



CONDITIONAL OFFER PACKET INSTRUCTIONS

Enclosed you will find the following materials for your action and review. Please read and carefully follow the instructions provided for each item.

- 1) **Work within the deadline.** Please utilize the *Provide Offer Feedback* indicated in your electronic conditional offer letter to communicate your acceptance. If you fail to respond by the date specified in the conditional offer letter, we reserve the right to withdraw the offer.
- 2) **Review the enclosed Surety Programs document.** This document is for your review and details questions you may be asked and information you may be required to provide. Review this document carefully and determine whether or not you believe you will be able to successfully meet the requirements. If you have any questions about your ability to qualify for these programs, please contact the Surety representative noted in the document.
- 3) **Complete the paperwork.** Return the following paperwork *immediately* to Human Resources, via scan or fax to 888-545-0256:
 - a. Read and complete the acknowledgement section at the bottom of the enclosed Surety Programs Letter

If we can be of any assistance, please do not hesitate to contact the Human Resources representative identified in your conditional offer letter.



SURETY PROGRAM PREPARATION

Working at a chemical demilitarization facility may require your willingness to participate in the U.S. Army's Unescorted Access Program (UAP) or the Chemical Personnel Reliability Program (CPRP) Surety Programs. Admittance into these Programs requires you to submit a *National Agency Check with Local Agency Check and Credit Check* (NACLC) security investigation. Failure to obtain a favorably adjudicated security investigation will result in your non-selection for the Program and could jeopardize your continued AECOM employment. The NACLC addresses the following areas:

Personal Information

Passport/Citizenship Information

Residence History

Education History

Employment History/Issues

Military History/Issues

Character References

Marital History/Issues

Cohabitant

Relative Information

Foreign Relations, History & Travel

Mental/Emotional Health Issues

Police Record

Drug/Alcohol History

Security Investigation History

Fingerprinting/Security Investigation Processing

Financial Issues

Illegal Information Technology History

Non-Criminal Court History

Criminal Association History

Personnel enrolled in the Chemical Personnel Reliability (CPRP) Program should be prepared to discuss in greater detail the following topics within their first week of employment. If any of these topics are applicable to you, your background may contain risk factors that could prevent your certification into the CPRP, a condition of continued AECOM employment; it is strongly recommended you discuss these items with AECOM Human Resources prior to accepting an employment offer. Questions and or concerns may be addressed confidentially to AECOM's CPRP Coordinator Stacy Wendt at (719) 948-0539 or via email at: stacy.wendt@aecom.com.

1. Counseled/disciplined for negligence/delinquency in performance of duty, poor attitude, or lack of motivation
2. Terminated/terminated in lieu of resignation
3. Suffered financial hardship resulting in bankruptcy, garnishment, lien, repossession, foreclosure, etc.
4. Suffered from allergies
5. Suffered from claustrophobia
6. Suffered from medical condition/illness that may prevent you from performing your duties
7. Difficulty wearing protective clothing and equipment to include an M40 protective mask
8. Treated with hypnotherapy
9. Treated for an alcohol/drug related problem
10. Treated for any disability, mental, or emotional problem
11. Involved in any serious family/domestic problems
12. Encountered problems resulting from excessive use of alcohol/drugs
13. Attempted suicide
14. Inhaled any substance for intoxication/recreation not intended for human ingestion
15. Experimented with narcotics, marijuana, or other controlled substances to include medical marijuana
16. Cultivation, possession, transfer, sale or improper use of illegal or controlled drugs including prescription medication
17. Arrested, charged or convicted for any criminal offense (**Felony convictions may preclude enrollment into the CPRP and have a low probability of qualifying for the UAP**)
18. Considered for/discharged from the military for medical issues, reasons of unsuitability, unfitness, or undesirability, or under other-than-honorable conditions
19. Barred from/not recommended for re-enlistment; received a Courts-martial, Article 15, or Captain's Mast

Both UAP and CPRP Programs require you to remain loyal to the U.S., to be emotionally stable, trustworthy, and physically fit to perform assigned duties. You must answer NACLC, UAP, CPRP Program related questions truthfully and to the best of your ability; failure to disclose required information or inconsistency in disclosed information may be disqualifying. You must also be willing to provide consent and authorization to initiate all checks and evaluations required by the Surety Program including completion of a medical examination, treatment, testing and screening as necessary; releasing any information from your medical records to those with the need-to-know; participating in random drug screenings.

I have read and understand the above mentioned information. My questions/concerns have been addressed. Furthermore, I understand my full, **LEGAL name, including suffixes, i.e., Jr, II, III, etc.,** as stated on my birth certificate or passport, must be listed below unless carrying my married name which will then be listed.

