



December 17, 2014

Dear Suppliers;

As the holiday season approaches, you are reminded that it is the policy of Mission Support Alliance, LLC, ("MSA") for employees to not accept any gifts **of any value**, gratuities, open house invitations, etc., from customers, suppliers, vendors, and/or subcontractors.

Accordingly, all subcontractors are requested to remind their personnel of this policy, and to ensure that invitations or gifts are not offered to MSA personnel. If any gifts are received, we are required to decline and return them.

If you have any questions or require further clarification, please call Brad Edwards, Director of Supply Chain Management at (509) 376-5977.

Very truly yours,

Brad A. Edwards, Director
MSA Contracts