



November 7, 2017

Attention: Aerojet Rocketdyne Supplier

Subject: Change to Aerojet Rocketdyne Technology for Encryption of Documents

Dear Valued Supplier:

Aerojet Rocketdyne (AR) values its relationships with suppliers and recognizes you are critical to our success. Today's highly competitive Aerospace and Defense environment requires evolving technology to provide the utmost degree of protection for company intellectual property. Effective Monday, October 30, 2017, AR transitioned to a new Microsoft™ Outlook® email encryption business practice called: **Outlook Sophos SPX encryption**, a business practice AR requires for encrypting potentially sensitive email information.

How will this new change impact you, the supplier? Any encrypted email sent from the AR email system will automatically convert the outgoing message into a password protected PDF. The supplier will receive the email with a password protected PDF document attached. Opening the attached document will require supplier registration to receive a password; instructions are provided in the email. There is no cost to register to receive a password and registration is only required once. After the password is created, the first message will be delivered. This newly created password will be needed to decrypt any subsequent encrypted messages.

How can suppliers encrypt their replies to an encrypted message? Every encrypted message includes a Reply button. Clicking it will open a reply window. The supplier can then enter text and attach documents using the Attachments button. Clicking the Send button will send the encrypted reply back to the email originator and the supplier will subsequently receive a successful confirmation message.

Please take all necessary steps to communicate and train your personnel in the importance of these new changes. It is imperative our suppliers understand and comply with the new requirements to be able to receive critical emails and our purchasing documents. Our customers rely on AR and our suppliers to protect and safeguard sensitive data.

If you should have any issues regarding these requirements or require assistance with the instructions, please contact your Aerojet Rocketdyne Buyer. We appreciate your cooperation in this matter, and hope these changes will continue to improve protecting data shared with our valued suppliers.

Sincerely,

A handwritten signature in black ink that reads "Mariel Dennis". The signature is written in a cursive, flowing style.

Mariel Dennis
Acting Director
Supply Chain/Materiel Management Compliance