Full Legal Name (please print): _____

Signature: _____ Date: _____



LEGAL NAME COLLECTION

Working at a chemical demilitarization facility may require participation in the Government's Unescorted Access Program (UAP) or the Chemical Personnel Reliability Program (CPRP). Admittance into these programs requires utilization of your full legal name as stated on your state certified birth certificate, U.S. Passport, Certificate of Arrival in the United States, or court ordered Petition for Change of Name documentation (typically resulting from marriage, divorce or adoption).

I understand that my full, **LEGAL name, including suffixes**, i.e., **Jr. II, III, etc.** must be provided below. Further, I understand that if I have no middle name, I am to use NMN. If my middle name is an *initial only*, I am to use the initial followed by "(10). If a suffix is *not applicable*, I am to use (NA).

Full Legal Name (please print legibly):

First Name	Middle Name	Last Name	Suffix

Full Legal Signature: _____

Date: _____

Please send a legible enlarged copy of your driver's license. You may either scan and email it to your recruiter or fax it to 888-545-0256.



RELOCATION PACKAGE INSTRUCTIONS

Non-Exempt Position Package

Relocation benefits can be initiated once you are an employee of the Company and must be coordinated through the division's designated vendor, Cartus. Upon Human Resource's authorization, you will be contacted by a member of the Cartus Welcome Center to advise you of relocation benefits and to guide you through the process and to answer your relocation questions. Please do not contact a real estate agent or sign a listing agreement until you have spoken with your Cartus Consultant.

Please review and, as appropriate, complete and return to Human Resources the following enclosed documents along with your offer acceptance paperwork.

- **Domestic Long Term Relocation Form (complete Section 1 only)**
- **Relocation Repayment Agreement**
- **Traveling Away From Home Questionnaire**
- **Relocation Highlights**



Domestic Relocation Authorization Form

**Short Term Assignments are less than 12 months and qualify for Household Goods move only according to project contract.
Long Term Assignments are 12 months or longer and relocation policy should be referenced for determination of approved provisions.*

SECTION 1 Please PRINT or TYPE all information (To be completed by candidate)

Employee Name: _____

Daytime Phone: _____

Preferred Email: _____

Departure Home Address: _____

Proposed Assignment Start Date: _____

Please check the appropriate level of relocation

☐ Employee Only

☐ Employee plus One

☐ Employee plus two or more

*Please fax completed form to 888-545-0256. If you have any questions regarding this form,
please contact your Human Resources representative*

SECTION 2 (To be completed by Human Resources)

Project Budget Cost Center (Charge Code): _____

Cost Center Manager: _____

Salary: _____

Please check the appropriate status of the employee

☐ Transfer

☐ New Hire/Rehire

Please check the appropriate Relocation Assistance Program

☐ Non-Exempt Relocation Package - \$7,500

☐ Exempt Relocation Package

SECTION 3 Authorization

Human Resources Representative Signature: _____

Date: _____

Human Resources Manager Signature: _____

Date: _____



Relocation Repayment Agreement

Employee Name (Please Print): _____

It is expected that employees moving under the Washington Demilitarization Company, LLC, a wholly owned Subsidiary of AECOM, Relocation Policy for the Pueblo Chemical Agent-Destruction Pilot Plant project intend to remain in the employment of Washington Demilitarization Company, LLC, a wholly owned Subsidiary of AECOM, with the Pueblo Chemical Agent-Destruction Pilot Plant project for a reasonable period of time. In the event that you should leave the Pueblo Chemical Agent-Destruction Pilot Plant project voluntarily or you are terminated for cause before or within the first 12 months after your report date or date of transfer, whichever is earlier, all the direct relocation expenses previously paid for, to or on your behalf must be returned to the Washington Demilitarization Company, LLC, a wholly owned Subsidiary of AECOM, Pueblo Chemical Agent-Destruction Pilot Plant project.

If a repayment occurs within the same year as the relocation, then the net amount will be collected. If repayment occurs in the year following the relocation, then the gross amount will be collected.

In consideration of eligibility for reimbursement of payment of moving expenses, other direct relocation expenses and all associated fees incurred by me or on my behalf to move my household in order to continue employment on the Pueblo Chemical Agent-Destruction Pilot Plant project, I hereby agree to the terms of this repayment agreement (the "agreement").

If my employment on an assignment is terminated within twelve (12) months of my reporting date or transfer date, whichever is earlier, because of illness, long-term disability, retirement, reduction-in-force, or death no repayment of such relocation advances will be required.

In consideration of the company so advancing the amounts under the company policies for relocation upon acceptance of an assignment, I agree to indemnify and hold harmless the company as stipulated herein if I voluntarily leave the company's employ prior to twelve month's service in the assignment.

