

Northrop Grumman Aviation Arabia, LLC
A Joint Venture Limited Liability Company

Dear Candidate:

Thank you for your interest in employment with Northrop Grumman Aviation Arabia, LLC. As a U.S. Government employee, you know the importance of complying with federal laws restricting the discussion of possible employment by government contractors if there is a potential conflict of interest. Failure to comply with such laws can result in severe penalties to you and the Company. Therefore, we require that you complete the attached form and sign and date it to certify the accuracy of your answers. We also need for you to provide a copy of any applicable disqualification that evidences agency approval of your disqualification request.

Part I of the form asks questions designed to ascertain whether you are subject to any employment discussion restrictions under the Procurement Integrity Act (41 U.S.C. § 423). This law prohibits pre-employment contacts with the Company if you are participating personally and substantially in a procurement for a contract in excess of the simplified acquisition threshold (currently \$100,000) for which the Company is a bidder or offeror. Participation includes, but is not limited to, such activities as: (i) drafting, reviewing, or approving specifications or statements of work; (ii) preparing or developing solicitations; (iii) evaluating offers or selecting a source; (iv) negotiating price and/or terms or conditions; and (v) reviewing or approving a contract award. This law also prohibits pre-employment contacts with the Company if someone under your direct supervision personally approves or participates in such activities. A copy of this law (41 U.S.C. § 423) and its implementing regulations (FAR 3.104) can be found at <http://www4.law.cornell.edu/uscode/41/423.html> and <http://www.arnet.gov/far/>, respectively.

If you are participating in a procurement as described in Part I, the Company can consider you for employment only if you provide a copy of your valid disqualification from matters involving Northrop Grumman.

Part II of the form relates to restrictions that 18 U.S.C. § 208 may place on employment discussions between you and the Company. Under that law, federal employees, including special government employees, are precluded from participating personally and substantially in any particular matter in which the Company has a financial interest while they are directly (or through an intermediary) negotiating with, or while they have an arrangement for future employment with, the Company. A particular matter includes, without limitation, a contract, claim, controversy, request for a ruling or other determination, investigation, and a judicial or other proceeding. This restriction includes, but is not limited to, participating through decision, approval, disapproval, recommendation, rendering advice, or investigation. A copy of this law and the Office of Government Ethics' implementing regulations (5 CFR Part 2637) can be found at, respectively: http://www4.law.cornell.edu/uscode/uscode18/usc_sec_18_00000208---000-.html and http://www.usoge.gov/laws_regs/regulations/5cfr2637.aspx

If you are engaged in any activity covered by the restrictions described in Part II, you can engage in employment discussions with the Company only if you have disqualified yourself in writing from further participation in the covered activity.

Before you complete the attached form and sign the certification, please ensure that you are familiar with both of these laws and their implementing regulations. If you are not sure if the laws apply to you or your activities, you should consult with your agency's Designated Agency Ethics Official. If you have engaged in any activity covered by either 41 U.S.C. § 423 or 18 U.S.C. § 208 but are permitted to seek employment with the Company because you have complied with all applicable conditions and restrictions, please provide a copy of a valid disqualification from Northrop Grumman matters that you have submitted to your agency.

Please be aware that the Company cannot engage in any discussions with you about possible employment opportunities until you have completed and signed the attached form and provided the supporting documentation required.

We appreciate your assistance in this matter.

Sincerely yours,

Northrop Grumman Aviation Arabia, LLC, Talent Acquisition

NORTHROP GRUMMAN AVIATION ARABIA, LLC, MAKES REASONABLE EFFORTS TO PROTECT THE PRIVACY RIGHTS AND INTERESTS OF CANDIDATES IN THE COLLECTION, USE, TRANSFER, OR RETENTION OF PERSONAL INFORMATION.

**Northrop Grumman Aviation Arabia, LLC
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PRE-EMPLOYMENT CERTIFICATION

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NAME
CURRENT EMPLOYER
CURRENT POSITION

PART I - PROCUREMENT INTEGRITY RESTRICTIONS UNDER , 41 U.S.C. § 423

I am permitted, under 41 U.S.C. § 423, to engage in discussions with Northrop Grumman about possible future employment because:

I am not (nor am I supervising anyone who is) participating personally and substantially in any federal agency procurement in which Northrop Grumman Aviation Arabia, LLC, is a bidder or offeror;

OR

I was participating personally and substantially (either through personal action or supervision) in a federal agency procurement in which Northrop Grumman Aviation Arabia, LLC, is a bidder or offeror, but I have complied with all conditions and restrictions of my agency disqualification from participating in the procurement and have attached a true and accurate copy of my valid disqualification.

PART II - PRE-EMPLOYMENT CONTACT RESTRICTIONS UNDER 18 U.S.C. § 208

I am permitted, under 18 USC § 208, to seek employment with Northrop Grumman Aviation Arabia, LLC, because:

None of my government duties or responsibilities involve me (or anyone I supervise) personally and substantially taking any official action on any particular matter* in which Northrop Grumman or any affiliate has a financial interest;

OR

My government duties or responsibilities involved me (or someone I supervise or supervised) personally and substantially taking official action on official matter(s) in which Northrop Grumman has a financial interest, but I have complied with all conditions and restrictions of my written agency disqualification from participation, and have attached a true and accurate copy of my valid disqualification.

* A "particular matter" includes, without limitation, a contract, claim, controversy, request for a ruling or other determination, investigation, and a judicial or other proceeding.



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PART III – CERTIFICATION

I certify that I am aware of and understand the restrictions on pre-employment contact set forth in 41 U.S.C. § 423 and 18 U.S.C. § 208. I further certify that any disqualification that I have provided has been submitted to my agency and is currently in effect. I will continue to comply with these laws, their implementing regulations, and any other requirements of my government agency that relate to any contacts, discussion or other communication I may have regarding the possibility of employment with Northrop Grumman Aviation Arabia, LLC.

I hereby certify that by entering my name, either by hand-written or electronic signature, the foregoing information is true, accurate, and complete to the best of my knowledge and belief. I also intend for this document, if utilized in electronic form, to have the same force and effect as if personally signed by me in writing

SIGNATURE	DATE
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DO NOT SIGN THE ABOVE CERTIFICATION WITHOUT CONSULTING WITH YOUR DESIGNATED AGENCY ETHICS OFFICIAL IF YOU ARE UNCERTAIN OF ITS MEANING AND ACCURACY. Northrop Grumman Aviation Arabia, LLC, will rely on this certification to determine if the Company is permitted by law to engage in employment-related discussions with you.



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