOUO/CUI unless a request is submitted to Aerojet Rocketdyne and approved by the Government.