If I fail to make such a payment voluntarily, I authorize the company to deduct the sums due from whatever assets of mine the company has in its possession or custody in discharge of the repayment obligations assumed by me. This deduction is in addition to any rights the company may have.

I understand that this assignment does not constitute a guarantee of employment for a fixed period of time. I understand that this agreement is legally binding upon me.

I have carefully reviewed this agreement and, with a full and complete understanding of its terms, voluntarily accept all of its terms and conditions. I have been given a full and fair opportunity to discuss this matter with my attorney or advisor of my choice.

Employee signature _____ Date _____



Traveling Away From Home Questionnaire

Domestic Relocation

NOTE: To be used only for long term assignments, one year or longer in duration

The IRS requires that certain elements must exist in order for an employee's assignment to qualify as traveling away from home. The Internal Revenue Code provides that employees will not be treated as being temporarily away from home during any period of employment if such period exceeds one year. The "realistic expectation" of the employee at the time the assignment commences determines the income tax treatment. If employment away from home is realistically expected to last for more than one year, then it is an indefinite assignment, which is considered as relocation for tax purposes. Conversely, if employment away from home is realistically expected to last less than one year that employment will be treated as temporary until the date the employee's realistic expectations change.

This questionnaire is designed to assist in determining whether the relocation qualifies as traveling away from home.

☐ Yes ☐ No

Does the employee realistically expect the assignment at a single location to last for more than one year? If yes, sign and date the bottom of this form.

If no, then your assignment is not considered long term and does not fall within the guidelines of this Relocation Assistance Program. It would be considered a short-term assignment. Short-term assignment should be discussed with the manager and Human Resources Representative for terms and conditions.

I have answered the above question to the best of my knowledge.

Employee Name (Please print): _____

Employee Signature: _____

Date: _____

Please return your paperwork to your HR Representative at Pueblo. Your forms will be routed for signatures, after which they will be sent to Cartus. A Cartus representative will contact you to explain the benefits you are entitled to under this relocation package

Division Name	Pueblo Chemical Agent Disposal Pilot Plant (Div 41)
Type of Policy	Limited \$7,500 Relocation Matrix Permanent Assignments (+12 months)
Expense Reimbursement	Employee completes online expense report, prints and submits to Business Management for processing to Cartus for reimbursement
FAR/FTR Tracking	Yes
Travel Vendor	AECOM AMEX Travel Office: 800-800-8989
Receipt Requirement	Receipts are required for all expenses excluding meals. If receipts have been lost, destroyed or impractical to obtain, a written statement indicating why a receipt cannot be provided and including a description of the expense, name and address of the vendor, dates of service and the cost incurred may be substituted.
Mileage	GSA Rate can be found at http://www.gsa.gov/mileage
House Hunting	<ul style="list-style-type: none"> • Part of Cap • Employee & Spouse (or registered domestic partner) - up to 2 trips, max of 5 days total – trip cannot exceed 5 days if the employee is traveling alone or with spouse. If the spouse takes a house-hunting trip separate from the employee, each trip cannot exceed 5 days • Mileage reimbursement or roundtrip air if over 250 miles; old and new locations must be 75 miles apart • Actual lodging, incidental expenses and vehicle rental (mileage and gas NOT reimbursed). Paid per diem for meals (based on destination location) - Employee 100% & Spouse 75%
Settling In/ Temporary Living	<ul style="list-style-type: none"> • 60 days for Employee, 45 days for spouse and dependents. By exception, may be extended additional 60/45 days • Government per diems for lodging & meals for 1st 60/45 days - Employee 100%, spouse & kids 12 or older 75% and kids under 12 50%. • If additional days are approved - employee 75%, spouse & kids 12 or older 50%, kids under 12 40%. Employee coordinates Temporary Living; No Direct Billing to the company • 3 days may be used at old location (pre-departure) and deducted from total # of days
Return Trip	Return Pack and Load authorized. Airfare only or mileage will be reimbursed up to airfare amount.
Household Goods	<ul style="list-style-type: none"> • Employee must perform self move of household goods at commuted rate system. • 60 days storage only in connection with shipment (with exception, storage may be extended 90 additional days)
Lease Termination	Yes-see policy for detailed guidelines in the Unexpired Lease Settlement section.
Final Move	<ul style="list-style-type: none"> • Airfare approved • Travel via car requires advance approval and requires traveling 300 miles per day. If two vehicles driven the first is approved at GSA rate and second is approved at reduced mileage rate - see policy for more specifics • Government per diems for lodging & meals - Employee 100%, spouse & kids 12 or older 75% and kids under 12 50%.
DOES NOT INCLUDE	Employee home sale or home purchase