



October 2021

SUBJECT: REQUIRED ACTION TO ACCESS MDA CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Dear Valued Supplier:

Aerojet Rocketdyne (AR) supports many contracts with the Department of Defense (DoD) Missile Defense Agency (MDA). All MDA contracts require that ***no supplier personnel may access Controlled Unclassified Information (CUI) without advance written approval from MDA***. This requirement is included in all AR Purchase Orders (POs) under MDA contracts.

If you have previously received MDA approval of your background screening processes (Contractor Equivalent Background Check (CEBC)) in support of another customer, please return a copy by email.

You may also satisfy the requirement by submitting evidence of the following for each person that will require CUI access in the performance of the anticipated work:

- A minimum interim Secret U.S. security clearance; or
- A satisfactory National Agencies Check with Inquiries (NACI)

However, the most common method in lieu of the above is to request MDA approval of your background screening processes through a CEBC as described below:

1. Access the AR SupplierNet site at www.rocket.com, click on "Doing Business..." then "Forms" and download [SCM-F-7.11.05.15.003, Contractor Equivalent Background Check \(CEBC\) Questionnaire](#)
2. Complete the CEBC Questionnaire; it requires you to describe the screening processes conducted for employees or potential employees who will access CUI. Those processes must include (a) criminal background checks; (b) checks based on citizenship and (c) personal identification (typically Social Security Number verified independently through a document such as an I-9 form). Credit checks are also recommended. An independent third-party service must verify the checks. Viewing a copy of a Social Security card or Driver's License is not adequate, as documents can be fraudulent.
3. Email both pages of the completed CEBC Questionnaire to MDACUI@rocket.com with your company name in the email Subject.
4. AR will notify you of MDA's decision. No one may access CUI until written MDA approval is received.

If MDA approves the CEBC, then each dual citizen and/or Lawful Permanent Resident (LPR) (aka "green card" holder), must have MDA approval before their access to CUI is allowed. To obtain approval:

1. Complete the approved background checks for those individuals, and
2. Transmit the detailed Personally Identifiable Information (PII) from the background checks through secure methods directly to AR Security at kyle.frigo@rocket.com or randy.rosado@rocket.com. (If you need help to securely transmit PII, contact Kyle or Randy prior to sending.) **DO NOT** send PII to any AR person *other than* the AR Security individuals identified.
3. AR Security will forward MDA's response. Do not provide CUI access unless MDA has approved.

Your compliance with this important MDA contract requirement is appreciated.