

**February 2<sup>nd</sup>, 2015**

**Name: Samer Mousa**

**Address:**

**Zip:**

**Email:**

**Phone:**

**Re: Offer of Employment**

Dear **Samer Mousa**,

This contingent offer of employment from The Electronic On-Ramp, Inc., ("EOR") is for the position of CAT II Arabic Linguist serving the DoD with the DLITE Office of Security Cooperation Iraq (OSC-I). The estimated Period of Performance (POP) is from February\_\_\_\_\_2015 to January\_\_\_\_\_2016, provided that all option periods are exercised. Start date may change based on the reporting time and date to CRC. In any event, EOR may consider you for positions on other contracts that you apply for and match your background and qualifications.

This offer of employment is contingent upon you successfully passing EOR's pre-employment screening process, which includes a criminal background check, education verification and employment history check and your ability to obtain and/or retain a Secret clearance. The position is also contingent upon the DoD approving your application for the security level required for the position. We anticipate that the approval will occur within a few weeks from the date you complete and return to us the required forms which have been provided to you. We are excited about your joining our team and believe this employment relationship will be mutually beneficial and rewarding.

You are to understand that you are a valued EOR employee and do not report directly to the Prime Contractor or the Customer, unless notified by EOR management to do so. Any questions asked of you by the customer or the Prime that are not work specific and are contract specific must be addressed to EOR Operations Team, and not the Prime or the customer, you do not have authority to answer.

Your annual compensation will be approximate to: **\$70,000.00**, if you are assigned to a work location overseas, you will be eligible to apply for the 673 Tax Incentive Program and will be individually responsible for adhering to the rules and regulations of the same.

This offer of employment includes the option to purchase medical, dental, vision, life, disability insurance or other insurances that you might require for you and for your family. This offer of employment includes 160 hours of accrued discretionary time off (DTO) that can be accrued based on hours of work performed at client sites.

If you are applying for a position that requires a Government Mandated screening process, you will need to participate in a Counterintelligence (CI) Screening event that normally occurs in the Greater Baltimore Metro Area of Maryland.

After you successfully complete the CI Screening event, you will receive authorized to report to a **(CRC)** like the one that is located at **Ft. Bliss, Texas**. The CRC is a deployment readiness center that will prepare you to help save lives overseas. Processing time through the CRC typically requires a week worth of time, after which, you will be authorized for deployment to support military operations around the world and that may change from time to time based on customer requirements and other mission oriented objectives at EOR.

Your compensation package will include the following:

- A.) CI Screening is a screening process only with no guarantee of placement. For this, EOR will reimburse airfare and lodging only with no pay earned for the CI Screening process. Thu and Fri (expected two days) – Fly to CRC on Saturday.
- B.) After CI Screen and approval, you will be sent to CRC. During CRC, EOR will pay a base wage of \$14.42/hour during CRC. CRC is approx. 7 days, 8hrs each. This will equal to approximately \$922.88 for CRC time. After CI Screening pass, EOR will also pay a 75% rate for travel Per Diem for days of travel only. This is \$34.50 per day travel to CRC, \$84.50 per day travel CRC to KU, \$84.50 per day travel from KU.
- C.) ALTA Language Testing
- D.) EOR will provide reimbursement for Medical Screening or any medical requirements at CRC, total amount not to exceed \$400.00.
- E.) If Employment is terminated/voided, with No direct fault by EOR INC prior to the 1<sup>st</sup> year, “you the linguist” will be responsible for all costs (Language Testing, Medical Screening cost, CI Screening travel expenses ) related to Pre deployment and Airfare for your return, which will be withheld from final paycheck.

You are to never under any circumstances discuss your compensation with any person or parties outside of your immediate chain of command.

As a condition of your employment, you will be required to agree to and sign our Memorandum of Employment, which in addition to the Employee Handbook will govern

your activities as an employee of EOR. On the date of hire, you are required to provide proof of citizenship or legal authorization to work in the United States as required by the Immigration Reform and Control Act of 1986.

You agree that during or after your employment with EOR, you will promptly reveal and assign, and do hereby assign, to EOR or its nominee all works, inventions, know-how, trade secrets, discoveries, formulae, improvements, ideas, writings, computer programs, expressions, patents, trademarks, copyrights and all other intellectual property (collectively called "Works") which pertain to the business interests of EOR that are created, developed, made or conceived by you, alone or jointly with others, during your employment by EOR. You agree that you will, without additional compensation, but at no expense to you, anytime during or after your employment, sign and deliver to EOR or its nominee all documents and cooperate in any other lawful acts that may be necessary or desirable to protect or vest title in such Works in EOR in all countries of the world.

During the course of your employment, you will be provided with access to proprietary and/or confidential information of EOR which will include, but not be limited to such items as our customer lists and information, identities of prospective customers, contracts and proposal documents, price lists and programs pricing models, employee names and manpower information, training documents, plans, diagrams, software, technology, vendor information and other proprietary and/or confidential items. You agree to use such information only in the pursuit of EOR's business, you agree to protect all such proprietary and/or confidential information from unauthorized disclosure to or use by any person or entity other than EOR at all times and you further agree not to solicit or aid in the solicitation of EOR's employees, customers or prospective customers of EOR of which you have knowledge while employed by EOR for a period of thirty-six (36) months following the termination of your employment for any reason. Any controversy or claim arising out of or relating to the aforementioned provisions concerning the use and protection of EOR's proprietary and/or confidential information, and prohibitions against soliciting EOR's customers, prospects or employees as set forth in this offer of employment, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association in Maryland, and judgment may be entered in any Court having jurisdiction thereof. This arbitration provision shall specifically survive the termination of your employment for any reason.

This letter and Memorandum of Employment constitutes EOR's entire offer. No other conditions, whether verbal, written or implied, shall be construed as part of our employment agreement. Please note that this is not an offer of employment for any definite period of time. Your employment will be "at will." Your employment may be terminated at any time with or without reason or cause. If you wish to terminate your employment with EOR, you must, in writing and via phone, inform the EOR Operations Team and you must allow two (2) weeks' notice at a minimum. Any information related to a decision you may make to leave EOR is considered Confidential and you may not

discuss such information with the customer or the Prime unless you are granted permission in writing by EOR.

To confirm your acceptance in writing, please sign in the space provided below and return one signed copy of this entire letter and subsequent forms no later than close of business upon receipt.

With a favorable response from the customer and your selection to this position, I would like to personally welcome you to Electronic On-Ramp Inc.

Very truly yours,

\_\_\_\_\_  
Robert J. Beringer  
President/CEO of EOR

\_\_\_\_\_  
Mohammed Al-Samarae  
Hiring Manager

\_\_\_\_\_  
Emmanuel A. Adedigba  
Human Resource Coordinator

**ACCEPTANCE:**

Your signature below indicates acceptance of this contingent offer of employment as outlined in this letter. I hereby accept this offer letter.

\_\_\_\_\_  
*Please sign here*

\_\_\_\_\_  
*Date*

**Full Name:** \_\_\_\_\_