BAE SYSTEMS CONTINGENT WORKFORCE MANAGEMENT PROGRAM (CWMP)

Supplier Guide

V 1.2

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PROGRAM OVERVIEW

About Us

Acro Service Corporation (Acro) is a leading provider of MSP services which currently manages programs covering all labor categories on behalf of numerous clients in industry and government. Our MSP program for BAE Systems supports the talent acquisition and non-employee administration with the use of XRM[SM] System provided by XRM[SM] Solutions Inc. (XSI).

Mission Statement

To provide overall management of contingent or temporary labor to BAE Systems.

Program Overview and Objectives

As a Managed Service Provider (MSP), Acro offers total supplier management expertise to support BAE Systems external workforce hiring and procurement objectives.

CWMP consists of a sophisticated web-based VMS system called XRM[SM] System and tailored management assistance programs. The Program has been designed to automate and streamline all processes involved in procuring, managing and administering the BAE Systems external workforce including contracted labor.

Program Contacts & Governance

Name: Kelly Zimmerman Title: MSP Program Manager ESS, PS, IS Phone: 586-212-8960 Email: kelly.zimmerman@baesystems.com	Manages all day to day activity; assist both client and supplier resources with program objectives, guidelines, and support.
Name: Cindy Goode Title: MSP Program Manager – ES Phone: 603-885-2163 Email: cynthia.a.goode@baesystems.com	Manages all day to day activity; assist both client and supplier resources with program objectives, guidelines, and support.

SECTION 1: GETTING STARTED

An Introduction to the XRM[SM] System

The XRM[SM] System was created to assist personnel utilizing Contingent Labor Personnel (CLP) through a number of methods. The system gives customers the ability to manage CLP engagement details, approve time and expense, and access data related to CLP usage for reporting purposes.

The XRM[SM] System is designed to manage all processes required to procure contract employees, manage assignments, collect hours worked, consolidate invoicing and report on the contingent worker program for an organization.

New User Set Up

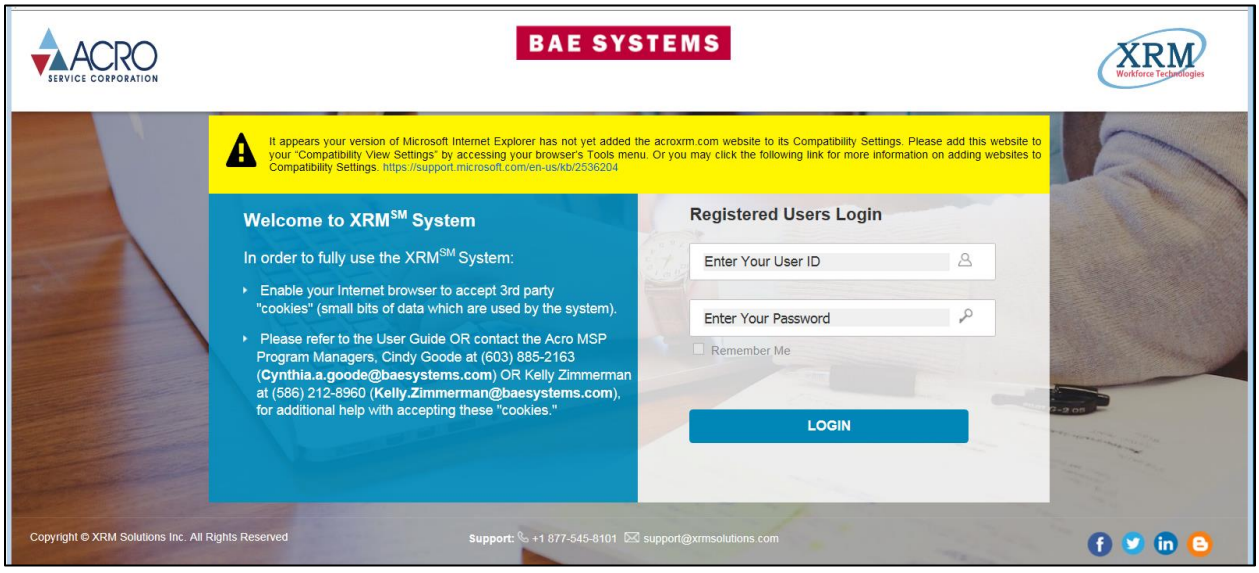
NEW USER REGISTRATION

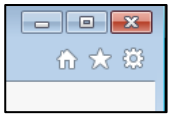
Vetted Agencies will receive a User Registration email when their XRM is activated. The system generated message will prompt the new user to log in to XRM with temporary credentials. Each agency is assigned one user ID.

INTERNET SETTINGS

The XRM[SM] System is best viewed using Microsoft's Internet Explorer/Edge, Google Chrome or Safari browsers. If using Internet Explorer, please make sure the "Compatibility" mode is turned on.

<u>When accessing the system for the first time.</u> ***Add acroxrm.com to the compatibility view settings.***





1. Open your browser's Tools menu ("Gear" Icon in IE)
2. Select "View Compatibility Setting" from sub-menu
3. In the resulting pop up window there will be 2 fields: a smaller, single line field and a larger box underneath
4. Make sure acroxrm.com is listed in the smaller of the 2 boxes
5. Click the "Add" button next to it
6. You should now see acroxrm.com in the larger box
7. If so, click the "Close" button in the pop up window
8. Re-access XRM[SM] System

Working in XRM[SM] System

SETTING UP YOUR DASHBOARD

The XRM[SM] System allows users to change the types of dashboard items based on preference

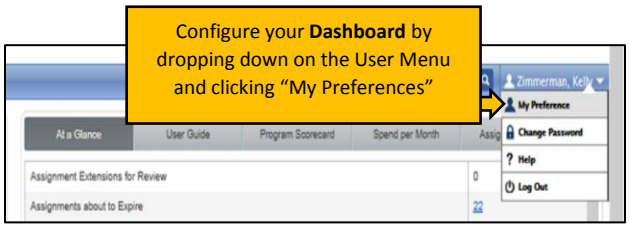


Fig. 1.3: XRM[SM] System Homepage. Use the homepage to direct the mouse to the "My Preferences" menu to adjust settings.

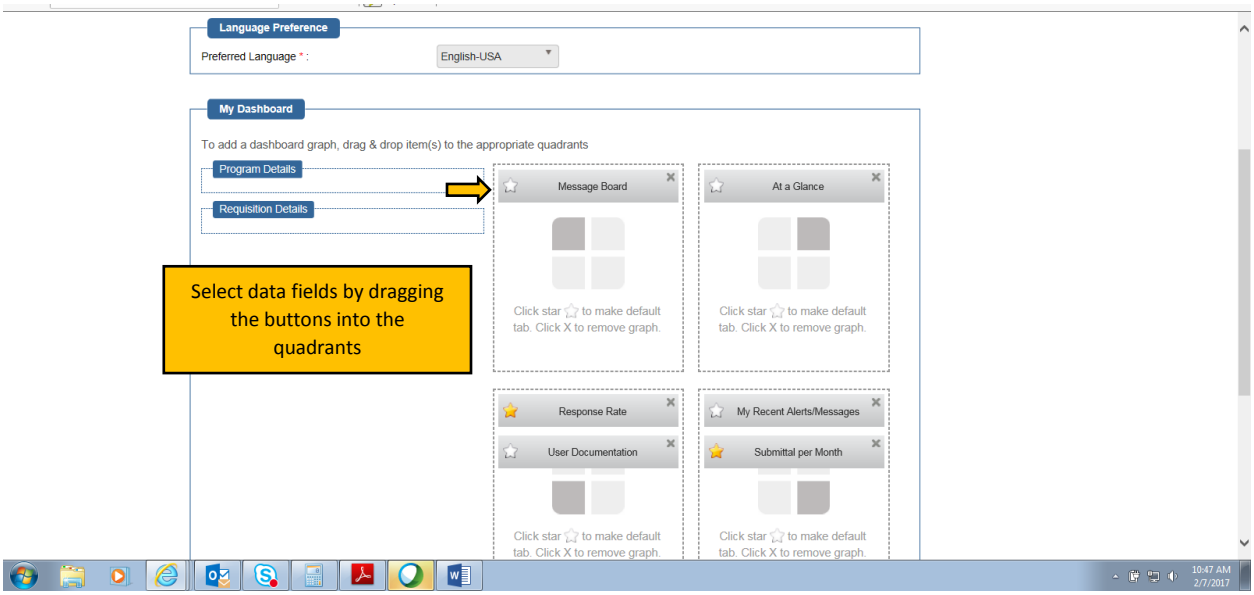


Fig. 1.4: XRM[SM] System Preferences/My Dashboard. This page allows users to set the dashboard. The Dashboard is configured into four quadrants and is fully customizable.

