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From: G. Fong
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To: Whom It May Concern

Subject: Certification of Completed Personnel Surety Check

This is an advance notification of a requirement to be implemented in the very near future. Instructions and specific instructions on how to comply along with the necessary forms will be forthcoming under a separate letter once the they are made known,

Department of Homeland Security (DHS) Appropriations Act of 2007, Section 550, has Aerojet regulated by the Department of Homeland Security as part of the Critical Infrastructure Chemical Sector. A requirement under this Act is that all personnel including employees, *contractors* and visitors must have a certified completed personnel surety check within the last five years, prior to being granted unescorted entry into certain Aerojet areas. Due to the nature of your business relationship with Aerojet, your company may be required to conduct and provide certification of a personnel surety check of your employees requiring access to Aerojet property.

As a minimum, personnel surety (background) checks must include the following:

- Verification of social security number consistent with any applicable law.
- Verification of the name and address of each previous employer, the period employed, and job title. This period should cover a minimum of seven (7) years (provided the individual has been in the workforce for that length of time or for as long as the individual has been in the workforce if less than 7 years).
- A search of Federal, state and county criminal records in all jurisdictions in which the individual has worked or resided during the previous seven (7) years, including all geographical areas listed on the application, resume, and the social security number verification report. The records search includes Federal, state, and/or county (or equivalent) felony and misdemeanor convictions; deferred adjudication; pleas of no contest; and unresolved indictments or other charges of crimes or offenses, except to the extent considerations of any such categories are prohibited by applicable law.
- For employees whose job responsibilities involve operating motor vehicles, information from the Department of Motor Vehicles in, but not necessarily limited to, the geographic areas listed on the application, resume, and the social security number and address verification in order to reveal violations and convictions.
- E-Verify or USCIS Form I-9.
- Screening for terrorist ties through the Terrorism Screening Database (TSDB). Aerojet will submit the employee's name to DHS through a secure portal.

There are many companies that provide background check services and you are free to obtain personnel surety check services from any reputable firm. A few of the companies Aerojet uses are:

APSCREEN	1-800-277-2733	www.apscreen.com
Employers Infosource	1-800-331-6770	www.employersinfosource.com
Hire-Safe	916-226-2550	www.hire-safe.com
HireRight	1-800-400-2761	www.hireright.com

Your company is a valued asset to the Aerojet Supply Chain Team and your cooperation and support on this important issue is greatly appreciated. Please withhold any questions until the release of the detailed implementation letter.