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National Security Technologies, LLC (NSTec)

CHARITABLE CONTRIBUTION GUIDELINES

NSTec cares

HELPING DEFEND OUR COUNTRY. PARTNERING WITH OUR COMMUNITIES. INVOLVING OUR PEOPLE.

National Security Technologies, LLC (NSTec) is committed to fulfilling our role as a responsible corporate citizen through support of charitable organizations, primarily in the areas where we live and work.

Focus Areas

There are many important issues facing our communities today. At NSTec, we focus on three key areas to achieve more effective results.

Education

NSTec supports educational programs to ensure the availability of a diverse talent pool of potential employees. Additionally, we partner with post-secondary educational institutions to influence curriculum development and scholarships.

Civic and Community Relations

NSTec supports organizations that strengthen community awareness, contribute to the vitality and improvement of the community, and in which our employees are actively involved.

Diversity

NSTec supports organizations that promote the interests of minorities and women, as well as other diversity dimensions.



WHO CAN SUBMIT A REQUEST?

Employees (on behalf of a charitable organization)

Stakeholders (on behalf of charitable organization)

Charitable Organizations



How to Submit Your Request

To be eligible to receive a charitable contribution from NSTec, the recipient must be recognized by the Internal Revenue Service (IRS) as tax-exempt under 501(c)(3) of the IRS Code.

Requests may be submitted online at www.nstec.com. Requestors must be prepared to enter the following information for the request:

- Requestor's name, contact information, and affiliation with organization.
- Name and description of organization.
- Description of how the request fits one or more of our focus areas and benefits NSTec.
- Partnering organizations, if any.
- Date contribution is needed.
- Participation by NSTec employees, if any.
- Contact name, address, phone, fax, and e-mail for recipient organization.
- Copy of IRS tax-exempt 501(c)(3) letter of qualification (PDF format).

Requests containing this information may also be mailed or faxed:

National Security Technologies, LLC
Attn: Request for Charitable Contribution
P.O. Box 98521, M/S NLV015
Las Vegas, NV 89193-8521

Fax: 702-295-7691

Processing Your Request

NSTec establishes a contributions budget on an annual fiscal-year basis (October 1 through September 30)

Out-of-Cycle Requests

Requests are individually evaluated using our *General Guidelines for Considering a Request*, and reviewed by a contributions committee. The requestor and point-of-contact are then immediately notified regarding the request's status.

Approved Budgeted and Out-of-Cycle Requests

NSTec forwards the check, at requesting entity's option, to either (1) requesting entity or (2) directly to recipient organization. The requestor may proffer the check to maintain more direct contact with the recipient organization and reinforce a positive relationship.

General Guidelines for Considering a Request

1. Does the request exhibit a clear purpose and defined need in an area of focus?
2. Is there continuing employee and/or customer involvement in the organization?
3. Does it benefit the company, its employees, or its customers?
4. Does the organization serve the community without regard to race, color, religion, sex, age, national origin, or disability?

Requests Typically Excluded from Consideration

1. Personal assistance for individuals. NSTec offers financial assistance for employees through the *Employee Crisis Fund*. Contact Workforce Enhancement at 702-295-0930.
2. Religious, labor, fraternal, or political causes.
3. National organizations without a local or regional chapter in our communities.
4. Multi-year requests.
5. Sporting events or teams. NSTec offers assistance for employees who participate in sporting events (whether or not for charity) or teams through our employee morale program. Contact Workforce Enhancement at 702-295-0930.

NSTec: Community Partner



National Security Technologies^{LLC} was formed in 2005 as a joint venture between Northrop Grumman Corporation, AECOM, CH2M Hill, and Nuclear Fuel Services.

NSTec manages operations at the Nevada Test Site (located in Southern Nevada) and its related facilities and laboratories for the Department of Energy, National Nuclear Security Administration, Nevada Site Office. NSTec teams with Lawrence Livermore National Laboratory, Los Alamos National Laboratory, and Sandia National Laboratories on many projects. NSTec also works on projects for other federal agencies such as the Defense Threat Reduction Agency, NASA, the Nuclear Regulatory Commission, and the U.S. Air Force, Army, and Navy.

More than half of NSTec's employees work in the Las Vegas area or at the nearby Nevada Test Site. The company has satellite offices in Livermore, California; Los Alamos, New Mexico; Santa Barbara, California; and Washington, D.C.

Questions?

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