USER HOMEPAGE

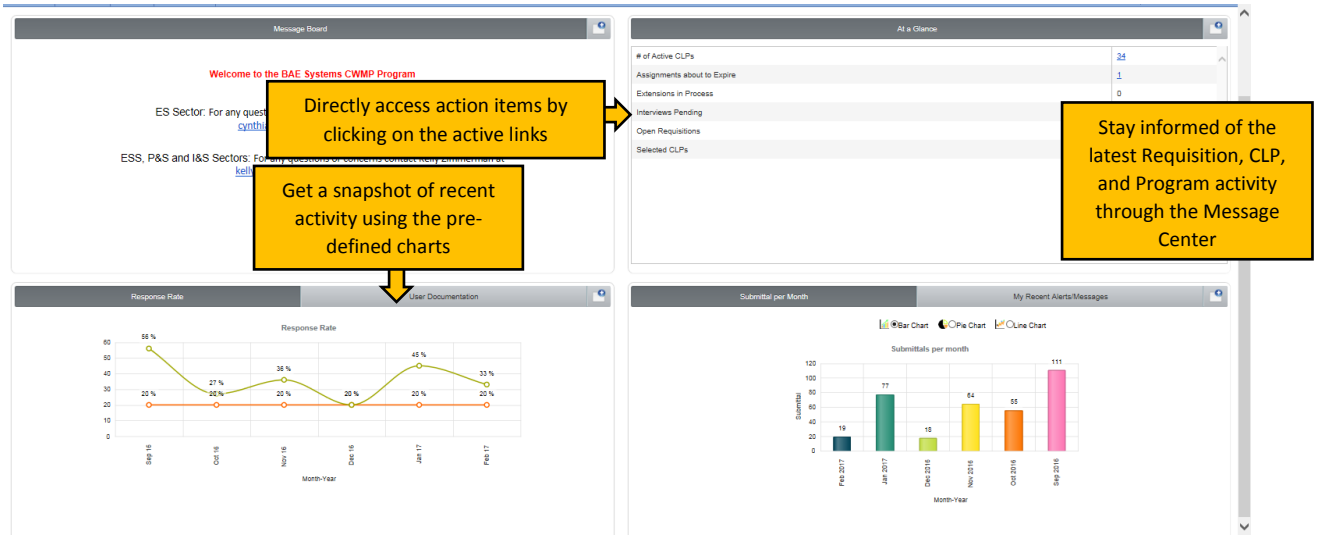


Fig. 1.7: Sample User Homepage based on user preference. The User Homepage is the landing page for all action items, reporting tools, training materials, and alerts.

SECTION 2: STAFFING AGENCY GUIDELINES

Non-Solicitation or Recruiting of, other agency's employees (i.e. 30 day rule)

Staffing Agencies are prohibited from soliciting another Staffing Agency's CLP who is currently on an assignment at BAE Systems. CLP's who resign their assignment before the actual assignment end date will not be allowed to return to BAE Systems under a new Staffing Agency until thirty (30) days have passed.

Manager Contact

Staffing Agencies are prohibited from contacting BAE Systems' hiring managers. All communication is to be filtered through the CWMP Program Management team.

Candidate Submittal via XRM[SM] System

All candidates must be submitted to BAE Systems open requisitions through the XRM[SM] System. Submitting a candidate directly to BAE Systems, by way of, but not limited to, email, fax, regular mail, or hand delivery, is prohibited without consent from the CMWP Program Manager. Staffing Agencies who violate this policy will be subject to disciplinary actions.

Staffing Agencies must also verify and confirm that they have spoken with the candidate prior to making the submittal. This is done by confirming a statement when submitting the candidate. For more information on submitting a candidate.

Subcontracting

Staffing Agencies are prohibited from using sub-vendors, i.e. subcontracting, for recruiting and submitting candidates to BAE Systems. All candidates submitted to open requisitions must become W-2 employees of the Staffing Agency if selected. This must be certified while making the submission in the XRM[SM] System.

Double Submittals

The first submittal entered into a specific requisition within the XRM[SM] System will prevail. The XRM[SM] System date and time stamps all submittals as they are received, so there will be no question of which submittal was received first.

It is expected that agencies will continue to abide by the program regulation that requires agencies to speak with candidates and gain their permission to submit prior to uploading the submittal into XRM[SM] System.

Candidate Resumes

Resumes for candidate submission must be presented in a "blinded" fashion, i.e. Staffing Agency name, logo and contact details removed, and in a pre-determined format. Candidates submitted with resumes in the improper format will be declined.

Candidate Interviews

Interview requests will be handled within the XRM[SM] System. When a Requesting Manager requests an interview, they will complete an online form which details up to 3 possible time slots for the interview to occur. The Staffing Agency will acknowledge their candidate's availability of those slots. If their candidate is not available, they can offer up to 2 possible alternative time slots. The Requesting Manager will then select one of the time slots the candidate is available and confirm the interview.

Candidates confirmed for interviews are expected to arrive for the interview at the appropriate date and time. Staffing Agencies are to notify the CWMP Program Manager immediately, if a candidate becomes unavailable for the confirmed interview.

Candidate In-Processing

If your candidate is selected for the assignment at BAE Systems, you will be required to complete the following in-processing activities prior to the candidate reporting for their first day:

1. Drug screenings – negative results in a test administered as a screen for illegal drugs
2. Background Checks – criminal screening to ensure candidate has not had felony convictions of any kind or misdemeanor convictions for violence-related offenses
3. Confirmation of citizenship or eligibility to work – verification that the candidate is a US citizen or otherwise eligible to work in the US, i.e. Form I-9 - Work Eligibility Verification form
4. Social Security Trace
5. Employment/Education Verification – minimum three (3) years of employment and/or academic history
6. Any sector specific documents as required

The Staffing Agency will be required to enter into the XRM[SM] System the results and dates of the drug and background screens prior to the candidate beginning the assignment. All sector specific documents must also be loaded into the XRM[SM] System as required.

Change in Start

If the selected candidate cannot start on the specified date, it is the responsibility of the Staffing Agency to notify the CMWP Program Manager immediately. The CWMP Program Manager will notify the BAE Systems hiring manager to determine a potential new start date. If a new start date is unacceptable to the BAE Systems hiring manager, the failure to start may negatively affect the Staffing Agency's evaluation metric.

Audits and Evaluations

Acro has identified and implemented Auditing, Performance Measurement, and Reporting Procedures to ensure that its CWMP program meets and exceeds the expectations of BAE Systems. As such, suppliers can expect regularly scheduled performance reviews.

SECTION 3: TIMEKEEPING AT BAE SYSTEMS

		AcroTrac	AutoTime	Kronos	STCS	Legacy XRM	Paper or TimeClock
PS	PS		X				
	PS - Radford						X
	PS - Kingsport			X			
	PS -OSI			X			
	PS -Ship Repair						X

		AcroTrac	AutoTime	Kronos	STCS	Legacy XRM	Paper or TimeClock
IS	Back Office						
	C4ISR**	X				X	
	GAO, GITS, ICE ITE				X		
	Warfare Systems**	X				X	
	Mission Support**	X				X	
	**ANY ACTIVE PO's in the legacy system will continue to submit timecards in the Legacy XRM						

		AcroTrac	AutoTime	Kronos	STCS	Legacy XRM	Paper or TimeClock
ESS	All ESS	X					

		AcroTrac	AutoTime	Kronos	STCS	Legacy XRM	Paper or TimeClock
ES	All ES		X				

SECTION 4: INVOICING AND PAYMENTS

	PO's	PO Recipient	Agency is paid by BAE. (Acro invoices Agency for MSP fee)	Acro invoices BAE, remits payment to Agency once paid by BAE Systems
PS (Platforrms & Services)	NA	NA		X
PS (OSI/Radford/Kingsport)	X	Agency	X	
IS (Intelligence & Security)	X	Agency	X	
ESS (Enterpise Shared Services)	X	Acro		X
ES (Electronic Systems)	NA	NA	X	

SECTION 5: STAFFING AGENCY IN-PROCESSING AND OUT PROCESSING POLICIES

Assignment Drug Screen and Background Requirements

Staffing Agencies shall assign to BAE Systems only those Contract Labor Personnel who have undergone the pre-employment screening requirements (see above) and successfully passed such without issue prior to the start of any assignment at a BAE Systems location. The Staffing Agency shall bear the cost of such screenings performed on its employees who may be assigned as Contract Labor Personnel to a BAE Systems location.

Drug screens should, at a minimum, be a 5 panel drug screen that checks for illegal drugs. The background check should, at a minimum, ensure no previous convictions of felonies, or misdemeanors relating to violence, education verification and work experience verification. Individual BAE Systems business areas reserve the right to add additional requirements as necessary.

In-Processing Documentation

Staffing Agencies will be required to keep on record the following in-processing documents:

1. Form I-9 – Employment Authorization Verification
2. Buyer's Agreement with Seller's Contract Laborer Proprietary Data and Trade Secrets
3. Drug Screen Results
4. Background Check Results

In-Processing Client Forms

Staffing Agencies are required to upload the customer forms for the respective sector when "confirming" the CLP in XRM.

Secret and Top Secret Requirements

ALL SUPPLIERS ARE REQUIRED TO HOLD AN ACTIVE DD254 WITH BAE SYSTEMS COVERING THE LOCATION OF THE SELECTED CANDIDATE **PRIOR** TO PLACEMENT ON A SECRET OR TOP SECRET REQUIREMENT.

PLEASE ALERT THE CWMP SECTOR PROGRAM MANAGER IF YOU REQUIRE ASSISTANCE, AND THEY WILL ALERT THE LOCATION OFFICERS.

**As a best practice: agencies should debrief their contractors that hold a clearance so that the contractors' next employer can pick up the clearance.

Assignment Extensions/Adjustments

The BAE Systems managers have the ability to request an extension of an assignment directly through the XRM[SM] System. Should your candidate be extended you will be notified of such an extension.

Out-Processing a CLP

CLPs can end an assignment for a variety of reasons; resignation, end of project, performance issues, etc. Staffing Agencies are responsible for notifying the CWMP Program Manager in the event their candidate gives notice of ending the assignment. The CWMP Program Manager will then out-process the candidate in the XRM[SM] System.

In the event that the BAE Systems manager terminates the assignment, the CWMP Program Manager will be responsible for notifying the Staffing Agency of such out-processing.

Returning BAE Systems Assets

Staffing Agencies will be responsible for obtaining any BAE Systems assets which may have been loaned to the temporary employee. These items must be returned to CWMP Program Manager who will ensure they are returned to the correct BAE Systems department. Assets may include laptops, tools, security badges, parking passes, etc.

SECTION 6: USING XRM

Reviewing a Requisition

Recruitment Requisitions are created by Requesting Managers in XRM[SM] and approved by the CWMP Program Team. Once approved, the requisitions will be broadcast to the approved Staffing Agencies for review.

