



09/27/2024

Scott Nguyen

Sent: Via Electronically: scott.nguyen8901@gmail.com

Dear Scott,

Congratulations! It is my pleasure to offer you an internship at Blue Origin. You were chosen from a very impressive pool of the best students in the country. We select our interns for their extremely high academic talents as well as their experience. I commend you for your achievements thus far.

This letter describes the proposed terms of your internship. This offer is contingent upon successful completion and approval of your background investigation.

### **Terms of Internship**

You are being offered an internship for Intern - Graduate in Kent, Washington. Specific project and team assignment will not be available until a few weeks before your start date. Your selected start date is 01/13/2025 and your end date will be 04/25/2025.

You will receive \$38.00 an hour for your internship, which will be paid on a bi-weekly basis via our standard payroll system, and you will be subject to standard payroll withholdings.

### **Benefits**

- Housing: As part of your compensation package, Blue will provide appropriate furnished housing near the site where your internship is hosted. Alternatively, you may arrange your own housing, and we will provide you with a one-time housing stipend of \$3,000 to offset that cost to be included in your first paycheck.
- Travel: Additionally, Blue Origin will provide a \$2,000 stipend to offset the cost of traveling to/from your Blue Origin internship site. The stipend will be directly deposited into the bank account of your choice 30 days before your start date and may be used for any travel expense (e.g. plane tickets, fuel, mileage, meals, hotel, shipping of household goods, automobile). Any remaining funds may be used at your discretion. You understand and agree that if you choose to withdraw your acceptance of the internship offer, you will be required to repay the stipend in full.
- Paid Time Off: You are also entitled to PTO accrued at approximately (3) hours per week.

### **Agreements**

Your specific obligations as an intern are attached. Additionally, as a condition of your employment, we will require you to review and sign an Intern Employee Agreement. This offer and all terms of the student



internship stated in this letter expire if you have not signed this agreement within five (5) days from the receipt of this letter.

Please let us know if we can answer any questions about any of the matters outlined in this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Weiss".

Tom Weiss  
Vice President, Talent Acquisition  
Blue Origin LLC



**Blue Origin Internship Responsibilities and Obligations – Please review carefully and ask for any necessary clarification before signing this document.**

### **Code of Conduct**

As a representative of Blue Origin and your educational institution, you are expected to act in an exemplary fashion while serving as an intern. Moreover, because interns are entrusted with positions of responsibility within Blue Origin, we expect you to complete the full term of this agreed internship to the very best of your ability.

### **Internship Project Parameters**

Because the work that you will be doing at Blue Origin is both proprietary and ITAR controlled, you will **not** be able to share details about what you are working on with anyone outside of the Blue Origin organization. This includes college faculty and program administrators. You are not approved to register your Blue Origin internship for credit if the course requires reporting on your technical project. If you have registered your Blue Origin internship for credit you must contact the Internship Program immediately to discuss this issue.

Internship projects and mentors are finalized in the weeks preceding the start of the internship with the goal of connecting interns to projects that are both robust and meaningful. This means you will not know exactly what you will be working on until a few weeks before you arrive. As soon as everything is finalized internally, we will officially introduce you to your Blue Origin technical mentor via email so you will have their contact information.

Your technical mentor will create a project description outlining your responsibilities for the internship that coincide with the goals of Blue Origin. Within your first week at Blue Origin, you will meet with your mentor to review the project description and timeline and develop mutually agreeable deliverables that will be completed before the end of your internship.

### **Meetings and Reports**

Our expectations are high and as a professional member of the Blue Origin team you should be prepared to communicate clearly and consistently with your mentor to ensure you are making adequate progress during a reasonable work week. You will be expected to meet with your technical mentor at least once per week to report on your activities and outline your next week's goals. These meetings should be documented per your mentor's guidelines. Here is an example of what you might expect to cover during your weekly meeting:

- A brief outline of your activities during the last week.



- A summary of your project work and findings with supporting data, sketches and references, if applicable.
- Time to address any concerns you've encountered.
- Discussion of the project's next steps.

### **Final Outbrief**

You will be required to make an in-person presentation of your project outcomes at the conclusion of your internship to your team and anyone working with you. In addition, you will need to make a 10-15 minute video recording of your presentation that will be shared company-wide. More details will be shared after you start your internship.

### **Letters of Recommendation/Reference**

Your demonstrated skills and behavior during your internship will provide the basis for any letters of recommendation. You may request a letter of recommendation from any Blue Origin employee who has sufficiently interacted with you to provide such information. You may use this letter in acquiring employment or furthering your education.

### **Culture and Dress**

The dress code at Blue is casual and clean. Closed-toe shoes and long pants are a requirement, especially if you are spending time on the manufacturing floor or test stands. Jeans and clean shirts are acceptable attire. Most interns in non-engineering roles wear business casual attire. You can also show your pride by joining the rest of the company in wearing Blue Origin gear. You will receive some swag during your internship and will have access to employee discounts at the Blue Origin store.

### **Housing Parameters**

All Aboda provided suites will be fully furnished studio's, with linens, towels, housewares, pots & pans and utilities included. Your suite will also have individual kitchenettes for cooking, access to washer/dryers, and various property amenities on-site. For those of you who plan to bring along a pet, please let us know prior to arrival so we can ensure the location you are placed at is pet friendly. While Blue Origin will be covering the cost of your corporate suite, incidentals such as pet fees are your responsibility.

### **Work-site Transportation**

Transportation between housing locations and work sites is not provided. In Kent, WA there are company shuttles that run between different office buildings, but that is not the case at other locations. We encourage you to research the public transportation options at your work location. Most Blue Origin work sites will require you to have your own car, the internship program team can help provide more information about transportation options if you have questions.




### 1st Day Worksite Arrival

Onboarding for the very first day will require you to be physically on-site and you will be required to submit your original documents that verify your proof of employment eligibility in the US at this time. Please note that originals are required for all documents. Additionally, you will meet the Internship Program team, attend Onboarding meetings and pick up your laptop/computer hardware. Arrival information on your first day will vary by your site and start date with a staggered check-in window based on your last name (A-Z) starting at 7:30am. You will receive an email the week prior to your start date with specific guidance.

### Acceptance

I accept employment with Blue Origin, LLC under the terms set forth in this letter.

Signed by:  
  
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Scott Nguyen

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9/27/2024 | 5:46 PM PDT