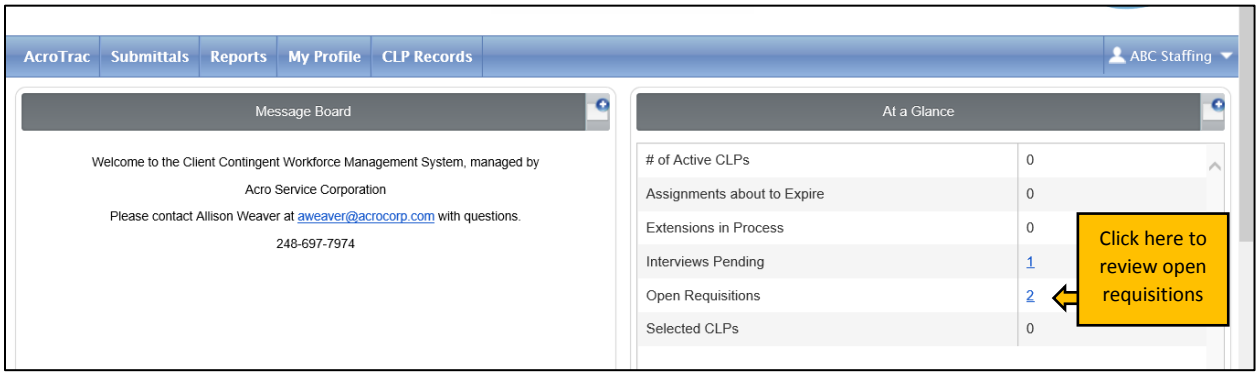


Fig 3.1: Reviewing Open Requisitions. Staffing agencies can access all open requisitions from the "At a Glance" menu on the XRM[SM] Homepage.

Submitting a Candidate

A completed submittal will include: the proposed wage rate; the proposed markup percentage; the candidate's prior work history with BAE Systems, if any; the candidate's education and work experience; and a resume attachment.

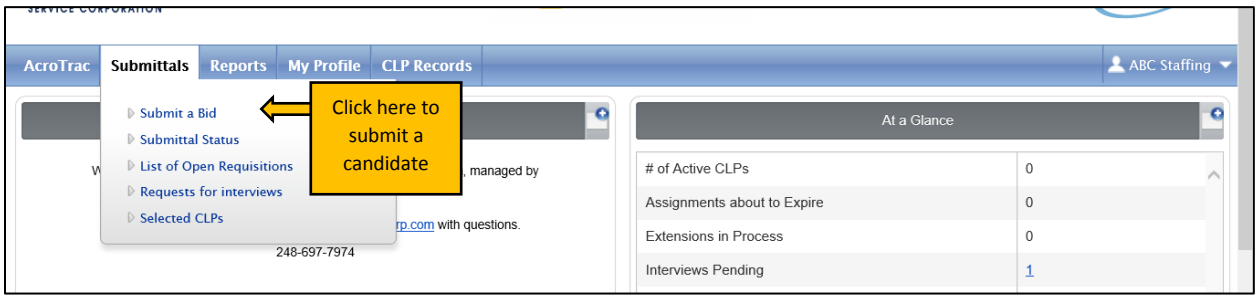


Fig 3.2: Submit a Candidate from the homepage. Hover the mouse over "Submittals" and click on "Submit a Bid" to submit a candidate for manager review.

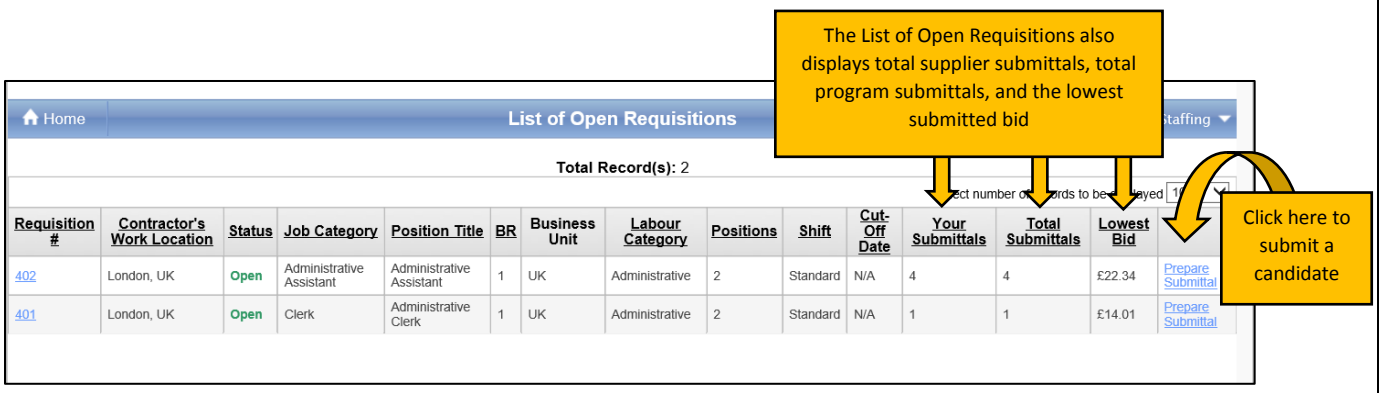


Fig 3.3: List of Open Requisitions. To submit a candidate, simply select the intended requisition and complete the subsequent pages.

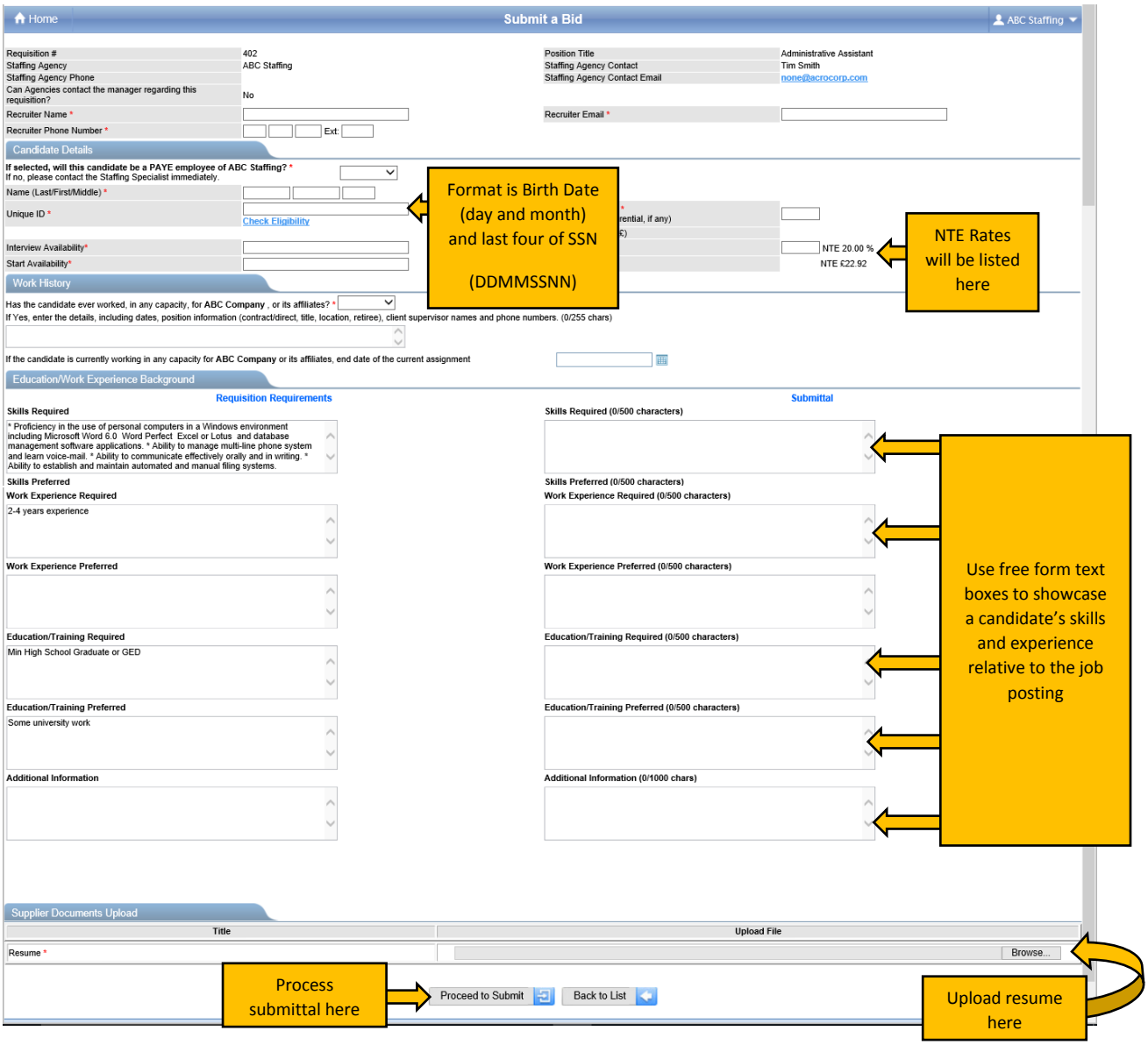


Fig 3.4: Submit a Bid (previous page) Complete all required fields on this page to submit a candidate. Once submitted, the CMWP Program Manager will review, and either decline or forward on for Manager review.

Reviewing Submittal Status

Once a Staffing Agency has created a submittal, they are able to check the status of that candidate by logging into XRM[SM].

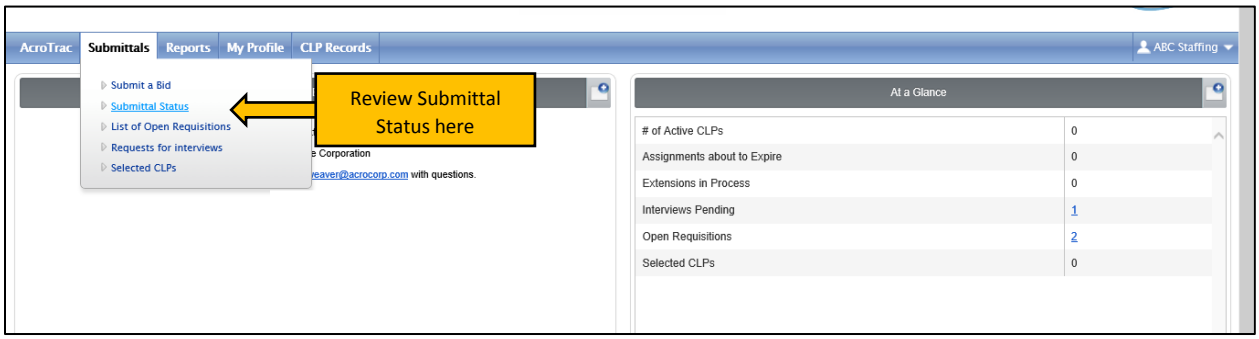


Fig 3.5 Submittal Status. Hover the mouse over the "Submittals" menu on the toolbar and click on "Submittal Status" to review the status of all existing submittals.

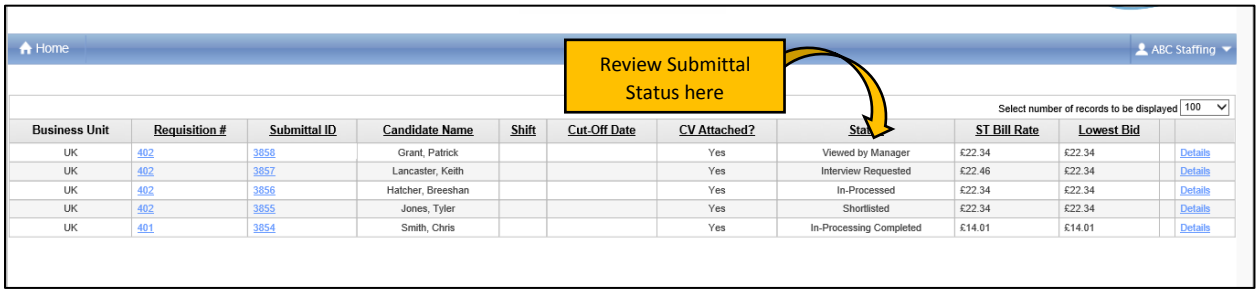


Fig 3.6 List of Bids: This list gives a high level overview of the candidate's current status. Click on "Details" for more information.

Scheduling Interviews

Staffing Agencies will be notified of interview requests via email notification. To access pending interviews, log into XRM[SM] System and click on “Interviews Pending” in the “At a Glance” menu on the homepage.

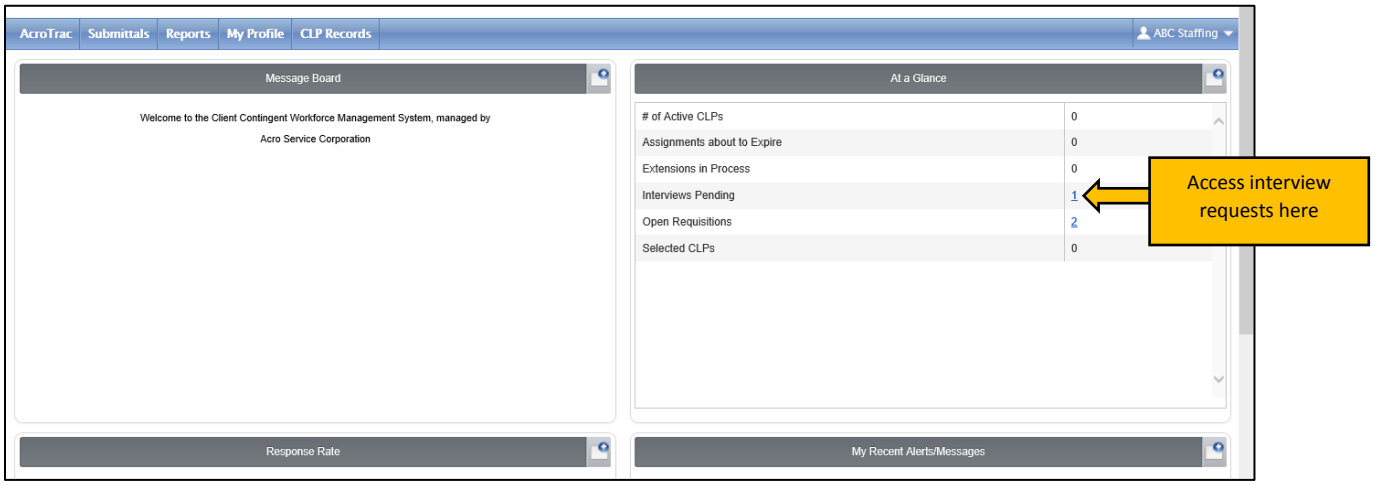


Fig 4.1 Interview Requests: Click on the number next to “Interviews Pending” to view interview requests.

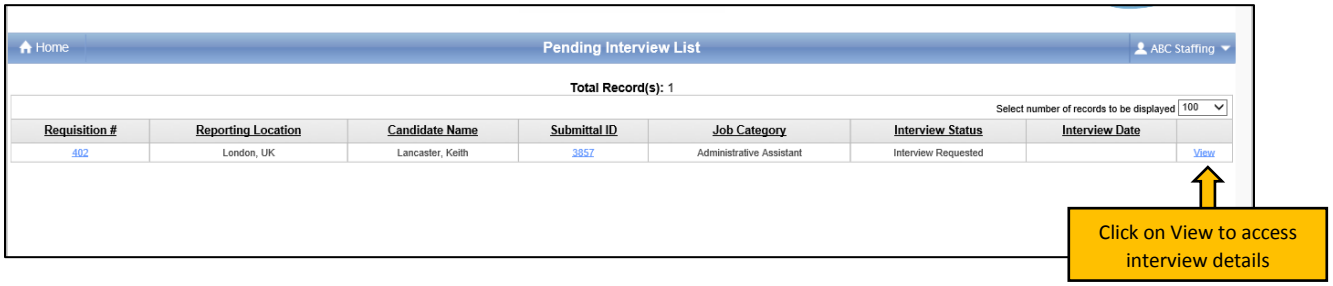


Fig 4.2 Pending Interview List: Click on “View” to review all interview details and confirm interview requests. If the candidate is NOT available during the proposed times, Staffing Agencies may request an alternate schedule or, if the candidate is no longer on the market, mark this candidate as unavailable.

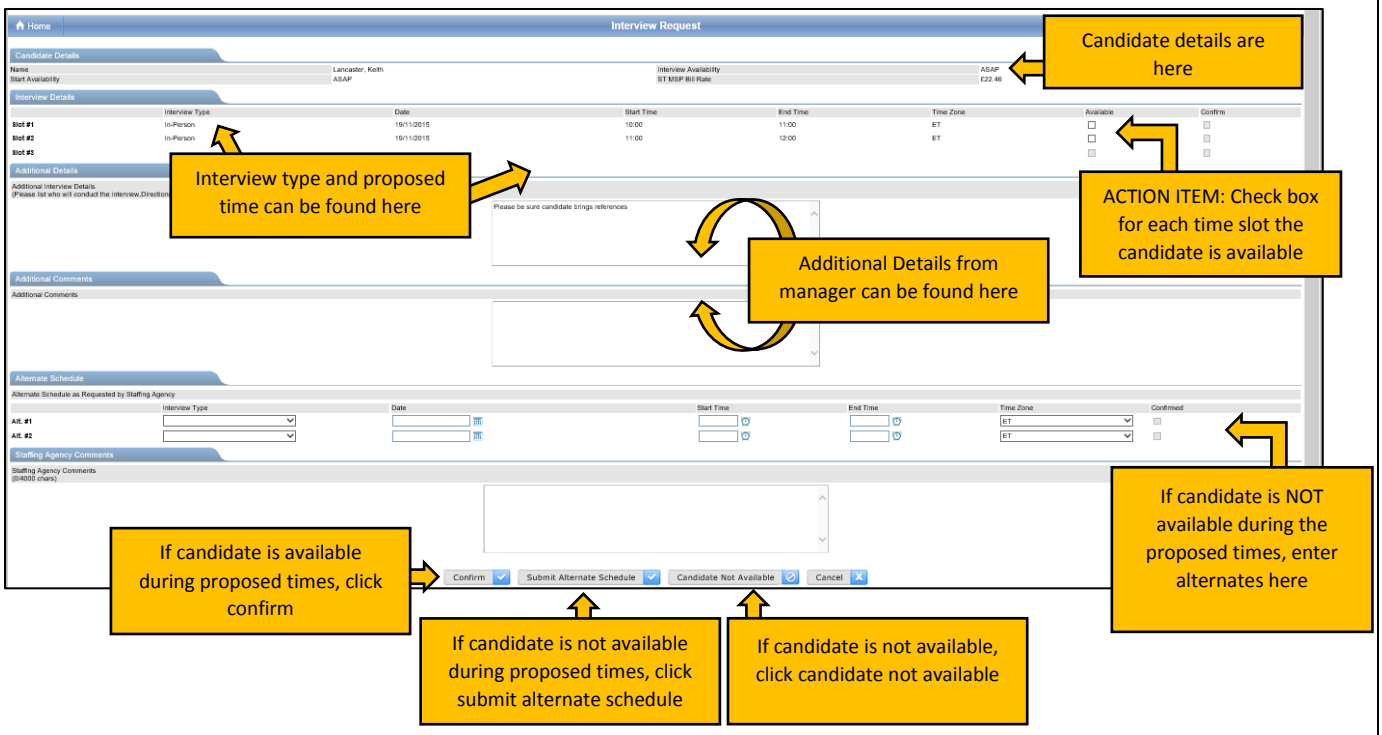


Fig 4.3 Interview Request: This screen displays all interview details including type, date/time, location, and additional details such as contact person. Staffing Agencies complete this form once candidate availability has been confirmed. Once availability has been processed by the Staffing Agency, the Requesting Manager will re-confirm the final date/time slot in XRM[SM] System, and the Staffing Agency will receive a confirmation notification from XRM[SM] System with a calendar request for easy upload into Outlook.

Selection and In-Processing

Once a candidate is selected, the CWMP Program Manager will notify the Staffing Agency and determine the best possible start date. A notification is sent by the system to alert all concerned parties. The Staffing Agency will then commence the required "In-Processing" activities, including drug screens, background checks and any pre-employment forms, i.e. Confidentiality Agreements, Code of Ethics, etc. These "In-Processing" activities are verified by the CWMP Program Manager prior to the candidate starting the assignment.

Note: Staffing Agencies are responsible for CLP time and expense training.

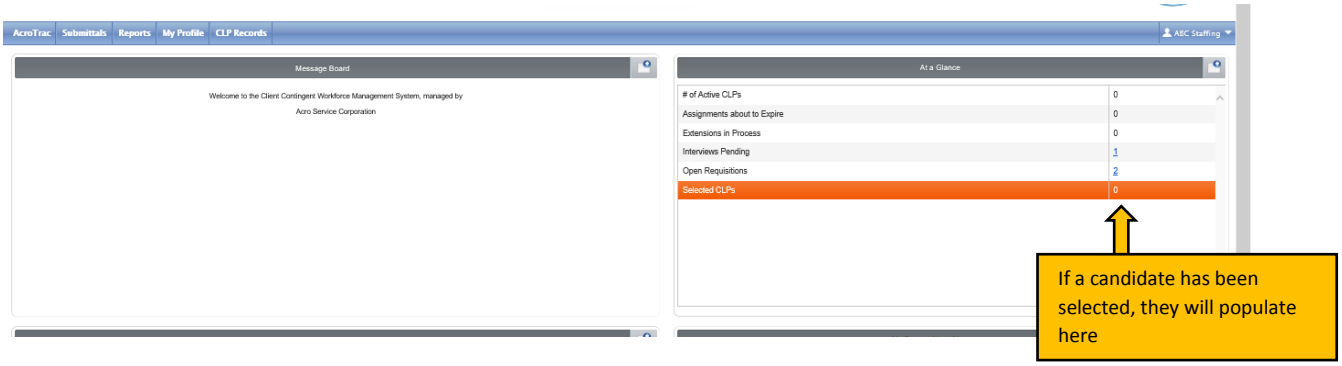


Fig 5.1 Selected CLPs: Access all selected CLPs from "At a Glance" menu. From here, Staffing Agencies are required to accept the offer in the system which alerts the CWMP Program Manager and hiring manager the candidate has accepted the offer and the supplier has initiated the on-boarding process.

SECTION 7: MANAGING CLPS

Time entry by Proxy (For Sectors Using AcroTrac)

Staffing Agencies have the ability to submit time by proxy in the event a CLP is unable.

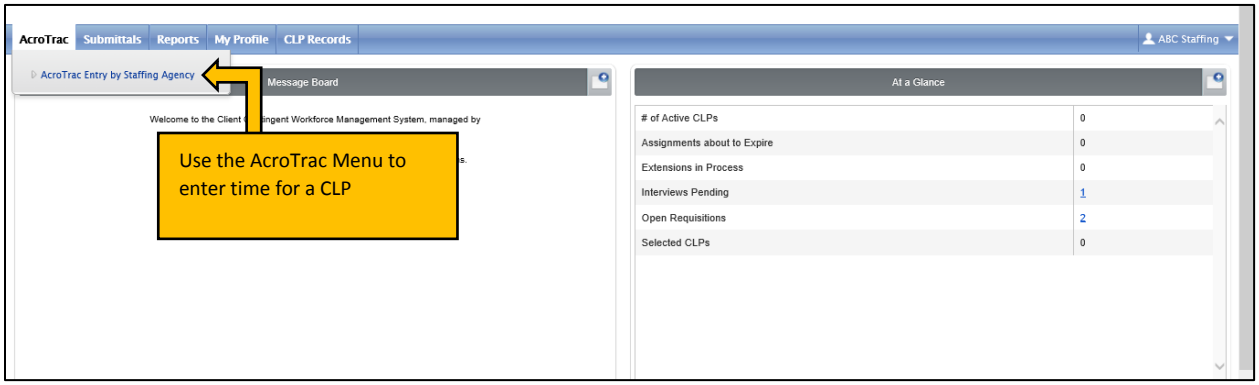


Fig 6.1 AcroTrac menu: Hover the mouse over the "AcroTrac" menu on the toolbar, and select "AcroTrac Entry by Staffing Agency" to enter time and expense for an active CLP.

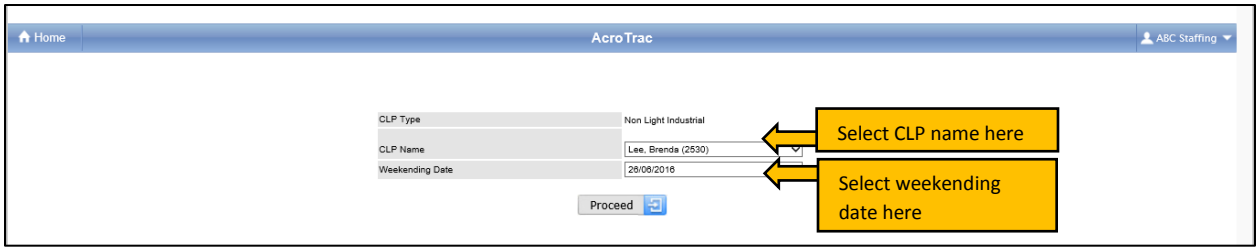


Fig 6.2 AcroTrac Selection List: Use this page to select the CLP to proxy the timecard entry, and then select the relative week-ending date.

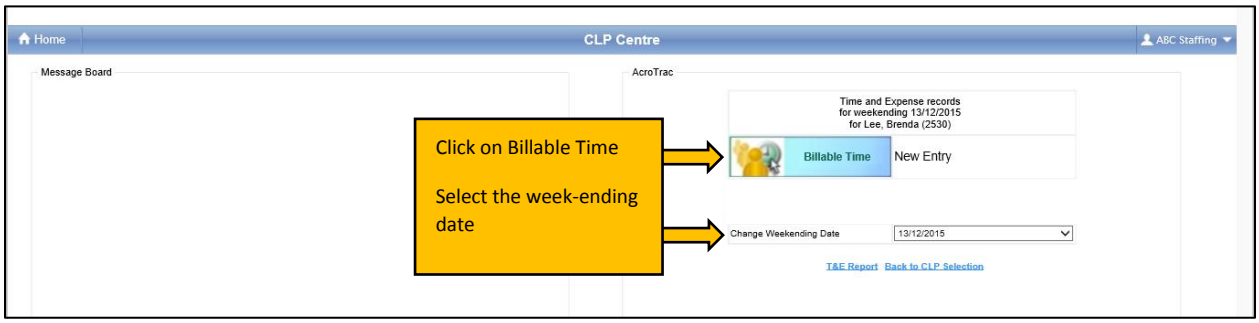


Fig 6.3 AcroTrac CLP Center: From this page proxies can select “Billable Time” to create a new entry for the CLP.

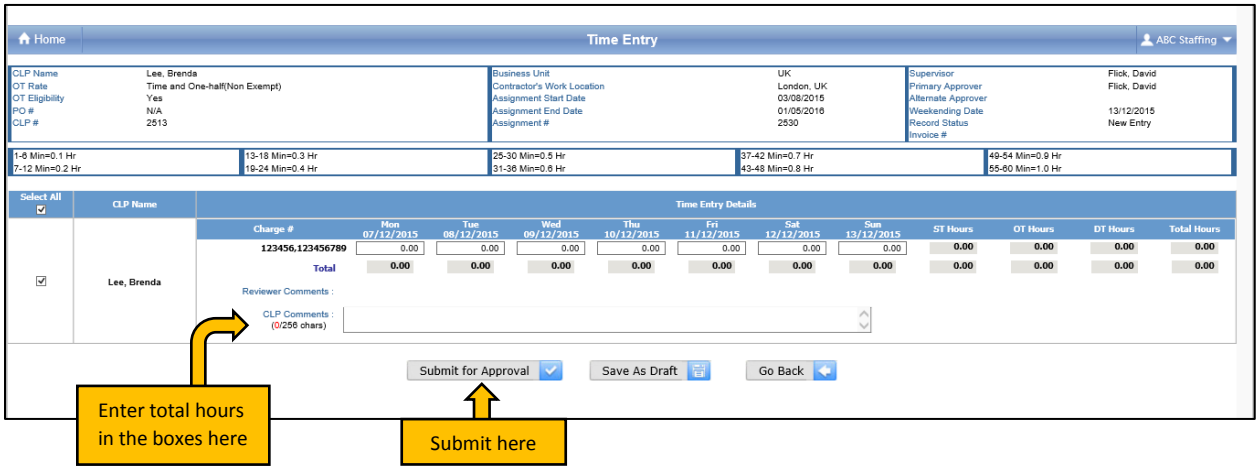


Fig 6.4 AcroTrac Time Card: Complete the timecard for the CLP by entering the total hours worked on the associated date. The hours will total on the timecard; if accurate, enter any necessary comments and click on “Submit for Approval”.

Available Reports

Reporting functions are available to the Staffing Agencies through the Reports Module. This tool allows the Staffing Agencies to run time and expense reports, missing timesheet reports, and payment reports.

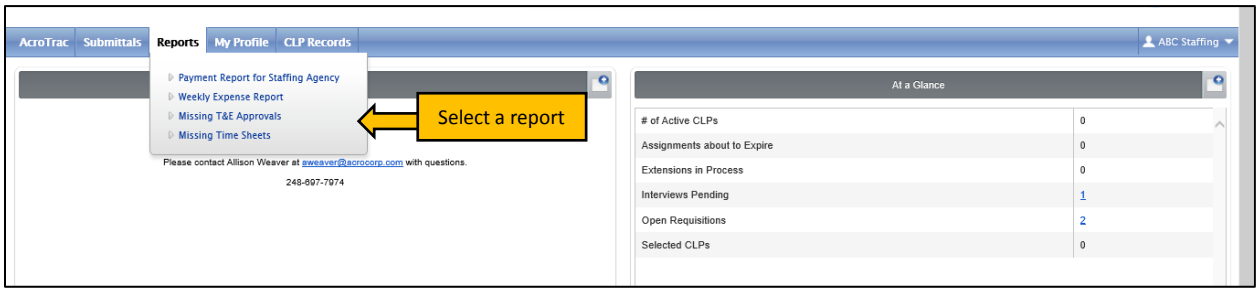


Fig 7.1 Reports Menu: Hover the mouse over the “Reports” menu on the toolbar and choose a report.

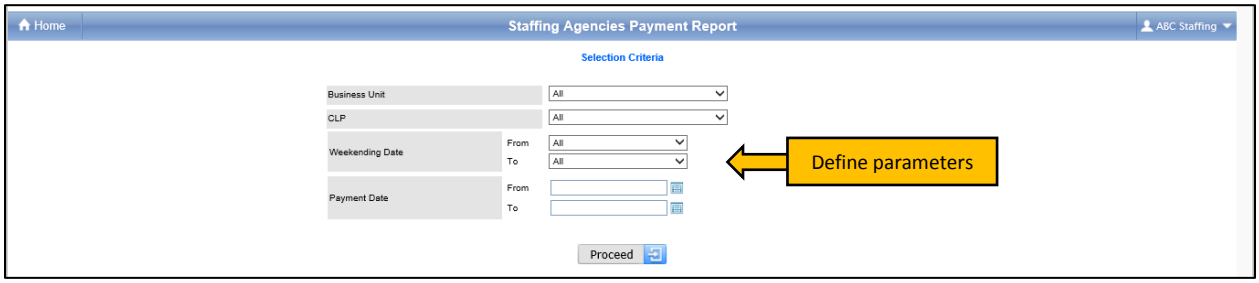


Fig 7.2 Selection Criteria: Use this selection tool to define the report parameters.

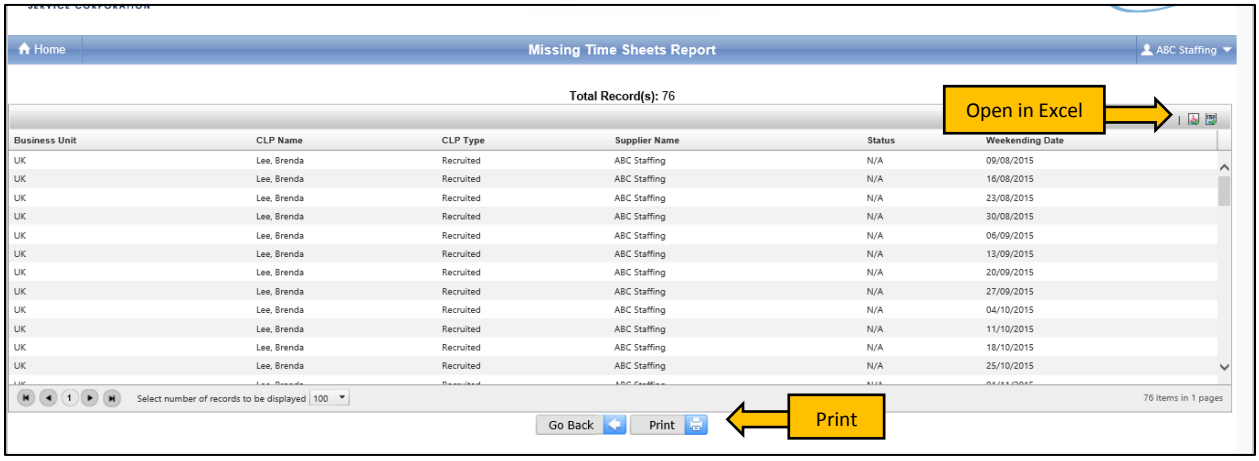


Fig 7.3 Report Output: The results will populate in a list form, and can be transferred to excel for internal reporting purposes.

Reviewing a CLP Record

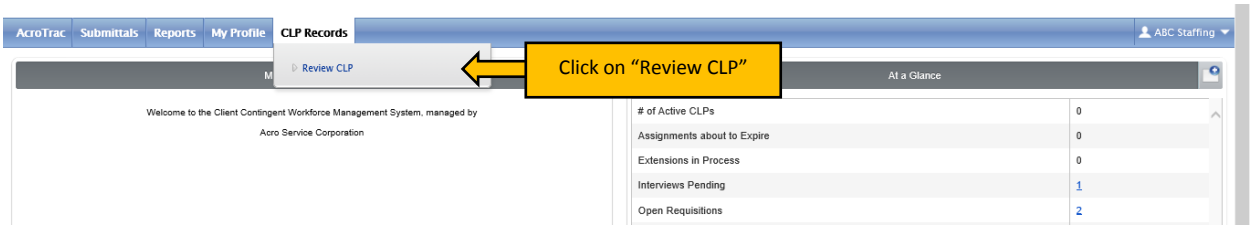


Fig 7.1 CLP Records: Hover the mouse over the "CLP Records" menu on the toolbar, and click "Review CLP"

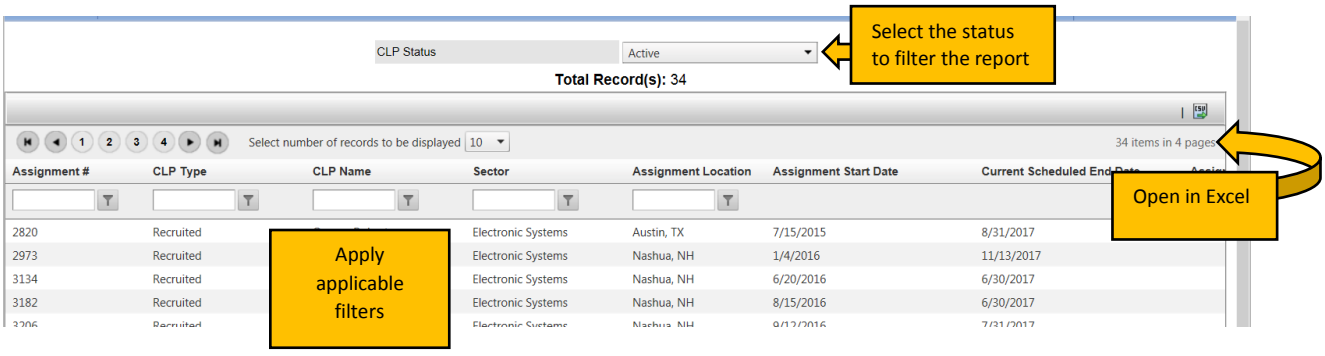


Fig 7.2 List of CLPs: The CLP list is available for Staffing Agency reference. Select either Active, Inactive, or Terminated CLPs to display.

GLOSSARY OF TERMS

AcroTrac®: The online time capture and reporting system which will be utilized by the ESS sector for the collection and approval of Contract Labor Personnel time records.

AutoTime: The online time capture system which will be utilized by the ES sector for the collection and approval of Contract Labor Personnel time records.

Bill Rate: The hourly rate of pay billed to a MSP by a Staffing Agency for Contract Labor Personnel. The Bill Rate includes the Direct Pay Rate and the Staffing Agency mark-up.

Contract Labor Personnel (CLP): Temporary personnel provided by Staffing Agencies to perform services at BAE Systems.

Direct Pay Rate: The hourly rate of pay received by the Contract Labor Personnel.

eXternal Resource Management or "XRM℠": The online procurement tool (VMS) utilized by CWMP in the management of the approved Staffing Agencies providing procurement services to BAE Systems.

In-Process: The process of initiating an assignment for a placed Contract Labor Personnel.

BAE Systems: The Client who implemented the CWMP for the recruitment and management of Contract Labor Personnel.

Mark-up: The percentage amount added to the Direct Pay Rate that determines the fixed Bill Rate. The mark up covers all employment taxes, statutory costs, mandatory insurance, employee benefits, overhead and profit.

Master Services Provider or "MSP": The BAE Systems approved Supplier (MSP), Acro Service Corporation who manages Contract Labor Personnel Staffing Agencies in their recruitment and placement of Contract Labor Personnel at BAE Systems locations.

Out-Process: The process of terminating a Contract Labor Personnel from an assignment.

Requesting Manager: Any BAE Systems manager that has the authority to request Contract Labor Personnel.

Requisition or "REQ": The request for Contract Labor Personnel created by authorized BAE Systems Requesting Managers which includes details of the temporary assignment and which is broadcast to the Staffing Agencies.

Staffing Agency: Staffing firm identified by BAE Systems as a preferred provider of Contract Labor Personnel.

Staffing Specialist: The point of contact assigned by Acro for specific BAE Systems locations.

STCS: Time capture system used with IS sector BAE Systems

Vendor Management System or "VMS": The cloud based XRM System implemented by BAE Systems in the management of Staffing Agencies providing Contract Labor Personnel to BAE Systems.

Frequently Asked Questions

Question: **Will the resumes we submit be required to be blinded (without vendor logos, etc.), and if not, why not? What processes are in place at BAE Systems to prevent favoritism and pre-selection by managers who may already know some of these vendors?**

Answer: Yes. All identifying information must be removed from resumes including logos, company information, and candidate contact information. A candidate's name may be included.

The CWMP works diligently to ensure all agencies have an opportunity to compete.

Question: **Are the Staffing Agencies responsible for entering the time and expenses of our consultants?**

Answer: No, the CLPs will enter their own time in appropriate tool.

Question: **Do we receive notification emails when candidates are selected for interviews, or does that information just appear in the vendor system?**

Answer: Yes, notifications are sent to the agency

Question: **Will you notify agencies via email if there is a duplicate submittal?**

Answer: Yes, although each Staffing Agency is required to affirm at the time of submission that they have spoken to the candidate and received their permission to submit them.

Question: **Does XRM allow multiple users to be logged in through the single set of credentials?**

Answer: Yes

Question: **Do the Staffing Agencies submittals go directly to BAE Systems or does Acro first review and then forward?**

Answer: The CWMP Program Manager will review first to make sure the submittals meet the guidelines and are qualified before forwarding to BAE Systems managers

Question: **How does the requisition detail whether or not expenses are authorized?**

Answer: It is expected that the BAE Systems managers will indicate this information in the comments and/or position description field of the job requisition. In addition, we expect all CLPs to obtain prior approval from their BAE Systems supervisor before incurring any such expenses. Please review your copy of the agreement

Question: **Is there a general time report available in the XRM^{SM} System that Staffing Agencies?**

Answer: Approved hour details will be available to the agencies to view under a report called Weekly Expenditure Report

APPENDIX

Exhibit A: ESS Sector VETTING REQUIREMENTS TO ACCESS BAE SYSTEMS FACILITIES

VETTING LETTER MUST BE ON AGENCY LETTERHEAD

<Date>

<Name, Address and POC Information of Company Providing the Certification>

<Company Name>

<Company Address>

<City, State, Zip>

<POC Name / Email / Phone #>

Subject: **VETTING REQUIREMENTS TO ACCESS BAE SYSTEMS FACILITIES**

A. By signing and returning this letter, ***<Company Name>*** has verified the following minimum Vetting Elements have been performed for each Contract Labor Resource / Consultant assigned to work at BAE Systems Information Solutions (BAE Systems) unless the Contract Labor Resource / Consultant holds an active U.S. Government Security Clearance, which can be validated by sending a Visit Certification and then verified through an approved Government Security Clearance Database(s):

1. Identity and Right to Work Verification (Criteria: successful I-9 / E-Verify System Check)
2. Criminal History Check, minimum of previous (7) seven years for each county lived in; (Criteria: No Record or if Misdemeanors, Agency may choose to provide explanation to BAE Systems. BAE Systems will review explanation against security requirements.)
3. Education Verification (Criteria: for highest level achieved)
4. Minimum of (3) three years of employment (Criteria: Employment history is confirmed as presented)

B. In addition to the Security requirements listed above, a Drug Screening is required for **Individual Contract Labor Resources Only:**

1. The Drug Screening will be comprised of a (5) five Panel Pre-employment Test: (Criteria: Test is free of psychoactive chemical agents including: Amphetamines, Opiates, Cocaine, Phencyclidine (PCP), and Marijuana).

Name of agency that performed the background check and date completed:

_____ _____

Agency Name Date Completed

Name of agency that performed the drug testing and date completed:

_____ _____

Agency Name Date Completed

Contract Labor Resource Information:

_____ _____

Full Name Phone Number

We are certifying that we have checked and confirmed the required vetting elements as described above.

For Company-wide certifications, we certify that our company either (Please check appropriate box below):

☐ Screens all perspective employees, as a minimum, to the criteria described above as part of our company hiring process and no employee is currently assigned or will be assigned to work on BAE Systems premises unless they successfully pass this screening,

OR

☐ Agrees to ensure that any employee currently assigned or that will be assigned to work on BAE Systems premises, will have been screened to the above criteria and successfully passed these screenings.

We acknowledge that each Contract Labor Resource / Consultant will be required to bring Proof of US Citizenship documentation on the first day of working at a BAE Systems site and that BAE Systems does not require we provide copies of the underlying documentation unless requested to do so by BAE Systems.

This certification will remain on file for a period of (5) five years and we agree to notify BAE Systems of any changes which adversely affect this certification.

Sincerely,

Signature <<no electronic signatures accepted>> _____

Printed Name: _____

Title: _____

Please return signed letter to:

1. Email: kelly.zimmerman@baesystems.com
   and
2. Upload into CLP Profile

Exhibit B: Non-Employee Badge Request – ES Sector

BAE SYSTEMS **NON EMPLOYEE BADGE REQUEST**

Security Use Only:
Date_____
Proof of Citizenship _____
Initials _____

1. BAE Systems Sponsor (Supervisor) Is:_____ Extension: _____
2. CLS Number (If applicable): _____
3. Description of assignment: _____

_____

4. Classified visit: ☐ Y ☐ N
5. Sponsor requests Non-Employee named below unescorted building access during the days and times indicated (check only one):

   ☐ Normal Working Hours (allows access from 6:00 a.m. to 6:00 p.m. on business days with no access on holidays or 9/80 Fridays).

   ☐ 24/7 (allows access 24 hours a day 7 days per week including all non-business days- FSO approval needed).

6. Assignment Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____
   Extended Completion Date: _____

NON-EMPLOYEE AGREEMENT - READ CAREFULLY BEFORE SIGNING

NOTICE: Valid government issued photo identification and proof of citizenship is required. Acceptable documents include U.S. Passport (current or expired), Birth Certificate (original or certified copy only – hospital birth record is not acceptable), Permanent Resident Alien card (green card), or JPAS confirmation for cleared individuals.

1. Non-Employee Name: _____
2. Employer: _____ Employer Phone #: _____

I agree to wear this badge at all times while in the BAE Systems facility. I understand that BAE Systems is a U.S. Defense Contractor and during my work at BAE Systems I might have access to export controlled information. Sharing this information with non-U.S. persons is strictly prohibited. I will speak to the Export Compliance Officer at this facility if I have any questions regarding this matter. I agree to return this badge to my BAE Systems Sponsor or the Security Office upon completion of my assignment at BAE Systems, termination of employment with above named Company, or upon request of the Security Department. I understand that I am responsible for all building access permitted by use of the badge and will not use it to allow anyone else access into the buildings. I understand that unless properly trained by a security representative I am not allowed to escort any other individuals. I will notify Security immediately if my badge is lost or stolen so that building access can be deactivated.

_____ _____
Non-Employee Signature Date

NCA SEC-01 25-JAN-12

Exhibit C: ESS and ES Sector -BUYER'S AGREEMENT WITH SELLER'S CONTRACT LABORER REGARDING PROPRIETARY DATA AND TRADE SECRETS

ATTACHMENT "A"
TO THE
MASTER SERVICES AGREEMENT
BAE-ACRO-MSP20110930
BUYER'S AGREEMENT WITH SELLER'S CONTRACT LABORER
REGARDING PROPRIETARY DATA AND TRADE SECRETS
BETWEEN
BAE Systems, Inc.
AND
(SELLER, CONTRACT LABOR EMPLOYEE)

In consideration of being assigned as Seller's Contract Labor to BAE Systems, I agree that:

1. In view of the fact that my work as a contract laborer of BAE Systems will bring me into contact with proprietary data information of BAE Systems, including without limitation, matters of a technical nature, such as "know-how", formulas, software and related documentation, secret processor machines, inventions, and research projects, and matters of a business nature, such as information about costs, profits, markets, sales, lists of customers and/or employees, identification badges, plans for future development, and any other information of a similar nature not available to the public, I agree I will not disclose to any person, any such proprietary data or information of BAE Systems' or others, except as authorized, in writing, by a duly empowered official of BAE Systems.

2. I will deliver to BAE Systems promptly on termination of my assignment at BAE Systems, or at any time may request, all memoranda, software, notes, records, reports, manuals, drawings, blueprints, and any other documents of a proprietary nature belonging to BAE Systems or which BAE Systems is obligated to maintain in secrecy, including all copies of such materials which I may then possess or have under my control.

3. I will promptly disclose to BAE Systems or its designee any and all inventions, improvements, "know-how", trade secrets, discoveries or ideas (hereinafter referred to as "inventions"), whether patentable or unpatentable, conceived by me, either solely or jointly with others, during the term of my assignment at BAE Systems which arose out of my work at BAE Systems or is based on information received while working at BAE Systems.

4. I will disclose to BAE Systems if I worked for a Department of Defense (DOD) Agency as an employee within two (2) years of employment at BAE Systems, ☐ I did ☐ did not receive compensation from DOD or an agency of *DOD* in the past 24 months. Reference: US government report 10USC2397C.

5. I hereby acknowledge that all of the work performed by me pursuant to this agreement is work made for hire under Section 201 (b) of the 1976 Copyright Act, and I hereby agree to assign and do hereby assign to BAE Systems my entire right, title and interest in all of said inventions, including software, and any patents, design patents, copyrights and trademarks resulting therefrom.

6. I will, during my assignment at no additional charge and after my assignment at a charge of compensation not to exceed my actual time at the same rate paid by BAE Systems during my most recent assignment, do all lawful things, including rendering assistance

and executing appropriate documents, as requested by BAE Systems, to obtain and maintain patents, design patents, copyrights and trademarks in the United States and in all foreign countries on any of said inventions, including software.

7. All discoveries, including software programs, owned or controlled by me, in whole or in part, at the time of being assigned as a contract laborer to BAE Systems, which relate to the work which I will be performing at BAE Systems and which I want exempted from this Agreement, are listed below, (if not applicable, insert "NONE"). If additional space is required use the reverse side of this Agreement.

8. It is further understood that this Agreement does not constitute, and shall not be deemed to constitute, a contract of employment, and that this Agreement, in order not to use or disclose proprietary data or information of BAE Systems or others and to protect BAE Systems' property interest in any inventions, shall survive the termination of my assignment at BAE Systems.

9. Any reference to BAE Systems herein shall include BAE Systems, it successors or assigns. This Agreement may be modified only to be an agreement in writing signed by a duly authorized official of BAE Systems.

10. The entire Agreement shall be binding upon my heirs, executors, or legal representative or assigns.

_____
(Contract Laborer's Signature / Date)

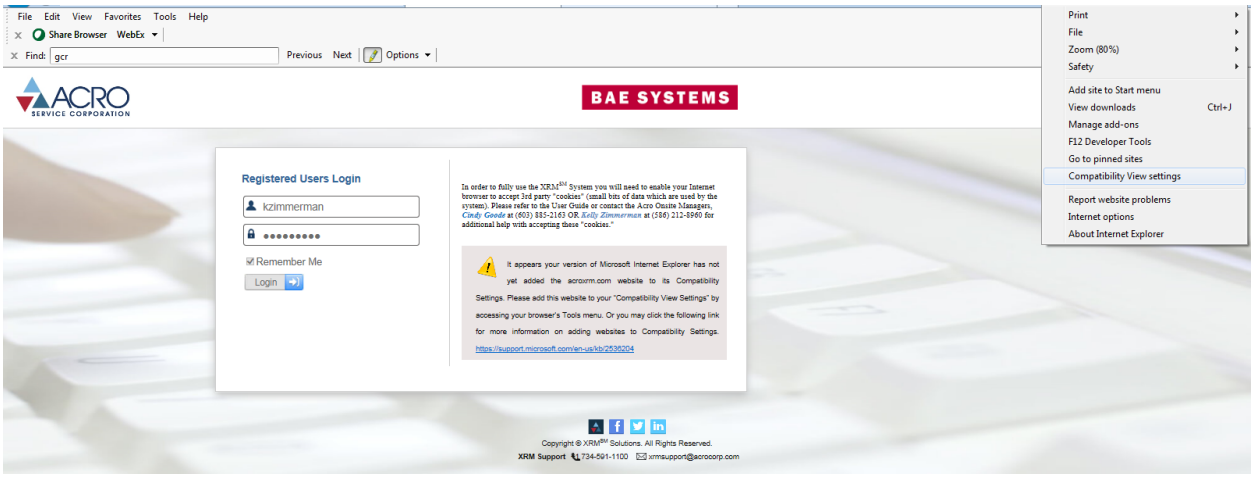
WITNESS: _____
(Date)

Exhibit D: ESS SECTOR ONLY - CLP SUBMITTING A TIMECARD

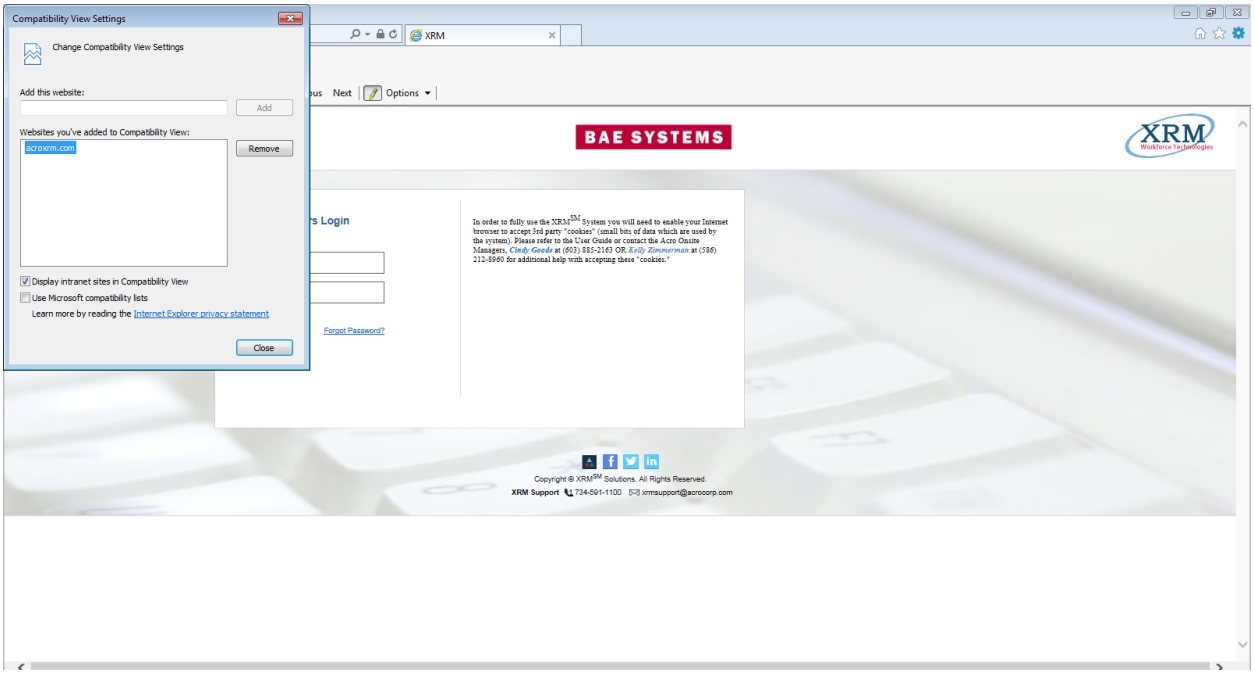
Submitting a timecard

1. Access XRM following https://acroxrm.com/baesystems

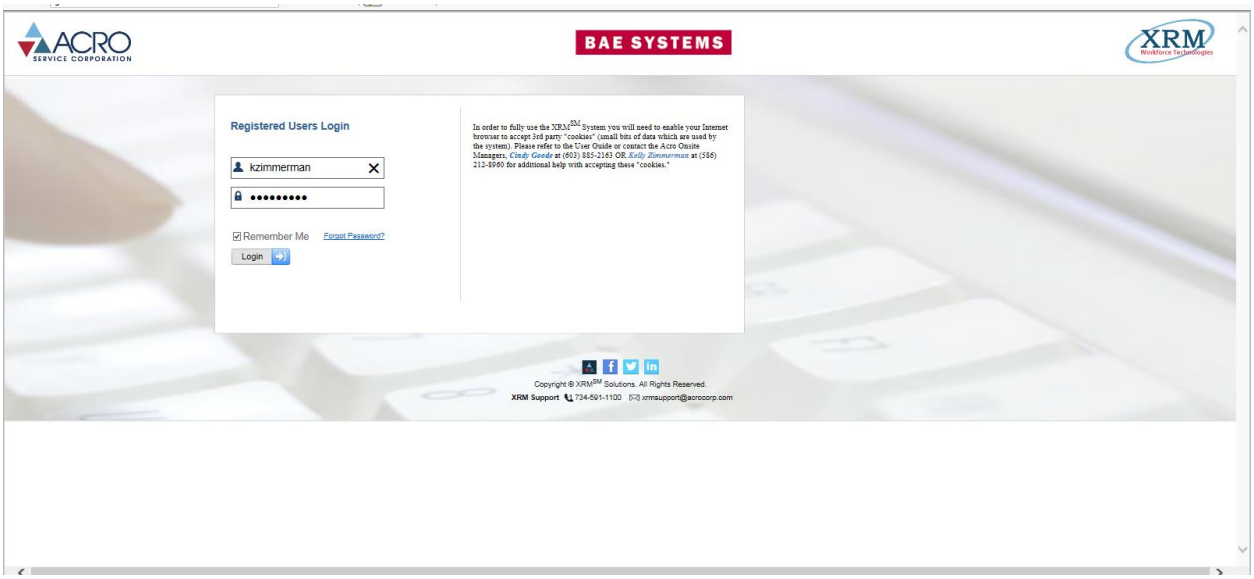
2 . Select Internet Options on your Internet Explorer Browser internet settings and navigate to “Compatability View Settings”



3. Add acroxrm.com to “Compatability View” and close

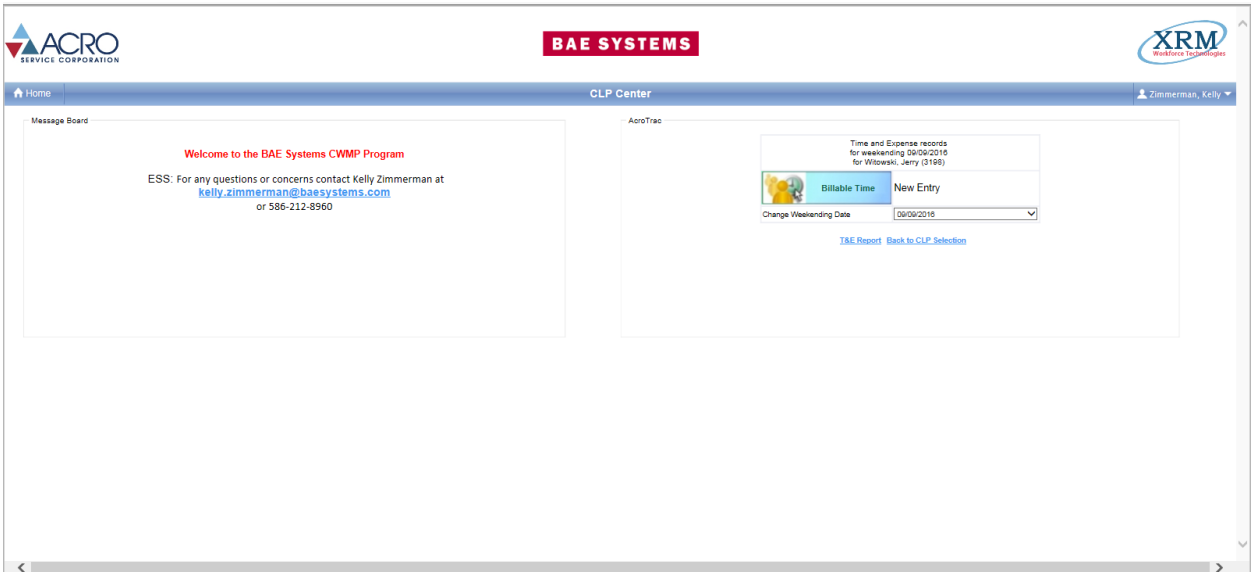


4. Log into XRM



6. Select week-ending date from the drop-down menu

7. Click on “Billable Time” button



8. Enter total work hours per day

9. Click “Submit for Approval” button

10. If you have no other weeks to enter time for, log out of XRM (clicking your name on top right and selecting Log Out)

Schedules at BAE Systems

- **Standard (M-F) 8 hrs day**

- **9/80 Schedule**

  Non-working Friday

  M (9), T (9), W (9), Th (9), Fri (0)

  Working Friday

  Fri (4) M (9), T (9), W (9), Th (9), Fri (4)

- **3/12 Schedule**

  3 Days per week, 12 hours per day